

Mt Eden Community Patrol Incorporated - Constitution V1 November 2021

RULES

1 REGISTERED OFFICE OF THE PATROL

Registered address: PO Box 56098, Dominion Road, Auckland, 1446

Physical Address: 34 Bellwood Avenue, Mt Eden, Auckland 1024

1.1 Due notice of every change of office or address shall be given in writing to the Registrar of Incorporated Societies by the Secretary, within 30 days of any change.

2 THE DESCRIPTION OF THE PATROL

2.1

- (a) The Patrol is known as the "Mt Eden Community Patrol Incorporated".
- (b) The Patrol is affiliated to the Community Patrols of New Zealand Charitable Trust.
- (c) The Patrol is made up of voluntary members of the community who receive no monetary recompense.

3 THE PURPOSES OF THE PATROL ARE TO:

3.1

- (a) Conduct community patrols in the Mt Eden area to reduce crime and build safer communities in conjunction with the Police, and to report any such observed activity to police.
- (b) Work with police and other agencies to deter crime and educate the public on measures they can take to create a safer community.
- (c) Encourage community volunteers to join the patrol.
- (d) Do anything necessary or helpful to the above purposes.
- (e) Liaise with other patrols through the country with the purpose of exchanging views, ideas and processes.

3.2 Pecuniary gain is not a key focus of the Patrol, however teams may be organised to fund raise for basic patrol expenses i.e. meetings, training, administration costs and patrol activities. Patrol would also look at working closely with organisations to obtain grants and sponsorships in addition to funds generated through fund raising.

4 MANAGEMENT OF THE PATROL

4.1 The Patrol shall have a managing committee ("the Committee"), comprising the following 3 officer bearers and such other members as the Patrol shall decide.

- (a) The Chairman;
- (b) The Secretary;
- (c) The Treasurer;

4.2 Only Registered Members of the Patrol may be Committee Members.

4.3 There shall be a minimum of three Committee Members, in addition to the Officers.

5 APPOINTMENT OF COMMITTEE MEMBERS

5.1 At an AGM the Members may decide by majority vote:

- (a) Committee will be no less than 3 Members;
- (b) Who shall be the Chairman, Secretary, and Treasurer;
- (c) Whether any Committee Member may hold more than one position as an officer;
- (d) How long each person will be a Committee Member ("the Term").

6 NOMINATION OF COMMITTEE MEMBERS

6.1 Nominations for members of the Committee shall be called for at least 21 days before an Annual General Meeting. Each candidate shall be proposed and seconded in writing by Patrol Members and the Nominee on the completed Nomination Form and delivered to the Secretary. Nominations shall close at 5pm on the tenth day before the Annual General Meeting All retiring members of the Committee shall be eligible for re-election.

6.2 If the position of any Officer Bearer or Committee Member becomes vacant between Annual General Meetings, the Committee may appoint another Committee Member to fill that vacancy until the next Annual General Meeting – Nomination proposed and accepted in the normal manner.

6.3 If any Committee Member is absent from three consecutive meetings without leave of absence the Chairman may declare that person's position to be vacant.

7 ROLES OF COMMITTEE

7.1 Subject to the rules of the Patrol ("The Rules"), the role of the Committee is to:

- (a) Administer, manage, and control the Patrol.
- (b) Carry out the purposes of the Patrol, and Use Money or Other Assets to do that.
- (c) Manage the Patrol's financial affairs, including approving the annual financial statements for presentation to the Members at the Annual General Meetings.
- (d) Set accounting policies in line with generally accepted accounting practice.
- (e) Delegate responsibility and co-opt members where necessary.
- (f) Ensure that all Members follow the Rules.
- (g) Decide how a person becomes a Member, and how a person stops being a Member.
- (h) Decide the times and dates for Meetings, and set the agenda for Meetings.
- (i) Decide the procedures for dealing with complaints.
- (j) Set Membership fees, including subscriptions and levies.
- (k) Make regulations.
- (l) May, in special circumstances, exempt members of the Patrol from patrols.

7.2 The Committee has all of the powers of the Patrol, unless the Committee's power is limited by these Rules, or by a majority decision of the Patrol.

7.3 All decisions of the Committee shall be by a majority vote. In the event of an equal vote, the Chairman shall have a casting vote, that is, a second vote.

7.4 Decisions of the Committee bind the Patrol, unless the Committee's power is limited by these Rules or by a majority decision of the Patrol.

8 ROLES OF COMMITTEE MEMBERS :

All Committee Members will be elected by the members of the Group to the position at the AGM or co-opted by the Committee if the position has become vacant after the AGM.

8.1 The CHAIRMAN is responsible for:

- (a) Ensuring that the Rules are followed.
- (b) Convening Meetings and establishing whether or not a quorum is present (see 11.2).
- (c) Chairing Meetings, deciding who may speak and when.
- (d) Overseeing the operation of the Patrol.
- (e) Providing a report on the operations of the Patrol at each Annual General Meeting.
- (f) Shall ensure that sufficient funding is available for the overall running of the Patrol and will ensure that the Treasurer creates a budget and records all financial transactions of the Patrol in a timely manner.
- (g) will call meetings of the patrol when required and ensure a good working and social relationship between the Patrol members;
- (h) Will oversee the Disciplinary and Disputes Committee of the Patrol with at least one other Committee member and shall have the final decision in their rulings.

8.2 The SECRETARY is responsible for:

- (a) Recording the minutes of Meetings and decisions made by the Committee.
- (b) Keeping the Register of Members.
- (c) Holding the Patrol 's records, documents, and books except those required for the Treasurer's function.
- (d) Receiving and replying to correspondence as required by the Committee.
- (e) Forwarding the annual financial statements for the Patrol to the Registrar of Incorporated Societies upon their approval by the Members at an Annual General Meeting.
- (f) Advising the Registrar of Incorporated Societies of any rule changes.
- (g) Will be solely responsible for any publicity that the Patrol might seek, or make available, bearing in mind the Patrol concepts are being operated.
- (h) Shall oversee the day to day running of the Patrol; oversee the vetting and appointment of new volunteers; ensure that all volunteers are trained and aware of their rights and responsibilities; ensure that rosters are done according to the Rules of Affiliation and making sure all information and equipment is available for the members.

8.3 The TREASURER is responsible for:

- (a) Operating accounts at a bank or banks to be named by the committee, and all moneys received by the Treasurer shall be deposited to the credit of such accounts in the name of the Mt Eden Community Patrol Inc.
- (b) Keeping proper accounting records of the Patrol's financial transactions to allow the Patrol's financial position to be readily ascertained.
- (c) Preparing annual financial statements for presentation at each Annual General Meeting. These statements of the accounts for the year ending on 31st day of March of the then current year together with a balance sheet made up to 31st March, should be prepared in accordance with the Patrol's accounting policies.
- (d) Providing financial information to the Committee as the Committee determines.
- (e) Will ensure that all invoices are paid in a timely manner and that all cheques will be approved by the Treasurer and signed by two nominated signatories'.

8.4 The LIAISON OFFICER:

Is, with the consent of the Committee to Liaise with Police as below and must report to the Committee at the next meeting any discussions held with the Police :

- (a) shall liaise with the Police (PLO) and coordinate intel and disseminate amongst patrollers
- (b) will liaise with the Police Liaison Officer to ensure information is being processed in both directions to a satisfactory standard.

8.5 The COORDINATOR/RESOURCE OFFICER:

- (a) shall liaise with patrollers as to their availability for the following month's patrol and prepare the roster for the following month accordingly and provide this to all patrollers by e-mail and make this available via the internet.
- (b) undertake regular checks of the state of the Group's equipment including the patrol vehicle
- (c) ensure any maintenance, insurance or warrant of fitness requirements are being met
- (d) act as a liaison with Group members on any queries regarding Group equipment
- (e) establish and maintain a register of Group equipment and rules for its use
- (f) monitor fuel consumption and log book entries and bring any irregularities to the attention of the Committee

8.6 The STATISTICS OFFICER:

- (a) shall extract information from log sheets to complete statistics to CPNZ and to record for use with funding applications.
- (b) will supply the same statistics to CPNZ on a 3 monthly basis.

8.6 The MEDIA OFFICER/S : Media/Newspapers etc.

- (a) Only the member authorised by the Committee may talk to the Media about the Patrol's activities.
- (b) Social Media: i.e. Website, Facebook : Only the member authorised by the Committee will be responsible for administrating and updating the Patrols Social Media Pages

8.7 The TRAINING OFFICER shall:

- (a) coordinate and deliver new and existing member training with the support of the Patrol Liaison Officer
- (b) act as a liaison with CPNZ regarding any queries regarding training
- (c) report regularly to the Committee on training issues and delivery

9 ADMINISTRATION :

(a) The Group is administered by a Committee – this will comprise of the following.

(i) Office Holders:

- (1) Chairperson
- (2) Secretary
- (3) Treasurer
- (4) Coordinator/Resource Officer
- (5) Training Officer

(ii) Ex Officio Members :

- (1) The local Community Patrol Police Liaison Officer

(iii) Ordinary Committee Members :

(b) The maximum number of Committee members, which includes Ex Officio Members and Office Holders, shall be eleven.

(c) An Ex Officio Committee Member can be nominated and hold an Office Holder position.

(d) Any member of the Group may stand for the Committee. Nominations must be on the approved form, and received by the Secretary two days before the Annual General Meeting.

(e) The Committee shall be elected at the Annual General Meeting of the Group. The term of office shall be one year. Office holders may stand for re-election.

(f) The Committee has the power to co-opt additional Committee members when vacancies are available.

(g) The Committee has the power to appoint elected and co-opted Committee members to Office Holder positions.

(h) A Committee member may hold more than one Office Holder position on the Committee.

(i) An Office Holder including the Chairperson can nominate another Committee member (Nominee) to act in their place if they are unable to attend a Committee meeting. Nominations needs to be confirmed with the Secretary and the Nominee by the Office Holder ahead of the next meeting and can be:

- i. for specific meetings or periods of time or
- ii. established for the balance of the period till the next AGZ
- iii. cancelled by the Office Holder and or the Nominee

(j) A Committee meeting shall be held at least six times a year. The Quorum for each meeting shall be four Committee members, with two of these being ' Officers ' i.e. the Chairperson, or the Secretary or the Treasurer, however in absentia the ' Officer ' shall nominate via email a "proxy" to fill in their role at the meeting being missed. This ' Proxy ' person must be another Committee member.

(k) A Committee member can be suspended from the Committee by a majority Committee vote if:

- i. the Committee member does not attend three Committee meetings in a row
- ii. the Committee considers the Committee member and or Office Holder has acted outside the authority delegated to them by the Committee
- iii. it has come to the Committee's attention that the Committee member has acted in a way that:

- 1. risks the ongoing viability of the Group

2. denigrates the character of the Committee, the Group and its members.

iv. If the Committee patroller's membership has been suspended or terminated.

(l) Any income, benefit, or advantage must be used to advance the charitable purposes of the Group.

(m) No member of the Group, or anyone associated with a member, is allowed to take part in, or influence any decision made by the Group in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.

(n) Any payments made to a member of the Group, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

(o) All funds received will be held in the Group's bank account(s), at one of the main banks in New Zealand.

(p) The cheque-signing authority will be established by the Committee. All cheques are to be signed by two delegated Committee members.

(q) Accounts for payment will be submitted to the Group's Committee meetings for approval.

(r) Payments for maintenance and running costs associated with the patrol vehicle can, if required, be paid without Committee pre-approval subject to the cumulative cost being incurred, before the next Committee meeting, being less than NZ\$1000. Any such payments are to be tabled at the next Committee meeting.

(s) All proceedings and decisions of the Group Committee meetings are to be minuted by the Secretary or in their absence by another member of the Committee. Copies of the minutes are to be circulated to the Committee and tabled at the next Committee meeting.

10 CESSATION OF COMMITTEE MEMBERSHIP

10.1 Persons cease to be Committee Members when:

(a) they resign by giving written notice to the Committee.

(b) They are removed by majority vote of the Patrol at a Patrol Meeting.

(c) Their Term expires.

10.2 If a person ceases to be a Committee Member, that person must within one month give to the Committee all Patrol documents and property they may hold, however if remaining a Patroller or Active Supporter this will exclude any Uniform items and ID Badge.

11 COMMITTEE MEETINGS

11.1 Committee meetings shall be held quarterly and may be held via video or telephone conference, or other formats as the Committee may decide;

11.2 The Quorum for each meeting shall be at least 4 of the elected members, with two of these being the Chairperson, or the Secretary or the Treasurer.

11.3 The Chairman shall chair Committee Meetings, or if the Chairman is absent, the Committee shall elect a Committee Member to chair that meeting;

11.4 Decisions of the Committee shall be by majority vote;

11.5 The Chair or person acting as Chairman has a casting vote, that is, a second vote

11.6 Only Committee Members present at a Committee Meeting may vote at that Committee Meeting.

11.7 Subject to these Rules, the Committee may regulate its own practices;

11.8 The Chairman or his nominee shall adjourn the meeting if necessary.

11.9 Adjourned Meetings: If within half an hour after the time appointed for a meeting a quorum is not present the meeting, if convened upon requisition of members, shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the Chairman of the Patrol, and if at such adjourned meeting a quorum is not present the meeting shall be dissolved without further adjournments. The Chairman may with the consent of any Patrol Meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

12. MEMBERSHIP OF PATROL GROUP (doesn't apply to founding members not wanting to join a patrol)

- (a) any member of the public over 18 years of age may apply to the Committee of the Mt Eden Community Patrol Inc. to be a member of the patrol.
- (b) All applications for membership must be in writing and be accompanied by a "Consent to Disclosure" form. Subject to provisional approval by the Committee who – at their sole discretion – may accept or reject the application. The Mt Eden Community Patrol Inc. Application is held on file by the Patrol and the Vetting Form is passed onto the Police.
- (c) With a positive outcome of the Police vetting process a member of the Committee will interview the applicant and subject to a satisfactory interview the Committee member will recommend the application to the next Committee meeting for final approval. The applicant is expected to attend the meeting.
- (d) On acceptance, a new member is required to complete Application of Membership and Security Clearance form and to sign a Declaration of Confidentiality, a Code of Conduct and to sign acceptance of the Rules/Constitution of the patrol. Members are required to maintain a strict confidentiality outside of the Group, on all matters involving the Patrol, or the Police.
- (e) No member of the Patrol will use their membership to attain any pecuniary advantage. The Committee shall not engage in any activities involved in private gain or profit either for the Patrol itself or the members thereof. The Committee may approve reimbursement of expenditure incurred or reasonable remuneration for services rendered.
- (f) The Committee, in conjunction with the Patrol Training Officer, is responsible for training new patrollers.
- (g) Associate Membership - the Committee has the power to allow members of the Group to be Associate Members. Associate Members are not required to meet the requirement to undertake the minimum level of patrols each year but are required to contribute to running of the Group. Associate Members can be members of the Committee, Office Holders and have voting rights.
- (h) A member may resign from the Patrol by tendering their resignation to the Chairman in writing.
- (i) A patroller's membership of the Patrol may be terminated by the Committee if:
- i. any information in their application is found to be false.
 - ii. they fail to abide by the rules of the Patrol.
 - iii. they are involved in any unlawful activity; or the Police request that their membership be terminated.
 - iv. it has come to the Committee's attention that the member has acted in a way that:
 1. risks the ongoing viability of the Group
 2. denigrates the character of the Committee, the Group and its members
- (j) On resigning or termination/suspended a member is required to return to the Committee any confidential information, equipment, uniform (i.e. Polo Shirt, Vest, Cap) and identity cards that they have been supplied with by the Patrol. Any uniform items purchased by the patroller. i.e. Fluro Vest will be returned to the Patrol..
- (k) Membership may comprise different classes of membership as decided by the Patrol.
- (l) Members have the rights and responsibilities set out in these Rules.

13 OBLIGATION OF MEMBERS (doesn't apply to founding members not wanting to join a patrol)

13.1 Pay an Annual Membership Fee of NZ\$10 upon joining, with renewal due 1st April and payment made no later than 30th April.

- (i) If any Member does not pay the Annual Membership Fee by the date set by the Committee or the Patrol, the Secretary will give written notice that, unless the arrears are paid by a nominated date, the Membership will be terminated. After that date, the Member shall (without being released from the obligation of payment of any sums due to the Patrol) have no Membership rights and shall not be entitled to participate in any Patrol activity and must return any Patrol uniform or equipment.

13.2 All Members (and Committee Members) shall promote the purposes of the Patrol and shall do nothing to bring the Patrol into disrepute.

13.3 Support patrol by assisting with various duties.

14. REGISTER OF MEMBERS

14.1 The Secretary shall keep a register of Members (“the Register”), which shall contain the names, the postal and email addresses and telephone numbers of all Members, and the dates at which they became Members.

14.2 If a Member’s contact details change, that Member shall give the new postal or email address or telephone number to the Secretary.

14.3 Each Member shall provide such other details as the Committee requires.

14.4 Members shall have reasonable access to the Register of Members.

15 CESSATION OF MEMBERSHIP

15.1 Any Member may resign by giving written notice to the Secretary.

15.2 Membership terminated in the following way:

(a) If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Patrol, the Committee may give written notice of this to the Member (“the Committee’s Notice”). The Committee’s Notice must:

(i) Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Patrol. (ii) State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member’s Membership.

(iii) State that if, within 14 days of the Member receiving the Committee’s Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member’s Membership.

(iv) State that if the Committee terminates the Member’s Membership, the Member may appeal to the Patrol.

(b) 14 days after the Member received the Committee’s Notice, the Committee may in its absolute discretion by majority vote terminate the Member’s Membership by giving the Member written notice (“Termination Notice”), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Patrol at the next Meeting by giving written notice to the Secretary (“Member’s Notice”) within 14 days of the Member’s receipt of the Termination Notice.

(c) If the Member gives the Member’s Notice to the Secretary, the Member will have the right to be fairly heard at a Patrol Meeting held within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them (“the Member’s Explanation”), and the Member may require the Secretary to give the Member’s Explanation to every other Member within 7 days of the Secretary receiving the Member’s Explanation. If the Member is not satisfied that the other Patrol Members have had sufficient time to consider the Member’s Explanation, the Member may defer his or her right to be heard until the following Patrol Meeting.

(d) When the Member is heard at a Patrol Meeting, the Patrol may question the Member and the Committee Members.

(e) The Patrol shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Patrol’s decision will be final.

16. PATROLS

(a) A member is required to carry out a minimum of one patrol per month. The only exception is when the member is an Associate Member or a patroller’s membership has been suspended by the Committee.

(b) Unless participating in a combined operation, or under instructions from the police, all patrols are confined to the Mt Eden Policing District.

(c) A minimum of two members will be required for each patrol, and they may use their own vehicle or the Patrol’s vehicle. Patrols may be carried out at any time during the day or the night.

(d) The Patrol’s uniform and identity card must be worn by a member while on patrol, with the identity cards worn at any time they are within the secure area of a Police Station. This also applies to events where the Patroller is representing the Patrol.

- (e) Any property provided by the Patrol, for use of the members on patrol, remains the property of the Patrol and must be returned at the end of the patrol.
- (f) Any property provided by the Police, for use of the members on patrol, must be treated with extreme care and returned at the end of the patrol.
- (g) Members must not consume alcohol or take non-prescription drugs while on patrol, or at any time in the eight hours preceding their patrol.
- (h) The driver on patrol must have a full, current driver's license, and obey all traffic rules and regulations while on patrol. The Patrol will not accept any responsibility for any traffic infringements incurred by the driver.
- (i) When using the Mt Eden Community Patrol Inc.'s vehicle, patrol members must comply with the current rules governing the use of that vehicle.
- (j) When using a vehicle on patrol - other than the Patrol's vehicle, members must ensure that the vehicle has a current warrant of fitness and registration certificate; and that they have a minimum of Third Party insurance. Mt Eden Community Patrol Inc. will not accept any liability for damage to a private vehicle while used on patrol, and insurance of a Member's private vehicle is the sole responsibility of the member. All patrollers who use their own vehicles are advised to notify their Insurance Company that their vehicle is being used occasionally for this patrol duty and ask that this is noted on their policy to avoid any possible decline should a claim occur (this request should incur no additional premium) .
- (k) Members are not to put themselves or their property at risk while on patrol. If they are requested by the Police to carry out an activity while on patrol, they are only to do so if they are suitably trained and are comfortable with that request.
- (l) Members on patrol are to act professionally, and to maintain the good reputation of the Patrol. They are to use an appropriate standard of language, behaviour and presentation.
- (m) Before, during and after their patrol, members must comply with all reporting procedures required by the Patrol and the Police. This will include: advising the Police of any suspicious or other relevant scene or activity while on patrol, and in presenting a written report at the end of the patrol.
- (n) Until they are trained, new members may only go out on patrol if they are accompanied by a fully trained member.
- (o) Any property provided by the Police, for use of the members on patrol, must be treated with extreme care and returned at the end of the patrol

17 USE of MONEY and OTHER ASSETS OF THE PATROL

17.1 All funds received will be held in the Patrol's bank account(s), at one of the main banks in New Zealand

17.2 The Patrol may only Use Money and Other Assets if:

- (a) It is for a purpose of the Patrol;
- (b) If from Funding Grants it is used solely for the purpose of which it is given.
- (c) It is not for the sole personal or individual benefit of any Member; and
- (d) That Use has been approved by either the Committee or by majority vote of the Patrol
- (e) The banking authority will be established by the Committee.
- (f) Accounts for payment will be submitted to the Patrol's monthly meeting for approval, or in special circumstances, may be approved by the Committee.

18 FINANCIAL YEAR

18.1 The financial year of the Patrol begins on 1 April of every year and ends on 31 March of the next year.

19 COMMON SEAL

19.1 The Committee shall provide a common seal for the Patrol and may from time to time replace it with a new one.

19.2 The Secretary shall have custody of the common seal, which shall only be used by the authority of the Committee. Every document to which the common seal is affixed shall be signed by the Chairman and countersigned by the Secretary or a member of the Committee.

20 ASSURANCE on the FINANCIAL STATEMENTS

20.1 The Patrol shall appoint an accountant to review the annual financial statements of the Patrol (“the Reviewer”). The Reviewer shall conduct an examination with the objective of providing a report that nothing has come to the Reviewer’s attention to cause the Reviewer to believe that the financial information is not presented in accordance with the Patrol’s accounting policies. The Reviewer must be a suitably qualified person, preferably a member of the New Zealand Institute of Chartered Accountants, and must not be a member of the Committee, or an employee of the Patrol. If the Patrol appoints a Reviewer who is unable to act for some reason, the Committee shall appoint another Reviewer as a replacement.

The Committee is responsible to provide the Reviewer with:

- (a) Access to all information of which the Committee is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters
- (b) Additional information that the reviewer may request from the Committee for the purpose of the review; and
- (c) Reasonable access to persons within the Patrol from whom the reviewer determines it necessary to obtain evidence.

21 ANNUAL GENERAL MEETING or a SPECIAL GENERAL MEETING.

21.1 The Patrol will have an Annual General Meeting each year. This will be held within two months of the end of the financial year, which falls on 31st March. Notice of the AGM will be sent to all members at least 21 days prior to the meeting.

The business of an Annual General Meeting shall be:

- (a) Receiving any minutes of the previous Patrol’s Meeting(s);
- (b) The Chairman’s report on the business of the Patrol;
- (c) The Treasurer’s report on the finances of the Patrol, and the Annual Financial Statements;
- (d) Election of Committee Officers;
- (e) Motions to be considered;
- (f) General business.

21.2 Special General Meetings may be called by the Committee. The Committee must call a Special General Meeting if the Secretary receives a written request signed by at least 10% of the Members. This petition must state the purpose of the Special Meeting, which must be held within 21 days of the petition being received. No other business will be considered at the meeting, other than that for which the meeting was petitioned. If the Committee fails to hold the meeting within the specified time, the members may convene the meeting themselves. The quorum for a Special General Meeting shall be at least 10% of the Group’s membership.

22 ALTERING THE RULES

22.1 Changes to these Rules would be have to be dealt with through a Special General Meeting by a resolution passed by a 51% majority of those Members present and voting.

22.2 Any proposed motion to amend or replace these Rules shall be given in writing to the Secretary at least 28 days before the Special General Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.

22.3 At least 14 days before the Special General Meeting at which any Rule change is to be considered the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has.

22.4 When a Rule change is approved by a Special General Meeting no Rule change shall take effect until the Secretary has filed the changes with the Registrar of Incorporated Societies.

23 BYLAWS to GOVERN the PATROL

23.1 The Committee may from time-to-time make, alter or rescind bylaws for the general management of the Patrol, so long as these are not repugnant to these rules or to the provisions of law. All such bylaws shall be binding on members of the Patrol. A copy of the bylaws for the time being, shall be available for inspection by any member on request to the Secretary.

24. WINDING UP

24.1 The Patrol may only be wound up following a special resolution at the Annual General Meeting, or at a Special General Meeting.

24.2 If the Patrol is wound up:

(a) The Patrol's debts, costs and liabilities shall be paid;

(b) Surplus Money and Other Assets of the Patrol may be disposed of:

(i) By resolution; or

(ii) According to the provisions in the Incorporated Societies Act 1908; but

(c) No distribution may be made to any Member; (d) After consulting with CPNZ Charitable Trust, the surplus Money and Other Assets shall be distributed to other CPNZ Patrols, who have similar charitable purpose or purposes, as defined in section 5 (1) of the Charities Act 2005.

25 DEFINITIONS and MISCELLANEOUS MATTERS

25.1 In these Rules:

(a) "Majority vote" means a vote made by more than 51% of the Members who are present at a Meeting and who are entitled to vote and voting at that Meeting upon a resolution put to that Meeting.

(b) "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the Patrol.

(c) "Patrol Meeting" means any Annual General Meeting, or any Special General Meeting, but not a Committee Meeting.

(d) "Use Money or Other Assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, Money or Other Assets.

(e) "Written Notice" means communication by post, electronic means (including email, and website posting), or advertisement in local paper, or a combination of these methods.

(f) It is assumed that

(i) Where a masculine is used, the feminine is included

(ii) Where the singular is used, plural forms of the noun are also inferred

(iii) Headings are a matter of reference and not a part of the rules

(g) Matters not covered in these rules shall be decided upon by the Committee.

26 GENERAL

(a). The Committee will run all affairs of the group in a lawful and responsible manner. A Committee of Chairperson, Secretary, and a Treasurer appointed by the Annual General Meeting plus, (optional), a Police Liaison Officer, head the patrol and any others elected by that meeting.

(b). The Committee may co-opt additional vetted people as it sees fit to help with any task, however, co-opted members of the Committee will not have voting rights in committee decisions.

(c) The rules of the Patrol may only be amended at either the Annual General Meeting or a Special General Meeting.

i. no addition to or alteration of the non-profit aims, personal benefit clause or the winding up clause shall be made which affect the tax exempt status.

ii. the provisions and effect of this clause shall not be removed from this document and shall be included into any document replacing this document.