

**FRIENDS OF THE HOROWHENUA LIBRARIES
INCORPORATED**

CONSTITUTION & RULES

1 Name:

The organisation shall be known as Friends of the Horowhenua Libraries Incorporated.

2 Objectives:

In co-operation with the Library Services Manager and Staff to:

- a promote and support library services to the whole community
- b encourage and stimulate the development of the libraries in accordance with Libraries Horowhenua mission statement which is “to provide excellent community library services for the Horowhenua District”
- c stimulate greater public support and use of the library and its services
- d sponsor and support special programmes and seek appropriate funds
- e arrange with the library cultural functions, such as lectures and other activities.

3 Membership:

- a Membership shall be open to any card carrying members of any Libraries Horowhenua libraries situated in the Horowhenua area. Written application forms must be completed by prospective members.
- b There shall be two categories of membership:
 - i Serving Members, who will give practical assistance in the Library
 - ii Supporting Members, who wish to support the work of the organisation.
- c The Secretary shall maintain a register of members.
- d Membership of the organisation may be terminated by the Executive Committee upon any of the following:
 - i resignation
 - ii ceasing to give practical assistance to the libraries

- iii any matter pursuant to Clause e of section 5 dealing with Executive Committee Powers.

4 Executive:

- a The Executive Committee of the Society shall comprise:
 - i Chairperson
 - ii Secretary
 - iii Treasurer
 - iv 6 members elected at the Annual General Meeting
 - v the current Library Services Manager or his/her nominee ex officio.
- b The Executive Committee shall have the power to co-opt additional members for specific purposes. Such persons shall not have voting rights.
- c Any vacancy may be filled by the Executive Committee's appointee.
- d The Executive Committee shall be elected at the Annual General Meeting.
- e The quorum for the Executive Committee shall be five.
- f The Executive Committee shall meet at least quarterly and at such other times as the committee shall decide.

5 Executive Committee Powers:

The Executive Committee shall manage the affairs of the society and shall have, in addition to all such administrative powers as may be necessary for the proper carrying out of the society's objective, the following powers and authorities:

- a to purchase, lease, hire or otherwise acquire assets;
- b to sell, let, mortgage, hire out or deal in any other way with the assets of the organisation;
- c to raise, borrow, or invest funds on such terms as the organisation thinks fit;
- d to enter into, or terminate any contract or arrangement with any society, government department, corporation or other body;
- e to expel, suspend, or penalise any member guilty of misconduct or violation of the society's rules and regulations provided that any member facing such disciplinary action is accorded natural justice;

- f to deal with any matter not provided for in this constitution and generally to manage the affairs of the society in accordance with the constitution.

6 General Meetings:

- a An Annual General Meeting shall be held in each year on such a date as the Executive Committee shall decide but no later than 31 May in each year.
 - i The business at such meeting shall be:
 - (a) to receive the Annual Report and Balance Sheet
 - (b) election of the Executive Committee
 - (c) consider any motion of which 14 days' notice shall have been given to the Secretary
 - (d) general business.
- b All members shall be posted notice 14 days prior to the Annual General Meeting.
- c Voting shall be on a show of hands. If the vote is tied then the motion is lost.
- d A Special General Meeting shall be convened by the Executive Committee on a written requisition signed by at least 20 members of the Society, such requisition to declare the purpose of the meeting.
- e All members shall be posted 14 days prior notice of the Special General Meeting.
- f The quorum for any Annual General Meeting or Special General Meeting shall be 10 members.

7 Funds, Property and Accounts:

- a The funds and property of the society may be applied in the manner and for the purposes of the following:
 - i in payment of all expenses of and incidental to the carrying out of the objectives of the society
 - ii remuneration of persons for work or services on behalf of the society
 - iii in any other manner authorised by the Executive Committee.
- b A bank account shall be opened in the name of the society and shall be operated by any two (signing together) of Chairperson, Secretary, Treasurer, Committee Member.

- c All accounts must be passed for payment by the Executive Committee.
- d A balance sheet and income/expenditure statement shall be prepared and approved by a chartered accountant and presented to the Annual General Meeting.

8 Common Seal:

The society shall have a Common Seal which shall be kept in the Levin Library and shall be affixed to documents in the presence of any three members of the Executive Committee who shall attest the same in pursuance of a resolution duly passed by the Executive Committee.

9 Amendments to Constitution:

- a The constitution may be amended at any Annual or Special Meeting and must be carried by a three-quarter vote. Notice of any proposed amendment shall be lodged with the Secretary at least 14 days prior to the meeting. The Secretary shall post or hand the proposed amendment to each member at least 7 days before the meeting.
- b The constitution shall not be amended in any way that invalidates the society's legal standing as a charity.

10 Liquidation:

The society may be dissolved voluntarily in accordance with Section 24 of the Incorporated Societies Act 1908 and surplus property and funds after payment of all liabilities shall be donated or paid to Libraries Horowhenua or the Horowhenua District Council's charitable nomination for library purposes.