

# CONSTITUTION AND RULES OF THE NEW ZEALAND SOCIETY OF GREAT BRITAIN

Revised 2019

## 1. NAME:

1. (a) The Society will be called the NEW ZEALAND SOCIETY OF GREAT BRITAIN.

## 2. PURPOSE OF THE SOCIETY:

2. (a) The Society will promote the study and collecting of New Zealand postage stamps, postal history and related material of New Zealand and its Dependencies.

## 3. OFFICERS:

3. (a) The Honorary Officers of the Society, all of whom will be elected annually at the Annual General Meeting (AGM), will be:

1. President
2. Chairman (E)
3. General Secretary (E)
4. Treasurer (E)
5. Exchange Packet Secretary
6. Editor of the Society Journal (*The Kiwi*) (E)
7. Representative in New Zealand
8. Publicity Officer
9. Membership Secretary
10. Auctions Officer
11. Library Liaison Officer
12. Society Webmaster
13. Contact for the Scottish Group
14. Contact for the Midland Group
15. Contact for the North of England Group

(E) Denotes a member of the Executive Sub-Committee

## 4. MANAGEMENT AND GOVERNANCE OF THE SOCIETY

4. (a) The affairs of the Society will be managed and conducted by the Committee which will meet as and when it decides. The Committee will consist of all the Officers of the Society and up to two other members of the Society who may be co-opted by the Committee but will be confirmed at the next AGM. The quorum for a Committee Meeting will be four members of the Committee so long as they include an Executive Officer.

4. (b) The Committee will have the authority to fill any vacancy that occurs during the year. Any such appointments must be confirmed at the next AGM.

4. (c) The Committee will have the power to convene an Extraordinary General Meeting of the Society. The provisions as to the notice and conduct of such meetings as contained in Rule 8 of these Rules shall apply to any such Extraordinary General Meeting. The costs of such a meeting called by the Committee will be a charge on the Society Funds.

4.(d) Any Officer or member of the Society shall be entitled to claim proper expenses for any outlay incurred in the pursuance of duties occasioned by membership of the Society. Claims should be submitted to the Honorary Treasurer who may request such proof of expenditure and its purpose as he/she sees fit.

4. (e) Each Executive Officer shall have the power to make decisions involving not more than £500 of Society funds. With the agreement of two or more Executive Officers decisions involving greater amounts may be made between Committee Meetings and reported to the next meeting.

#### **5. AFFILIATION:**

5. (a) The Committee shall have the power to affiliate the Society to such bodies as are consistent with the objects of the Society.

#### **6. MEMBERSHIP AND SUBSCRIPTIONS:**

6. (a) Membership is open to all those who share the Society's aims. Applications for membership shall be made on the Application Form which has been approved by the Committee. Applications for membership should be approved by the Membership Secretary after, if necessary, reference to the Committee.

6. (b) The name of new members and the County in which they live will be published in *The Kiwi* unless the member requests that this information is withheld.

6. (c) The Committee may appoint to Honorary Membership any person, whether a member or not, who has rendered outstanding service to the hobby or to the activities of the Society. Honorary members will pay no annual subscription and will be entitled to receive *The Kiwi* and the auction catalogue as though they were ordinary members.

6. (d) By applying for membership, prospective members are agreeing to abide by the Constitution and Rules of the Society.

6. (e) Each member will be entitled to one vote at the AGM.

6. (f) Upon election, a member shall pay, in respect of that year and by January 1<sup>st</sup> in succeeding years, a subscription which will be agreed at the AGM.

6. (g) A husband and wife will be joint members for the payment of one subscription and will be entitled to one copy of *The Kiwi* and one vote at the AGM.

6. (h) The Committee has the discretion to propose an appropriate structure for variation of fees. This may affect overseas members who cannot avail themselves of the full range of benefits or variable subscriptions with regard to the format in which *The Kiwi* is received.

6. (i) The membership of any member whose subscription remains unpaid by the time that the May issue of *The Kiwi* is due to be despatched will be deemed to have lapsed. The member will cease to receive any benefits of membership until the subscription is paid.

6. (j) Each member of the Society will be entitled to have access to the Constitution and Rules of the Society, a copy of the Annual Accounts and the Exchange Packet statement of Accounts free of charge. Access will normally be through the Society website. If any member requires a printed copy of any documents, they should contact the Hon. Secretary.

6. (k) Termination of Membership: On the receipt of any allegation that a member has behaved in a way that is incompatible with membership of the Society, the Secretary (or such other officer as may be nominated by the Chairman) will contact the member to invite their comments on the allegation and to inform him/her that their membership of the Society has been called into question.

On the receipt of a response, the Committee will consider the matter and, if, on a balance of probabilities, the allegation is considered to be well founded, by the unanimous agreement of the Committee, the membership will be terminated.

The Secretary will inform the member of this action.

No refund of annual subscription already paid will be due.

## **7. VISITORS:**

7. (a). Any member may introduce any visitors or guests, not exceeding two in number, to an ordinary meeting of the Society. The Chairman may at their discretion admit to any meeting such further visitors as he/she thinks fit.

## **8. ANNUAL GENERAL MEETING:**

8. (a) The Annual General Meeting (AGM) of the Society will be held in the month of November each year. At least fourteen days' notice of meeting will be given to members resident in the United Kingdom. Notice of the meeting and agenda will be published in the issue of *The Kiwi* immediately preceding the AGM.

8. (b) Each entitled member attending the meeting will have one vote on each resolution put to the meeting. In the case of equality of votes for any resolution, the Chairman of the meeting will have an additional casting vote.

8. (c) Notice of Agenda items and nominations for Officers and members of the Committee must reach the Secretary at least seven clear days before the date of the AGM. Nominations for officers must be accompanied by proof that the person proposed has accepted the nomination.

8. (d) If more than one member is nominated for a role on the Committee, the election will be by a simple majority vote of those attending the AGM.

## **9. FINANCE:**

9. (a) All money due to the Society shall be paid or forwarded to the Hon. Treasurer who will deposit all such moneys into a bank account in the name of the Society. Additional accounts may be opened to operate particular aspects of the Society's activities and managed by the appointed Officer of the Society. Society funds not required to be immediately available will be deposited in an account bearing interest or in such other way as the Committee may approve on the recommendation. All accounts shall be operated on the signature of one of the Treasurer, the duly appointed Officer or the Chairman.

9. (b) Money shall be drawn from accounts for payments which have already been approved by the Chairman or the Treasurer or the Officer responsible for the subsidiary activity.

9. (c) The Committee will appoint an Examiner of Accounts who will be responsible for reviewing the activity of all accounts associated with the functioning of the Society. Such examination will take place at least annually and the Examiner will prepare a report of the result of his examination for consideration at the AGM. The Examiner will not be an ex-officio member of the Committee but will be entitled to claim repayment for any expenses incurred in the exercise of his/her role.

9. (d) Any Officer of the Society responsible for an account will keep proper books of account and will submit them every year, or more often if appropriate, accompanied by any payment and/or receipt vouchers.

#### **10. *The Kiwi***

10. (a) The Hon. Editor, on behalf of the Society, will publish a journal, *The Kiwi*, which will disseminate Society news, original articles and other information of interest to the membership.

10. (b) The Hon. Editor will be responsible for the content of the journal and all other matters relating to its publication.

10. (c) *The Kiwi* will be published every 2 months or at such other interval as the Editor, with the agreement of the Committee, shall determine.

10. (d) All members will be entitled to receive a printed or electronic copy of *The Kiwi*.

10. (e) Back issues of *The Kiwi* will be available to members through the Society website.

#### **11. EXCHANGE PACKET:**

11. (a) An exchange packet of material related to the aims of the Society will be circulated as circumstances permit. A copy of the Exchange Packet Rules prevailing will be circulated with each Exchange Packet and those Rules will be considered to be part of these Rules.

11. (b) The Rules may be altered for operational reasons as necessary by the Packet Secretary without reference to the Committee.

#### **12. SOCIETY WEBSITE:**

12. (a) The Society Webmaster will maintain a website to which all members will have access. It will act as a forum for exchange of information. It will also enable access to Society documentation and back issues of *The Kiwi*.

#### **13. THE LIBRARY:**

13. (a) The Society has access to a range of books, periodicals and other literature about New Zealand philately. The Hon. Library Liaison Officer will prepare and keep up to date information about this material, how members may access it and the terms upon which it may be borrowed.

13.(b) The Hon. Library Liaison Officer will also be responsible for the safe keeping of any material pertaining to the history of the Society.

#### **14. AUCTIONS:**

14. (a) An auction of material relevant to the aims of the Society shall be held after the Annual General Meeting of the Society or such other time as the Committee may determine.

14. (b) The regulations for the auction and its conduct will be published in *The Kiwi* every year and shall be deemed incorporated into these Rules.

#### **15. COMPETITIONS:**

15. (a) The Society may hold one or more Competitions at dates to be agreed by the Committee. Any competitions will be open to all members and the Regulations for the competition will be published in *The Kiwi* two issues before the due date.

## **16. AMENDMENTS TO THE CONSTITUTION AND RULES OF THE SOCIETY:**

16. (a) The Constitution and Rules may be changed at the Annual General Meeting of the Society provided that any proposal for change is made, in writing, at or before the meeting before the AGM. Such proposals will be published in *The Kiwi* as part of the Agenda for the AGM.

16. (b) The Committee will consider any proposal before it is put to the AGM and, if appropriate, express its collective view on the suggested change/s.

## **17. EXTRAORDINARY MEETING OF THE SOCIETY:**

17. (a) An extraordinary meeting of the Society may be called by the President on his/her receiving a written request signed by at least 15 members of the Society. The President will, at his discretion, decide the format in which the meeting will take place. If his decision is that a 'virtual' meeting would be appropriate arrangements must be made to ensure that members without electronic access facilities are provided with paper copies of any proposals and enabled to vote.

17. (b) If a physical meeting is necessary, it will be convened by the Secretary at the request of the President not later than two months after the receipt of the request. Fourteen days notice of the meeting must be given to all members. The notification will include details of the reason for the meeting.

17. (c) The procedure for voting on any proposal will be the same as at the AGM (Para. 8b).

17. (d) The President will be entitled to refuse to call the meeting if, within one month of the receipt of the request for the meeting, the requesters have not paid an amount to the Treasurer determined by him/her to be equivalent to the cost of holding the meeting. The determination by the Treasurer of the amount due is final and binding on those requesting the meeting.

## **18. GENERAL DATA PROTECTION REGULATIONS AND DATA PROTECTION ACT STATEMENT:**

18. (a) The Chairman (or such other person nominated by the Committee) is responsible for data protection within the Society.

18. (b) Information will only be held by Officers of the Society who have a legitimate requirement to have the information. This will include the General Secretary, Membership Secretary, the Packet Secretary, the Auctions Officer and the Editor of *The Kiwi*.

18. (c) The Society will collect and process personal information for a number of purposes, including:

1. Maintaining personal details to allow updating of membership information and to ensure effective communication within the Society,
2. Keeping financial records,
3. To allow effective operation of the packet.

18. (d) The Society's legal basis for keeping and processing members' information is their consent which is assumed by the payment of the annual subscription. Consent may be withdrawn at any time by communicating with the person responsible for data protection.

18. (e) The Society will keep personal information for as long as membership remains current and for 3 years after membership has finished.

18. (f) The Society will not share personal information with anybody outside the Society without member's explicit consent.

18. (g) If a third party requests that information is circulated to the membership (such as, for example, notification of an upcoming auction), this may be undertaken by the third party providing the material to be publicised and the Society circulating it. The Society will not provide its membership list to any other party.

18. (h) Members have the right to access the personal information that the Society hold about them. Members also have the right to ask for any incorrect information to be corrected.

**19. DISSOLUTION OF THE SOCIETY:**

19. (a) The Society will be dissolved if, in the opinion of the Committee, the affairs of the Society should be wound up, provided that the resolution of the Committee in this regard is confirmed by a majority of members at an extraordinary general meeting of the Society.

19. (b) On the dissolution of the Society, all property of the Society will be disposed of on such terms and in such a manner as the Committee shall determine. The Committee may appoint one or more of its members to oversee this disposal and the total moneys realised shall, after payment of all liabilities of the Society, be shared equally among those members of the Society whose subscriptions are paid up to the date of the decision to dissolve the Society.

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