

# **TAMAKI BUSINESS AND PROFESSIONAL WOMEN'S CLUB**

## **CONSTITUTION**

Amended:  
April 1993

# TAMAKI BUSINESS & PROFESSIONAL WOMEN'S CLUB

## CONSTITUTION

### 1. Name:

The name of the Club shall be:

Tamaki Business & Professional Women's Club (Incorporated).

### 2. Federation Affiliation:

The Club shall be affiliated with the New Zealand Federation of Business and Professional Women's Clubs and pay dues, by the required date, as agreed from time to time by Conference or Council.

### 3. Aims:

1. Stimulate and encourage women to realise and accept their responsibilities in the community - locally, nationally and internationally.
2. Work for high standards of education and training for business and professional women.
3. Work for equal opportunity and status for women in economic and political life.
4. Promote co-operation among business and professional women throughout the world.

### 4. Common Seal:

The Common Seal of the Club shall take the form of the encircled words - "Tamaki Business and Professional Women's Club (Incorporated)".

The Secretary shall have control of the Common Seal provided by the President and in whose presence such is to be affixed and on whose authority the Seal shall be used at all times, the Secretary being custodian of the said Common Seal.

### 5. Membership:

- (a) Membership is open to women who subscribe to the aims of the Club. At least 75% must be actively engaged in business or professions.
- (b) Application for membership shall be made in writing on the prescribed form; signed by the applicant and two financial members of the Club, to whom the applicant shall be known and who shall sponsor the application. All applications shall come before and be subject to the approval of the Executive Committee.
- (c) Payment of an annual club membership subscription shall entitle the individual member on transfer to membership of any other Federated Business and Professional Women's Club in New Zealand for the balance of the Club's financial year.

Members of other Federations affiliated to the International Federation may, on production of proof of payment of current Club subscription in their own country, be admitted to membership for the remainder of this Club's financial year without payment of a subscription.

6. Officers:

- (a) The Patron of the Club shall be the local MP for the area if a woman or the MP's wife.
- (b) The Club shall be managed by an Executive consisting of:
  - (a) President
  - (b) Two Vice Presidents
  - (c) Secretary
  - (d) Minutes Secretary
  - (e) Treasurer
  - (f) Six Committee members
  - (g) Immediate Past President
- (c) The Executive Committee shall appoint first Vice-President and Second Vice-President from the two elected according to their knowledge, ability and likelihood of availability for future office.
- (d) At meetings of the Executive the attendance of five will constitute a quorum.
- (e) An Emergency Committee comprising the President, Secretary and Treasurer shall have power to act on matters of urgency.

7. Election of Officers:

- (a) The Officers and Executive Committee shall be elected by ballot at the Annual Meeting of the Club and shall retire annually, being eligible for re-election.
- (b) No officer, with the exception of the Secretary, Minute Secretary and the Treasurer shall hold the same position for a period exceeding two years.
- (c) Nominations for Officers and members of the Executive Committee shall be in the hands of the Secretary at least three weeks previous to the Annual General Meeting, members to be notified of such nominations with circular notice of the Annual General Meeting.
- (d) Any financial member of the Club may nominate a candidate for office in the ensuing year.
- (e) The Executive Committee shall issue an official ballot paper on which names of the candidates shall be listed.
- (f) Financial members only shall be eligible for election to office.

8. Annual General Meeting:

The Annual General Meeting of the Club, of which at least ten day's notice by circular shall be given, shall be held in March of each year. One-third of the members shall constitute a quorum. The incoming Committee shall take office immediately after the Annual General Meeting

9. Minutes of Annual General Meeting:

The minutes of the Annual General Meeting shall be read and provisionally confirmed at the first General Meeting following the Annual General Meeting.

10. Other Meetings:

- (a) General Meetings of the Members shall be held at least once a month. Ten days notice by circular shall be given personally to each member. Any form of entertainment and special meetings shall be arranged by the Executive.

- (b) The Executive Committee may at any time, and shall upon requisition made in writing to the Hon. Secretary by ten financial members, forthwith convene a Special General Meeting, of which at least seven days' notice shall be given by circular personally to each member.
- (c) Visitors - members may invite visitors to any function as are indicated.
- (d) Individual visitors may attend three meetings in each year.

#### 11. Notice of Motion:

Any financial members may submit Notice of Motion to a General Meeting, provided that written notice of her intention to do so, together with the terms of the proposed resolution, shall reach the Hon. Secretary not less than three days before the meeting.

#### 12. Alterations to Constitution:

This Constitution may be altered or amended by a majority vote of a General Meeting. Notice of Motion for such an amendment must be received in writing three weeks prior to the General Meeting at which it is to be proposed, and such Notice of Motion shall be set out on the notice convening the meeting. If the Notice of Motion is brought forward as a recommendation of the Executive, such three weeks notice shall not be required, but the meeting at which such amendment is to be considered, shall nevertheless be called with the requisite noticeable thereto. Any addition or alteration necessary to conform with any regulation of the Registrar of Incorporated Societies may be made by the Executive without reference to any General Meeting of Members.

#### 13. Annual Subscription:

Annual subscription to the Club shall be paid by each member at such rates as may be fixed at the Annual General Meeting and shall include annual dues payable through the Club to the New Zealand Federation and through the New Zealand Federation to the International Federation. It shall be due at the beginning of the Financial year.

Any member whose subscription is in arrears at the 30th September shall cease to be a member of the Club.

On payment of annual subscription a member remains a financial member until the conclusion of the following Annual General Meeting, unless she resigns or transfers to another BPW Club.

#### 14. Control and Investment of Club Funds:

The fund and property of the Club shall be under the control of the Executive, who may invest, disburse and deal with the same in such manner and for such purposes (not being inconsistent with the objects of the Club and these rules) as they shall think fit. The Funds of the Club shall be deposited with such Bank as the Executive shall determine, and all cheques of the Club's Bank account shall be signed by any two of the following - President, Secretary or Honorary Treasurer.

#### 15. Auditors:

The Auditors for the ensuing year shall be appointed at the Annual General Meeting, and their report embodied in the Hon. Treasurer's Statement at the Annual General Meeting.

#### 16. Affiliations:

The Club may affiliate with such organisations as it may deem desirable and authorise representation accordingly.

17. Management:

- (a) Subject to limitations made by other clauses of this Constitution the Executive shall have full power to manage the Club and its affairs.
- (b) At all Committee Meetings of the Club, the President, and in her absence the First Vice-President, Second Vice-President, or in their absence a member appointed by the Meeting, shall take the chair. The Chairman shall have a second or casting vote, in the case of equality of votes at Committee Meetings.
- (c) If any vacancy shall occur in any Office, the Executive Committee may fill the same for the balance of the term, with the exception of the office of President, which vacancy may be filled at a General meeting of the Club.
- (d) Any member of the Executive Committee absent from three or more Committee meetings consecutively without due cause shall cease to be a member of the Executive Committee.
- (e) Members of the Executive Committee when resigning from the Committee must do so in writing.
- (f) No appeals, petitions, or canvas for money, charitable or otherwise, may be made in connection with the Club without the unanimous consent of the Executive.
- (g) The list of members may not be used for any purpose of circularisation (apart from Club business) without the unanimous Consent of the Executive.
- (h) A bare majority will be sufficient at a General Meeting of the Club at any time for the purpose of winding up the affairs of the Club.

18. Chair and Voting:

At all General Meetings of the Club, the President, and in her absence the First Vice-President, Second Vice-President, or in their absence a member appointed by the Meeting, shall be appointed by the Meeting, shall take the Chair. On a motion or amendment, every member lawfully present shall be entitled to one vote to be exercised in person but not by proxy, and voting shall be by a show of hands, by voices or in writing, as the meeting shall determine, and in the case of equality of votes, the Chairman shall have a second or casting vote.

19. Resignations:

- (a) Any member wishing to resign must send in her resignation in writing, to the Honorary Secretary, by 30th April or she will be liable for the subscription for the current financial year.
- (b) If, in the opinion of the Executive it is desirable at any time that any member should cease to be a member of the Club, she shall be requested, in writing, to resign. Such action may only be taken after the fullest investigation has been made into the case, and a decision arrived at by a majority of not less than four-fifths of the Committee present - and voting by secret ballot. The Member shall have the right of appeal.

20. Winding-Up:

The Club may be wound-up voluntarily if at a General Meeting its members pass a resolution requiring the Club so to be wound-up.

The resolution shall be confirmed at a subsequent General Meeting called for that purpose and held not earlier than 30 days after the date on which the resolution was passed.

- (a) In the event of the club winding-up, notice of resignation shall be sent to the Federation Executive in writing.

- (b) The Club assets shall be realised and the liabilities discharged and the surplus, if any, devoted to such objects as the members shall decide by resolution.

THESE RULES RESCIND ALL OTHER RULES

**TAMAKI BUSINESS AND PROFESSIONAL WOMEN'S  
CLUB**

**BY - LAWS**

# TAMAKI BUSINESS & PROFESSIONAL WOMEN'S CLUB

## BY-LAWS

### 1. NZ Federation:

- (a) As a Constituent of the NZ Federation the Club shall ratify the policy of the Federation.
- (b) At the first constituted committee meeting in each year the President shall acquaint members with the requirements of the NZ Federation Constitution.

### 2. Administration A:

- (a) Bulletin and Publicity
- (b) Liaison officer with caterers
- (c) Membership
- (d) Welfare
- (e) Social
- (f) Trading Table
- (g) Programme

Convenors to be elected at First Executive meeting of new committee each year.

Each Convenor shall nominate not less than 2 club members to serve on her sub-committee, the personnel of each to be approved by the Committee of Management not later than the second Committee Meeting in each year.

Vacancies on sub-committee occurring during the current year may be filled by co-option.

#### Bulletin and Publicity

- (a) To edit, produce and distribute the Club Bulletin.
- (b) To receive all magazines and other publications and index them.
- (c) To peruse such publications and give a short report at each meeting, reading interesting items of news.

#### Liaison officer for Catering

To liaise with Manager of current venue and to advise numbers expected to dine before each monthly meeting.

#### Membership

- (a) To keep Membership Register up-to-date and complete details from membership forms after approval by Executive committee.
- (b) To supply such membership forms to new members and to check same before submitting them to the Executive.

#### Welfare

- (a) To keep in touch with all members of the Club.
- (b) To send cards of sympathy or congratulations, etc.

- (c) The Executive has the final decision as to suitability of candidates for membership.
- (d) Every member shall receive a copy of the Constitution upon acceptance of her application for membership.
- (e) An entrance fee which shall be fixed at an Annual General Meeting is payable in addition to the appropriate subscription for the first year.
- (f) The first subscription shall be due and payable as from the date of advice of acceptance of membership.
- (g) Letters of introduction to Overseas Clubs or Federations or the International Federation, will only be obtained from the National Executive (General Secretary) for Club members with not less than one year's financial and active membership, and then only on the recommendation of the Executive.

### 3. Fees:

- (a) The annual fee payable by members shall include all affiliation fees.
- (b) Subscriptions shall be due and payable at the beginning of each financial year. The New Zealand Federation dues portion of the Club dues must be paid before 15 March and the balance of the dues before 15 May.
- (c) New members joining after 31 July shall pay the Federation dues plus an amount as decided by the Club at the Annual General Meeting.
- (d) Members whose dues are not paid by the required dates shall pay a penalty amount as fixed by the Annual General Meeting.

### 4. Life Members:

- (a) Life membership shall be conferred for outstanding service rendered to the Club on a completely voluntary basis.
- (b) Ten years minimum membership.
- (c) Any financial member may propose a member giving the reasons for nomination.
- (d) Every proposal for a life member shall first be considered by the Executive, and if approved by it, submitted to a secret ballot at an Annual General Meeting.
- (e) A two-thirds majority of those financial members present and voting thereon shall be necessary to effect such selection.
- (f) A life member shall pay Federation Affiliation fees but not Club dues.
- (g) A life member shall be entitled to attend all Executive meetings without voting powers.
- (h) A life member shall be entitled to seek election to any office.
- (i) There be a limit of four life members at any one time - this to be reviewed at an Annual General Meeting as circumstances warrant.
- (j) Life members to be presented with a badge.

### 5. Travel Fund:

The Club shall have a Travel Fund, the money of which shall be the takings from Sales Tables and Raffles at General Meetings. The profit from the Annual Dinner, Profit from the Christmas Party, and any other money that may from time to time be approved by the members at a General Meeting.

The Travel Fund shall pay all registration fees, traveling and accommodation expenses, based on actual and reasonable costs, for all Club members who are voting delegates or have voting rights, at Council Meetings or Conferences.

Grants for other travel expenses may be made as approved by the members at a General Meeting.

6. Recess

In the event of the Club going into recess the Executive of the Federation shall be notified in writing and the Club funds transferred to the Federation (in accordance with federation Constitution).