

CONSTITUTION AND RULES

OF THE

_____ **BRANCH,**

NEW ZEALAND DEER FARMERS' ASSOCIATION (INC,)

Approved by resolution at the 33rd NZDFA AGM, 14th May 2008



NZDFA

New Zealand Deer Farmers' Association

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CONSTITUTION AND RULES

OF THE

_____ BRANCH,

NEW ZEALAND DEER FARMERS' ASSOCIATION (INC,)

1. NAME

The name of the Society is the _____ Branch, New Zealand Deer Farmers' Association (Inc).

2. OBJECTS

- (i) To do all such acts, matters and things as may be necessary or expedient for the attainment or furtherance of the objects set out in the Constitution and Rules of the New Zealand Deer Farmers' Association (Inc.).
- (ii) To encourage, promote and advance the interests of the deer farming industry and of those engaged in it at a branch level.

3. MEMBERSHIP

- (i) The branch shall be open to all financial, (full and associate), honorary and life members of the New Zealand Deer Farmers' Association Inc.
- (ii) Where a company or a partnership is a member, only one person shall be entitled to exercise voting rights on behalf of that entity.
- (iii) Membership category, **Life Member of the Branch**. Person(s) who, on the recommendation of the Branch Committee, are elected by the members of the Branch at a General Meeting as Life Member(s) of the Branch.
- (iv) Such a Life Member shall be entitled to an annual subscription to the NZDFA (Inc.) payable by the Branch.

4. NEW MEMBERS

Any person entitled to become a member of the branch shall become a member upon completion of a written standard form of application¹, a copy of which shall be sent to the NZDFA National office to update the Registrar of Members, following its acceptance by the Branch Committee and on satisfying the requirements of: -

- (i) Current financial membership of the New Zealand Deer Farmers' Association Inc.
- (ii) Agreement to abide by the Constitution and Rules of the Branch.

¹ The NZDFA have developed a standard membership application form.

5. MEMBERSHIP REGISTER

- (i) A register of branch members shall be maintained by the New Zealand Deer Farmers' Association Inc., a copy of which shall be supplied to the..... Branch secretary as required from time to time.
- (ii) The register shall show the NZDFA membership number, name and current address of every branch member.

6. RESIGNATION OF MEMBERSHIP

A member may resign from the branch by giving notice in writing to that effect. Any such notice shall, unless otherwise expressed, take effect as from the end of the year then current.

7. CESSATION OF MEMBERSHIP

- (i) Any member whose subscription to the New Zealand Deer Farmers' Association Inc. is in arrears for a period of three months after due date shall forthwith cease to be a member provided that such a member may be reinstated on payment of the subscription for the current year.
- (ii) Any member who refuses to abide by the rules of the Branch or whose actions are prejudicial to its objects may be suspended by resolution of a two-thirds majority of the Committee. Such member shall be given the opportunity to appear before the Committee prior to the resolution being put and shall likewise have the right to appear before a general meeting of the Branch. Confirmation of the suspension by a two-thirds majority of members present at the General Meeting shall result in expulsion. An expelled member may re-apply to the branch for membership two years after the date of expulsion and the Committee shall have the sole discretion to determine whether that person shall be readmitted to membership.

8. ALTERATION OF RULES

- (i) These rules may be altered, revised or otherwise amended only by a resolution passed by a simple majority of members voting in person or by proxy at a General Meeting of the New Zealand Deer Farmers' Association (Inc.), and where notice of such alterations, revision or other amendment having been given not less than 21 days prior to the date of such meeting.
- (ii) Notwithstanding 8 (i), no addition to or alteration or recession of the rules shall be approved if it affects the pecuniary profit clause or the winding up clause.

9. COMMITTEE

- (i) The Committee shall be elected from amongst the members of the Branch.
- (ii) The Annual General Meeting will elect the following officers: -
Branch Chairman, Secretary/Treasurer and not less than three additional committee men. If desired, the meeting may also elect a Vice-Chairman,

- separate the offices of Secretary and Treasurer, and elect additional committee men. The office of Branch Chairman may only be held by Full members of the New Zealand Deer Farmers' Association Inc.
- (iii) The quorum of the Committee shall be not less than five members, or if the committee comprises less than ten members, a quorum shall be not less than half of its total number.

10. FUNCTIONS OF THE BRANCH

The prime functions of the branch are to: -

- (a) co-operate and liaise with the Executive Committee or any delegate of the Executive Committee;
- (b) attend to matters of local significance and to act in the best interests of the local development of the deer farming industry;
- (c) contribute at branch level to the administration and organisation of the Industry;
- (d) promote field days, seminars and educative sessions designed to inform and benefit those engaged or interested in the deer farming industry;
- (e) promote activities of general interest and benefit to the deer farming industry in that region;
- (f) maintain accurate lists of all known deer farmers within the geographic boundaries of the Branch and to provide an annual update on those deer farmers who have left or entered the industry;
- (g) appoint a deer representative to the relevant Regional Animal Health Committee ("RAHC") at the Branch's Annual General Meeting and at a date as near as possible to the end of the Association's financial year. If more than one Branch is within a regional council's area, the relevant Branches shall liaise with each other and appoint an agreed representative to the RAHC. The appointed representatives must report to all relevant Branches and liaise with the deer industry member on the Animal Health Board. Any dispute among Branch members as to the appointment of a representative shall be referred to the Executive Committee whose decision shall be final; and
- (h) deliver annually to the Executive Committee in such form and at such time as it requires, a statement containing the following particulars:
 - (i) the income and expenditure of the Branch during its last financial year; and
 - (ii) the assets and liabilities of the Branch at the close of the said year.

PROCEDURE

11. ANNUAL GENERAL MEETINGS

The Annual General Meeting shall be held in every year at a time (not being more than fifteen months after the holding of the last Annual General Meeting and preferably at least six weeks before the Annual General Meeting of the New Zealand Deer Farmers' Association) and place to be fixed by the Committee for the following purposes: -

- (i) to receive and consider the Annual Report and the Financial Report of the Committee;
- (ii) to elect the officers for the ensuing year;
- (iii) to consider any motion which may have been duly submitted for decision of the Meeting together with any proposed amendments thereto;
- (iv) to consider any remits to go forward to the AGM of the New Zealand Deer Farmers' Association; and
- (v) to consider any other matter that may concern the Branch.

12. SPECIAL GENERAL MEETING

A Special General Meeting may be convened at any time by resolution of the committee, or shall be convened by the committee within 14 days of the written request of 20 members or one third of the membership (whichever is the lesser), stating the purpose for which such meeting is required.

13. NOTICE OF BUSINESS

Not less than 14 clear days before a General Meeting, notice thereof, and of the business to be transacted together with a form of proxy shall be given to every member. No business shall be transacted at any Meeting unless a quorum is present. The quorum shall be 15 members personally present, or if the total membership is less than 45, a quorum shall comprise one third of the total branch membership.

14. PROCEDURE AT MEETINGS

- (i) At all General Meetings, the Branch Chairman or in that person's absence a member of the Committee shall be elected by the meeting to take the chair;
- (ii) Every member shall have one vote and no more, except that any person having been duly appointed to vote as a proxy may record a vote for each member by whom he or she has been so appointed. Except where otherwise provided in these rules, the majority of all votes cast shall decide all questions;
- (iii) The mode of voting at all meetings shall be by voice or, where required, by a show of hands provided that any member may demand a secret ballot which shall be taken immediately;
- (iv) Any member who desires to exercise a vote by proxy shall, prior to the commencement of the meeting at which such member proposes to vote, lodge with the committee notice in writing or by facsimile, and certifying the

person to whom the proxy is given and, if the member wishes, matters on which the proxy is to be exercised.

15. FINANCING

- (i) The finances of the branch shall be under the control of the committee.
- (ii) The Branch shall operate such bank accounts as are fixed from time to time by the committee.
- (iii) All moneys received on behalf of the branch shall forthwith be paid to the credit of the branch in any such accounts.
- (iv) The signatories to any bank account shall be any two of the following: -
 - a. The Branch Chairman;
 - b. The **Vice-Chairman**;
 - c. Secretary/Treasurer;
 - d. Any designated Committee member.
- (v) The committee is entitled to invest such money of the..... Branch as is from time to time available for investment, or alternatively to transfer such money to the New Zealand Deer Farmers' Association Inc. who shall apply it solely towards the promotion of the objects of the Association.

The following provisions shall apply to the Branch's finances:

- (i) The income of the Branch from whatever source derived shall be applied towards the promotion of the objects of the Branch and in accordance with these Rules, and no portion of the funds shall be paid or transferred directly or indirectly to members of the Branch unless in return for any service actually rendered to the Branch or in reimbursement of expenses or payments properly made on the Branch's behalf;
- (ii) The Branch is entitled to invest such money of the Branch that is from time to time available for investment:
 - (i) on deposit with any Bank registered in New Zealand;
 - (ii) in New Zealand Government stock; or
 - (iii) in secured debentures or stock (other than shares) of any company or organisation provide that the debenture or stock issue is rated AA or higher by an international credit agency.

16. FINANCIAL YEAR

The financial year of the Branch shall run from 1 January to 31 December.

17. WINDING UP

- (i) The Branch may be wound up voluntarily if the branch at a General Meeting of its members passes a resolution requiring the Branch so to be wound up, and the resolution is confirmed at a subsequent General Meeting called together for that purpose and held not earlier than 30 days after the date on which the resolution to be confirmed was passed.

- (ii) If upon the winding up or dissolution of the Branch there remains after the satisfaction of all costs and its debts and liabilities any property or assets whatsoever, the same shall not be paid to or distributed among the members but shall be given or transferred to some other properly constituted branch, such branch to be determined by the members in conjunction with the New Zealand Deer Farmers' Association Inc., or in the absence of any other branch, then to the New Zealand Deer Farmers' Association Inc.

CONSTITUTION AND RULES
OF THE BRANCHES OF THE
NEW ZEALAND DEER FARMERS' ASSOCIATION INCORPORATED

This document details the Rules of the New Zealand Deer Farmers' Association (Incorporated) BRANCH CONSTITUTION altered, revised and amended in accordance with the form of Constitution presented to, approved and adopted by the members of the Association at the Annual General Meeting of the Association held at Invercargill on the 14th day of May 2008.

Member

Member

Member