

NEW ZEALAND POSTCARD SOCIETY INCORPORATED

1. NAME

The name of the Society shall be **NEW ZEALAND POSTCARD SOCIETY INCORPORATED.**

2. OBJECT

The Objects of the Society shall be:

- (a) To foster and promote the study of the history of Postcards in New Zealand, as well as in other parts of the World, and so circulate information there-on to members and other national or regional institutions.
- (b) The exchange of ideas relating to and the general advancement of the collecting of Postcards.
- (c) To compile and publish the "Postcard Pillar" and any other publications and works relating to Postcards.
- (d) The formation of a library of Postcards literature for the benefit of all members.
- (e) To promote and encourage the exhibiting of members collections (or part thereof) in furtherance of the study of Postcards by presentation and display for public viewing.
- (f) To formulate rules for the judging of postcards at exhibitions plus the rules for running exhibitions.
- (g) The Society may at its discretion co-operate or affiliate with clubs or organisations having similar objects or in part similar, to that of the society.
- (h) To sell or otherwise dispose of postcards or other postcard material among members either by way of auction or by private treaty.

3. MEMBERSHIP

3.1 Membership of the Society shall consist of;

- a) Life Members
- b) Ordinary Members
- c) Honorary Members

3.2 Election - Any person over the age of 15 whom supports the aims and objectives of the society shall be entitled to apply for membership of the society.

Junior membership shall also be available for those aged between 10-15 years.

Applicants for membership must sign the prescribed form and undertaking to be bound by the Rules and By-laws of the Society.

3.2.1 The Management Committee shall have the power to veto any application without any reason given.

3.3 Life Membership

Any member may be nominated for election as a life member at a general meeting. Such nomination will be for outstanding services to the Society or for any other reason deemed sufficient by the Management Committee or membership. Election will be on two-thirds vote by fully paid members at the meeting. They shall have all the privileges of the Society but shall not be liable for payment of any future subscription

3.4 Honorary Membership

The Management Committee may recommend honorary membership to a non-member for services carried out to the Society. These members will not have any voting rights, nor pay a subscription.

3.5 Patron

Members of the Society will elect the Patron from one of the Life Members of the Society. The position of Patron will apply for the lifetime of the member or until they wish to relinquish the position.

4 Subscriptions

4.1 The Management Committee shall set the annual subscription each year, and this shall be ratified at the AGM.

4.2 If for any reason, the subscription amount is not set, then the previous subscription rates shall continue.

4.3 If any member fails to pay the subscription due within three calendar months from that date, the Management Committee may at its discretion resolve that the name of the defaulting member be removed from the roll of membership. Provided further that such cessation of membership shall be without prejudice to the Society's rights to recover any subscription or other monies then due and owing by such member.

4.4 A member may pay their subscription in advance for two subscription years only. It shall be paid at the subscription rate set at the start of the advanced subscription payment. There shall be no discount for paying in advance.

5 Cessation of Membership

A member of the Society shall cease to be a member and shall have no claim on the assets of the Society:

(a) By forwarding his/her resignation in writing to the Secretary of the Society.

(b) By non-payment of the annual subscription as provided for in Rule 4.3

(c) By expulsion for misconduct as provided for in Rule 22

6 Change of Address

Any member changing his or her address shall notify the change to the Secretary.

7 Office Holders

The Office Holders of the Society shall consist of:

- (a) President
- (b) Area Vice Presidents (up to four) one of whom to be elected to the position of immediate Vice President of the Society.
- (c) Secretary
- (d) Treasurer
- (e) Journal Editor
- (f) Sales Manager

A person may hold two of the office holder positions.

7.1 Committee

- (a) There shall be five elected members to the Committee

8 Election of Officers and Committee

- (a) An election shall be held at every Annual General Meeting. Persons elected shall hold office until the next Annual General Meeting following their election when they shall be eligible for re-election. In the event of any vacancy in the officers of the Society, the Management Committee may fill such vacancy for the unexpired term of office.
- (b) Candidates for election can be nominated from the floor. Or in writing which shall be signed by the candidate and their proposer who are financial members of the Society. This signed letter must be in the hands of the secretary before the AGM.

9 Management Committee

The management and control of the Society shall be vested in the Management Committee, which shall consist of the President, Vice Presidents, Secretary, Treasurer, Journal Editor, Sales Manager and Five committee members whose prior approval of accepted nomination has been obtained.

9.1 The Management Committee shall appoint the auditor.

10 Quorum and Voting

At all Management Committee meetings six shall form a quorum; at any Annual General or Special General Meeting ten shall form a quorum.

- (a) Voting on motions at any meeting shall be by voices or a show of hands, and shall be determined by a majority of votes. Any question shall be submitted to a written ballot on the demand of five members.
- (b) The chairperson at any meeting, shall have a deliberative vote and in the event of an equality of votes a casting vote.
- (c) No person shall be permitted to vote whose subscription is in arrears, at the time of voting.
- (d) Proxy or postal voting is not allowed unless approved by the Management Committee and written notice will be given to members, who will be informed on what has been approved to be voted on by this method.

11 Meetings

- 11.1 The Annual General Meeting should be held in the month of September in each year, preferably in a different area each year.
- 11.2 The Management Committee will aim to meet at a minimum of twice yearly, or at more regular intervals if deemed necessary.
- 11.3 The Management Committee will set the times and place of Special General Meetings and Annual General Meetings. Notice of such meeting will be by phone, circular, electronically or advertisement stating the business to be transacted at such meetings and at least fourteen days notice will be given of such meetings.
- 11.4 Any notice sent by post shall be deemed to have been served on the day following that on which it was posted.
- The non-receipt of such notice shall not invalidate the proceedings of any meeting.
- 11.5 The Secretary shall at any time call a Special General Meeting on a requisition in writing, duly setting out the purpose and signed by at least six members of the Society. Members unable to attend any Annual General Meeting or Special General Meeting may transmit in writing their views upon any proposal to be submitted to such meeting, and such written statement shall be read to the members attending such meeting before a vote is taken.

12 Power of Management Committee

- (a) The Management Committee shall have power to frame Bylaws when deemed necessary, provided such By-laws are not inconsistent with these Rules.
- (b) In emergency situations a minimum of four office holders (one of which must either be the President or if he/she is unable then the Immediate Vice President) of the society can make decisions, but these decisions must be presented to the next full Management Committee meeting for ratification.

13 Where no Rule Applies

If any case arises which in the opinion of the Management Committee is not provided for in these Rules the Management Committee will decide it. The Management Committee must act in what it considers to be the best interests of the Society and its decision is final.

14 Vice Presidents

Each Vice President will be the contact person for members in their area and is responsible to pass on any relevant information for consideration of the Management Committee. He/She will also have the responsibility of organising meetings in their area if asked by the Management Committee.

15 Secretary

The Secretary shall keep accurate minutes of all meetings, conduct correspondence and prepare and furnish such reports and returns as may, from time to time, be required by the Management Committee, and shall at all times carry out the instructions of the Management Committee. At Management Committee meetings all correspondence both inward and outward shall be read and laid on the table for the perusal of members.

16 Treasurer

- (a) All monies shall be paid to the Treasurer, who shall keep accurate accounts and books showing the financial affairs of the Society, and shall pay into such society bank accounts as the Management Committee may from time to time direct, to the credit of the Society, all monies he/she may receive on behalf of the Society. All payments out of the funds of the Society shall be made pursuant to an order of the Management Committee, approved in writing by the Treasurer and another member of the Management Committee, or such other person or persons as the Management Committee shall from time to time direct.
- (b) He/she shall submit to the Annual General Meeting of the Society a statement of the Income and Expenditure for the twelve months 1 July to 30th June. This statement shall properly set out the state of the financial affairs of the Society, its assets and liabilities and will be available for distribution to member's twenty-one days before the Annual General Meeting.
- (c) All Financial Statements presented at the Annual General Meeting shall be accompanied by the signature of the person who has verified the accounts.
- (d) He/She shall also submit, as required by the Management Committee, a report as to the state of the Bank Accounts, amounts received and paid to date, produce the bank statements or pass books and a reconciliation thereof with the Society cash book.
- (e) With approval from the Management Committee the Sales Manager shall have the authority to have a Sales Account chequebook for the receiving and payment of monies in association with the running of the society auctions. The Sales Manager will have the sole authority to sign the cheques on behalf of the Society.

17 Investment of Funds

The Management Committee shall be at liberty to invest in the name of the Society any funds not required for immediate use, and in such manner as it deems best in the interests of the Society.

18 Borrowing Powers

The Management Committee may from time to time borrow or raise or secure payment of money for the objects of the Society, in such manner as it thinks fit, and the Society may pay interest thereon.

19 Verification of Accounts

The Treasurer will make the books and accounts of the Society available for full and free inspection at any time, and a verification of the accounts shall be completed at the end of each financial year. Should any difficulty occur, other officers or committee members will take action as necessary.

20 Editor

- (a) He/she will be responsible for producing the Society Journal and will aim to produce four editions per year. The name of the Journal will be "The Postcard Pillar".
- (b) Copyright will be publicly stated within the Journal of the Society.

21 Sales Manager

The Sales Manager shall have charge of the circulation among members of sales of postcards and other postcard material belonging to the Society and its members or from members of the public and submitted to him/her for that purpose. He/she shall keep proper records of all sales transactions, and make reports to the Management Committee on sales as the Management Committee may from time to time require. The Sales Manager shall present to the Treasurer a verified record of the Sales Account at the end of each financial year. This record will provide a statement of the Income and Expenditure for the twelve months 1 July to 30th June and shall properly set out the state of the financial affairs for the Sales Account. This record to be forwarded to the Treasurer as soon as practicable, after the end of the financial year.

22 Discipline

Any member of the Society who commits any act which, in the opinion of the Management Committee, is of a discreditable nature, insofar as the affairs of the Society are concerned, may be expelled from the Society by a majority vote of the Management Committee. Provided, however, that such member shall have the right to appear in person before the Management Committee for the purpose of explaining their conduct, and shall have the further right of an appeal to a Special General Meeting. Where any such Special General Meeting would be held not in conjunction with an AGM and the appeal is lost then the appellant shall bear all costs associated with the Special General Meeting. The Management Committee to decide on what would be considered appropriate costs in this respect. Such cessation of membership shall be without prejudice to the Society's rights to recover any subscriptions or other monies then due and owing by such person.

23 Alteration of Rules

- 23.1 These rules may be repealed or altered, or any new rule added, at a special general meeting.
- 23.2 Notice of any proposed repeal, alteration or addition, shall be given in writing to the Secretary at least twenty one days before such meeting.
- 23.3 At least fourteen days notice shall be given to each member of the Society of the text of the proposed repeal, alteration or addition
- 23.4 The Management Committee shall approve all repeals, alterations or the addition of New Rules before they are presented to a Special General Meeting.

No addition to, or alteration of, the winding-up clause, objects clause or personal pecuniary profit clause shall be approved without the approval of the Inland Revenue Department.

24 Winding Up

The Society may be wound up in accordance with the provisions of Section 24 Incorporated Societies Act 1908. In the event of the winding up or dissolution of the Society the surplus assets (if any) shall be disposed of in such manner as the Society shall in Special General Meeting by resolution determine, or such other method as the Society may think appropriate. Except that no member or members shall derive any Personal Pecuniary Gain from such winding-up action.

25 Indemnity of Officers

The Officers of the Society shall be indemnified by the Society from all losses and expenses incurred by them in or about the discharge of their respective duties, except such as happen from their own respective wilful neglect or any act contrary to the rules.

26 Liability of Members

No Member is under any liability in respect of any contract, debit or other obligation made or incurred by the Society.

27 Personal Pecuniary Profit

No member or person associated with a member of the Society shall derive any income, benefit or advantage from the Society where they can materially influence the payment of the income, benefit or advantage.

Except where that income benefit or advantage is derived from:

- (a) Professional services to the Society rendered in the course of business charged at no greater rate than current market rates; or
- (b) Interest on money lent at no greater rate than current market rates.

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

28 Registered Office

There shall be a Registered Office of the Society, which shall be care of D. H. South, 14 Windlesham Place Wakefield Nelson provided that the situation of the Registered Office may be changed by Resolution of the Society

29 Seal

The Society shall have a Common Seal, which shall be kept in the custody of the Secretary, who shall affix it in the presence of two members of the Management Committee to such documents as the Management Committee may from time to time direct.