

## **CONSTITUTION AND RULES OF**

### **NEW ZEALAND PARKING ASSOCIATION (INCORPORATED)**

#### 1. **TITLE**

The name of the Association shall be “NEW ZEALAND PARKING ASSOCIATION (INCORPORATED).”

#### 2. **OBJECTIVES**

The objectives of the Association shall be to promote communication, liaison, and co-operation, mutual support, and the maintenance of common ethical standards between statutory and local authorities in the field of enforcement.

- a. To ensure that enforcement officers are trained to the highest possible standard nationwide.
- b. To collect and disseminate information which will keep member authorities and individuals well informed.
- c. To provide access and distribute as required, information about proposed changes that will affect members authorities
- d. To facilitate and encourage discussion on matters pertaining to local authorities and central government.
- e. To make such representations and assist others to do the same to Government, Local Authorities and other appropriate organisations as required.
- f. To have a liaison role with Government Departments, Local Authorities and other organisations as required.

#### 3. **POWERS AND FINANCE**

In the furtherance of its objects the Association shall have the following powers:

- a. To receive and administer donations, subscriptions and other funds which may from time to time be paid to the Association for the purposes of furthering the objects of the Association.
- b. To invest any monies not immediately required by the Association in any duly authorised trustee investment or in any other manner which may from time to time be authorised by the Association.
- c. To employ at such remuneration as the Association may think fit any person or persons whom the Association considers necessary to carry out the work of the Association or any other special projects it may undertake in accord with its objects, if required.

- d. To do all such other lawful acts and things which are incidental and which are or may be conducive to the attainment of all or any of the objects of the Association.
- e. The Treasurer shall record the finances of the Association and shall present regular financial reports and statements to the committee, and a financial statement for each year to the Annual General Meeting of the Association.
- f. The financial year of the Association shall be from 1 July to 30 June.
- g. Bank accounts shall be held in the name of the Association and cheques drawn on such bank accounts shall be signed by such persons as may be designated by the Committee.
- h. The elected Treasurer shall be authorised to appoint an Auditor who is not a member of the Committee and who shall be a member of the New Zealand Society of Accountants. The Auditor shall audit the accounts of the Association and shall attach an audit report to the Treasurer's Annual Financial Statements for presentation to the Annual General Meeting.
- i. To indemnify any person, firm, company or corporations against debts, liabilities, cost, losses, expenses, claims, damages, actions and proceedings of all kinds incurred on behalf of the Association or in the course of any services to, for, or on behalf of the Association and in connection with the foregoing to charge all or any of the property to the Association.

#### 4. Membership

- a. The Association shall consist of any public company, Local Authority, Government Department, private organisation or any individual or any organisation that support the aims and objectives of the organisation, and whose name are appended to these Rules (full membership).
- b. The Association may at any time add to its number by inviting any organisation, public body, or Government Department whose objectives are wholly or partly involved with parking enforcement to become an Associate Member (non-voting membership).
- c. In addition any individual, body or organisation who support the objects of the Association may apply at any time for admission to membership and the Committee may in accordance with this rule admit that person, body or organisation to become an Associate Member (non-voting membership).
- d. Any member may resign by written notification to the Committee secretary.
- e. Any member of the Association or the Committee may be removed from membership by a resolution of a General Meeting of the Association carried by a majority of not less than two thirds of those

members present. The notice of motion for expulsion of a member shall be advised to all voting members eight weeks prior to an Annual General Meeting.

- f. Any person, on the recommendation of 75% of the Committee may be considered for Honorary Life Membership at a General or Annual General Meeting and any such person shall be declared to have been duly elected an Honorary Life Member if elected by a 75% majority of members present, BUT

An Honorary Life Member shall not:-

- i. have any voting rights unless they are also an officer of a Territorial Local Authority AND a nominated delegate at the General or Annual Meeting; as the case may be
- ii. be required to pay an application fee or subscription.

## 5. ELECTION OF OFFICERS

- a. The Association shall be administered by a Committee consisting of the following: Chairperson, Deputy Chairperson, Secretary, Treasurer and six others all to be elected annually at the Annual General Meeting. In addition there may be ex officio members called upon by the Executive Committee as and when required.
- b. The nomination and seconding of officers and members of the Committee shall be made in writing and must be received by the Chairperson eight weeks before the day of the Annual General Meeting, together with a resume of the nominee.
- c. Voting members shall receive from the Chairperson, (or his/her nominee), notice of all written nominations (with resumes) two weeks prior to the Annual General Meeting.
- d. All nominated persons must be present at the Annual General Meeting.
- e. Voting in an election shall be by secret ballot. Each financial Enforcement Authority shall have one vote. Should written nominations not equal the number of nominations required, the Chairperson may accept nominations from the floor at the Annual General Meeting.
- f. Financial Enforcement Authorities who are unable to send a delegate to any meeting may be represented by proxy given in writing.
- g. The election of officers and members of the Association shall take place before the end of the first day of the Annual General Meeting. The Chairperson shall then take the chair as soon as the election results are known.

6. ADMINISTRATION AND MEETINGS

- a. No business shall be transacted at any meetings of the Association or the Committee unless a quorum of members is present at the time when the meeting proceeds to business. Ten financial members present in person shall constitute a quorum of the Association and three financial members present including the Chairperson or Deputy Chairperson shall constitute a quorum of the Committee.
- b. The Association shall hold an Annual General Meeting as soon as is reasonably practicable after the end of the financial year and present an annual report at this time. In addition, a Special General Meeting of the Association may be called at any time by the Committee or on receipt of a requisition to that effect signed by any ten members of the Association. At least twenty eight days clear notice of each meeting of the Association shall be given by way of letter to each financial member at the last registered address. Fourteen days prior to an Annual General Meeting the Chairperson shall send a full agenda to each member.
- c. The Committee shall meet at such other intervals as shall from time to time be determined by the Committee.
- d. The Chairperson, or in his/her absence, the Deputy Chairperson, shall preside over all meetings of the Association and the Committee. The Chairperson or in his/her absence the Deputy Chairperson shall be ex officio a member of every subcommittee. In the event of equality of voting on any resolutions, the Presiding Person shall exercise a casting vote.
- e. Any vacancy occurring in the Committee or other Office Bearer may be filled by the Committee until the following Annual General Meeting.

7. ALTERATIONS TO THE CONSTITUTION

This constitution may be added to, altered, repealed or amended by resolution at the Annual General Meeting of the Association, provided notice of motion of the resolution has been given to all members eight weeks prior to that meeting. The resolution shall require a two thirds majority of the members present or represented by proxy given by written authority.

8. COMMON SEAL

The common seal of the Association shall not be affixed to any instrument except by Authority of a resolution of the Committee and in the presence of any two members of the Committee and the Chairperson, who shall

sign the instrument to which the Common Seal is so affixed in their presence. The Common Seal will be in the custody of the Chairperson.

9. SUBSCRIPTION

An annual subscription will be set at each Annual General Meeting. When subscriptions are two years in arrears membership will be deemed to have lapsed.

10. WINDING UP

The Association may be wound up at any time by a resolution at a Special General Meeting called for that purpose at which a motion is passed by a majority of member organisations or individual members present resolving that it be wound up.

11. DISPOSITION OF PROPERTY

In the event of the Association being wound up under the provisions of the previous Rule all assets of the Association after creditors shall have been satisfied shall be paid and transferred to such other organisations or corporate bodies as shall be approved by the Association in General Meeting and such assets shall be held by such other organisations or corporate bodies for the same purpose and upon such trusts as such assets are held by the Association according to these rules PROVIDED THAT if no such other organisation or corporate bodies shall be approved by resolution of the Association at such Special Meeting at which the resolution that the Association be wound up shall be passed then the Association shall forthwith apply to the Supreme Court of New Zealand for directions as to the disposal of the assets of the Association.