

# **Incorporated Society Rules**

## **Local Authority Property Association Incorporated**

### **1. Name**

The name of the Society will be the Local Authority Property Association Incorporated; in this constitution called “the Association”.

### **2. Aim**

The aim of the Association is to provide a forum for co-operation and information sharing between all persons involved in Local Government property and to represent members’ professional interests. All references to Local Government will be amended to Local Authority.

### **3. Objects**

3.1 To promote the status of Local Authority property activities

3.2 To provide a national perspective on Local Authority property issues

3.3 To foster the exchange and dissemination of information amongst members

3.4 To establish liaison with appropriate organisations

3.5 To promote and support conferences, seminars, and educational opportunities for members

3.6 To provide appropriate support to members

### **4. Functions**

4.1 Establish and maintain an organisational profile within and outside of Local Authorities

4.2 Advocate a national position on Local Authority property matters

4.3 Establish and maintain effective communication pathways for free exchange of information between members

4.4 Establish and maintain a national membership database

4.5 Communicate with other professional organisations on appropriate issues

4.6 To facilitate in conjunction with a local organising committee an annual Local Authority Property Conference

### **5. Membership**

5.1 Membership is open to any person undertaking property activities in Local Government and those contracted to provide property services to Local Government. Membership categories are:

5.1(a) Full Member: — Any person employed in Local Government property and undertaking property activities as part of their normal work functions. For the avoidance of doubt, this category includes business units and other organizations which are wholly owned by one or more local authorities.

5.1(b) Corporate Member:—Consultants, Contractors, Government Departments and Agencies, Council Controlled Organisations and other Organisations that contract property services to Local Government, or have an input or influence over Local Government property management.

5.1(c) Associate Member: An employee of a Corporate Member or an individual who contracts property services to Local Government.

5.1(d) Affiliate Member: Any person not meeting other membership criteria and employed by a government entity, state-owned organization or armed forces who, in the opinion of The Executive, undertakes work of a similar nature to Members of the Local Authority Property Association.

5.2 Membership is automatically conferred on Full Members because of their employment in Local Government property, but applicants for membership in other categories must make written application for membership and membership will be at the discretion of the executive.

5.2(a) Full Members need only provide up-to-date contact details and pay the appropriate membership fee (if any) to become a member.

5.2(b) Corporate and Associate Members need to make written application on the prescribed form to the Association providing contact details, and details of the services they are able to provide or the association they have with Local Government and proof they are providing property services or are working with at least one Local Authority, and make payment of the appropriate membership fee to become a member.

5.3 Membership Fees will be set by the Annual General Meeting of the Association on the recommendation of the Executive.

5.4 Members cease to be a member of the Association on resignation or when they leave the employ of a Local Authority or become employed in a non property position or if they fail pay their membership fee (if any). Corporate and Associate Members cease to be a member of the Association on resignation, or when they cease to offer contracted property services or be associated with Local Government or when they fail to pay the membership fee, or when membership revoked by the executive.

5.5 Honorary Membership – This membership may be conferred on any person in recognition of their contribution to Local Authority Property. Honorary membership will be conferred by the AGM on the recommendation of the Executive.

## **6. Membership Entitlements**

6.1 Members: Members will be entitled to all services of the Association

6.2 Corporate Members, Associate Members and Honorary Members: Corporate, Associate and Honorary Members will receive all information distributed by the Association, have access to the Association's membership database, and may also partake in activities organised by the Association, but will not receive any other services of the Association. Attendance at the annual Local Authority Property Conference will be at the discretion of the

Executive, and is likely to be restricted to two places for each Corporate Member, and one for each Associate Member, and Honorary Member.

6.3 Association Sponsors: Association Sponsors will become Corporate Members and in addition to the entitlements of Corporate Members may be entitled to additional attendees at the annual conference at the discretion of the Executive.

## **7. Meetings**

7.1 The Annual General Meeting of the Association will be held at the Local Authority Property Conference each year unless there is no Conference in which instance the Annual General Meeting will be held at a location determined by the Executive. The Annual General Meeting is to be held not less than 8 months and not more than 16 months after the preceding Annual General Meeting. Notice of the Annual General Meeting will be given to members at least thirty (30) days prior to the date of the meeting. The President of the Executive shall be the chairperson of the Annual General Meeting. A quorum for the Annual General Meeting will be thirty (30) Members representing no less than 10 Local Authorities present in person with each being entitled to one vote. Normal meeting protocols will be observed. At the Annual General Meeting of the Association members will:

7.1 (a) Receive the minutes of the previous Annual General Meeting and of any other General Meeting held since the last Annual General Meeting.

7.1 (b) Receive a report from the Executive on the activities of the Association during the last year and the proposed priorities and direction for the Association in the current year

7.1 (c) Receive the balance sheet and statement of income and expenditure for the past year and the estimate of income and expenditure for the current year

7.1 (d) Elect the Officers of the Executive of the Association (8 below).

7.1 (e) Appoint an auditor for the accounts of the Association

7.1 (f) Conduct any other business of which at least 21 days notice has been given to the Secretary of the Association or which, in the opinion of the chairperson of the meeting, it is proper to bring before the meeting.

7.2 Special General Meetings of the Association may be convened by the Executive at its discretion or shall be called within 28 days of the Executive receiving a requisition in writing signed by thirty (30) Members stating the business it would wish to have transacted at the meeting. At least 14 days notice shall be given for any Special General Meeting with the notice to include the date, time, and place of the meeting and the business to be transacted. A quorum for the Special General Meeting will be thirty (30) Members present in person with each being entitled to one vote. Normal meeting protocols will be observed. Only the business for which notice has been given is to be transacted at the Special General Meeting.

7.3 Meetings of Officers of the Executive are to be held at least twice a year with one of those meetings to be held as soon as practical after the taking of office of the new executive. A quorum for the Executive will be Four (4).

## **8. The Executive**

The Executive will comprise of up to ten (10) Officers elected at the Annual General Meeting. No less than two (2) of the Executive are to be from South Island Local Authorities and no less than three (3) of the Executive are to be from North Island Local Authorities. Only Members of the Association can be elected to the Executive. Nominations for the Executive are to be called with the notice of the Annual General Meeting and be received by the

Secretary of the Association before the commencement of the Annual General Meeting in a form prescribed by the Executive. - The Executive will take office at midnight on the day following the Annual General Meeting and will hold office until the new executive takes office. The Executive will elect a President, Secretary, and Treasurer from among its number.

## **9. Powers**

The Association will have the following powers:

9.1 To establish such Bank Accounts as may be necessary for the conduct of the affairs of the Association.

9.2 To use its funds as the Executive thinks necessary or proper in payment of its costs and expenses, including the employment and dismissal of counsel, solicitors, agents, officers and staff, according to principles of good employment and the Employment Relations Act 2000 or any subsequent enactments.

9.3 To purchase, take on, lease or in exchange or hire or otherwise, acquire any real or personal property and any rights or privileges which the Executive thinks necessary or proper for the purpose of attaining the objects of the Association and to sell, exchange, let, bail or lease, with or without option of purchase or, in any other manner, dispose of such property, rights or privileges.

9.4 To invest surplus funds in any way permitted by law for the investment of incorporated Society funds and upon such terms as the Executive thinks fit.

9.5 To borrow or raise money from time to time with or without security and upon such terms as to priority or otherwise as the Executive thinks fit.

9.6 To recommend Membership Fees to the Annual General Meeting.

9.7 To do all things as may from time to time be necessary or desirable to give effect to and attain the objects of the Association.

9.8 The Executive may appoint full members of the Association onto the Executive to replace Executive members who resign during the year or to increase the numbers to the maximum seven if seven members are not elected at the AGM. The location balance as set out in clause 8 shall be maintained at all times.

## **10. Records & Financial Management**

The Executive shall maintain proper records of the affairs of the Association and shall maintain an accurate record of meetings and of the Association's Income and Expenditure such that it may report to the Annual General Meeting with an Qualified Auditors statement. The Association's financial year will commence on 1 July each year and shall end on the 30 June next following.

## **11. Changing Rules**

The Rules of the Association may only amended by the majority of those present at an Annual General Meeting or Special General Meeting of the Association and only if due notice of the amendment(s) have been circulated to Members at least 14 days prior to the Annual General Meeting or Special General Meeting.

## **12. Use of Common Seal**

The Common Seal of the Association will be kept in the custody and control of the Secretary: When required, the Common Seal will be affixed to any document following a resolution of the Executive of the Association and will be signed by either the Secretary or the Treasurer and one other person appointed by the Executive.

### **13. Winding up and Dissolution**

The Association may be wound up if at an Annual General Meeting or Special General Meeting of its members, it passes a resolution to wind up, and the resolution is confirmed at a subsequent Special 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. Any surplus funds or property owned by the Association shall, on dissolution, be distributed to the New Zealand Society of Local Government Managers (Incorporated) or its successor body.