

## Constitution of Eastern Refuge Society Incorporated. Est 1987

<b>1.</b>		<b>Collective Name</b>
	<b>1.1</b>	The name of the society shall be Eastern Refuge Society Incorporated hereinafter referred to as the collective.
<b>2.0</b>		<b>Collective Core Function</b>
	<b>2.1</b>	A Feminist organisation committed to ensuring that women, their children, family and whanau have the right to live lives free from violence and persecution
<b>3.0</b>		<b>Collective Aims</b>
	<b>3.1</b>	Provide Residential and Community advocacy and support to woman and child victims of Domestic Violence
	<b>3.2</b>	Promote the rights of women and children to live free from persecution and all forms of Domestic Violence
	<b>3.3</b>	Provision of 24 hour – 7 days a week crisis line service for women, family and whanau experiencing Domestic Violence
	<b>3.4</b>	Provision of safe house options to women seeking shelter from violent domestic relationships.
	<b>3.5</b>	Provision of outreach Community Social Work Services that support the philosophy and practice of a violence free lifestyle.
	<b>3.6</b>	The provision of education services and programs to women, their children, family and whanau experiencing Domestic Violence and recovering from violence.
	<b>3.7</b>	To uphold a working commitment to Te Tiriti O Waitangi, working in partnership and respecting the rights of Tangata Whenua mo te iwi.
	<b>3.8</b>	To provide culturally appropriate support services to women identifying as Maori wahine and their families/whanau
	<b>3.9</b>	To provide culturally appropriate services to Tau Iwi women and their families
	<b>3.10</b>	To promote the work of Eastern Refuge society with approved publications and dissemination of information as deemed appropriate and relevant by the collective or their designated management staff.
	<b>3.11</b>	To work collaboratively with other 'like' minded organisations and agencies where appropriate and as identified by the collective or management.
	<b>3.12</b>	Umbrella a forum for men to align with the principles of Womens Refuge in order to facilitate interventions for male perpetrators of violence.
	<b>3.13</b>	To umbrella any project that the Collective deems appropriate in the elimination of Domestic violence, in any of its forms, within Aotearoa.
<b>4.0</b>		<b>COLLECTIVE CONSTITUTION</b>
	<b>4.1</b>	This constitution document shall be the official constitution of the Collective
	<b>4.1.1</b>	This constitution document shall supersede all previous constitutions of the Collective and all previous Constitutions are hereby rescinded.
	<b>4.2</b>	The Collective shall operate as a professional body guided by the Four cornerstones of the Refuge movement, integrity, accountability and anti oppressive approaches to governance and practice.
<b>5.0</b>		<b>COLLECTIVE POWERS</b>
	<b>5.1</b>	The Collective shall have the following powers provided that the use of such powers does not compromise the core function or aims of the society.

	<b>5.2</b>	To hold, purchase, lease, acquire by gift, bequest or otherwise any property real or personal, in the name of the Collective which shall be deemed appropriate for the Collective and its purposes.
	<b>5.3</b>	To sell, exchange, mortgage, lend, lease hire out or pledge any property real or personal in the name of the Collective which shall be deemed appropriate for the Collective and its purposes.
	<b>5.4</b>	To do any of the following deemed necessary or appropriate for the Collective in the development and/or advancement of any of its operations
	<b>5.4.1</b>	To construct, improve, maintain and develop buildings and other structures
	<b>5.4.2</b>	To invest monies belonging to the Collective as the Collective may consider necessary or appropriate
	<b>5.4.3</b>	To borrow, raise, or secure monies, grants and other funds
	<b>5.4.4</b>	To apply for an acquire any licence or permit
	<b>5.4.5</b>	To use the funds of the society as the society may consider necessary and appropriate in the payment of the running costs, expenses and or in the furthering or fulfillment of the core functions and/or aims of the society
	<b>5.4.6</b>	To employ and remunerate any person, advisor, company, consultant, agent or officer for the services in or about the operation of the society
	<b>5.6</b>	To operate the society in such ways as to grow the organisation, provide exemplary core function and aims of the society.
	<b>5.7</b>	The Society shall operate within New Zealand
	<b>5.8</b>	Any income benefit or advantage shall be applied to the charitable purposes of the society. No member of the organisation or any person associated with a member shall participate in or materially influence any decision made by the society in respect of payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever. Any such income shall be reasonable and relative to that which would be paid at reasonable market value.
<b>6.0</b>		<b>COLLECTIVE MEMBERSHIP</b>
	<b>6.1</b>	Membership of the society shall be limited to women who believe and support the core functions of the society
	<b>6.2</b>	Membership of the society shall take place after presentation of written application to the society, police vetting, declaration of non violence and undertaking of Refuge orientation training, primarily.
	<b>6.2.1</b>	Membership to the society may require additional presentation of any other evidence deemed appropriate by the society or its designated management that it may from time to time request, and
	<b>6.2.2</b>	Membership of the society shall require payment of the annual subscription fee, and
	<b>6.2.3</b>	Membership to the society endorsement and acceptance shall be by consensus decision, of the members present at the Collective meeting where the above documentation and/or information is tabled
<b>7.0</b>		<b>COLLECTIVE MEMBERSHIP TERMINATION</b>
	<b>7.1</b>	Members cease to be members of the society
	<b>7.1.1</b>	By expressing a wish to do so at any meeting of the society, or
	<b>7.1.2</b>	Upon receipt of written resignation to the society, or
	<b>7.1.3</b>	Upon death, or
	<b>7.1.4</b>	Upon winding up of the society
	<b>7.2</b>	If a member is absent from three consecutive society meetings without tendering an explanation acceptable to the members of the society, membership shall be deemed terminated. Whether an explanation in terms of a member being absent for three consecutive meetings is deemed appropriate, it shall be decided by consensus or a

		75% majority vote of the society members present at such a meeting.
	<b>7.3</b>	Membership with the society shall be terminated immediately from the date of the society meeting where the information pertaining to the termination is tabled and such termination shall be minuted accordingly in the society minute book.
<b>8.0</b>		<b>COLLECTIVE MEMBERSHIP EXPULSION</b>
	<b>8.1</b>	The society in absolute discretion may terminate the membership of any of its members it considers has done any of the following
	<b>8.1.1</b>	Breached any rule or this constitution, including appendices
	<b>8.1.2</b>	Refused or neglected to act in the best interest of the society
	<b>8.2</b>	The decision to terminate collective membership shall be made at a society meeting convened to consider such termination either by
	<b>8.2.1</b>	Consensus or a 75% majority of all members of the association present at the such a meeting.
	<b>8.3</b>	A Collective member, whose membership is challenged, shall be given the opportunity to be heard at the meeting, convened to consider the termination and shall be have the right of reply, however this may or may not influence the final society decision
	<b>8.4</b>	Notice of the meeting scheduled to consider termination of membership, shall be communicated in writing to all members of the collective, at least three days prior to the society meeting
	<b>8.5</b>	Written notification of the termination of the society membership shall be forwarded to the member concerned
	<b>8.6</b>	A society member whose membership has been terminated has the following rights
	<b>8.6.1</b>	Appeal the decision within seven days of notification by giving notice in writing or intent to appeal the society
	<b>8.6.2</b>	Attend any meeting that might be convened for the purpose of considering the appeal only
	<b>8.6.3</b>	Use the societies compliments and complaints policy procedure and follow the guidelines as outlined in said procedure
<b>9.0</b>		<b>COLLECTIVE HONORARY MEMBERSHIP</b>
	<b>9.1</b>	a 'Kuia' or similar 'wise woman' may be awarded honorary membership by a consensus decision or a (75%) majority vote of the society members present at a society meeting in recognition of skills, mana and ongoing contribution to the aims of the society
	<b>9.2</b>	A patron may be accorded honorary membership by a consensus decision or (75%) majority vote of the society members present at a society meeting in recognition of their standing in the community and support for the aims and philosophies of Eastern Refuge Society Incorporated
	<b>9.3</b>	An honorary member shall abide by the rules described in this constitution for members of the society
	<b>9.4</b>	Honorary membership takes place immediately and will be adequately minuted in the societies minute book
<b>10.0</b>		<b>COLLECTIVE ANNUAL SUBSCRIPTION</b>
	<b>10.1</b>	Every society member shall pay to the society such annual subscriptions as are determined at each Annual General Meeting
	<b>10.2</b>	Continued membership is limited to society members who pay the annual subscription paid by 30 September each year
<b>11.0</b>		<b>COLLECTIVE GENERAL MEETING PROCEEDINGS</b>
	<b>11.1</b>	The society shall meet every month or such other times as may be agreed upon

		dates, times and venues for meeting to be communicated to all members by mail, email, telephone, personal contact or be set at a previous meeting
	<b>11.2</b>	The affairs of the society shall be administered by the society, all members having the right to speak
	<b>11.3</b>	The society may use working parties or sub committees in order to facilitate specific projects or management tasks that make recommendations to the society, where approved by the society. These groups may have defined decision making powers
	<b>11.4</b>	The society employs an Operations Manager to manage the overall day to day business function and employment relating to all staff
	<b>11.4.1</b>	The Operations Manager is responsible to the society in relation to the overall operation of the business
	<b>11.4.2</b>	The society, as a responsible employer will ensure that the Operations Manager is effectively supported in order to maintain the overall function of the society
	<b>11.4.3</b>	The society contracts independent financial management services in order to provide accountability within a growing service.
	<b>11.4.5</b>	Contractors will ensure the society is fully and regularly aware of the financial position of the society and report to society meetings on a monthly basis
	<b>11.6</b>	A quorum shall consist of 5 collective members of the society and should a quorum not be present at the scheduled meeting, said meeting will be adjourned and an alternative meeting arranged.
	<b>11.7</b>	Decisions of the society shall be made by consensus or majority vote of (75%) of those present if consensus cannot be reached
	<b>11.8</b>	Minutes of all meetings shall be recorded at each meeting and record shall be kept of all decision made at the meeting in the collective minute book, as well as in minutes forwarded to society members, as well as being accessible within the society environment
	<b>11.9</b>	The society meetings shall be facilitated by the Chairperson or other society members as designated
	<b>11.10</b>	Minutes shall be disseminated and forwarded by the Secretary to the society members
	<b>11.11</b>	Any member of the society shall have the right to place an item on the agenda of any meeting of the society. Agenda items are to be directed to the Secretary
	<b>11.12</b>	Any notice or information required or desired to be sent to any society member shall be deemed to have been duly delivered if sent by post in a prepaid envelope to such member at their last known address
<b>12.0</b>		<b>COLLECTIVE ANNUAL AND SPECIAL GENERAL MEETINGS</b>
	<b>12.1</b>	The Annual General Meeting shall be held within four (4) months after the end and/or commencement of the financial year at a venue determined by the society.
	<b>12.2</b>	Notice of the Annual General Meeting and agenda shall be communicated to all society members seven (7) days prior to the meeting via a media publication and/or telephone, letter, email notification.
	<b>12.3</b>	Any seventy five percent 5 active society members have the right to request a Special General Meeting and that meeting must be held within fourteen (14) days of receipt by the society such a request.
	<b>12.4</b>	The order of business for any general, annual or special meeting shall be prepared by the society and in the case of the annual general meeting shall include
	<b>12.4.1</b>	Presentation of an annual report of the affairs of the society
	<b>12.4.2</b>	Presentation of annual audited financial statement of accounts for the preceding financial year of the society
	<b>12.4.3</b>	Presentation of an estimate of the income and expenditure of the current financial

		year of the society
	<b>12.4.4</b>	The setting of any annual subscriptions
	<b>12.4.5</b>	Selection of officers
	<b>12.4.6</b>	Selection of any special committees, working groups, subcommittees that the society deems appropriate for the financial year
	<b>12.4.7</b>	Review of this constitution will take place every three (3) years
	<b>12.5</b>	The quorum of an annual or special meeting shall be a minimum of five members of the total society membership
	<b>12.6</b>	Nominations for office positions should be presented in writing to the society three days (3) prior to any annual or special meeting
	<b>12.6.1</b>	Nominations may come directly to the floor and may be accepted by the society for any given annual or special meeting provided that the society members accept and agree to the criteria for membership to the society
	<b>12.7</b>	An auditor and/or lawyer may be appointed at an annual general meeting for the societies requirements for the coming financial year.
<b>13.0</b>		<b>COLLECTIVE FINANCE</b>
	<b>13.1</b>	The financial year of the society shall be from the 1 <sup>st</sup> July to the 30 <sup>th</sup> June next, or such other period, as the society shall from time to time determine.
	<b>13.2</b>	Income will be by grant, donation, fee, allocation, bequest, gift, koha or investment
	<b>13.3</b>	The society shall cause proper books of accounts to be kept
	<b>13.4</b>	Any charges applied for using the societies facilities shall be fixed by the society
	<b>13.5</b>	The societies financial administrator shall keep a record of the societies financial transactions, receipt all monies in the name of the society, and make all payments except petty cash, by cheque, internet banking or other bill payment methods
	<b>13.5.1</b>	Be responsible for ensuring that all monies received on behalf of the society are properly accounted for and banked to the credit of the society in accounts nominated by the society.
	<b>13.5.2</b>	Be responsible to see that all expenditures and withdrawals from the accounts are properly accounted for
	<b>13.5.3</b>	Ensure that all cheques or withdrawal slips drawn on behalf of the society use only the signatures of signatories nominated by the society
	<b>13.5.4</b>	Comply with section 23 of the Incorporated Societies Act, 1908.
<b>14.0</b>		<b>COLLECTIVE ALTERATIONS TO RULES</b>
	<b>14.1</b>	Rule changes must be made at an annual general or special general meeting
	<b>14.2</b>	The rules in this constitution may be altered, added to, rescinded or otherwise amended by way of resolution by consensus
	<b>14.3</b>	In the event of consensus not being obtained a decision shall be made by a seventy five percent (75%) majority vote of those members of the society present in person
	<b>14.4</b>	Each member of the society present at the meeting shall have one vote
	<b>14.5</b>	No addition to or alteration or rescission of the rules shall be approved if it affects the charitable objects, the personal benefit clause, or the winding up clause
<b>15.0</b>		<b>COLLECTIVE COMMON SEAL</b>
	<b>15.1</b>	The common seal shall be kept in the custody of the Operations Manager of the society and shall be used on any document made on behalf of the collective and shall be affixed in the presence of two members approved by the society for the purpose
<b>16.0</b>		<b>COLLECTIVE WINDING UP</b>
	<b>16.1</b>	The society may be wound up voluntarily if the society at a special general meeting passes a resolution by consensus decision of the members of the collective present at the meeting

	<b>16.2</b>	In the event of true consensus not being obtained a decision shall be made by a eighty percent (80%) majority vote of members present at the special general meeting
	<b>16.3</b>	Each member of the society present at the meeting shall have one vote
	<b>16.4</b>	The resolution requiring the society to wind up must be confirmed at a subsequent special general meeting called for that purpose not earlier than thirty days after that date on which the resolution so to be confirmed as passed
	<b>16.5</b>	In the event of such winding up or on dissolution by the Registrar of Incorporated Societies, there remains after satisfaction of all debts any property whatsoever, the same shall be distributed to such other charitable organisation in New Zealand (and whose activities are carried out in New Zealand) with similar core function and aims to those of the society as shall be directed by the meeting confirming the resolution of winding up or, in the case of dissolution by the Registrar, as the Registrar shall determine.
<b>17.0</b>		<b>COLLECTIVE AFFILIATIONS</b>
	<b>17.0</b>	The society shall affiliate to the National Collective of Independent Women's Refuges Incorporated (NCIWR) and shall adhere to the NCIWR Codes of Ethics and practices, in line with the societies own Code of Ethics (Appendix 1 and 2)
	<b>17.1.1</b>	The society may choose to affiliate to any other appropriate bodies/organisation that aligns itself with the societies philosophical, non violent and inclusive practices.