

2024 IBRA Constitution Comparison and summary of changes

Current	Proposed	Rationale
Name	No change	
	The Society is not and does not intend to be registered as a charitable entity under the Charities Act 2005	Mandated by Act
Interpretation a) The term "Group" shall mean the Island Bay Residents Association b) The term "Committee" shall mean the Governing Body of the Island Bay Residents Association d) Any reference to Island Bay shall include the suburb of Southgate. e) The boundaries of Island Bay and Southgate shall be defined by the Wellington City Council records relating to suburb boundaries. f) Words importing the singular number shall also include the plural number and vice versa.	Included through out body of constitution	Mandated by Act
3. Objects The objects of the Group shall be: a) To develop plans (the "Island Bay Plan") that reflect the wishes and relative priorities of Island Bay residents in relation to potential development projects that will enrich the Island Bay community. b) To facilitate discussions about the future of Island Bay (the Island Bay Plan) between residents and the Council.	 3. Objectives a) The Association shall be operated on a non-profit basis with the following objectives and aims: i) To be proactive in enriching the Island Bay community, whilst maintaining neutrality, by enabling ideas and viewpoints from Residents, mana whenua, businesses, organisations and diverse groups in our community to be heard and represented. 	Removed reference to the 'Island Bay Plan' as no written plan exists. Have attempted to incorporate the spirit of the intent of that plan (priorites the community put foward as important for the Bay, e.g water play pad in Shorland Park). Reordered objectives to improve

Island Bay Residents' Association Inc

- c) To facilitate discussion about the issues and potential development projects that affect Island Bay and to disseminate information in an unbiased clear manner.
- d) To ensure all ideas and viewpoints can be heard and represented.
- e) To be recognised as an official representative Group by Council for receiving and disseminating Council information concerning Island Bay.
- f) To represent Island Bay but not to make decisions on behalf of Island Bay residents.
- g) To do such lawful things as are incidental or conducive to the attainment of the above objects.
- h) To promote, foster and support the commercial businesses and their activity within Island Bay.
- I) To raise funds and to accept gifts and donations for the furtherance of the objects of the Society.
- j) To encourage the formation of community groups and organisations.
- k) To support community groups and organisations that seek to provide social, recreational, educational and cultural opportunities in the Island Bay Community by advocacy and also through financial grants.

- To facilitate discussion about the issues and potential development projects that affect Island Bay.
- iii) To be recognised as an official representative group by Wellington City Council for receiving and disseminating council information concerning Island Bay.
- iv) To facilitate discussion about the future of Island Bay between residents and the Council and other organisations.
- v) To disseminate information in an unbiased, clear manner.
- vi) To encourage the formation of community groups and organisations.
- vii) To support community groups and organisations that seek to provide social, recreational, educational, environmental, and cultural opportunities in the Island Bay Community through advocacy and financial grants.

Included organisations other than WCC. This allows us to engage with GWRC for example.

Added in 'environmental' to objective ix. This is relevant for our coastal community with climate change impacts.

Removed points from original: g) as included elsewhere i) as included elsewhere

h) Businesses included in 2a)ii, and businesses are also represented by their own association (South Coast Business Ass).

Initially removed businesses as above, but there was concern expressed by some that if they were not a member of the South Coast Business Ass they would have no representation. Named specifically in object 1.



Not included	 4. Tikanga and culture a) The Tikanga or culture of the Association shall be based on: i) Respect (1) We are respectful towards each other. (2) We treat all people's views and opinions as important. ii) Inclusion (1) We work for the benefit of all groups in Island Bay. (2) A connected community is a strong community. iii) Integrity (1) We act with integrity. (2) We are fair, impartial, honest and professional. 	Optional under Act We have incorporated our code of conduct here.
	b) This Constitution shall be interpreted with regard to this tikanga or culture.	
Not included	 a) The Association shall have the following powers: i) To purchase, lease, hire, or acquire by other means any personal or real property necessary or convenient for the purposes of the Association. ii) To sell, hire, exchange, improve, manage, develop or otherwise deal with all, or any part of, the real or personal property of the Committee, or property in which the Association has or may hereafter have any beneficial interest. iii) To promote, hold, manage and conduct gatherings or conferences that it may deem desirable, either by itself or in collaboration with any other organisation. 	Xi recommended inclusion



- iv) To engage such persons as may be deemed necessary for the purposes of the Association and to remunerate them accordingly.
- v) To hold the monies of the Association not immediately required for its objective in any trading or savings bank in New Zealand or to invest them in such manner as may be determined by the Committee.
- vi) To borrow such monies as may be deemed necessary for the objectives of the Association, such borrowing to be permitted only if passed by a majority of two thirds of those present at a General Meeting of the Association.
- vii) To receive bequests, subscriptions and donations for approved or specific or general purposes connected or incidental to the objectives of the Committee and to manage and administer the same.
- viii)To enter into any contract or arrangement (whether legally binding or otherwise).
- ix) To appoint, dismiss or retire employees.
- x) To do all such other things as may be incidental or conducive to the attainment of the objectives of the Association or any of them or as may in the opinion of the Committee be likely to be of direct or indirect assistance to the members and in the interests of the Island Bay community.
- xi) Nothing in this **Constitution** authorises the **Association** to do anything which contravenes



		or is inconsistent with the Act , any regulations made under the Act , or any other legislation.	
4. 5.	Membership 4.1 Membership of the Group shall be open to all: a) residents aged fifteen [15] and above; and b) businesses of; Island Bay. All members agree to provide their email and physical address to the Committee to facilitate communication with them. 4.2 A business shall include any business that sells products and/or services and shall include a person or entity which rents residential property in Island Bay. Fees and subscriptions	 6. Membership a) A MEMBER must: i) Be a resident in Island Bay: (1) A Resident is any person, household, body or organisation living, owning property, or operating a business in Island Bay (including, without limitation, tenants and landlords of properties situated in Island Bay). (2) Reference to Island Bay includes the suburb of Southgate. The boundaries of Island Bay and Southgate shall be defined by the Wellington City Council records relating to suburb boundaries. ii) Be aged 15 or above. iii) Apply to become a member of the Association. iv) Give consent to be a member. 	Membership details mandated. More robust requirements under new Act: Minimum number mandated Consent to be a member mandated Maintaining a register mandated Process for becoming a member mandated Member obligations mandated Ceasing to be a member mandated Access to info mandated
	There are no fees or annual subscriptions for membership of the Group.	 v) Agree to provide their physical address and email contact information. 	
6.	Termination of membership	vi) All Members shall promote the interests and	
	Any member may resign from the Group at any time by writing to the Secretary of the Committee to that effect. The purpose of this is simply in order for the Secretary to remove them from the communication list of the Group.	 purposes of the Association and shall do nothing to bring the Association into disrepute. b) There are no fees or annual subscriptions for membership of the Association. c) The committee must keep a Register of Members as required by section 79 of the Act. This will contain the names and addresses of those members and the dates on which they became members. 	



- d) The Association shall maintain the **minimum number of Members** required by the Act 2022 (Ten members).
- e) **Termination of Membership** of the Association may occur:
 - i) By death.
 - ii) By Resignation: a member may resign by giving written notice to the Secretary.
 - iii) By no longer being a resident: a person shall automatically cease to be a member of the Association if they cease to reside, own property or operate a business in Island Bay.
 - iv) By Expulsion: a member may be expelled by resolution of the Committee if that member breaches the Constitution of the Association or otherwise acts in manner which is detrimental to the Association and fails to remedy their actions after 3 written warnings from an officer of the Committee. That member must be given at least 10 days written notice of the meeting at which such a resolution is to be moved and the member is to have an opportunity to be heard at that meeting.
- f) Access to information for members
 - i) A Member may at any time make a written request to the Association for information held by the Association.
 - ii) The request must specify the information sought in sufficient detail to enable the information to be identified.



					iii) This information will be provided in accordance with the Act.	
Officers of the Group				nagement The Association is to be managed by a Committee of	Committee composition mandated Procedure for meetings mandated	
	a)	The Secretary shall not later than thirty (30) days prior to the Annual General Meeting of the Group call for nominations for the Committee and shall circulate such nominations with notices of the Annual General Meeting.	Officers. The Committee will consist of at least officers and no more than 13, elected yearly Annual General Meeting. b) An Officer is: i) A member of the Committee, or	Officers. The Committee will consist of at least 3 officers and no more than 13, elected yearly at the Annual General Meeting. An Officer is:	Meeting frequency recommended Qualification of officers mandated Election/appointment of officers process mandated	
	b)	At or before the second meeting of the Committee they shall elect a Chair, Secretary and Treasurer from their number to hold office until the next Annual General Meeting. These positions can be shared by elected members.			them to exercise significant influence over the management or administration of the Association, including any Chairperson, Secretary and Treasurer.	Indication of term mandatory (the election at each AGM limits out terms to 1 year, with no upper cap)
13.	Comn	•	•	c)	An Officer must be 16 years or older and must certify that they are not disqualified from holding such a	Officer must be 16 or older
	a)	The Committee shall consist of the Chair, Secretary, Treasurer, and elected members to make a maximum of 13.		d)	position as determined by the Act 2022. If not selected at the AGM, the officers may choose the Chairperson, Treasurer and Secretary after the	
	b)	The Committee shall manage the general business of the Group and shall control its finances and shall have and exercise the following powers: i) To draw, make, accept, endorse, discount, execute, issue and negotiate promissory notes, bills of exchange,		e) f)	AGM and before the second committee meeting following the AGM. The Committee shall have the power to appoint a member to fill any vacancy, and any member appointed to fill such vacancy shall hold office until the next Annual General Meeting. Officers must act in good faith and in the best	This allows coopted members and is a way to ensure diversity in the committee if this is not achieved by the election process.
		warrants and other negotiable or transferrable instruments.			interests of the Association, exercise powers for proper purposes only, avoid and declare a conflict of interest, comply with the Act and the Constitution,	

exercise reasonable care and diligence, not create a



ii) To appoint delegates to any Association or body to which the Group may be affiliated.

14. Vacancies on the Committee

The Committee shall have the power to fill any casual vacancy occurring therein.

15. Power to co-opt to any Committee

Notwithstanding anything to the contrary contained or implied by this Constitution, any Committee of the Group may by Resolution co-opt for the remainder of its term of office any member of the Group who in the opinion of that Committee is able to render special service provided that the Committee shall never exceed 13 in number.

16. Procedure of the Committee

- a) Meetings of the Committee shall be presided over by the Chair, if in attendance, and in their absence by a member elected from the Members of the Committee present. The quorum for a meeting of the Committee shall be five (5) members personally present. Each Committee member shall have one vote and the Chair shall have a casting as well as a deliberative vote.
- b) A meeting of this Committee may be summoned by the Chair, the Secretary, or any other three (3) members of the Committee.
- c) Any member of the Committee who shall absent themself from two consecutive

- substantial risk of serious loss to creditors, and not incur an obligation the officer doesn't reasonably believe the Association can perform.
- g) The **Association** shall have at least 1 **contact person** whom the Registrar can contact when needed.

 The **Association**'s contact person must be at least 18 years of age, and ordinarily resident in New Zealand.

 They agree to provide an address and phone number.

 Any change of contact person will be notified to the Registrar of the Incorporated Societies Register within 3 weeks.
- h) Removal of Officers
 - i) An Officer shall be removed by resolution of the Committee or the Association where in the opinion of the Committee or the Association:
 - (1) The Officer elected to the Committee has been absent from 3 committee meetings without leave of absence from the Committee.
 - (2) The Officer has brought the Association into disrepute.
 - (3) The Officer has failed to disclose a conflict of interest.
 - (4) The Committee passes a vote of no confidence in the Officer
- i) The Committee shall further have the power to:
 - i) Carry out the objectives and Constitution of the Association between the Annual General Meetings and manage all the Association's affairs.
 - ii) Appoint from time to time sub-committees for any purpose connected with the management of the

Contact person mandatory

Removal of officer process mandatory



meetings of the Committee without approval of the Committee shall be deemed to have resigned from the Committee.

Interpretation of the Constitution

In the event of any question as to the construction or application of any part of this Constitution the Committee shall decide the same.

- affairs of the Association and delegate to them such powers as the Committee may see fit with full powers to co-opt.
- iii) Delegate any of its powers to such person or persons as the Committee may determine from time to time.
- iv) To raise funds and control the distribution of funds collected in accordance with the Constitution of the Association.
- v) Publicise the work of the Association in whatever method is deemed desirable.
- vi) Exercise any of the powers of the Association other than those required to be exercised by the members at a General Meeting.
- j) The Committee shall meet, in person or by audiovisual or electronic communications, once a month (not including December or January) or at other intervals as determined by the Committee.
- k) The Secretary, or other Committee member nominated by the **Committee**, shall give to all Committee members notice of not less than 1 week of Committee meetings, but in cases of urgency a shorter period of notice shall suffice.
- The QUORUM for a Committee Meeting must be at least half of the elected and appointed Officers.
- m) All Officers have one vote each. An Officer present at a Committee Meeting is presumed to have agreed to, and to have voted in favour of, a resolution of the Committee unless that person expressly abstains from or votes against the resolution at a meeting. The



Annual General	An Annual General Meeting of members shall be held not later than the 30 th day of October in every year. At such an Annual General Meeting, the Committee shall report to members on the activities of the Group for the past year and present to the Annual General	8. (resolution may consist of several documents in identical form each signed by one or more members of the Committee. Any such document sent by an Officer by electronic means approved by the Committee is deemed to have been signed by the Officer. The Secretary must ensure that minutes of all proceedings at Committee meetings are kept. Except as otherwise provided in this Constitution, the Committee will regulate its own procedures as it sees fit. General Meetings The Annual General Meeting shall be held within six months of the end of the financial year. The regular business of the Annual General Meeting shall be to: (1) Confirm the minutes of the last Annual General Meeting and any Special General	Procedure for all general meetings mandated Changed notice from a mix of 14 and 30 days to 4 weeks for meetings and the deadline for notices of motion and nominations
b)	Meeting a report on the finances for the year under review. Notices of Motion for consideration by the Annual General Meeting shall be in the hands of the Secretary from members not less than		Meeting(s) held since the last Annual General Meeting.(2) Adopt the annual report on the operations and affairs of the Association.	for committee to 2 weeks Stated number of members needed for quorum at AGM.



twenty one days prior to the date of the Annual General Meeting.

8. Special General Meeting

A Special General Meeting of the Group shall be convened by the Secretary when directed by the Committee or on the written requisition of ten or more members of the Group. Every requisition shall state the objects for such Meeting being required provided that, if the Secretary shall fail to convene the Meeting within one calendar month of the receipt of the requisition, then the requisitioning members may convene such a Special General Meeting and all expenses incurred in convening that Meeting shall be a charge upon the funds of the Group.

9. Notice of meetings

- a) At least fourteen days written notice shall be given of all General Meetings and such notice shall state the general nature of the business to be transacted at the General Meetings and details of all notices of motion received in accordance with this Constitution and shall also state the date, time and place of such General Meeting.
- b) Any such notice shall be deemed to have been delivered on the day following the day on which it was actually posted.

10. Procedure at general meetings. Quorum and voting

 The Chair or in their absence a member elected by those present shall be the Chair of the Meeting.

- (3) Adopt the Committee's report on the finances of the Association and the annual financial statements.
- (4) Consider any notices of motion (member or committee) that are delivered to the Secretary at least two weeks before the date of the Annual General Meeting.
- (5) Consider any general business.
- b) A Special General Meeting may be called:
 - i) At any time by resolution of the Committee.
 - ii) Within twenty-one days of a written request of 10 or more members of the Committee, provided that such meeting is called for a specific purpose and notice of that purpose is given to all members with the notice of meeting by the Secretary.
 - iii) No business is to be transacted at any Special General Meeting except that specified in the notice calling the meeting.
- c) At least **four weeks** written notice of all General Meetings shall be given. Notice may be given in writing, by post, by advertisement in the press, electronically or by a combination of these and other methods. Such notice shall state the general nature of the business to be transacted at the General Meeting and details of all notices of motion received in accordance with this Constitution. It shall also state the date, time, and place of such a General Meeting.
- d) The quorum for all general meetings shall be 20 members of the Association (in person or via audiovisual means).

Added in f) and g) as standard requirements

Minutes mandated



- b) At all General Meetings of the Group one-tenth of the members of the Group who are personally present shall constitute a quorum.
- c) All members shall have full voting rights.
- d) Voting by Proxy shall be permitted, provided the proxy form is in writing and signed by a registered member of the Group not present at the meeting. These proxy forms must be in the hands of the Secretary before the commencement of the meeting.

11. Procedure at all meetings

- a) Meetings shall be conducted in accordance with the recognised rules of debate.
- b) Every question submitted to a meeting shall be decided in the first instance on the voices, and in case of a decision being in doubt by a show of hands. Every person entitled to vote shall have one vote. Unless a poll is demanded by the Chair or by any five (5) members, a declaration by the Chair that a Resolution has been carried or not carried as the case may be, shall be sufficient. If a poll is demanded as aforesaid, it shall be taken in such a manner as the Chair of the Meeting may direct. The demand for a poll may be withdrawn
- c) The Chairman of any meeting of the Group shall have a deliberative vote and in the case of an equality of votes shall also have a casting vote.

i) If, within half an hour after the time appointed for a meeting a quorum is not present, the meeting – if convened upon request of Members – shall be dissolved. In any other case it shall stand adjourned to a day, time and place determined by the Chairperson of the Association, and if at such adjourned meeting a quorum is not present those Members present in person or by proxy shall be deemed to constitute a sufficient quorum.

e) Voting

- i) At general Meetings, each **member** attending in person shall have speaking and voting rights.
- ii) Voting is by show of hands (except for the election of officers, which shall be by ballot) unless a poll is demanded by at least 5 members.
- iii) Voting by proxy shall be permitted, provided the proxy form is in writing and signed by a registered member of the Association who is not present at the meeting. Voting by proxy may be given in writing by post or electronically. These proxy forms must be delivered to the Secretary before the commencement of the meeting.
- iv) Any poll shall be taken in such a manner as the Chairperson decides. A simple majority shall carry a motion unless otherwise stated in this Constitution. If there is no clear majority, the Chairperson will hold the casting vote.
- f) Any **irregularity in the notice** of a General Meeting is waived if all members attend the General Meeting



d)	Minutes shall be kept of the proceedings of all meetings of the Group and such minutes if purporting to be signed by the Chair of the meeting or of the succeeding meeting, shall be receivable as prima facie evidence of all matters stated in such minutes and that the meeting was duly convened and held. The members of any meeting may meet together and despatch, adjourn or otherwise regulate their meetings and proceedings as they may think desirable.			without protest as to the irregularity, or if all members agree to waive the irregularity. Any irregularity in the conduct or procedure of a general meeting is waived if the number of members constituting a quorum is present and those members agree to the waiver or attend the meeting without raising an objection concerning the irregularity. Except as otherwise provided in this Constitution, the Chairperson of a General Meeting shall regulate the proceedings at that meeting as they see fit. The Secretary must ensure that minutes of all proceedings at general meetings are kept.	
Not included		9.	a) b)	The Association's financial year shall end on the 31st of March. The funds of the Association shall be held in a bank account in the name of the Association and such account shall be operated by the Treasurer, Chairperson and one other Committee member appointed by the Committee for that purpose. Any two of these persons must sign on the Association's account. All monies received by the Association must be banked and no money shall be paid out unless authorised by resolution of the Committee and in accordance with clause 8(b). Surplus funds of the Association not immediately required may be invested by the Committee as determined by the Committee from time to time. All interest and dividends arising out of such investments shall go to augment the funds of the Association. The funds of the Association shall be used solely for the	Required by the Act

objectives of the Association.



Not in	cluded	0. Dispute Resolution	Required by Act
		 a) Any grievance by a member or committee officer, and a complaint by anyone, is to be lodged by the complainan with the Secretary in writing and must provide such det as are necessary to identify the details of the grievance complaint. All members (including the Committee) are obliged to cooperate to resolve disputes efficiently, fairl and with minimum disruption to the Committee's activities. b) The complainant raising a grievance or complaint, and t Committee must consider and discuss whether a grieval or complaint may best be resolved through informal discussions or by following the formal mediation or arbitration dispute resolution procedures with guidance from the New Zealand Law Society. Where mediation or arbitration is agreed on, the parties will sign a suitable mediation or arbitration agreement. c) The resolution of all disputes must be conducted in a manner that is consistent with natural justice as describ in Schedule 2 of the Act. 	t hails por distribution of the control of the cont
18.	Amendment of the Constitution The Group may from time to time amend, alter, or	 1. Alteration to the Constitution a) The Constitution may be altered, added to, or rescinded any time by a three-quarters majority of the eligible 	Change to wording, no change in requirements.
	rescind any Clause of this Constitution by Resolution	members voting (in person or by proxy) at any General	Please note, when the draft was
	carried by a three quarters majority of those members	Meeting. Written notice of the proposed amendment,	intially circulated, it indicated a 2
	present or voting by proxy at a General Meeting at which such amendments are considered, and of which	signed by the proposer and the seconder of the amendment, must be given to the Secretary at least	majority for a constitution change this was a transcripiton error, and
	due notice has been given.	twenty-one days before the date of such meeting.	there is no intent to change it fro



			b)	Notice of the General Meeting at which such the amendment is to be proposed shall be circulated to members by the Secretary with notice of such amendment. No alteration, addition or rescission of this Constitution shall affect the charitable, non-profit nature of the Association.	
Not in	ncluded			gistered Office The Association's Registered Office shall be at such place as the Committee decides.	Optional section
21.	Disso	lution		inding up of the Association	Optional section
	a)	The Group shall be wound up if at a General Meeting of which due notice has been given a simple majority of those members personally present and voting pass a resolution to this effect and if such resolution is confirmed by a similar majority at a subsequent General Meeting called for that purpose and held not less than thirty (30) days later, for which at least fourteen (14) days clear notice has been given.	a)	In the event of a decision at any General Meeting of the Association that the Association be wound up, in accordance with Part 5 of the Act, and after payment of all debts and liabilities, all surplus assets shall be distributed to another charitable, non-profit organisation within New Zealand having similar objectives to this Association as shall be decided by members of the Association at such a General Meeting. At no time shall the surplus assets be available for distribution to members upon the winding up.	No material change, shortened details and referenced Act 2022. All though mandatory that no surplus goes to members.
	b)	If on the winding up or dissolution of the Group there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Group but shall be given or transferred to some other Group or Groups within New Zealand have objects substantially similar to the objects of the Group, such gift to be determined by the members of the Group at or before the time of			



	dissolution and in default thereof by the High Court of New Zealand.		
20.	Common Seal The Common Seal of the Group shall be kept in the custody of the Secretary and shall not be affixed to any Deed, instrument, contract, document or paper without the authority of the Committee. The affixing of the Seal to any Deed or instrument creating legal obligations upon the Group shall be attested by the Chair, or in their absence a nominated member of the committee, and one other member of the Committee.	Removed	We don't have a common seal Optional