



Revision History

Revision No:	Revision Date	Change Summary
0	24/06/26	Initial Issue
1	19/07/26	Updated
2		
3		

Table Of Contents

1.Name	4
2.Purpose, aims, and objectives	4
3.Membership.....	4
4.Membership Registry	5
5.The Club Committee	5
6.Duties of the officers	6
7.Meetings	7
8.Management:	8
9.Financial Management	8
10.Subscriptions:	9
11.Record Keeping	9
12.Discipline and complaints	9
13.Affiliated Club Dissolution	10
14.Amendments to the Constitution of the Club	11

CONSTITUTION OF THE

[Friendship Club]

This document should be read in conjunction with FNZI Constitution 2024 which relates to the Incorporated Societies Act 2022

1. Name

- 1.1. The name of this Club shall be [Your Club] and it will be affiliated to Friendship New Zealand Incorporated (FNZI).
- 1.2. Club Location: membership of the above named Club shall be primarily for (but not restricted to) the residents of [city/town/district].

2. Purpose, aims, and objectives

- 2.1. The objects of the Club are:
 - a) To promote, develop and foster friendship for the enjoyment and benefit of members through programmes that identify opportunities for a wide range of life enriching experiences.
 - b) To hold regular meetings and arrange activities to provide friendship, rich experiences and social interaction amongst its members.
- 2.2. In pursuit of its objects the Club shall:
 - a) Be non-political and non-sectarian. It shall not endorse any candidate for public office and shall not take corporate action at any meeting with the intention of influencing the policies or decisions of local body or central government; however, the merits of any public question may be a subject of fair and intelligent study or discussion at a Club meeting for the information of members.
 - b) Not be or be seen to be a fundraising body. The Club, by a majority decision of its members, may engage in corporate projects for the social benefit provided that any such activity shall not involve the raising of funds and provided that individual participants in any project shall be entirely voluntary.

3. Membership

- 3.1. The classes of membership applicable to a FNZI affiliated Club are:
 - a) Member - A member is a person who has applied in writing and been accepted as a member of a FNZI affiliated Club with the details of their application having been recorded in the records of the Club as detailed in clause 4 below.
 - b) Life Member - A life member is a person honoured for highly valued services to an affiliated Club of FNZI without remuneration and is elected by resolution at a Meeting of the Club/committee and approved by members present with a voting majority. Nominations shall be submitted in writing to the committee for consideration and approved. Life members shall not be required to pay Club membership

subscriptions but shall enjoy all other privileges of membership. There shall be not more than ten (10) Life members at any one time. The Club shall pay the annual FNZI affiliation fees for their life members.

- 3.2. Applications for membership of the Club will be nominated by a current financial member of the Club and approved by the committee before induction.
- 3.3. No person may be denied membership for reason of age, race, religion, political persuasion or sexual orientation.
- 3.4. The minimum number of members to sustain the Club shall be determined by the committee.
- 3.5. Members who wish to resign from the Club shall do so by giving written notice to the Secretary.
- 3.6. All members are subject to the regulations contained in this constitution and by joining the Club will be deemed to accept these regulations that the Club has adopted.
- 3.7. The committee may grant non-active status to members due to illness or a physical disability. During their period of absence, such non-active members shall not be included in the membership numbers of the Club. Non-financial membership may be granted to non-active members.
- 3.8. The committee reserves the right to forfeit the membership of any member who brings the Club into disrepute by behaviour or language contrary to the ethos of this Club and FNZI.

4. Membership Registry

- 4.1. The committee will appoint a member to keep an up-to-date registry of members, recording for each member:
 - a) their name
 - b) contact details
 - c) the date they became a member
 - d) date of resignation or death and
 - e) any other information required by FNZI policy.
- 4.2. The information detailed in 4.1 must be retained for a minimum of seven years.
- 4.3. Any member must promptly advise the Secretary of any change of their contact details.

5. The Club Committee

- 5.1. There shall be a Club committee comprising officers and committee members.
- 5.2. Nominations for all roles will be received by the Secretary in writing seven days before the AGM.
- 5.3. The Officers of the Club shall be:

- a) President
- b) Vice President
- c) Secretary and
- d) Treasurer

5.4. These officers shall be elected at the Annual General Meeting (AGM) and shall hold office until the next AGM, unless they:

- a) Resign; or
- b) Lose by a vote of no confidence at a General Meeting during their term of office, or
- c) Lose a unanimous vote of no confidence by the remaining Executive members, after failing to attend at least three meetings without apology or excuse.

5.5. At the AGM there shall be up to ten committee members elected to the committee. These shall be in addition to the four elected Officers. They shall hold office until the next AGM, unless they:

- a) Resign, or
- b) Lose by a vote of no confidence at a General Meeting during their term of office, or
- c) Lose a unanimous vote of no confidence by the remaining executive members, after failing to attend at least three meetings without apology or excuse.

5.6. No person shall be eligible for election to the committee or to vote unless they are a financial member.

5.7. The Club committee shall meet regularly across the Club year.

6. Duties of the officers

6.1. President – it shall be the duty of the President to:

- a) Represent the Club,
- b) Preside at meetings,
- c) Perform other duties as ordinarily pertain to this office.
- d) Present the President's annual report at the AGM.

6.2. Vice President – it shall be the duty of the Vice President to:

- a) Preside in absence of the President,
- b) Support the President and represent the Club,

6.3. Secretary – it shall be the duty of the Secretary to:

- a) Record minutes of all meetings
- b) Keep a file of Club records for seven years
- c) Maintain current register of membership (or by another delegated Club member)

- d) Keep details updated with the FNZI on the FNZI website
 - e) Be the contact person for the Club or delegated member
- 6.4.** Treasurer: it shall be the duty of the Treasurer to:
- a) Receive and process all funds
 - b) Keep an itemised account of all receipts and expenditures and make reports as directed
 - c) Prepare and present the financial statements at the AGM
- 6.5.** Details on the duties of committee members are included in the FNZI Committee Guide.

7. Meetings

- 7.1.** An Annual General Meeting shall be held each year, no later than 31 March:
- a) To receive the President's annual report for the preceding year.
 - b) To receive the financial report, and the statement of assets and liabilities for the preceding year.
 - c) To elect officers and committee members for the forthcoming year.
 - d) To transact any other general business.
 - e) To appoint a reviewer for the forthcoming year, if required.
- 7.2.** A Special General Meeting shall be called by the Secretary on receiving a written request:
- a) by the President: or
 - b) by at least ten financial members: or
 - c) by the executive committee on its motion.
- 7.3.** Not less than twenty-one working days prior to the meeting taking place, notice of Annual General and/or Special General Meetings shall be communicated to all members.
- 7.4.** Notices of motion shall be included with the notice of the meeting at which it is to be considered. Such motions must be read to members in full prior to discussion on the motion.
- 7.5.** Voting at an AGM or SGM shall be by show of hands, or by ballot if required by a majority of members.
- 7.6.** Where there is an equal division of votes at a committee meeting or an AGM or SGM, the President shall have a casting vote in addition to a deliberative vote.
- 7.7.** At all meetings, all financial members shall be entitled to one vote.
- a) Voting should take place in person.
 - b) The committee may allow proxy voting at its discretion if the prescribed method is advertised at the same time the general meeting is called.

7.8. Quorum for an Annual General Meeting or a Special General Meeting shall be 10% of the total number of financial members or 20 members (inclusive of the committee), whichever is smaller.

7.9. The President or, in her/his absence or inability to do so the Vice President, shall preside at all meetings. In the absence of both the President and Vice President, the members present shall elect a Chairperson of the meeting.

8. Management:

8.1. The Club shall be managed by committee as per Rules 5.3 and 5.5 of the Club constitution. The committee may appoint officers responsible for Club programmes such as guest speakers, outings and activities, entertainment, membership, Club newsletter, publicity and other activities as may be decided from time to time by the Club.

8.2. Officers and committee members may serve for not more than three successive years in any one office except as otherwise determined by the committee and the club needs.

8.3. A casual vacancy on the committee shall be filled by action of the committee.

8.4. The committee will have the power to appoint sub-committees.

8.5. The committee shall not have the power to borrow money.

9. Financial Management

9.1. The Club shall have a bank account held in the name of the Club.

9.2. All Clubs shall have a minimum of four signatories able to operate the bank account. Where more than one bank account is held, each account shall have a minimum of four signatories; signatories may be authorised to operate multiple accounts.

9.3. That account shall operate under a “two to sign” rule.

9.4. All Club monies shall be banked into the account held by the Club.

9.5. All accounts for payment should be approved at a committee meeting.

9.6. The funds, from whatever source derived, shall be applied only towards the promotion of the aims and objectives of the Club or towards legitimate, actual, and legal expenditure on behalf of the Club which the committee authorises.

9.7. The financial year of the Club shall be January 1 to December 31.

9.8. A statement of annual accounts shall be presented by the Treasurer at the AGM and uploaded electronically to an independent backup.

9.9. The names of bank accounts being used must be declared in the financial statements. For security, full account numbers should not be in general circulation except to receive payments.

10. Subscriptions:

- a) The annual subscription payable by members shall be as determined from time to time by the committee. This decision is to be put before the full membership at the AGM for reification.
- b) The committee may terminate the membership of any member who has not paid the prescribed subscription within three months of the Annual General Meeting.
- c) A joining fee of \$10 will be included for new members. Any members transferring from another club shall not be charge the joining fee.

11. Record Keeping

- 11.1. The FNZI Constitution requires affiliated Clubs to keep membership records, financial records, general meeting minutes and committee meeting minutes for a minimum of seven years. Clubs shall establish a record archiving process that will ensure that the required records will remain available for inspection at any time until the seven-year requirement has lapsed.
- 11.2. The means by which records are kept may be paper based or electronic. For electronic storage, there must be at least two copies of the records that are maintained up to date and physically separated i.e. not co-located.
- 11.3. For electronic records, the Club committee must define naming conventions so that key information is included in the file name. The file name shall include a document name, revision status and the date of the last revision. Abbreviation of the document name is acceptable provided the abbreviation is intuitive to users.
- 11.4. Paper based archives have a risk of being lost or damaged due to environmental conditions. Clubs that opt to use paper-based records must have a document management plan to ensure that all relevant records are filed into the archive. Further, the location of where the records are being stored must be recorded by the Secretary so that they can be retrieved at a later date.

12. Discipline and complaints

See sections 30.1 - 30.8 of the FNZI Constitution Nov 2024.

- 12.1. All complaints should be presented in writing to either the President or the Secretary.
- 12.2. The full committee shall meet to hear complaints within 14 days of the complaint being lodged. If the committee requires guidance on the issue, they will bring the complaint, in writing, to their district Councillor. The Councillor will only guide the Club in matters of process.
- 12.3. The committee has the power to take appropriate disciplinary action including the termination of membership. The outcome shall be notified in writing to the person who lodged the complaint as well the member against whom the complaint was made within 14 days of a decision being reached.

13. Affiliated Club Dissolution

13.1. An Affiliated Friendship Club may only terminate their membership of Friendship New Zealand Inc. if:

- a) The member Club has passed a resolution to terminate their membership with FNZI at a validly called General Meeting for such purpose, and such resolution passed with at least a 75% majority of votes cast by all financial members in attendance at the General Meeting.
- b) The resolution to terminate their membership can be moved either by the Club Committee, by majority decision or any two financial members of the Club.
- c) Notice of the General Meeting must be given 21 working days to all financial members stating the purpose of the meeting. The wording of the resolution must be included within the notice, and any information pertaining to the resolution, to assist members to come to a considered decision.
- d) At the same time as the Notice of General Meeting is given, a copy of the Notice and resolution must be sent to the FNZI Council Secretary, who will then advise all other Councillors. The Secretary and/or Councillor for the District may hold discussions with the Club President to ensure all avenues to remain affiliated to FNZI have been explored.
- e) Following the General Meeting the Club must advise the FNZI Secretary within 7 working days of:
 - i) the decision taken at the meeting
 - ii) the number financial members attending the meeting and
 - iii) confirming that the 75% majority was met
- f) Should the meeting decide to terminate their membership from FNZI, confirmation of what decision was taken regarding:
 - i) The disbursement of any residual Club funds. Note: Surplus funds cannot be distributed to any member of the Club in any way.
 - ii) Where the Club records will be kept for a minimum of 7 years as required by the Incorporated Societies Act 2022.

14. Amendments to the Constitution of the Club

14.1. The constitution can only be changed through agreement by majority vote at an Annual General Meeting or Special General Meeting.

- a) Proposed amendments to the constitution are to be made in writing to the Secretary.
- b) The Secretary will publicise the proposed alterations to the constitution twenty-one working days prior to the meeting.

Acceptance

[Name of Club] hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

The Club will send a copy of this constitution to the FNZI Secretary. Any subsequent dated amendments to your Club's constitution will be copied to FNZI within twenty-one working days of those changes after the approving meeting.

See 8.3 FNZI constitution Nov 2024

Name: _____ Position: President

Signed: _____ Date: _____

Name: _____ Position: Secretary/Committee member

Signed: _____ Date: _____