



Creating safe, resilient and connected communities.

NEIGHBOURHOOD SUPPORT Palmerston North

Constitution

The name of the Society is Neighbourhood Support, Palmerston North (referred to as the Society).

The Society was incorporated on 9 April 1994; this Constitution was adopted on 19th of September 2024.

Table of Contents

1. Definitions	3
2. Purpose	4
3. Acts and Regulations	4
4. Registered Office	4
5. Powers of the Society	4
6. Membership	4
a. Becoming a Member	4
b. Honorary Life Membership (HLM)	5
c. Obligations and Rights	5
d. Recording Membership	5
e. Safety	5
f. Confidentiality	5
g. Community Partners	5
h. Membership is discontinued by:	6
i. Obligations on resignation or termination	6
j. Becoming a Member again	6
7. Governance and Management	6
a. The Board	6
b. Board responsibilities	6
c. Board Composition	7
d. Term of Office	7
e. Board Membership ceases	7
f. Indemnity for the Board	7
8. Financial Procedures	7
a. Income	7
b. Management	8
c. Treasurer's responsibilities	8
9. Meetings	8
a. Board Meetings	8
b. Voting at Board Meetings	8
c. Annual General Meeting (AGM)	8
d. Election of Officers at the AGM	9
e. Special General Meeting (SGM)	9
f. Conflicts of interest	9
g. Recording meetings and transactions	9
10. Alteration to the Constitution	9
11. Winding up	9
12. SCHEDULE ONE:	10
Grievances, Disputes, Complaints and Discipline	10
(from Neighbourhood Support, NZ)	10

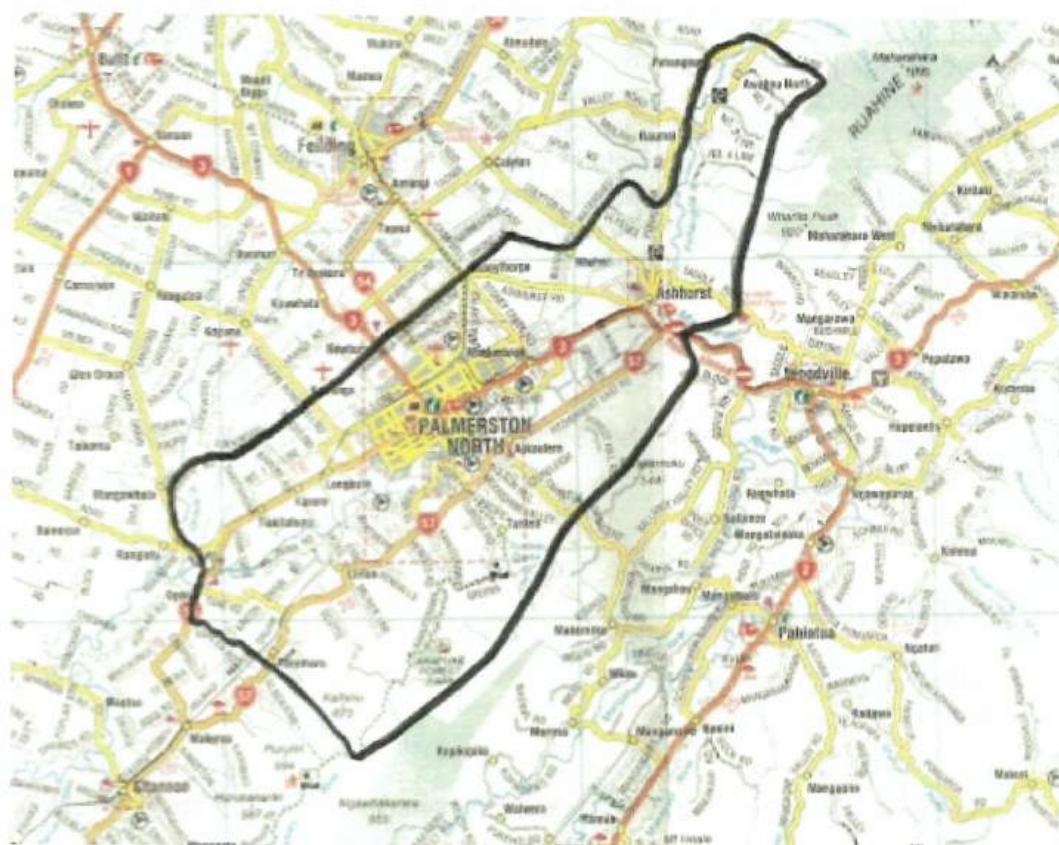
1. Definitions

“Act” means the Incorporated Societies Act 2022 or any Act that replaces it, including amendments.

“Board” means the Society’s governing body.

“Board Officer” means the Chairperson, Deputy Chairperson, Treasurer and Secretary.

“City” means the Palmerston North geographical area. Areas and suburbs are defined in alignment with Police, FENZ and Emergency Management established areas.



“Community Partners” means representations from Community Organisations that have the same focus on safety, connectedness and/or resilience such as Palmerston North City Council, Community Patrol, Emergency Services and Emergency Management.

“Emergency Management” was formerly known as Civil Defence.

“FENZ” is Fire And Emergency New Zealand.

“Group Contact” means a volunteer Member responsible for a group of households that may be in flats, street(s) or road(s) or any cluster of housing however configured.

“Manager” is a person appointed by the Board to fulfil the purpose of the Society.

“Member” means any person accepted for membership to the Society.

“Resident” means a person or a household in the Palmerston North Neighbourhood Support area.

“Volunteer” means a person appointed to assist the Society on a voluntary basis.

2. Purpose

To create safe, caring neighbourhoods and communities, reducing the incidences and effects of criminal offending, building community resilience and strengthening community networks to improve the quality of life and enhance wellbeing.

In order to achieve this purpose the Society will:

- a. Establish and maintain Neighbourhood Support groups based on street and area of residence.
- b. Establish and maintain effective communication and flows of information.
- c. Work closely in partnership with NZ Police and FENZ according to Memoranda of Understanding (Appendix 1 and 2).
- d. Work alongside Community Partners.
- e. Improve residents' connections with each other.
- f. Improve residents' feeling of being safe, which includes reducing criminal offending.
- g. Improve resilience, responding supportively in crises or emergency situations.
- h. Operate in such a way that is non-political, non-sectarian, and is respectful and inclusive of all cultures and ethnicities, acknowledging Tiriti o Waitangi.

3. Acts and Regulations

Nothing in this Constitution authorises the Society to do anything that contravenes or is inconsistent with New Zealand legislation.

4. Registered Office

Highbury Community Policing Centre
94 Highbury Avenue
Palmerston North

Any change of the Society's registered office shall be sent to the Registrar of Incorporated Societies as required by the Statute.

5. Powers of the Society

The Society may:

- a. Invest funds
- b. Borrow money
- c. Do anything, allowable in these Rules, to contribute or advance the Society's purposes.

6. Membership

a. Becoming a Member

- (i) Residents become Members by registering with Neighbourhood Support, Palmerston North, their consent to become members, so that their contact details can be uploaded to the Society database / register.
- (ii) Membership is free.
- (iii) All Police who work within the city and are aligned to Community Policing, are automatic Society Members.

(iv) The Board have the ability, in its discretion, to deny membership on the grounds that Neighbourhood Support Membership Obligations and Rights (as set down in 6c in this Constitution) is not met.

b. Honorary Life Membership (HLM)

The Board may appoint Honorary Life Membership (HLM) for long and/or outstanding service or following a major contribution(s) to the Society. A proposal for HLM can be made to the Board by any Member. HLMs will receive an automatic invitation to the Annual General Meeting.

c. Obligations and Rights

- (i) Every Member shall provide the Society with that Member's name and contact details (including postal address, telephone number(s), and email address) and promptly advise the Society of any changes to those details.
- (ii) Membership does not confer on any Member any right, title, or interest (legal or equitable) in the property of the Society.
- (iii) All Members (and Board Members) shall promote the purposes of the Society and shall do nothing to cause damage, unfavourable publicity, loss or other harm to the Society or its reputation or bring the Society into disrepute.
- (iv) No employee of the Society can be a Board Member at the same time, nor involved in the Society's governance.
- (v) Grievances, disputes, complaints and discipline shall be according to Statute and set out in Schedule One to this Constitution.

d. Recording Membership

- (i) The Manager / Secretary shall maintain a Register / Database of Members as required by section 79 of the Incorporated Societies Act 2022.
- (ii) The Manager / Secretary shall maintain a Register / Database of Neighbourhood Support Groups, plus Street and Area Contacts operating within the City and its surrounding rural areas.
- (iii) Group Contacts must forward any amendments and/or updated information to the Manager / Secretary as soon as possible, so the Register / Database can be kept current. This is a legal requirement as required by section 79 of the Incorporated Societies Act 2022.

e. Safety

The Manager / Secretary and any other nominated person(s) with access to the NS database and/or works into any Policing Centre, shall undergo Police Security Vetting.

f. Confidentiality

A person with access to any Society database will take all reasonable precautions to keep their database/register(s) in a private place and take all reasonable precautions to prevent:

- Loss AND
- Access, use, modification, or disclosure and other misuse.

The information in each database may only be used for Neighbourhood Support activity (Privacy Act, 1993) and must be returned to NSPN on termination of role.

g. Community Partners

Neighbourhood Support works in partnership with the Police and FENZ according to Memoranda of Understanding, and also any statutory organisations that support or influence safe, connected and resilient community outcomes, such as:

- Palmerston North City Council (PNCC)
- PNCC Safety Advisory Board
- Emergency Management

h. Membership is discontinued by:

- (i) Resignation in writing to the Manager / Secretary
- (ii) Relocating out of the Palmerston North Neighbourhood Support area
- (iii) Death
- (iv) The Board

The Board may revoke membership if that Member ceases to be qualified to be a Member; or that Member is breaching the Rules or acting in a manner inconsistent with the purpose or Rules of the Society. The Board must give the Member written notice, explaining:

1. How the member is breaching the Rules or acting in a manner inconsistent with the purpose or Rules of the Society.
2. What the Member must do in order to remedy the situation; or state that the Member must write to the Board giving reasons why the Board should not terminate the membership.
3. That if, within ninety days of the Member receiving the Board's Notice, and if the Board is not satisfied, the Board may in its absolute discretion immediately terminate the membership.
4. That if the Board terminates a Membership, that Member may appeal to the Society. The member has 90 days from receipt of the written notice to provide a response in writing. If no response is received in this time, the Board may in its absolute discretion, by majority vote, terminate the Member's membership by giving the Member a written 'Termination Notice', which takes immediate effect. If a response is received then the Board must give consideration to the response before determining to either stop the cessation process OR to issue a Termination Notice.

i. Obligations on resignation or termination

The Member shall immediately cease to hold themselves as a Member of the Society and will no longer have any of the benefits of membership. Any materials owned by the Society shall be returned immediately. This includes data base access and any downloaded Member information.

j. Becoming a Member again

If a former Member's membership was terminated following a dispute resolution process, the applicant may be re-admitted only by majority vote and the recommendation of the Board.

7. Governance and Management

a. The Board

Governance of the Society shall be vested in the Board to advance the purpose of the Society by:

- (i) Setting the strategy and Annual Plan.
- (ii) Operational oversight.
- (iii) Oversight of finances and financial legal obligations.
- (iv) Appointing and supporting a Manager(s) to carry out the aims, goals and Key Performance Indicators of the Annual Plan.
- (v) Appointing a sub-group or third party adviser, if necessary (with appropriate Terms of Reference).

b. Board responsibilities

Board Members shall act in good faith and in what they believe to be in the best interests of the Society and shall exercise the care and diligence expected of a reasonable person.

c. Board Composition

Board membership comprises elected and appointed Officers of at least eight Members, but no more than 12 Members comprising:

Elected Officers:

- Chairperson
- Deputy Chairperson
- Treasurer
- Secretary
- One or more Area Contact(s) in the Palmerston North catchment

Appointed Board members:

- Up to two representatives of the Police, appointed by the Police, in consultation with the Board.
- One or more Palmerston North City Council elected Councilor, appointed by the Palmerston North City Mayor.
- One or more volunteer or co-opted Member(s) as recommended by the Board.

Contact Person:

- Board to appoint “contact person” as per Section 113 of the Incorporated Societies Act 2022 (Chairperson is by default contact person if one is not otherwise set by the board) whom the Registrar can contact if needed
- Notice must be given with 20 working days of any change to contact person to the Registrar by the board

d. Term of Office

- Elected Officers will commence on the first Monday following the Annual General Meeting (AGM) at which they are appointed.
- Tenure is, but not limited to, 2 years. Elected Board Officers will be appointed at every second AGM.
- If an Elected Board Officers position becomes vacant, the Board may appoint a replacement in lieu of the next AGM.
- Appointed Board Members will start on recommendation of the Board, or to coincide with Local Council elections, or Police staff rotations. (changed order of items above for appointed board members to come after elected members)
- Appointed members to be confirmed in position at next AGM, and upon confirmation to hold position until next election cycle when will need to be elected

e. Board Membership ceases

- One calendar month after submitting a written resignation.
- When three consecutive Board meetings are missed without leave of the Board.
- If not meeting the Board’s requirements.
- On employment by the Society.
- The first Monday after alternate AGMs when the new Board is established.
- If becomes disqualified from being an officer as per section 47(3) of the Incorporated Societies Act 2022

f. Indemnity for the Board

No Board Member shall be liable for the acts or defaults of any other Board Member or any consequential loss caused by such acts or defaults, unless caused by their own wilful default or by their own wilful acquiescence.

The Board and each Board Member shall be indemnified by the Society for all liabilities and costs incurred by them acting in good faith AND in the proper performance of their functions and duties.

8. Financial Procedures

a. Income

Any income, benefit or advantage must be used to advance the charitable purposes of the Society and:

- (i) No Member or any associated person will derive any financial gain from membership of the Society, other than permitted by Law.
- (ii) The Society may use its funds to pay the costs and expenses to advance or carry out its purposes, and to employ or contract with such people as may be appropriate.
- (iii) All monies, grants and donations received by, or on behalf of, the Society shall be banked into the Palmerston North Neighbourhood Support account at Kiwibank.
- (iv) Withdrawals should, where possible, be made by direct credit Internet Banking, authorised by two nominated Officers.
- (v) The Board may invest and reinvest in such securities, the whole or any part of its funds which may not be required for the immediate use of the Society.

b. Management

- (i) The Board will oversee the finances of the Society and ensure it meets its statutory requirements.
- (ii) Duties may be delegated to staff from time to time and the Board may seek independent professional financial advice from time to time.
- (iii) Reasonable payments may be made to Members or Officers for legitimate professional services.
- (iv) Reasonable costs may be reimbursed to Members or Officers when undertaking legitimate Society business.
- (v) The financial year begins 1st July and ends 30th June each year.
- (vi) The accounts shall either be audited or reviewed each year.

c. Treasurer's responsibilities

- (ii) To present a monthly Financial Statement to the Board.
- (iii) To present an annual Financial Account for audit and presentation at the AGM.
- (iv) To prepare an annual Budget Forecast at the AGM

9. Meetings

a. Board Meetings

- (i) There will be one Board meeting each calendar month, the dates published in advance. The Chairperson, or Deputy Chairperson may cancel or defer a monthly meeting, should the need arise.
- (ii) An agenda for the Board meeting will be sent at least 48 hours in advance.
- (iii) The Board meeting may be attended by any Member. The Chairperson reserves the right to close any meeting or part-meeting. The Board meeting will then continue "In Committee".
- (iv) A quorum for decision-making shall be not less than 50% of Board membership.
- (v) If a meeting goes ahead without a quorum, all decisions must be deferred.

b. Voting at Board Meetings

- (I) Every Member shall be entitled to one vote.
- (II) No proxy voting shall be permitted.
- (III) Voting is by show of hands but may be conducted by ballot at the discretion of the Chairperson.
- (IV) The Chairperson may cast the deciding vote in the event of a tied decision.

c. Annual General Meeting (AGM)

The AGM should be held in August or September. The purpose of the AGM is to be accountable to both Members and financial supporters for the year's activity by:

- (i) Presenting an Annual Report.
- (ii) Presenting an Annual Financial Report and a Projected Budget for the upcoming year.
- (iii) Providing a forum for feedback and/or resolutions for Members, Community Groups and Stakeholders.
- (iv) Electing Officers to the Board.

(v) Keeping minutes for the AGM

- The AGM will be open to Members, Stakeholders and Media. Invitations will be through any means the Society deems acceptable such as the newsletter, email, Facebook, and the website, with twenty-eight days' notice.
- Any Member may submit a Resolution for consideration, in writing, not less than 14 days prior to the AGM.
- A Programme (Agenda) will be available at least ten days prior to the AGM.
- A Quorum to be set at a minimum of 20 attendees for the AGM meeting of The Society

d. Election of Officers at the AGM

- (i) A call for nominations for election to the Board shall be called at least 28 days prior to the AGM.
- (ii) Nominations for elected Board Officers should be submitted in writing to the Chairperson or Secretary, at least 14 days prior to the AGM by a full Member.
- (iii) Nominations should be seconded by at least one Member, other than the Nominator.
- (iv) A brief resume for all nominees should accompany the AGM Agenda
- (v) If there are insufficient valid nominations received, further nominations may be received from the floor at the AGM.
- (vi) The Board may appoint a Returning Officer, to count written votes.
- (vii) One attending Member has one vote.
- (viii) Votes shall be cast in such a manner as the person chairing the AGM determines. In the event of any vote being tied, the tie shall be resolved by the incoming Board (excluding those in respect of whom the votes are tied).

e. Special General Meeting (SGM)

The Chairperson, or in his or her absence, any other Officer, may call a Special Meeting, stating the purpose for which the meeting is required.

f. Conflicts of interest

- (i) Any Officer or Member of any committee who has a conflict of interest on a subject at any meeting must declare such a conflict and excuse themselves from that section of the meeting which is relevant.
- (ii) No Member shall hold office if they have a conflict of interest where money and finance is involved.

g. Recording meetings and transactions

- (i) All appointments of Members and Officers, PNNS meetings and of all business transacted at such meetings shall be accurately recorded and be available to Members.
- (ii) Where a meeting or part meeting is held *In Committee*, the time this begins and ends will be recorded. Minutes of such meeting, or part meeting, will remain confidential to the attendees only, except for decisions that have been made from such a meeting.

10. Alteration to the Constitution

These Rules may be altered, added to or rescinded by special resolution at any General Meeting of the Society provided it does not affect the exclusively charitable nature of the Society.

11. Winding up

The Society may be wound up in accordance with Section 208 & 227 of the Incorporated Societies Act 2022 (namely by resolution of the Members at a general meeting) PROVIDED THAT the resolution is confirmed at a subsequent general meeting called for the purpose and held not earlier than 30 days after the date for which the resolution to be confirmed was passed.

If, upon the winding up or dissolution of the Society there remains after the satisfaction of all debts

and liabilities any property whatsoever, the same shall not be paid to or distributed among the Members of the Society but shall be given or transferred to some other charitable organisation or body having a purpose similar to the objectives of the Society or for some other charitable purpose within New Zealand as decided by resolution of Members as per section 216 of the Incorporated Societies Act 2022.

12. SCHEDULE ONE:

Grievances, Disputes, Complaints and Discipline (from Neighbourhood Support, NZ)

The following disputes procedures are designed to enable and facilitate the fair, prompt and efficient resolution of grievances and complaints in a manner that complies with the requirements set out in the Statute. All Members (including the Board) are obliged to comply with these procedures to resolve grievances and complaints, and to cooperate to resolve disputes efficiently, fairly, and with minimum disruption to the Society's activities.

- (a) Any grievance by a Member, and any complaint by anyone, is to be lodged in writing by the complainant addressed to the Board Chairperson or Deputy Chairperson.
- (b) The complainant raising a grievance or complaint and the Board must consider and discuss whether a grievance or complaint may best be resolved through informal discussions, mediation or arbitration. Where mediation or arbitration is agreed on, the parties will sign a suitable mediation or arbitration agreement.
- (c) Rather than investigate and deal with any grievance or complaint, the Board may:
 - (i) Appoint a sub-committee to deal with the same, or
 - (ii) Refer the same to an external arbitrator, arbitral tribunal, or external visitor (or referee), so long as minimum standards of natural justice consistent with those specified in the Statute are satisfied, and the Board or any such sub-committee or person considering any grievance or complaint is referred to in the balance of this Rule as the "decision-maker."
- (d) The decision-maker shall:
 - (i) Consider whether to investigate and deal with the grievance or complaint, and
 - (ii) May decline to do so (for instance, if the decision-maker is satisfied that the complainant has insufficient interest in the matter or otherwise lacks standing to raise it, the matter is trivial or does not appear to disclose material misconduct or material, the matter raised appears to be without foundation or there is no apparent evidence to support it, some damage to Members' interests may arise, or the conduct, incident, event or issue has already been investigated and dealt with by the Society).
- (e) Where the decision-maker decides to investigate and deal with a grievance, the following steps shall be taken:
 - (i) The complainant and the Member complained against must be advised of all details of the grievance,
 - (ii) The Member or the Society which is the subject of the grievance must be given an adequate time to prepare a response,
 - (iii) The complainant and the Member or the Society which is the subject of the grievance must be given an adequate opportunity to be heard, either in writing or at an oral hearing if the decision-maker considers that an oral hearing is required, and
 - (iv) Any oral hearing shall be held by the decision-maker, and/or any written statement or submissions shall be considered by the decision-maker.
- (f) Where the decision-maker decides to investigate and deal with a complaint, the following steps shall be taken:
 - (i) The complainant and the Member complained against must be advised of all allegations concerning the Member and of all details of the complaint,
 - (ii) The Member complained against must be given an adequate time to prepare a response,
 - (iii) The Member complained against must be given an adequate opportunity to be heard, either in writing or at an oral hearing if the decision-maker considers that an oral hearing is required, and
 - (iv) Any oral hearing shall be held by the decision-maker, and/or any written statement or submissions shall be considered by the decision-maker.
- (g) A Member may not make a decision on or participate as a decision-maker regarding a grievance or complaint if two or more Board members or the decision-maker considers that there are reasonable grounds to infer that the person may not approach the grievance or complaint impartially or without a predetermined view (and such a decision must be made taking into account the context of the Society and the particular case, and may include consideration of facts known by the other Members about the decision-maker so long as the decision is reasonably based on evidence that proves or disproves an inference that the decision-maker might not act impartially).

(h) The decision-maker may:

- (i) Dismiss a grievance or complaint, or
- (ii) Uphold a grievance and make such directions as the decision-maker thinks appropriate (with which the Society and Members shall comply),
- (iii) Uphold a complaint and:
 - Reprimand or admonish the Member, and/or
 - Suspend the Member from membership for a specified period, or
 - Terminate the Member's membership, and

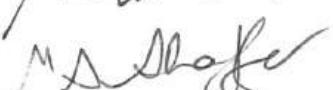
(i) Order the complainant (if a Member) or the Member complained against to meet any of the Society's reasonable costs in dealing with a complaint.

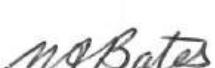
If the Member complained against resigns after a complaint is received the Society shall have power to continue to follow the procedures set out for investigating and making decisions on the complaint and, if the complaint is upheld, of imposing penalties and making orders for payment of costs.

These Rules were accepted at Annual General Meeting on the 19th of September 2024 of the Society, held in Palmerston North.

Signed:  Name DAVID A D PARRY Date 10 Oct 2024

Signed:  Name John Charlton Date 10 Oct 2024

Signed:  Name Mary Shaffer Date 10 Oct 2024

Signed:  Name Margaret Bates Date 10/10/2024.