

Rules of 'Friends of Bolton Street Cemetery Incorporated'

1. NAME

The name of the society is FRIENDS OF BOLTON STREET CEMETERY INCORPORATED.

2. AIM AND OBJECTIVES

2.1 The aim of the Society is to preserve, protect and enhance for the public benefit the three Wellington historic cemeteries now known collectively as the Bolton Street Cemetery.

To further this aim, the Society shall pursue the following objectives:

2.2 Assist the Wellington City Council in its efforts to:

- (a) Protect and restore the heritage graves to develop the area as an historic cemetery-park with preserved heritage values.
- (b) Develop and maintain the content of and access to reliable burial records.
- (c) Preserve and maintain the Sexton's cottage, the replica chapel and interpretive displays.
- (d) Make the Cemetery an aesthetic focal point for passive recreation, contemplation and relaxation.

2.3 Encourage families, business and professional groups and others to:

- (a) Assist financially with repairs to the derelict and damaged graves of former associates and relatives.
- (b) Help with the cleaning and maintenance of graves.
- (c) Support the overall aims and objectives of the Society by becoming members.

2.4 Conduct and co-ordinate accurate research of historical information in order to develop and maintain reliable burial records of all persons interred within the three cemeteries encompassed by the Bolton Street Cemetery and all persons referred to on associated graves and records.

2.5 Enrich the Cemetery's heritage value by encouraging:

- (a) Research on use of best practice heritage restoration techniques in repairing memorials.
- (b) The return of memorials and other appropriate heritage material displaced by the motorway construction, land slippage, vandalism and other adverse events.
- (c) Displays of those memorials and other appropriate heritage material which cannot or should not be accommodated within the burial area.

2.6 Encourage public interest in the Cemetery by:

- (a) Compiling guides to the graves, memorials and points of special interest.
- (b) Arranging guided tours for the public and special interest groups.
- (c) Liaising with the media on stories of current interest.
- (d) Maintaining through its website, newsletters and other means, accurate and accessible information about the Cemetery.
- (e) Developing the use of appropriate interpretive signage within the Cemetery.

2.7 Raise such funds as may be required to cover its running costs and incidental expenses.

2.8 Operate as a charitable society in the pursuit of the above charitable objects that are limited to within New Zealand only.

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3. MEMBERSHIP

- 3.1 The Society shall consist of members each member being a person or body corporate of any kind interested in the aims and objectives of the Society.
- 3.2 Persons shall be eligible for membership of the Society who make payment of the subscription for the class of membership they qualify to join.
- 3.3 The membership of the Society shall consist of the following four classes:
- (a) Ordinary members – full membership rights open to the public at large on an annual basis.
 - (b) Family members – membership rights for all members of a family but voting rights for only two persons.
 - (c) Corporate members – groups and societies who shall have the full membership rights of an ordinary member on payment of a single annual subscription.
 - (d) Honorary Life Member – full membership rights to an individual existing member of the Society without further payment of a subscription following their nomination by the committee for outstanding previous contributions to the Society's aims or objects and subsequent approval by an Annual General Meeting or Special Meeting of the Society.
- 3.4 The annual subscriptions payable by the classes of membership as detailed in sub clause 3.3 of the Rules may be fixed at any annual general meeting of the Society.

4. MEMBERSHIP CEASING

Members will cease to be members upon their voluntary resignation or upon their subscriptions remaining unpaid by the end of the financial year of the Society. Members who act against the spirit of the aim and objectives of the Society in their capacity as members of the Society may be liable to expulsion from the Society by the vote of a two-thirds majority of financial members present at a general meeting of the Society.

5. RULES OF THE SOCIETY

- 5.1 Any of these rules may be altered, or new ones introduced at a general meeting of members, but only if passed on a two-thirds majority of those present. Notice of any proposed alteration, repeal or introduction of a new rate of subscription or regulation to be included in the Constitution shall be given to each member seven clear days before the date of the meeting at which any proposed change in these rules is to be considered.
- 5.2 No addition to or alteration of the charitable objects, personal benefit clause or the Winding Up clause [clause 13] shall be approved without the approval of the Inland Revenue Department. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

6. GENERAL MEETINGS

- 6.1 The annual general meeting of the Society shall be held not later than four months after the end of the financial year. Seven clear days' notice of meeting shall be given in writing. The regular business of the annual general meeting shall be to receive the Annual Report of the Committee and Financial Statements and to elect the officers and members of the Committee.
- 6.2 Special general meeting of the members may be called any time by the Committee or by Requisition of not less than ten ordinary members. The requisition shall be addressed to the Secretary and shall set out specifically the business for which the special general meeting is required. Upon receipt of such a requisition the Secretary shall forthwith take the necessary steps to convene the meeting. The notice to members of a special general meeting shall be the same as prescribed for the annual general meeting. At a special general meeting only the business set out in the notice convening the meeting shall be considered, provided that the meeting may by unanimous vote, permit the consideration of additional business.

7. MODE OF VOTING

The mode of voting shall be by show of hands at any general meeting. There shall be no proxy voting.

8. APPOINTMENT OF OFFICERS OF THE SOCIETY

At each annual general meeting of the Society the Society shall elect a president, a vice-president, a secretary, a treasurer and a committee consisting of the above offices and not less than four other members and not more than eight other members. All nominations should be received by the Secretary not later than seven days prior to the annual general meeting but the Secretary reserves the right to accept nominations from those present at any annual general meeting.

9. QUORUMS

The quorum for a committee meeting shall be five. The quorum for a general meeting shall be twelve.

10. COMMON SEAL

Whenever the common seal of the Society is required to be affixed to any deed, document, writing or any other instrument the seal shall be affixed pursuant to a resolution of the committee by the President and any other person thereby authorised to affix the seal. The seal will be kept in the custody of the Secretary.

11. POWERS

The Society shall have the following powers:

- 11.1 To purchase, lease, hire or by any other means acquire any personal property necessary or convenient for the purposes of the Society.
- 11.2 To sell, hire, exchange, improve, manage, donate, develop, or otherwise deal with all or any part of the property of the Society, or in which the Society has or may hereafter have any beneficial interest.
- 11.3 To promote, hold, manage and conduct gatherings or conferences that it may deem desirable either by itself or in collaboration with any other Society or organisation having objects which are wholly or in part similar and compatible with the objects of the Society.
- 11.4 To engage such persons whose services may be deemed necessary for the purposes of the Society and to remunerate them accordingly.
- 11.5 To hold the moneys of the Society not immediately required for any of its objects in any trading or savings bank in New Zealand or to invest them in such manner as may from time to time be determined.
- 11.6 To construct, improve, maintain, develop, manage or control any buildings and other works and conveniences which may seem calculated directly or indirectly to advance the Society’s interest; and to contribute to, subsidise or otherwise assist or take part in the construction, improvement, maintenance, development, working, management, carrying out, or control thereof.
- 11.7 Any income, benefit or advantage shall be applied to the objectives of the organisation. No member of the organisation or any person associated with a member shall participate in or materially influence any decision made by the organisation in respect of the payment to or on behalf of that member or associated person of any income, benefit, of advantage whatsoever. Any such income shall be reasonable and relative to that which would be paid in an arm’s-length transaction (being open market value).
- 11.8 To appoint Honorary Patrons from time to time.

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12. FINANCE

- 12.1 The Society's financial year shall commence on the first day of April and end on the thirty-first day of March of the following year.
- 12.2 The trustees of the Society's bank account or bank accounts shall be the President, Vice-President, Treasurer and Secretary. Any two of these four persons may sign on the Society's account.
- 12.3 All the moneys of the Society shall be paid into such bank accounts as the committee may from time to time determine to the credit of the Society and all accounts shall be approved for payment by the committee.
- 12.4 All payments shall be made by cheque whenever possible.
- 12.5 Subscriptions shall be payable in the first instance on admission and subsequently on the first day of the financial year in each and every year.
- 12.6 The committee may from time to time appoint an auditor to audit or review the Society's accounts.

13. WINDING UP

- 13.1 The Society shall be dissolved if at any general meeting called for that purpose a resolution to that effect is carried by a simple majority of those present and entitled to vote.
- 13.2 Upon the dissolution as hereinbefore provided all property both real and personal shall vest in any reputable organisation agreed to by a simple majority of those present and entitled to vote at the general meeting called to dissolve the Society.
- 13.3 If upon the winding up or dissolution of the organisation there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the organisation but shall be given or transferred to some other approved charitable organisation or body having objects similar to the objects of the first organisation – or for some other charitable purpose – within New Zealand.

This Constitution – amended by the removal of reference to an auditor's appointment in clause 8; and the addition of 12.6 – was approved at the Annual General Meeting held on 23 June 2015.

Confirmed:



Kate Fortune: Treasurer