

Rules Of
OLIVES NEW ZEALAND
XXX BRANCH



**Olives New Zealand
XXXX BRANCH**

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OLIVES NEW ZEALAND -XXXX BRANCH

RULES

NOTE: These Rules are in addition to the Constitution and Rules of Olives New Zealand Inc.

1. NAME

1.1. The name of the Branch shall be the “Olives New Zealand – XXXX Branch” affiliated to Olives New Zealand Inc. and hereinafter referred to as “the Branch”.

2. INTERPRETATION

- 2.1. In cases of conflict between the interpretation of these Rules and the Constitution of the Olives New Zealand, the Constitution of Olives New Zealand shall take precedence.
- 2.2. Any matters not provided for in these Rules or any question arising as to the interpretation of it shall be decided by the Executive of the branch, as hereunder defined.
- 2.3. At any meeting any such questions shall be decided by the Chairperson whose ruling shall be final.

3. OBJECTIVES

- 3.1. The objectives of the Branch are to actively promote the interests of Olives New Zealand to its members by
- 3.1.1. Promotion of growing olives
 - 3.1.2. Promotion of processing olives
 - 3.1.3. Promotion and marketing of olive products including oil in and from the region
 - 3.1.4. Promotion of quality.

4. MEMBERSHIP

- 4.1. Any person who has paid the annual subscription to Olives New Zealand is automatically entitled to membership of the Branch in the region in which their olive grove is located or in which they reside.
- 4.2. All paid up ‘Ordinary’ and ‘Honorary Life’ members of Olives New Zealand who are members of the Branch have full voting rights at any meetings organised by the Executive of the Branch.
- 4.3. “Associate Members” of Olives New Zealand shall be able to become Branch members but shall not have voting rights, nor be eligible for appointment to the Branch Executive.
- 4.4. No person who is not a member of Olives New Zealand can be a member of the Branch.

5. MEMBERSHIP FEES

- 5.1. Paid up membership of Olives New Zealand automatically entitles the members to membership of their respective branch of Olives New Zealand.
- 5.2. The Branch may charge each member an additional fee over and above the Olives New Zealand membership fee to fund local activities. The fee may be annual or event based and shall be set at the AGM and adjusted to appropriate levels as agreed by majority of members present at the regional AGM in person or by proxy.
- 5.3. Olives New Zealand will provide the Branch with a list of paid up members annually or at the request of the Branch chairperson.

6. CESSATION OF MEMBERSHIP

- 6.1. A member shall cease to be a member by:
 - 6.1.1. non payment of annual membership fee to Olives New Zealand after more than two months;
 - 6.1.2. expulsion of a member by the executive committee of Olives New Zealand who breaches any rule, regulation or by law, or who does any act to bring the Branch into disrepute, or if it is in the best interests of the Branch to do so.

7. THE BRANCH EXECUTIVE

- 7.1. The Branch Executive shall be comprised of fully paid members of Olives New Zealand and shall:
 - 7.1.1. Consist of a Chairperson, Secretary, Treasurer and committee who will be elected at the Annual General Meeting of the Branch by a majority of the members present.
 - 7.1.2. Receive no payment, fee or rewards for their services except such reimbursements for costs incurred by them in carrying out their official duties for the Branch.
 - 7.1.3. Have the right to co-opt any additional members to the Executive Committee should the need arise.
 - 7.1.4. Have the right to terminate the term of a co-opted member and may themselves resign from the Branch Executive but only by notice in writing to the Chairperson.

- 7.2. The number of the committee shall be at the discretion of the Branch.

8. OFFICERS AND DUTIES OF THE BRANCH EXECUTIVE

8.1. CHAIRPERSON

- 8.1.1. The Chairperson shall chair the meetings of the Branch, supervise the business of the Branch, represent the Branch at the Olives New Zealand Regional Chair meetings, act as spokesperson for the Branch and be available for election to the Olives New Zealand Executive

8.2. SECRETARY

8.2.1. The Secretary shall give notice of meetings, record the proceedings of meetings, maintain correspondence of the Branch and maintain a register of members.

8.3. TREASURER

8.3.1. The treasurer shall have charge of the Branch finances, pay accounts, and complete the Branch annual accounts for submission to an annual meeting of members for member approval following which a copy shall be provided to Olives New Zealand.

8.4. NEWSLETTER EDITOR

8.4.1. If a branch wishes to publish its own newsletter it may appoint a Newsletter editor.

8.4.2. The Newsletter editor shall collate and prepare a newsletter for members at intervals agreed at the Branch AGM or at the first meeting of the incoming Branch Executive, describing upcoming meetings, field days and events, and any other news, information and advertising relevant to Branch members.

8.5 Combining of roles is permissible at the discretion of the Branch.

9. TERM OF OFFICE

9.1. The term of the Branch Executive shall be 1 year unless the Branch Executive resigns earlier.

9.2. One month prior to the AGM, notice shall be given of those Officers and Executive available for re-election. At this time members shall be invited to put forward nominations.

9.3. Members at the AGM may by special resolution of a majority of the members' present increase or reduce the number of executive members.

10. POWERS OF THE BRANCH EXECUTIVE

10.1. If the Chairperson resigns during a financial year, the Branch Executive shall elect a replacement from among the Executive members.

10.2. The Chairperson so elected shall hold Office until the next AGM

10.3. If the Chairperson is absent for a Branch Executive meeting, the other members present shall elect one person from amongst themselves to be the chairperson for that meeting.

10.4. If any other member of the Executive resigns from the Branch Executive then the Branch Executive may appoint a replacement to hold office until the next Annual General Meeting.

10.5. If a Branch Executive member is not present at three consecutive meetings without the prior agreement of the Chairperson, their position on the Branch Executive will be reviewed by the remaining Executive.

11. MEETINGS OF THE BRANCH EXECUTIVE

- 11.1. The Branch Executive shall meet at such times as it determines, and at other times as the Chairperson shall require, or on notice by a majority of members.
- 11.2. Notices of all meetings shall be deemed to be duly given if posted or emailed to the address of Branch Executive members not less than 10 days prior to the meeting or such shorter timeframe that the Branch Executive so decide.
- 11.3. The quorum of all meetings of the Branch Executive shall be three of which at least two must be Officers of the Branch.
- 11.4. The minutes and reports of all meetings of the Branch Executive are recorded and available to all members upon request.
- 11.5. The linking together by telephone or other means of communication of a number of Branch Executive members not less than the quorum shall be deemed to constitute a meeting of the Branch Executive, providing that:
 - 11.5.1 Everyone is able to hear and communicate;
 - 11.5.2 No member shall leave the meeting by disconnecting unless previously obtaining permission of the Chairperson
 - 11.5.3 Minutes of the meeting proceedings are taken by the Secretary and certified as correct by the Chairperson.

12. FINANCIAL YEAR

- 12.1. The financial year of the Branch shall be a period of twelve (12) consecutive calendar months ending on 31 December in each calendar year. If Olives New Zealand changes its financial year the Branch shall amend its financial year to match that of Olives New Zealand

13. ANNUAL REPORT AND ACCOUNTS

- 13.1. A copy of the Branch accounts and the Annual Report of the Branch for the year shall be forwarded to the members of the Branch with the Notice concerning the AGM.
- 13.2. A copy of the Accounts and Annual Report shall also be forwarded to the Olives New Zealand within 7 days of the conclusion of the Branch AGM.

14. ANNUAL GENERAL MEETINGS

- 14.1. The AGM shall be held within 60 days after the end of each financial year at a date to be decided by the Branch Executive.
- 14.2. The past Chairperson shall lead the meeting until new officers have been elected.
- 14.3. Every question to be decided by any AGM shall be decided by open voting or secret ballot, as the Chairperson shall deem most convenient.
- 14.4. The Chairperson, if necessary, may have two votes one being a casting vote.
- 14.5. If the Chairperson cannot attend the meeting the Secretary or Treasurer of the Committee shall chair the meeting.

14.6. The Chairperson may adjourn the meeting if it is found not to have the necessary quorum.

15. SPECIAL GENERAL MEETINGS

15.1 A special General Meeting of the Branch may be called for any stated purpose and the purpose of such meeting is communicated to all Branch members so long as;

15.1.1. The Branch Committee calls such a meeting or

15.1.2. The lower of either 20% of the Branch membership or 10 Branch members so request in writing to the Olives New Zealand Executive Officer, in which case it must be held within 28 days of such a request being received or

15.1.3. Olives New Zealand Executive Committee calls such a meeting.

15.2 The rules for a quorum at the Special General Meeting are the same as for an AGM

15.3 The persons entitled to attend a Special General Meeting are the same as for an AGM.

16. NOTICE OF MEETINGS

16.1.1. Twenty one clear days notice of all Annual and Special Meetings shall be given to all members.

17. QUORUM

17.1.1. An attendance of one-third members of the Branch shall constitute quorum at all general or special meetings of the Branch.

17.1.2. If a quorum is not present, the meeting shall stand adjourned for one week and if a quorum is not present at the adjourned meeting the members present shall constitute a quorum.

18. VOTING

18.1. At all Branch meeting, other than Branch Executive meetings, each member shall be entitled to one vote for every \$1.00 of annual subscription paid to Olives New Zealand. In the case of equality of voting, the Chairperson of that meeting may exercise a second or casting vote.

19. REMITTS

19.1. Members may in the form of remits notify the Executive of Olives New Zealand through their Branch Executive not less than thirty (30) days prior to the date of the Olives New Zealand AGM of any matter they wish to be discussed at the Olives New Zealand AGM.

20. AGENDA FOR AGM

20.1. The following items must be on the Agenda of each Branch Annual General Meeting:

- 20.1.1. Minutes of the previous Annual Meeting
- 20.1.2. Financial Report and adoption of Financial Report
- 20.1.3. Consideration of Remits
- 20.1.4. Election of Officers
- 20.1.5. Review level of Annual Activity Fee
- 20.1.6. Any other matter authorised by the Chairperson or required to be discussed by virtue of a resolution of two-thirds majority of those present at the AGM.

21. AMENDMENTS TO THESE RULES

- 21.1.1. No amendments to these Rules can be made except by motion and resolution at an Annual General Meeting of Olives New Zealand, in accordance with the rules of Olives New Zealand, and any motion must be carried by a majority of not less than two thirds of members present.
- 21.1.2. No addition to or alteration of the non-profit aims, personal benefit clause or the winding up clause shall be approved without the approval of Olives New Zealand; and 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.

22. WINDING UP

- 22.1. If at an AGM or an SGM of the Branch it is suggested that for any reason, such as lack of members, the Branch should be wound up the matter is to be referred to Olives New Zealand for approval.
- 22.2. All assets after the payments of any debts and proper provision for contingent liabilities shall become the property of Olives New Zealand.

23. MATTERS NOT CONTAINED IN THESE RULES

- 23.1.1. Should any matter arise which is not covered by these rules a ruling shall be sought from the Olives New Zealand Executive and the matter actioned accordingly.