

## **RULES OF AKATARAWA VALLEY EMERGENCY RESPONSE TEAM INCORPORATED**

### **1. Name**

The name of the Society shall be "Akatarawa Valley Emergency Response Team Incorporated" also known as "AVERT"

### **2. Objectives**

The objectives for which the Society is established are:

- 2:1 To Provide emergency help for members as and when required.
- 2:2 To promote a community spirit amongst members of AVERT
- 2:3 To encourage a working relationship with the professional emergency services.
- 2:4 To encourage people within our community to skillfully respond to emergencies.
- 2:5 To Provide suitable resources, within our means, to deal with emergency situations within the scope of AVERT objectives.
- 2:6 To promote preventative actions to avoid emergencies.

### **3. Membership**

Residents within the area covered by "AVERT" (which is the area along Akatarawa Road from 1198 to 1522D and the formed part of Karapoti Road) are eligible to apply for membership.

- 3:1 All residents within a household are eligible for individual membership.
- 3.1a All fees are payable per household.
- 3.1b Only those members 18 years of age and above have voting rights and the right to hold office.
- 3:2 Prospective members must complete an application form which will be forwarded to the secretary for presentation at the next committee meeting for consideration.
- 3:3 Termination of membership will take place as a result of any of the following;
  - 3:3a Resignation in writing to the secretary.
  - 3:3b Any resident leaving the area.
  - 3:3c Arrears of yearly fees, of 3 months or more.
  - 3:3d Any member of the society who fails in the observance of any rule or regulation of the society which for the time being members are expected to observe, or whose character is considered by the committee to be undesirable may be removed from the society by a resolution to the effect passed by the committee.
- 3:4 Where it is proposed that a member be expelled, a formal motion will be decided by a majority vote of members present at an open meeting.  
Members must be notified 7 days prior to such a meeting.

### **4. Fees and Dues**

All members of the society shall pay a joining fee and annual due.

- 4:1 The joining fee and dues will be set at the annual general meeting.
- 4:2 The joining fee is payable on acceptance of membership to the society
- 4:3 The annual dues are payable yearly on the 1st of September. New members pay annual dues on a "pro rata" basis.

### **5. Patron**

The patron of AVERT shall be chairperson of the "Rimutaka Licensing Trust Board" until otherwise decided by an Annual General meeting.

### **6 Officers**

Members of the society may elect at the Annual General meeting a management committee

consisting of:

- 6:a Chairperson
- 6:b Secretary
- 6:c Treasurer
- 6:e Liaison officer
- 6:f Historian
- 6:g Newsletter editor
- 6:h Team Leaders
- 6:i Any other committee members as required

### **6:1 Team Leaders**

Members of the society may elect at the Annual General meeting team leaders.

- 6:1a First Aid
  - 6:1b Fire Fighting
  - 6:1c Alarm Response (responding to audible alarms)
  - 6:1d Chainsaw (emergency tree hazard removal)
  - 6:1e Civil defence
  - 6:1f Vehicle recovery
  - 6:1g People recovery (rescue of people in hazardous situations)
  - 6:1h Stock control
  - 6:1i Search and rescue
  - 6:1j Welfare (helping people in times of need)
  - 6:1k Road report (slips and other road hazards)
  - 6:1l Equipment Caretaker
  - 6:1m Any other team leaders as required
- 6:2 Any other person or persons can hold more than one position on the committee and/or in team leadership.

### **7 Annual General Meeting**

The financial year of AVERT shall terminate on 30th June of each year and the Annual General meeting of AVERT shall be held in August of each year.

Notice of time, place, and agenda of the meeting shall be advised to each member household.

The Secretary shall give at least fourteen days notice of the meeting.

7:1 The purpose of the annual general meeting shall be;

7:1a To confirm the minutes of the previous annual general meeting.

7:1b To receive from the treasurer a report, balance sheet and audited statement of accounts for the preceding year.

7:1c To elect the committee an team leaders and patron for the ensuing year.

7:1d To decide on any motion which has been properly submitted to the secretary in writing prior to the annual general meeting.

7:1e To set the annual dues for the ensuing year.

7:1f To elect an auditor for the ensuing year.

### **8 Special General Meeting**

The secretary shall call a special general meeting upon a written request from either:

8:a The committee

8:b Ten percent (10%) of the voting membership.

The request shall state the purpose for which the meeting is requested.

### **9 Committee Meetings**

9:a Committee meetings shall be called as and when required by the committee.

9:b If the position of any committee member, officer or team leader becomes vacant between

annual general meetings, the committee may appoint another committee member or AVERT member to fill that vacancy until the next annual general meeting.

### **10 Procedure at Meetings**

10:a The chairperson will control the meeting. In the absence of the chairperson the committee shall elect a person to chair the meeting.

10:b Every committee shall elect a person to chair the meeting.

10:c The chairperson is entitled to vote and has a casting vote, that is a second vote.

10:d Voting shall be by a show of hands or, if otherwise so requested by two or more members present in person, by secret ballot.

### **11 Quorum**

At the annual general meeting or special meeting a quorum will be nine (9) voting members which must include three committee members or team leaders.

At a committee meeting a quorum will be five (5) elected members.

### **12 Alteration of Rules**

Any rule may be altered, added to or cancelled by resolution passed by a majority of the members being present at an annual general meeting or by a special meeting which has been called for the purpose, provided that at least twenty eight days notice of the motion has been given to members.

### **13 Control of Funds**

The funds of AVERT are to be devoted solely to the furtherance of the objectives of AVERT as set out in these rules and are to be under the control of the committee.

All monies received by or on behalf of AVERT must forthwith be paid to the credit of AVERT in an account with such bank as is from time to time fixed by the committee. All cheques or withdrawal slips drawn on the account must be signed by 2 approved signatories out of the 3 nominated by the committee. No more than one person from any one household may be a signatory.

### **14 Control of funds and property**

The income and property of AVERT from wherever derived, are to be applied solely towards the promotion of the objectives of AVERT as set forth in these rules and no portion of such income or property is to be paid or transferred directly or indirectly by way of profit to the householders of AVERT.

### **15 Accounts and finance**

15:a True and correct accounts shall be kept of all money received and expended by AVERT and of the assets and liabilities of AVERT. Such accounts shall be open to inspection by members of AVERT upon application to the committee.

15:b The financial year of AVERT shall commence on the 1st of July of each year. The accounts shall be audited once a year after 30 June.

### **16 Dissolution**

AVERT shall not be dissolved unless eighty percent of voting members for the time being agree. In the event that AVERT is dissolved this shall be carried out in accordance with the Incorporated Societies Act 1908 and its amendments. After the discharge of all liabilities, the remaining funds of AVERT shall be donated to a charity of charities which is to be agreed upon by the committee.

## **17 Confidentiality**

All information held by AVERT will be treated in accordance with the Privacy Act.

## **18 Duties of the committee**

It is the duty of the committee to manage the affairs of AVERT in accordance with the objectives stated within these rules in the best interest of the members. Job Descriptions are in the attached document: "Duties of Committee Members and Team Leaders".