

RULES OF **WSD SUPPORT GROUP INCORPORATED**

1. The name of the society is “The Widowed, Separated and Divorced Support Group Incorporated”, and it will be known as “WSD Support Group” or “WSD”.

2. Objects

2.1 The objects of WSD are to promote self-healing and growth by providing emotional, intellectual, spiritual and educational support and social re-integration for people in New Zealand who have lost a partner through death, separation or divorce.

2.2 Support is provided by courses and other activities consistent with the objects of WSD.

2.3 WSD is a non-profit support group. WSD courses are open to all people.

3. Membership

3.1 Members of WSD are those persons who are recorded in the register of members held by the Membership Secretary at the date of incorporation of WSD, together with those persons who are admitted to membership in accordance with rule 4.1, and who have not ceased to be members under rules 12 or 13.

3.2 Life honorary membership may be conferred, by the Committee, on an individual who has established a long record of distinguished service to WSD. Nomination for life honorary membership may be made by any member of WSD. Life honorary members would be entitled to all rights and privileges of ordinary members but would be exempt from payment of annual subscriptions.

4. Admission of members

4.1 Any persons who have substantially completed a WSD course, and have indicated in writing that they wish to be recorded as members, shall be admitted as members of WSD until July 1 the following year (or the first day of the month following the AGM whichever is the later), at no further charge.

4.2 The decision as to whether or not a person has substantially completed a WSD course shall rest with the Course Co-ordinators, having responsibility for conducting the particular course.

4.3 People who wish to become a member and have not attended a recent course must advise relevant details of the course they had attended or attend a new course. In the final appraisal of their application or request to join, the committee

will have the final decision as to the suitability of that person's application. No correspondence will be entered into thereafter.

- 4.4** Any person whose membership has lapsed because of non-payment of the annual subscription shall apply for reinstatement of membership in accordance with Rule 4.3.

5. Annual Subscription

- 5.1** The annual subscription payable by members of WSD shall be set by resolution at each annual general meeting, and shall be payable on the 1st day of July in each year, or on the first day of the month following the holding of the annual general meeting, whichever is the later.
- 5.2** The Committee may in special circumstances exempt a member from payment of the annual subscription.
- 5.3** Unless exempted from payment, any member who fails to pay the annual subscription within three calendar months of the date the same was set shall be considered as unfinancial and shall have no membership rights and shall not be entitled to participate in any WSD activity, and shall be deemed to have ceased to be a member.

6. The Committee

- 6.1** WSD activities shall be overseen by a Committee, which shall have the following office holders.

- Chairperson
- Secretary
- Treasurer
- Membership Secretary (who may also hold one of the preceding positions);

Together with the following members:

- Eight ordinary members of WSD
- A representative of course facilitators, and
- A representative appointed from each WSD sub-committee, and
- One Co-ordinator co-ordinating a current course.

- 6.2** The quorum for a Committee Meeting shall be 5 of the members of the Committee defined in Rule 6.1.
- 6.3** The Committee shall elect a Vice Chairperson from the members referred to in Rule 6.1 to permit the Committee to function should the Chairperson be unavailable.

- 6.4 The main functions of the WSD Committee are to oversee the administration and financial management of WSD, to organise WSD courses and to organise social activities for WSD members.
- 6.5 Elections for WSD Committee positions, except for the Course Co-ordinating Sub-Committee and the Social Sub-Committee, shall be held at the Annual General Meeting. Nominations for course representatives and sub-committee representatives may be submitted to the Secretary at any time.
- 6.6 If Committee positions cannot be filled at the annual general meeting, members may be co-opted for these positions by the incoming Committee.
- 6.7 Sub-committees may be authorised by the Committee for special purposes. Sub-committees are answerable to the Committee for all their activities, reporting regularly to the Committee at every committee meeting, and they shall operate in accordance with the principles in these rules. Sub-committees may be formed by appointment or by election. Permanent sub-committees will normally be formed by election annually.
- 6.8 If an office holder on the Committee resigns during their annual term, the remaining Committee members may appoint an acting office holder to the position of the resigned person. The acting appointee may be confirmed to the position at the next AGM or another person appointed to the position as per Rule 6.5.

7. The Course Co-ordinating Sub-Committee (CCSC)

- 7.1 The Course Co-ordinating Sub-Committee will not be elected, but will be chosen after each annual general meeting by the Committee. The CCSC will comprise two to four members who will generally, but not necessarily, be WSD Committee members.
- 7.2 The main functions of the CCSC are to oversee WSD courses, to appoint Course Co-ordinators, subject to approval by the WSD Committee, to organise, develop and conduct training courses, to update course manuals, and to maintain contacts with other related groups and people.
- 7.3 The duties of the Course Co-ordinators will include: appointing course facilitators, advertising WSD courses, communicating with applicants for courses, conducting the courses and reporting to the CCSC.

8. The Social Sub-Committee

- 8.1 The Social Sub-Committee (SC) will not be elected, but will be chosen after each annual general meeting by the Committee. The SC will comprise two to six members of WSD who will generally, but not necessarily, be WSD Committee members.

8.2 The SC will organise social events, and produce the calendar as well as deal with other social matters as appropriate.

9. The Seal

9.1 The common seal of WSD shall be held by the Secretary. It will be used only on official documents with the specific approval of the Committee and with the signature of the Chairperson or Secretary and one other member of the Committee.

10. Finances

10.1 All WSD funds shall be under the immediate control of the Treasurer, in accordance with the direction of the Committee. WSD funds will not be used for the pecuniary advantage of individual members.

10.2 WSD cheques must be signed by two of four authorised signatories, the signatories to comprise the Chairperson, the Vice Chairperson, the Treasurer or the Secretary. Financial transactions may also be by Internet Banking. Any such transaction will require two stage approval by two of the approved persons. The approved persons shall be the Chairperson, the Vice Chairperson, the Treasurer or the Secretary.

10.3 WSD funds may be raised by charging course fees, from annual subscriptions, and by seeking grants and donations.

10.4 WSD funds will be expended on activities such as running WSD courses, training course facilitators, and other activities consistent with the objects of WSD.

10.5 Accounts shall be prepared by the Treasurer and presented at each Committee meeting. The Treasurer will also prepare annual accounts, arrange for them to be audited if required, and present them to the annual general meeting, together with a budget for the next financial year.

10.6 The financial year of WSD shall commence on 1 April in each year, and end on 31 March in the following year.

10.7 The annual general meeting each year may appoint an auditor (who is not a member of WSD) to audit the annual accounts and to provide a certificate of correctness of the same. The Committee shall not be entitled to borrow unless authorised at a general meeting, and then only for short-term purposes where repayment can be assured within six months.

11. The Membership Secretary

- 11.1 The Membership Secretary will keep a register of members with their addresses, occupations, telephone numbers and dates on which they joined WSD.
- 11.2 The register will be used for WSD purposes only, and in compliance with the Privacy Act 1993.

12. **Meetings**

- 12.1 The annual general meeting shall be held between 1 April and 31 August in each year at a time and place to be fixed by the Committee.
- 12.2 The time, date and venue of each general meeting shall be notified to those members whose addresses are recorded by the Membership Secretary, by notice in a newsletter at least 14 days before the meeting takes place. The purpose of the meeting will also be notified.
- 12.3 The quorum for a general meeting (including a special general meeting) is 16 members.
- 12.4 Any election at a general or special general meeting will be by show of hands, unless a secret ballot is called for by not less than one quarter of the members present at the meeting. In the event of a tied vote further ballots shall be held until a clear result is obtained.
- 12.5 Any other decision shall be made by majority of all members present. Voting will be by show of hands, except when more than half of the members present request a secret ballot. In the event of any tied vote, it shall be resolved by the casting vote of the chairperson of the meeting.
- 12.6 Special general meetings of WSD may be called by the Committee at their discretion to address particular issues. In addition, the Committee shall call a special general meeting if it receives a written request for a general meeting, signed by not fewer than 16 members WSD members and setting out the reasons for the request. This special general meeting shall be held within 40 days of a valid request being received by the Committee.

13. **Cessation of Membership**

- 13.1 Any member may resign from WSD by written request to the Secretary/ Membership Secretary.

14. **Disciplinary Action**

- 14.1** Disciplinary action can include
- a written warning
 - suspension of membership for a period of up to six months
 - cancellation of membership.
- 14.2** Disciplinary action may be taken against any member or members
- who behaves in an intimidating, threatening or abusive manner to another member
 - who is convicted of an offence for which a convicted person may be imprisoned.
- 14.3** Immediate but temporary suspension of membership may occur if the Chairperson and the Secretary together consider it appropriate. Such temporary suspension is to be followed by normal disciplinary procedures (as outlined in 14.4).
- 14.4** If any member has acted in a way that is harmful to WSD or its members, as outlined in 14.2, disciplinary action will be decided by the committee provided that:
- A complaint is made either orally to a committee member or in writing to the Chairperson or Secretary
 - The committee notifies the member concerned of the proposed action and the reasons for it.
 - The member is given the opportunity to be heard at a confidential special meeting of the committee comprising of at least three members;
 - The member is given at least seven days' notice of the special meeting.
 - The member can bring up to two support people to the meeting.
 - A decision about what disciplinary action should be taken receives a majority vote of at least two-thirds of the special committee members present at the meeting.
 - If the member is dissatisfied with the decision of the special committee, that member is able to appeal to a meeting of the full committee. Members of the special committee will not take part in this process.
 - Any appeal must be made within 14 days of the date on which the member was notified of the decision of the special committee.
 - The full committee meeting to hear the appeal will convene within 14 days.
 - The appeal decision of the full committee is binding on all parties.
 - There is no further avenue of appeal.
 - The committee will not contribute to any legal or other costs which may have been incurred by the member.
- 14.5** The decision made by the committee is final but if membership is cancelled, the member may reapply for membership after a period of one year.

15. Changes to Rules

15.1 Changes to these rules may be made only at a general meeting of WSD members with the approval of two thirds or more of the members present. The nature of the proposed changes shall be notified to members in writing at least **14** days before the general meeting is held. No changes may be made to the objects of WSD, personal benefit provisions or winding up provisions without prior approval from the Inland Revenue Department.

16. Policies and Procedures

16.1 The committee may formulate policies or procedures for the running of WSD and the WSD Courses. Such policies and procedures shall not be inconsistent with the Rules of WSD.

16.2 Draft policies or procedures shall be presented to a Committee Meeting for consideration. A majority of two thirds shall be required prior to adoption.

16.3 Policies or procedures adopted during the preceding year shall be notified to the AGM.

17. Winding Up

17.1 WSD may be wound up in accordance with the provisions of the Incorporated Societies Act 1908

17.2 If WSD is wound up, funds shall be used to settle all debts. Any surplus will then be given to a charitable New Zealand organisation to be chosen at the winding up meeting. If possible, the selected organisation will have objectives similar to those of WSD.

18. Liability

The WSD will not be held liable for any losses or damages suffered by members arising from or related to the business of WSD.