



CONSTITUTION of the WSD SUPPORT GROUP INC.
Inc Soc. 1529095 Charities register CC46806
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1. INTRODUCTION

1.1. Name

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".

The incorporation date is 24 June 2004. WSD is a registered charitable entity – CC46806.

1.2. Definitions

Annual Subscription	The annual fee payable to maintain membership for a calendar year.
Course	A series of ten weekly group meetings where matters affecting participants are discussed and guidance is given.
Course Coordinator	Committee member assigned the role to oversee Course arrangements.
Course Facilitators Committee	Experienced WSD Members who are accepted to lead and guide course participants through the ten week course.
Complaint Assessment Committee	A subcommittee formed to consider and determine complaints about or between Members.
Member(s)	Persons who have completed a Course or who meet the requirements of Section 2 and have paid their relevant annual subscription.

1.3. Purpose

The purpose of WSD is 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, divorce or their partner being placed in care.

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

WSD is a not for-profit support group. WSD courses are open to all people who qualify. WSD will not be held liable for any losses or damages suffered by Members arising from or related to the activities of WSD.

1.4. Acts & Regulations

When carrying out WSD business or attending WSD events all WSD Members shall comply at all times with relevant legislation.

1.5. Registered Office

The WSD registered office address shall be as notified on the Incorporated Society and Charities Commission registers.

1.6. Contact person

The contact person for WSD shall be the current Chairperson as notified on the Incorporated Society and Charities Commission registers.

2. MEMBERSHIP

2.1. Minimum number of Members

WSD shall maintain twenty as the minimum number of Members as required by the Act.

2.2. Becoming a Member: consent

Any person applying to undertake a WSD course will on their application provide consent to becoming a Member of WSD on completion of their course.

2.3. Becoming a Member: process

Any persons who have substantially completed a WSD course shall be admitted as Members of WSD until 31 December of that year, at no further charge. The decision as to whether a person has substantially completed a WSD course shall rest with the Course Co-ordinator having responsibility for conducting their particular course.

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 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.

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 are entitled to all rights and privileges of ordinary Members but are exempt from payment of annual subscriptions.

2.4. Members' obligations and rights

Every Member shall provide WSD with their name and contact details and promptly advise WSD in writing of any changes to those details.

All Members shall promote the interests and purposes of WSD and shall do nothing to bring WSD into disrepute.

A Member is only entitled to exercise the rights of membership (including attending and voting at General Meetings and participating in WSD activities) if all subscriptions have been paid to WSD by the due dates, but no Member or Life Member is liable for an obligation of WSD by reason only of being a Member.

2.5. Subscriptions

The annual subscription payable by Members of WSD shall be set by resolution at each annual general meeting and shall be payable within one month of notification.

An annual subscription reminder shall be sent to all current Members no later than 31 January each year. The Committee may in special circumstances exempt a Member from payment of the annual subscription.

2.6. Ceasing to be a Member

Any Member may resign from WSD by written advice/notification to the Secretary/ Membership Secretary.

Unless exempted from payment, any Member who fails to pay the annual subscription by 31 March of that year shall be considered as unfinancial and shall have no membership rights and shall not be entitled to participate in any WSD activity. They shall be deemed to have ceased to be a Member and shall have their access to the private Facebook page removed.

2.7. Obligation when membership ceased

On ceasing to be a Member that person will return to the Secretary all WSD documentation and equipment apart from items received as part of their course attendance.

Any person whose membership has lapsed because of non-payment of the annual subscription may apply for reinstatement of membership in accordance with Rule 2.3.

3. GENERAL MEETINGS

3.1. Procedures for all general meetings

The time, date and venue of any general meeting shall be notified to all members by notice in a newsletter at least 14 days before the meeting takes place. The purpose of the meeting shall also be notified.

Any notices of motion to be considered at a general meeting shall also be advised in writing to all members at least 14 days before the date of the meeting.

In the absence of the Chairperson the meeting will be chaired by either the Secretary or Treasurer. The Chairperson (or stand-in) may adjourn the meeting should circumstances require. The quorum for a general meeting (including any special general meeting) shall be 20% of financial members.

Any election of officers 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.

Any other decisions 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.

3.2. Minutes

Minutes will be taken and retained for all special, general and committee meetings.

3.3. Annual General Meeting

The WSD annual general meeting shall be held no later than 30 April in each year at a time and place to be fixed by the Committee.

3.4. Annual General Meeting: business

The WSD annual general meeting shall receive and consider the following matters for the just completed financial year; Chairperson's report; Financial report; Membership report, Courses report; Social report and Dance report.

Also considered will be election of officers for the following financial year, setting of annual subscription, and any other matters such as notices of motion that may have been presented by members.

3.5. Special General Meetings

Special general meetings of WSD may be called by the Committee at their discretion to address issues. In addition, the Committee shall call a special general meeting if it receives a written request for a special general meeting, signed by not fewer than 20% of WSD members and setting out the reasons for the request. This special general meeting shall be held within 14 days of a valid request being received by the Committee.

4. COMMITTEE

4.1. Committee composition

WSD activities shall be overseen by a Committee of up to ten members who are also financial Members of WSD. The following positions shall comprise the WSD committee:

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

Together with the following members:

- Ordinary Members of WSD
- A representative of course facilitators
- A representative appointed from each WSD sub-committee (if any), and
- Co-ordinator to co-ordinate WSD courses.

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 3.4.

4.2. Functions of the committee

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.

4.3. Powers of the committee

The Committee shall have all the powers necessary for managing the activities of WSD, subject in accordance with the Act or in this Constitution. At all times each officer and committee member shall act in good faith and in what he or she believes to be the best interests of WSD.

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

Draft policies or procedures shall be presented to a Committee Meeting for consideration. A majority of two thirds shall be required prior to adoption. Policies or procedures adopted during the preceding year shall be notified to the AGM, and where appropriate, to all current WSD members.

4.4. Sub Committee

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 at the annual general meeting.

The Social Sub-Committee (SC) will not be elected but may 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.

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

The Course Co-ordinators will not be elected but will be chosen after each annual general meeting by the Committee. The Co-ordinators will comprise two to four members who will generally, but not necessarily, be WSD Committee members.

The main functions of the Coordinators are to oversee WSD courses, to appoint facilitators (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.

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 Committee.

5. COMMITTEE MEETINGS

5.1. Procedure

The quorum for a Committee meeting shall be five of the members of the Committee defined in Rule 4.1. The Committee shall elect a Vice Chairperson from the members referred to in Rule 4.1 to permit the Committee to function should the Chairperson be unavailable.

5.2. Committee frequency

The Committee shall meet at least monthly during the period that courses are being held.

6. OFFICERS

6.1. Qualifications of officers

Prior to election, potential committee members must consent in writing and certify that they are not disqualified from being elected or appointed or otherwise holding office as an officer of WSD in accordance with subsection (3) of section 47 of the Incorporated Societies Act 2022.

6.2. Election or appointment of officers

Elections for WSD Committee positions, except for the Course Co-ordinators 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. If Committee positions cannot be filled at the annual general meeting, Members may be co-opted for these positions by the incoming Committee.

6.3. Term

The term of each committee member is one year with the right of re-election. For all Committee positions, including that of Chairperson, the maximum number of consecutive years able to be served shall be eight.

6.4. Removal of officers

Subject to the provisions of Section 9 'Dispute Resolution' a committee member shall be removed from office by resolution of the Committee or WSD where they have brought WSD into disrepute with effect from the date specified in the resolution of the Committee.

6.5. Cease to hold office

On ceasing to hold office that person will return to the Secretary all WSD documentation and equipment apart from items received as part of their course attendance. In addition, if possible, a full briefing will be given to the incoming office holder to ensure a smooth transition of responsibilities.

6.6. Conflicts of interest

If an officer has any conflict of interest in respect of any matter being considered by WSD, they must promptly advise the committee details of the nature and extent of any interest they may have in the matter. Such disclosures shall be recorded in an Interests Register maintained by the committee. Provided further that the officer who has the conflict of interest shall stand aside from any decision or decisions with regard to the matter.

7. RECORDS

7.1. Register of Members

The membership secretary shall keep an up-to-date Register of Members containing the Member's name, when they became a Member and their contact details, including at least a physical address, or an electronic address, and a telephone number.

The register will be used for WSD purposes only, and in compliance with the Privacy Act 1993. 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 Section 2 'Membership' and who have not ceased to be members under Rule 2.6 or Section 9 'Dispute Resolution'.

7.2. Interests Register

The Committee shall at all times maintain an up-to-date register of the interests disclosed by Officers and by members of any sub-committee.

7.3. Access to information for Members

A Member may at any time make a written request to WSD for information held by WSD specifying the information sought in sufficient detail to enable the information to be identified. WSD must, within a reasonable time after receiving the request, either provide the information or refuse to provide the information, specifying the reasons for the refusal.

8. FINANCES

8.1. Control and management

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.

WSD funds may be raised by charging course fees, from annual subscriptions, by fundraising activities and by receiving grants and donations.

All money received on account of WSD shall be banked within five days of receipt and all accounts paid, or for payment, shall be submitted to the Committee for approval of payment.

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

WSD payments must be approved by two authorised committee members generally, but not limited to the Chairperson, Treasurer, Secretary and other duly approved Committee member. Financial transactions may be by Internet Banking. Any such transaction will require two stage approval by two of the approved persons.

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 reviewed, and present them to the annual general meeting, together with a budget for the next financial year.

The annual general meeting each year may appoint a reviewer (who is not a Member of WSD) to review 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.

Officers and Members may not receive any distributions of WSD profit or income, although officers or Members may receive reimbursement of actual and reasonable expenses incurred.

Officers and Members may enter into transactions with the organisation for goods or services supplied to or from them, which are at arm's length, relative to what would occur between unrelated parties.

Provided no officer or Member is allowed to influence any such decision made by the organisation in respect of payments or transactions between it and them, their direct family or any associated entity.

8.2. Balance date

The financial and subscription year of WSD shall commence on 1 January in each year, and end on 31 December in that year.

9. DISPUTE RESOLUTION

9.1. Meanings of dispute and complaint

A dispute is a disagreement or conflict involving WSD and/or its Members in relation to specific allegations set out below. The disagreement or conflict relates to any of the following allegations:

- Where it is alleged a Member has behaved in an intimidating, threatening or abusive manner to another Member or ex-Member
- Where a Member has been convicted of an offence subject to imprisonment
- Where it has been alleged a Member has breached, or is likely to breach, a duty under the WSD Constitution or bylaws or the Act.

Disciplinary action can include

- a written warning
- suspension of membership for a period of up to six months
- cancellation of membership.

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 Rule 9.5).

9.2. Decision makers

A Complaint Assessment Committee [CAC] comprising the Chairperson, Deputy Chairperson and Course Coordinator shall be formed provided that if any of those Members are subject of the matter to be determined they must stand aside. The Committee or the Chairperson may appoint another Committee member or members if any of the above members are unavailable. The Complaint Assessment Committee shall have the authority to determine the outcome of the dispute of complaint.

9.3. How complaint is made

If it is alleged a Member has breached any of the provisions of Rule 9.1 disciplinary action will be decided by the committee provided that:

- A complaint is made in writing either to a WSD committee member or to the Chairperson or Secretary
- The WSD committee notifies the Member in writing and within 14 days of the complaint being received together with an outline of the complaint.

9.4. Person who is subject of complaint has right to be heard

The complainee is given the opportunity to be heard at a confidential special meeting held as soon as practicable of a sub-committee comprising at least three Members to be known as the Complaint Assessment Committee (CAC)

The complainee is entitled to bring up to two support people to the appeal meeting.

The complainee will be given a fair hearing by the CAC and may make submissions to the CAC either orally or in writing.

9.5. Investigating and determining dispute

Both parties are to be given at least seven days' notice of the CAC meeting. Both parties will be provided with a copy of all material received in relation to the complaint at least seven days prior to the hearing so that the complainee is fully informed of the complaint.

- Any decision about what disciplinary action should be taken must receive a majority vote of at least two-thirds of the CAC members present at the meeting.
- Both the complainee and complainant shall be fully informed of the reasons for the decision.
- If the either member is dissatisfied with the decision of the CAC, that member may appeal to a meeting of the full WSD committee. Members of the CAC 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 CAC.
- The WSD committee meeting to hear the appeal (the Appeal Committee) will convene within 14 days of receipt of the appeal.
- The appeal decision of the full WSD committee is binding on all parties.
- There is no further avenue of appeal.
- WSD will not contribute to any legal or other costs which may have been incurred by the member.

The decision made by the WSD committee is final but if membership is cancelled, the member may reapply for membership after a period of one year.

9.6. WSD may decide not to proceed further with complaint

Following investigation of any complaint the CAC at its discretion may decide to take no further action on the matter. The CAC shall advise the parties involved of their decision.

9.7. WSD may refer complaint

Should the WSD Committee come to the decision that a serious offence has been committed it has the discretion to refer the matter to the Police or other appropriate body. Any matters of a sexual matter so referred should be done so with the complainant's permission.

10. LIQUIDATION AND REMOVAL FROM REGISTER

10.1. Liquidation

WSD may be wound up in accordance with the provisions of the Incorporated Societies Act 2022.

10.2. Surplus assets

On winding up or dissolution of WSD any surplus funds or assets shall not be paid or distributed to any Members or individuals but shall be applied to a purpose in line with the WSD objects, or given or transferred to another not-for-profit organisation

10.3. Removal from Register

Should a decision be made to wind up WSD the Committee at the time shall be responsible for notifying the Registrar of Incorporated Societies in the form and manner specified in the Act for registration, and to Charities Services, and shall take effect from the date of winding up.

11.0THER

11.1. Amending this Constitution

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 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.

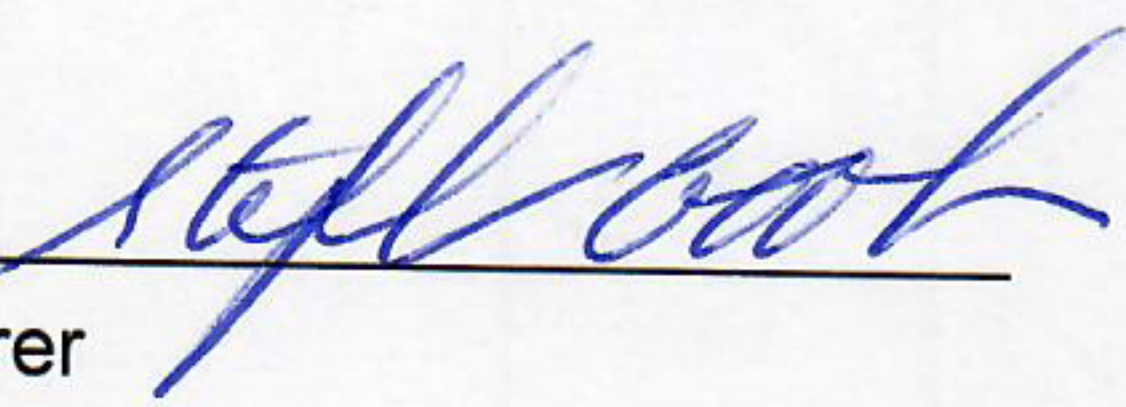
No addition to, deletion from or alteration of the WSD's rules shall be made which would allow personal pecuniary profits to any individuals.

Any amendment to these Rules approved by a General Meeting shall be notified to the Registrar of Incorporated Societies in the form and manner specified in the Act for registration, and to Charities Services, and shall take effect from the date of registration.

Signed 

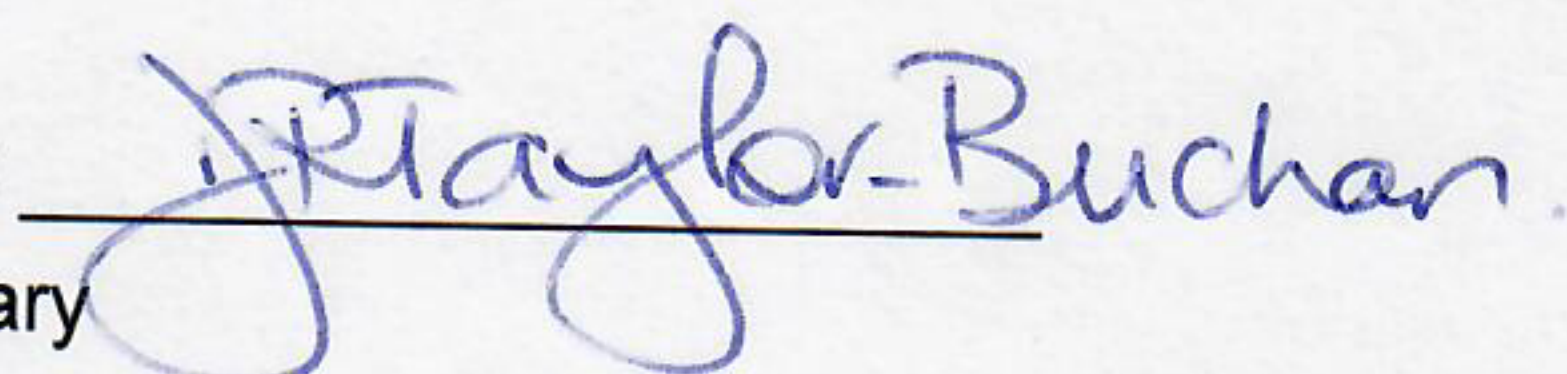
Chairperson

Date 6 April 2025

Signed 

Treasurer

Date 6 April 2025

Signed 

Secretary

Date 6 April 2025