



# Cruising & Navigation Association Of New Zealand

*Under the Incorporated Societies Act 1908*

## **RULES OF THE CRUISING AND NAVIGATION ASSOCIATION OF NEW ZEALAND (INC.) (CANANZ)**

There are 27 rules.

As updated at the AGM held 17 April 2000

1. The **NAME** of the Association is the

**CRUISING AND NAVIGATION ASSOCIATION OF NEW ZEALAND (INC.)**

2. The **OBJECTS** for which the Association is established are:-

- (a) To encourage and promote the interchange of **knowledge** amongst persons interested in amateur yacht cruising and navigation.
- (b) To facilitate the exchange through meetings, seminars, publications and social activities or other means of information and the free interchange of **ideas** on cruising and navigation.
- (c) To provide a **centre for information** on cruising and navigation and the exchange of cruising and navigational experience and techniques.
- (d) To **advance the science** and practise of **navigation** and promote knowledge in navigation and its associated sciences, with particular reference to amateur yacht navigation.
- (e) To establish a **library** or other permanent record of matters pertaining to cruising and navigation.
- (f) To **promote or oppose** bills of legislative or other measures or by-laws affecting the interest of members.
- (g) To seek **redress of wrongs** from which all or any other members may from time to time suffer or make representations by way of deputations or otherwise bring under the notice of the Government of New Zealand or any other constituted authority such matters as in the opinion of the Association require attention or alteration.



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- (h) To purchase take on lease or in exchange or on hire or otherwise acquire any real or personal **property** any **rights** or **privileges** which the Association shall think necessary or expedient for the purpose of attaining the objects of the Association-or promoting the interests of the Association or its members and to sell exchange let on bail or lease with or without option of purchase or in any manner dispose of any such property rights or privileges as aforesaid.
- (i) To cause the Association to become **affiliated** with or otherwise assist or associate with any other Society, Association, Club or corporate body or to secede therefrom.

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3. **MEMBERSHIP:** Membership of the Association is open to persons over the age of 17 years who satisfy the Committee of their interest in the advancement of cruising and navigation. Membership is divided into two classes, namely:

- (a) **Ordinary members** whose candidature for membership must be nominated by a member of the Association.
- (b) **Honorary Life members** - persons who have performed outstanding service to the Association or have brought it great honour may be elected by the Association in general meeting. Such election shall be carried only by three fourths of the members present at such general meeting voting personally or by proxy. Such membership shall be for the life of the member elected and shall carry full voting privileges and shall be without payment of any subscription.

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4. **NEW MEMBERS** shall be admitted upon election by a simple majority of the members present at a Committee meeting, but no person shall be presented as a candidate for election as a member without an application in writing signed by the applicant and a member being lodged in the hands of the Secretary at least 14 days before such Committee meeting, together with payment of the appropriate annual subscription.

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5. **ANNUAL SUBSCRIPTION:** Every member shall on or before the 1st day of January in every year or forthwith upon their election to the Association pay to the Association an annual subscription of such amount as shall from time to time be fixed by resolution in general meeting.

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6. **PENALTIES:** The Association by its Committee may remove from the Association membership list any member whose annual subscription is in arrears and unpaid for a period of six months.



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7. **RESIGNATION:** Any member may resign from his or her membership by giving to the Secretary notice in writing to that effect and every such notice shall unless otherwise expressed take effect as from the end of the financial year then current.

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8. **EXPULSION OF MEMBERS:** The Association by its Committee may EITHER

(a) **suspend** a member for misconduct for a period not exceeding six months;  
OR

(b) by letter **invite any member** within a specified time **to resign** for breach by him or her of the rules of the Association or for conduct inconsistent with aims and objects and standing of the Association and in default of resignation to submit the question of his or her **expulsion** to a General Meeting to be held within three calendar months from the date of such letter and at such meeting the member whose expulsion is under consideration shall be allowed to offer an explanation verbally and/or in writing and if thereupon two-thirds of the members present shall vote for his or her expulsion he or she shall forthwith without releasing him or her from any antecedent liability to the Association cease to be a member.

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9. **ALTERATION OF RULES:**

(a) No addition to, or alteration, or rescission of the rules shall be approved if it affects the non-profit aims, the pecuniary profit rule or the winding up rule.

(b) Mindful of (a), these rules may be altered added to rescinded or otherwise amended by a resolution passed by two thirds majority of those present at a general meeting of which fourteen days notice has been given.

(c) Every such notice shall set forth the purport of the proposed alteration addition rescission or other amendment.

(d) Duplicate copies of every such alteration addition rescission or amendment shall forthwith be delivered to the Registrar in accordance with the requirements of the Act.

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10. **ANNUAL GENERAL MEETING:** The annual general meeting shall be held on or before the last day of April in every year upon a date and at a time and place to be fixed by the President or in his/her default absence or inability the committee for the following purposes:-

(a) To receive from the Committee a report and audited balance sheet and statement of accounts for the preceding year.

(b) To elect officers and to appoint an auditor for the ensuing year.

(c) To present any resolution for submission to the meeting



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- (d) To consider notices of motion
- (e) General business.

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11. **SPECIAL GENERAL MEETING:** The President or in the President's absence or inability any other member of the committee may at any time for any special purpose call a special general meeting. The President or the Secretary shall do so forthwith upon the requisition in writing of any ten members stating the purpose for which the meeting is required.

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12. **NOTICE OF BUSINESS:** Fourteen clear days before any general meeting a notice thereof and of the business to be transacted thereat together with a copy of the report and balance sheet in the case of the annual general meeting shall be sent to every member and no business other than that of which notice has been so given shall be considered at such meeting.

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13. **SERVICE OF NOTICES:** Every notice required to be given to the members or any of them shall be deemed to have been duly delivered if posted in a prepaid letter addressed to the member's last known place of business.

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14. **PROCEDURE AT MEETINGS:** At all general meetings the President shall act as Chair or in The President's absence any elected member may take the Chair and every member entitled to vote shall be entitled on every motion to one vote exercised in person and in the case of an equality of votes the Chair shall have a casting as well as a deliberative vote.

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15. **QUORUM:** At all general meetings **fifteen** members shall constitute a quorum. If there is no quorum present within 30 minutes after the time set for the meeting the meeting shall stand adjourned to the same day and hour of the following week. However many members be present at the adjourned meeting they shall be competent to transact the adjourned business for which the meeting was called.

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16. **APPOINTMENT OF OFFICERS:** At every annual general meeting the Association shall elect a committee of the following officers, namely; a President and eight Committee persons who shall hold office until retirement or removal from office or election of successors to office. The committee may appoint one or more of its members as Secretary and/or Treasurer. In addition an auditor shall be appointed every annual general meeting.

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17. **VACANCIES ON COMMITTEE:** The committee shall have power to appoint a member to fill any casual vacancy on the committee until the next



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annual general meeting and any member so appointed shall retire at the next annual general meeting together with the rest of the committee but all or any of the retiring committee shall be eligible for re-election.

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18. **DUTIES OF COMMITTEE:** It shall be the duty of the committee generally to conduct the affairs of the Association to keep usual and proper books of account properly posted up and other records of the business of the Association and to notify members of intended meetings and the business to be transacted thereafter and to prepare and submit to the annual general meeting a report balance sheet and statement of accounts for the preceding year. Meetings of the committee may be convened by circular letter at such times and places as the President or in the case of his/her absence inability or refusal to act the Secretary shall appoint and **three** shall be a quorum.
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19. **THE COMMON SEAL:** The Common Seal of the Society shall be that appointed by the committee who shall be responsible for the safe custody and control thereof.
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20. **USE OF COMMON SEAL:** Whenever the common seal of the Association is required to be affixed to any deed document writing or other instrument the seal shall be affixed pursuant to the resolution of the committee by the President and any one other member of the committee or two members of the committee and the Secretary who shall at the same time sign the document to which the seal is so affixed.
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21. **CONTROL AND USE OF FUNDS:** All monies received by or on behalf of the Association shall forthwith be paid to the credit of the Association in an account with such Bank or Savings Bank from time to time to be decided by the committee and all cheques or withdrawal slips drawn on the account shall be signed by the President and treasurer or alternatively by either one of them together with one other member of the committee.
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22. **INVESTMENT OF FUNDS:** The Association may from time to time invest and re-invest in such securities and upon such terms as the committee shall think fit the whole or any part of its funds which shall not be required for the immediate business of the Association.
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23. **BORROWING POWERS:** The Association shall in addition to the other powers vested in it have a power to borrow or raise money from time to time by the issue of debentures bonds mortgages or any other security founded or base on all or any of the property and/or rights of the Association or without any such security and upon such terms as to priority and otherwise as the Association shall think fit but the powers of so borrowing or raising money shall not be exercised by the committee beyond a sum of \$1,000.00 or half the gross subscription income of the Association for the previous financial year whichever shall be the greater, except pursuant to a resolution of the Association passed in general meeting.

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24. **DISPOSITION OF SURPLUS ASSETS:** In the event of the Association being wound up, the surplus assets, after payment of the Association's liabilities and the expenses of winding up shall be donated to one or more charitable organisations within New Zealand to be decided at a Special General Meeting of members.

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25. **NON-PROFIT ORGANISATION**

The following rule is an Inland Revenue requirement, as worded, to maintain the tax-free status of the Association.

**NO PRIVATE PECUNIARY PROFIT**

**NO** private pecuniary profit shall be made by any person from the Association, **EXPECT THAT :**

- (a) any member may receive full reimbursement for all expenses properly incurred by that member in connection with the affairs of the Association;
- (b) the Association may pay reasonable and proper remuneration to any officer or servant of the Association, (whether a member or not) in return for services actually rendered to the Association;
- (c) any member may be paid all usual professional, business or trade charges for services rendered, time experienced and all acts done by that member or by any firm or entity of which that member is a member, employee or associate in connection with the affairs of the Association;
- (d) any member may retain any remuneration properly payable to that member by any company or undertaking with which the Association may be in any way concerned or involved for which that member has acted in any capacity whatever, notwithstanding that that member's connection with that company or undertaking is in any way attributable to that member's connection with the Association.



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**PROVIDED THAT** no member or person associated with a member of the Association shall derive any income, benefit or advantage from the Association where they can materially influence the payment of the income, benefit or advantage. **Except** where that income, benefit or advantage is derived from:

(A) Professional services to the Association rendered in the course of business, charged at no greater rate than the current market rates; **OR**

(B) Interest on money lent at no greater rate than current market rates.

**AND** all members who may be interested or concerned directly or indirectly shall disclose the nature and extent of their interest to the Committee.

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26. **REGISTERED OFFICE:** The registered office of the Association shall be situated at the offices of the elected Chartered Accountant as decided on at the annual general meeting. Notice of every change of situation of the registered office shall be duly sent to the Registrar.

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27. **INTERPRETATION:**  
In these rules except where a different intention appears  
“Act” means the Incorporated Societies Act 1908.  
“Association” means the Cruising and Navigation Association of New Zealand Inc. as incorporated under these rules.  
“President” “Secretary” and “Committee persons” means respectively the President, Secretary and Committee persons of the Association  
“Meeting” means a meeting of the Association  
“Member” means a member of the Association  
“Financial Year” means the twelve months ending 31<sup>st</sup> December.  
“Registrar” means the office of the Registrar of Incorporated Societies in New Zealand.

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*As at 17 April 2000*

President  
Deborah Bradley

Secretary  
Bob McDavitt

Treasurer  
Basil Orr

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*Registered 7 July 2000*