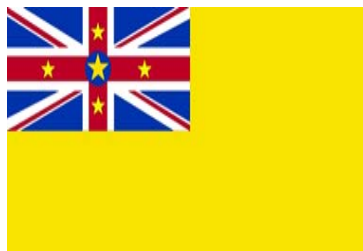
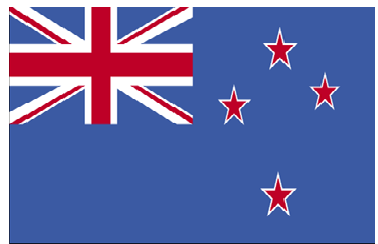
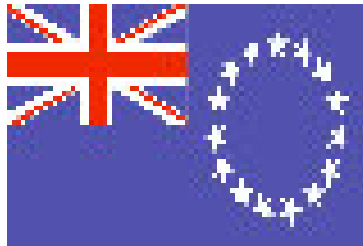
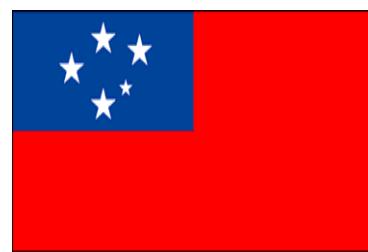
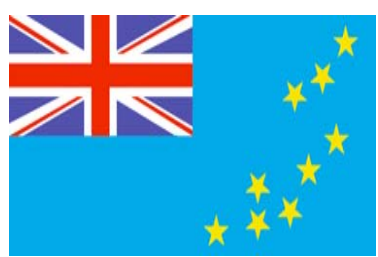


# CONSTITUTION OF THE WAITAKERE PACIFIC BOARD INCORPORATED



	Page		Page
<b>Part 1</b>	2	12. Quorum of meetings	6
<u>General</u>		13. Voting	
1. Name		14. Nominations for office holders	
2. Interpretation			
3. Aims, purposes and objectives		<b>Part 4</b>	6
4. Duties and Powers	3	<u>Roles and responsibilities</u>	
5. Registered office		15. Elected positions	
6. Patron of the board	4	- Chairperson	
		- Deputy chairperson	7
<b>Part 2</b>	4	- Treasurer	
<u>Membership</u>		- Secretary	8
7. Membership eligibility		16. Sectors	
8. Term of membership		17. Executive Committee	
9. Termination of membership		- Functions and Powers	
		- Members	9
		- Executive meetings	
<b>Part 3</b>	4	18. Alterations to rules	
<u>Meetings</u>		19. Termination of membership of the board	
10. Meetings		20. Financial matters	10
11. Notice of meetings	5	21. Winding up	11

# **PART 1 GENERAL**

## **1. NAME**

The name of the Society is "Waitakere Pacific Board Incorporated Society". The Society being hereafter referred to in these rules as the "Board" (WPB)

## **2. INTERPRETATION**

In these rules unless the context otherwise requires:

(a) "Act" means the Incorporated Societies Act 1908;

(b) "Community" means Pacific and all other cultures, races, organisations, agencies and such like in Waitakere, Auckland region, nationwide and international that include the Pacific;

(c) "Congress fono" means a meeting being held at the Board's completion of its third term;

(d) "Constitution" means the constitution of Waitakere Pacific Board Incorporated as registered in accordance with the Incorporated Societies Act 1908;

(e) "Convenor" means a member selected in accordance with these rules to act as convenor of a working committee, sector committee, executive, or congress fono;

(f) "Council" means Waitakere City Council;

(g) "Council officer" means a person employed by Waitakere City Council;

(h) "Ex officio immediate past chairperson" means a member of the Board with no voting rights;

(i) "Immediate family" means and includes grandparents, parents, children and grandchildren, spouses, brothers and sisters and whether adopted or of blood relationship;

(j) "Members of the Waitakere Pacific Board" means those officers and representatives, duly elected and confirmed at the congress fono under these rules;

(k) "Pacific community of Waitakere" means those persons of Pacific descent who are at the relevant time actually resident in Waitakere;

(l) "Pacific People" means persons of Pacific Island descent;

(m) "Pacific nation" means those persons of Pacific descent deriving from one of the following geographic Pacific territorial areas within Melanesia, Micronesia and Polynesia namely:-

Cook Islands Niue Tokelau  
Fiji Samoa Tonga  
Kiribati Tahiti Tuvalu

Any other territorial area accepted under Clause 7(2)(a)

(n) "Sector" means a grouping of members/organisations in broad areas of common interest and activity responsible for determining the approach for achieving the best community interests of members/organisations;

(o) "Sector committees" means a committee of members within a sector established in accordance with these rules and the policies of that sector;

(p) "Term of office" means holding office as a member of the Board for a period of three (3) years;

(q) "WPB" means the Waitakere Pacific Board Incorporated.

## **3. AIMS, PURPOSES AND OBJECTIVES**

The Society is established to carry out the following aims, purposes and objectives in New Zealand:-

(a) To influence, initiate, develop, support and implement initiatives with the Council's support within the Community Partnership Agreement, and annual work programme to ensure the Board is resourced to implement its objectives;

(b) To establish and maintain full and active participatory members of the Board;

(c) To advise the Council in ensuring support is given to each Pacific nation in Waitakere and that the Council contributes to the wellbeing of each Pacific nation;

(d) To develop and maintain positive and on-going working relationships between Pacific persons and communities and the Council;

(e) To initiate and support programmes that advance the political, industrial,

reason only of his or her rendering professional services to the Board or to any company by which any business of the Board is carried on, be in breach of the terms of this clause.

(g) The financial year of the Board shall end on the 30th day of June in each year.

## **21. WINDING UP**

(a) The Board may be wound up in accordance with the provisions of the Incorporated Societies Act 1908 if:

At a special general meeting of the Board a resolution is passed by a simple majority requiring the Board be wound up; and

(b) That any such resolution to wind up is to be confirmed by a simple majority of the required quorum of fifteen (15) at a subsequent special general meeting called for that purpose and held not earlier than thirty (30) days after the date on which the resolution to be wind up was passed.

(c) Where the Board is wound up or dissolved, the property of the Board and any funds left after all outstanding expenses have been paid shall be distributed to such organisation or organisations in New Zealand having in the opinion of the Board, similar aims, purposes and objectives to those provided in Clause 3 hereof or it shall be donated to a charitable or non-profit organisation.

## 20. FINANCIAL MATTERS

No Private Pecuniary profit for any individuals, restrictions, exceptions and influence.

All funds and assets of the Board shall be applied within New Zealand towards furthering the exclusively charitable objects, aims and purposes.

No private pecuniary profit shall be made by any person involved in this Board, except that:

- (a) Any Board member, or officer may receive full reimbursement for all expenses properly incurred in connection with the affairs of the Board;
- (b) The Board may pay reasonable and proper remuneration to any Board member, or officer of the Society in return for services actually rendered to the Board;
- (c) Any Board member may be paid all usual professional, business or trade charges for services rendered, time expended and all acts done by that person or by any firm or entity of which that person is a member, employee or associate in connection with the affairs of the Board;
- (d) Any Board member, or officer may retain any remuneration properly payable to them by any company or undertaking with which the Board member or officer has acted in any capacity whatever, not withstanding that Board members or officer's connection with that company or undertaking is in any way attributable to their connection with the Board.
- (e) The Board, in determining all reimbursements, remuneration and charges payable in the terms of the foregoing clause or of any of the kinds referred to in the above relevant sections shall ensure that the restrictions imposed by the following clause are strictly observed:

PROVIDED ALWAYS and notwithstanding anything contained or implied in this Constitution, any person who is:

- (a) Settler, Board member or members of the Board
- (b) A shareholder or director of any company carrying on any business of the Board; or
- (c) A settler or Board member of any society or trust which is a shareholder of any company carrying on any business of the Board; or
- (d) An associated person (as defined by the income Tax Act 1994) of any such settler, Board member, shareholder or director; shall not, by virtue of that capacity be able to determine or materially influence in any way (whether directly or indirectly) whatsoever the:
  - i) determination of the nature;
  - ii) the amount of any benefit or advantage or income;
  - iii) the circumstance in which it is or is to be or is able to be afforded to, or received gained, achieved, or derived; as a result of their employment by or involvement with the Board and such persons shall not participate in any deliberations and proceedings by which such income, benefit or advantage is being determined.
  - iv) AND notwithstanding anything expressed or implied in this Constitution, no commercial transaction, including the relinquishing of assets, will be entered into unless, having regard to the terms and conditions of the loan or agreement :
    - Payment by way of interest or rent shall not exceed current commercial rates;
    - Receipts by way of interest or rent shall not be at less than current commercial rates; and
    - Sale of the Board property will always be at current market value
- (e) AND any member who is in anyway interested or concerned directly in any property or undertaking in which the Board is or maybe concerned or involved, shall disclose the nature and extent of their interest to the Board, and shall take no part whatever in any deliberations of the Board concerning any matter in which that person is or maybe be interested other than as a member of the Board.
- (f) Professional account and influence: A person who in the course of and as part of the carrying on of his or her business of a professional public practice shall not, by

- economic, social, cultural, spiritual, educational and such like wellbeing of persons of Pacific descent and their families and reinforces existing family support mechanisms, including provision of translators;
- (f) To work jointly and collaboratively, at all levels with the Waitakere Pacific Arts and Cultural Trust to ensure that Pacific arts and cultural activities, including the Pacific business and cultural centre, would generate sustainable economic returns for Pacific Peoples;
- (g) To provide, where practical, support, encouragement, protection, assistance and representation, to each Pacific person and Pacific nations, in his/her or their dealing with, contact or association with Government agencies, non Government agencies, Waitakere City Council or other local organisation or any agency or organisation whatsoever;
- (h) To advise and liaise with Government agencies, statutory and non Government agencies on needs and interests relating to any Pacific nation;
- (i) To promote and encourage recognition among non Pacific Peoples in Waitakere of the social, cultural, economic and such like contributions each Pacific person or group has made and is able to make to New Zealand society;
- (j) To encourage each Pacific nation to value and use their respective languages, cultures and values;
- (k) To distribute information and resources which enable and encourage each Pacific person to be self sufficient;
- (l) To promote and encourage the organisation and management of sports, social and other activities for the Pacific community of Waitakere and/or any Pacific person whether or not such sports, or social or other activity is open to participation by persons outside the Pacific community or persons resident in Waitakere as the case may be;
- (m) To solicit and raise funds, to accept and receive donations, subsidies, grants, gifts, to borrow money or pledge security, to purchase leave or take gift or otherwise acquire land, to engage in any business transaction to implement the aims, purposes and objectives of the Board;

- (n) To develop and maintain strategic alliances with Te Taumata Runanga, Waitakere Ethnic Board, Te Roopu Puawai o Waitakere, Waitakere Youth Council, Ministry of Pacific Island Affairs, and other Government agencies and non Government agencies relevant to these aims, purposes and objectives.

## 4. DUTIES AND POWERS

The Board shall have the following powers and may do whatever is legal, reasonable and necessary in the fulfilment of its aims, purposes and objectives for the benefit of the Pacific Community in Waitakere, including:

- (a) Holding such property as it shall possess in the name of the Board;
- (b) Enter into such contracts for the supply of goods and services as are necessary in the opinion of the Board;
- (c) To solicit and raise funds, accept and receive donations, subsidies, grants, gifts, borrow money or pledge security for all or any of the aims, purposes and objectives of the society;
- (d) To purchase or leave or take as gift or otherwise howsoever acquire land and/or buildings or parts thereof for any lawful purpose in furthermore of the society;
- (e) To engage in any business or transaction capable of being lawfully conducted for the purpose of the objects of the society;
- (f) To operate such bank account(s) as necessary for the exercise of its powers;
- (g) No officer or representative of the Board shall receive or obtain any monetary payment or entitlement (except in the form of honoraria approved by the Board) from the property or funds of the Board.

## 5. REGISTERED OFFICE

The registered office of the Board shall be Waitakere City Council, 6 Henderson Valley Road, Henderson, Waitakere, or such other place as the Board may determine at an Annual General Meeting, Special General meeting or Congress fono meeting.

## 6. PATRON OF THE BOARD

The Patron of the Board shall be a member of the Board and shall be selected/elected from the Pacific Church Ministers. The Patron shall be endorsed at the annual general meeting/congress fono.

## **DART 2** **MEMBERSHIP**

### 7. MEMBERSHIP ELIGIBILITY

The Board shall determine whether a group is another territorial area accepted as a Pacific group to which the Board is elected to serve.

(a) Membership of the Board shall be by election under sections of these rules as the case may be and membership of the Board shall consist of:

(b) One representative for each of the Pacific nations of:

Cook Islands, Fiji, Kiribati, Niue, Samoa, Tahiti, Tokelau, Tonga, Tuvalu (9)

(c) One Pacific representative for each of the following sectors of: (8)

i) Economic development/employment

ii) Education

iii) Health/Disability

iv) Justice/Police

v) Non Government Organisations

vi) Social services/housing

vii) Youth/Sports (2)

viii) Pacific Churches

(d) One trustee from Waitakere Pacific Arts and Cultural Trust.

(e) Elected members shall hold office for three (3) years unless terminated/resignation.

(f) Where there is one elected convenor for each sector, there shall be two (2) elected co-convenors for Youth/Sports.

(g) Members representing each of the Pacific nations and sectors shall be selected by their respective communities and sectors prior to the congress fono meeting in the year when elections are held.

(h) Pacific nation representative's purpose is to represent the cultural interests/issues of their respective community and to work

within the sectorised structure of the Board.

### 8. TERM OF MEMBERSHIP

(a) The terms of all elected officers and representatives on the Board expire at the conclusion of the next succeeding annual general meeting, or congress fono specified for that purpose, unless he/she is re-elected.

(b) Officers and representatives shall hold office for no more than two terms, six years (6) unless terminated, resigned or not re-elected.

### 9. TERMINATION OF MEMBERSHIP

(a) If an officer or representative of the Board fails to attend three (3) consecutive ordinary meetings of the Board in the form of three (3) apologies or three (3) absences of the Board without being granted prior leave of absence by the Board, the officer or representative shall cease to be a member of the Board.

(b) Notification of termination of membership shall be written to the officer/representative and the community it represents for a replacement representative from the chairperson within thirty (30) days.

## **DART 3** **MEETINGS**

### 10. MEETINGS

The Board shall determine the procedures and manner of running its meetings and any meetings involving the Pacific community in Waitakere as is consistent with various Pacific cultures, customs, good practice and the requirements of the organisation.

Meetings of the Board shall be:

(a) Ordinary monthly meetings where the Board shall meet monthly.

(b) Annual general meetings are held in year one (1) and year two (2) where the Board are to report to the Pacific community on activities after its first and

(e) Approve expenditure amounts up to one thousand dollars (\$1,000.00).

(f) Ensure that the Board's resources shall only be expended in accordance with the aims, purposes and objectives of the Board and in accordance with the decisions of the Board at any ordinary or extraordinary meeting or in accordance with any directions given at any annual general meeting, special general meeting or congress fono meeting.

### Members

The executive committee shall consist of: (10)

(a) The chairperson

(b) The deputy chairperson

(c) The secretary

(d) The treasurer

(e) The duly elected Pacific Church Minister - Patron

(f) Two duly elected Pacific nation representatives

(g) Two duly elected sector convenors

(h) The immediate past chairperson (no voting rights) for one year

### Executive Meetings

The executive committee shall meet at least nine (9) times per year and shall meet monthly after each Board meeting to set agenda for the next meeting; and shall make decisions with recommendations in accordance with the aims, purpose and objectives of the Board.

### 18. ALTERATION TO RULES

A rule amendment may be promoted by either:

(a) The executive; or

(b) Any sector.

(c) These rules may be altered, added to or rescinded at any annual or special general meeting of the Board by a resolution of two-thirds of the members present "provided always" that such changes do not affect the exclusively charitable nature of the Trust nor give power to extend the Society's operations beyond New Zealand. Notice of such intended alteration, addition or rescission

shall have been received by the executive and circulated to sector committees at least two (2) months before the date of the annual or special general meeting.

(d) Copies of the resolution proposing the alteration, addition or rescission to the rules shall be available to every person present at the annual general meeting, special general meeting or congress fono meeting.

### 19. TERMINATION OF MEMBERSHIP OF THE BOARD

(a) Membership of the Board shall expire and be deemed to be terminated from time to time in accordance with Clause 9 of these rules.

(b) Any member may resign from membership of the Board by delivering to the chairperson of the Board a notice in writing to that effect and such resignation shall date from receipt by the chairperson of such notice.

(c) Any member of the Board may have his/her membership of the Board terminated for conduct which, in the opinion of the majority of members present at the meeting of the Board to which such conduct is reported, is incompatible with the purposes and objects of the Board or is likely to bring the Board into disrepute, provided that before any such decision to terminate any membership is made.

(d) The member is notified in writing by the chairperson of the intention to consider a proposal to terminate his/her membership on such grounds not less than seven (7) days prior to the meeting of the Board undertaking such review, and

(e) The member in question shall be provided with the opportunity at such meeting of the Board to explain and defend his/her conduct with the right of a support person/group.

(f) Any such decision made by the Board shall be by a majority of the voting members present excluding the member whose conduct is in question.

(q) The treasurer, with the prior approval of the Board in each instance, may from time to time invest and reinvest in such securities and upon such terms as the Board shall think fit, the whole or part of the funds of the Board that shall not be required for its immediate purposes.

(r) In the case of incapacity or absence from New Zealand, the executive committee may appoint another of its members to carry out the treasurer's functions temporarily.

(s) The treasurer shall forthwith prepare in respect of each financial year, proper accounts, including a statement of assets and liabilities and of the income and expenditure of the Board for the year.

(t) The treasurer shall ensure the annual accounts of the Board shall thereupon be audited annually by a registered auditor who shall be a qualified accountant appointed by the Pacific community of Waitakere at the annual general meeting, special general meeting or congress fono and thereupon file a copy of such audited accounts with the Registrar of Incorporated Societies.

### **Secretary**

(u) The secretary shall be elected every three (3) years at the congress fono meeting, with the right of re-election for a further three (3) years and may stand for such office again after a break of three (3) years.

(v) The secretary shall keep the common seal of the Board and shall apply the seal only as directed in accordance with a prior resolution of the Board. The seal shall be affixed in the presence of any two of the chairperson, or Treasurer.

(w) The secretary shall work with the Council's committee secretary in finalising the minutes of the meetings and ensuring the minutes of the Board are true and proper which shall be made available to members of the Board at any reasonable time.

(x) The duties of the secretary shall be set by the Board from time to time.

## **16. SECTORS**

(a) The purpose of a sector is to co-ordinate Pacific communities in broad areas of common interest. Sectors are responsible for determining the approach for achieving prosperity for Pacific communities in their sectors.

(b) A sector is a grouping of members designated by the Board having the functions and powers outlined in these rules and a structure approved by the executive committee.

(c) A sector will implement and promote the aims, purposes and objectives of the Board.

(d) Establish, implement, review policy and plans for the best organisation of its members.

(e) Act as a means of communication between the executive committee and its members in the sector.

## **17. EXECUTIVE COMMITTEE**

The purpose of the executive committee is to oversee the implementation of Board decisions and processes in accordance with the aims, purposes and objectives of the Board. To ensure the efficient use of resources across all sectors of the Board. The executive is to ensure that the objectives of the Community Partnership Agreement are reflected in the Board's structure, process and activity.

### **Functions and Powers**

(a) The executive is accountable to the Congress fono meeting and is responsible for the effective functioning of the Board between Congress fono meeting. The executive committee shall have the following functions:

(b) Decide upon or take any action necessary (within the law and these rules to achieve the aims, purposes and objectives of the Board)

(c) Oversee the financial and business activities of the Board.

(d) Appoint a person to represent the executive committee in any formal proceedings.

second years in office.

(c) The annual general meeting's business shall be the receipt of the chairperson's annual report including written reports from members of the Board, and the presentation by the treasurer of audited financial statements.

(d) The annual general meeting shall comprise a meeting of the Pacific community of Waitakere and of the members of the Board and shall be called by the Board which shall give no less than fourteen (14) days notice by public advertisement in the local newspaper. The notice shall include a statement of business of the meeting and shall be approved by the chairperson of the Board prior to insertion.

(e) Special general meetings shall be convened should the Board determine by resolution to do so.

(f) Any fifteen (15) persons who are members of the Pacific community of Waitakere may by written notice to the chairperson of the Board require the Board to call a special general meeting within thirty (30) days of such notice being received by the chairperson.

(g) Any special general meeting shall also comprise a meeting of the Pacific community of Waitakere and of the members of the Board and shall be called by the Board. The object of the meeting shall be advertised in the same manner as for the annual general meeting and no business other than that specified in the notice of such special general meeting shall be transacted.

(h) A congress fono meeting shall be convened of representatives from the wider community every three (3) years for the purpose of evaluating its previous activities, endorse policy, set strategic directions and actions for the incoming three (3) years. The congress fono meeting's business shall be the election of the following officers: chairperson, deputy chairperson, secretary, treasurer.

(i) A congress fono meeting shall be held every three (3) years, and shall be held within sixty (60) days after the close of the financial year and shall be held by the end of September.

(j) A congress fono shall confirm the

elected representatives of each Pacific nation representative of Cook Islands, Fiji, Kiribati, Niue, Samoa, Tokelau, Tahiti, Tonga and Tuvalu.

(k) A congress fono shall confirm sector representatives for each sector (8):

i) Economic development/employment

ii) Education

iii) Health / Disability

iv) Justice/Police

v) Non Government Organisations

vi) Social services/Housing

vii) Youth and sports (2)

viii) Pacific Churches

(l) One trustee from the Waitakere Pacific Arts and Cultural Trust.

(m) The Patron of the Waitakere Pacific Board.

(n) Other meetings, including sub-committees, and such like as required from time to time as the Board sees fit in order to discharge its responsibilities and any other business related to the fulfilment of the aims, purposes and objectives of the Board.

(o) The Board shall hold its ordinary and extraordinary meeting from time to time as it shall think fit (and not less than once in each quarterly period) and the chairperson shall notify the officers and representatives comprising the Board of the date, time and place of such meetings at least seven (7) clear days prior either in writing or by telephone provided however that where the date, time and place of the meeting is established at the previous or a prior ordinary meeting by resolution duly minute and circulated, then such notification by the chairperson shall not be required.

## **11. NOTICE OF MEETINGS**

The notice of any annual general meeting, special general meeting or congress fono meeting shall specify the date, time and place of the meeting, which shall be held at a venue within Waitakere and shall not be held on a public holiday nor within the Christmas/New Year period being 20 December-15 January inclusive.

## 12. QUORUM OF MEETINGS

- (a) At ordinary monthly meetings of the Board the quorum shall be five (5) elected members of the Board.
- (b) At any annual general meeting, special general meeting or congress fono meeting the quorum shall be fifteen (15) persons entitled to vote.

## 13. VOTING

- (a) The method of voting for the officers of the Board shall be by secret ballot in accordance with the procedures of the Board and Waitakere City Council.
- (b) Decision making on other matters shall be by general agreement but failing this, by a majority decision of the persons present and eligible to vote, by a show of hands or by secret ballot.
- (c) In the case of an equality of votes whether on a show of hands or on a ballot, the chairperson at the ordinary meeting, annual general meeting, special general meeting or congress fono meeting at which the voting is taken, shall be entitled to a casting vote.
- (d) Each member of the Board shall be entitled to one vote at any ordinary or extraordinary, annual general meeting, special general meeting, congress fono meeting of the Board and the chairperson shall be entitled to a casting vote.
- (e) Any Pacific person aged sixteen (16) years and over and any such member of his or her immediate family aged sixteen (16) years and over shall have voting rights at any annual general meeting, special general meeting, congress fono meeting of the Board subject to proven current residence in Waitakere.
- (f) Any Pacific person aged sixteen (16) years and over who is not a member of the Pacific community of Waitakere, shall be entitled to attend any annual general meeting, special general meeting or congress fono meeting but shall have no voting rights.

## 14. NOMINATIONS FOR OFFICE HOLDERS

- (a) Nominations for the positions of office holders shall be in writing and must be received by the chairperson/council officer ten (10) working days prior to the election at the annual general meeting/congress fono meeting.
- (b) The nomination procedures for "open" nominations, "close" of nominations, nominations "received" and "notification of nominees" to the community must be processed no later than thirty (30) days prior to the election at the annual general meeting / congress fono meeting.
- (c) All nominations are to be accompanied by the required documentation :
- i) nomination forms specifying a nominator and a seconder.
  - ii) written statement of not more than 250 words.
  - iii) each nomination as an officer of the Board shall be supported by a Pacific nation/Pacific person or sector committee present and eligible to vote.
  - iv) such nominee shall provide original documentation evidence of current residence in Waitakere in order to qualify for nomination.

## **PART 4**

## **ROLES AND RESPONSIBILITIES**

### 15. ELECTED POSITIONS

The executive committee shall formulate criteria for all elected positions of the Board and shall be endorsed by the Board.

In affirming the principles of equal opportunities, the chairperson and the deputy chairperson shall be one male and one female. In the event that the chairperson elected is a male, all male nominations shall be deemed as null and void when electing the deputy chairperson, and the same procedure shall apply if the chairperson elect is a female.

### Chairperson

- (a) The chairperson shall be a member of the Board.
- (b) The chairperson shall be elected every three (3) years at the congress fono, with the right of re-election for a further three (3) years, and may stand for such office again after a break of three (3) years. The chairperson's term shall begin at the conclusion of the congress fono at which he/she was elected.
- (c) The chairperson shall be one of the signatories, together with the treasurer and one other member of the executive committee to any Bank accounts established by the Board.
- (d) The chairperson shall be the head of the Board whose functions shall be:
- i) Attend and convene all ordinary Board meetings, congress fono, annual general meetings, special general meetings and the executive committee.
  - ii) To be a spokesperson for the Board where appropriate, including interviews with the media or the making of any press releases. He or she may, from time to time, delegate this responsibility to another Board member.
  - iii) To oversee the effective operation of the Board.
  - iv) If the chairperson is absent for any reason the deputy chairperson shall act as chairperson who shall have all the powers of the chairperson. In the event that both are absent, members present shall elect from their number a chairperson for that meeting and such chairperson whilst so acting shall have all the powers of the chairperson.

### Deputy Chairperson

- (e) The deputy chairperson shall be elected every three (3) years at the congress fono meeting, with the right of re-election for a further three (3) years and may stand for such office again after a break of three years.
- (f) The deputy chairperson shall carry out such other duties and functions for the Board from time to time to facilitate the carrying out of its purpose and the attainment of its objectives.

- (g) The deputy chairperson will also help to maintain order of board meetings.
- (h) Where the chairperson is absent for any reason the deputy chairperson shall have and may exercise all powers of the chairperson until the chairperson is able to resume his/her duties.
- (i) Where there is a vacancy in the office of the chairperson the deputy chairperson shall have and may exercise all powers of the chairperson until a new chairperson is elected in accordance with these rules.
- (j) In the case of incapacity or absence from New Zealand, the executive committee may appoint another of its members to carry out the deputy chairperson's functions temporarily.
- (k) Where a vacancy occurs in the office of deputy chairperson the executive committee shall elect a successor from among the members of the executive committee.

### Treasurer

- (l) The treasurer shall be elected every three (3) years at the congress fono meeting, with the right of re-election for a further three (3) years and may stand for such office again after a break of three (3) years.
- (m) The treasurer shall be a person of integrity and have sound, financial management skills and maintain financial systems of the Board's records, record all financial transactions concerning the Board and shall be signatory, together with the chairperson, and one other member of the executive committee to any Bank accounts established by the Board.
- (n) The treasurer's report to all meetings of the Board shall be discussed and endorsed by the executive committee before tabled at meetings.
- (o) The treasurer shall present to the Board the monthly financial report at each ordinary meeting and a projected budget bi-monthly report.
- (p) The treasurer shall, as directed by the executive committee, present the annual accounts, audit and annual budget of the Board, and any other proposals of a financial nature to the annual general meeting and congress fono.