

Rules of the New Zealand ESRI Users Group Incorporated

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1. Name of the Society

- 1.1. The Society is "New Zealand ESRI Users Group Incorporated". The term "NZEUG" will be used as an abbreviation.

2. Objects and Activities of the Society

- 2.1 The purpose of the NZEUG is:
 - 2.1.1 To support and promote the NZ ESRI User Community
 - 2.1.2 To promote and advocate the NZ geospatial industry on behalf of our membership.
- 2.2 The NZEUG will engage in advocacy with other organisations to achieve the outcomes it prefers, especially in relation to (but not limited to) government policies and practices, standards, the advancement of industry knowledge and the protection and enhancement of industry good practice.
- 2.3 The NZEUG shall actively support the New Zealand ESRI User conference.
- 2.4 The NZEUG will conduct all its activities to the highest ethical standards.

3. Membership

- 3.1 NZEUG Membership will consist of 5 types and all will be based on an individual, organisational discounts will be available for all paid membership options:
 - 3.1.1 **Full Membership** – Full Members will be accepted into the User Group upon payment of the annual subscription fee set by the NZEUG Committee and their provision of name and contact details to the Secretary. The Committee may accept any application for Full Membership however made, or may ask that applications be made in a prescribed manner. The annual subscription fee will henceforth be payable by the member annually in advance for the calendar year ending December 31st. Full Members will be sent notifications of subscription

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dues. Full Membership may be cancelled by the NZEUG Committee if the member does not pay the annual subscription within 90 days of notice.

- 3.1.2 **Lite Membership** – Lite Members will conform to the same acceptance rules as Full Members however they will not receive all promotions, discounts and benefits offered to Full Members.
- 3.1.3 **Life Membership** – Life Membership may be granted to an individual only at the NZEUG Annual General Meeting after nomination by an existing member and by majority support of those members present. Life Members are exempt from any annual subscription fees and eligible for any promotions, discounts or benefits the same as a Full Member.
- 3.1.4 **Student Membership** – Student Members will conform to the same acceptance rules as Full Members with the addition of having to supply a valid Student ID at the time of joining or renewing their membership. Student Members will not receive all promotions, discounts and benefits offered to Full Members. Student Members are exempt from any annual subscription fees.
- 3.1.5 **Not For Profit Membership** – Not For Profit Members will conform to the same acceptance rules as Full Members with the addition of having to supply evidence of Not For Profit status or membership of a Not For Profit group or organisation at the time of joining or renewing their membership. Not For Profit Members will not receive all promotions, discounts and benefits offered to Full Members. Not For Profit Members are exempt from any annual subscription fees.
- 3.2 The Secretary will maintain a current list of all the membership.
- 3.3 The NZEUG may not supply any membership list, member's names or contact details, or disclose that any person or organisation is a member, to any other party, except by way of advertisement by the member, recorded proceedings of a NZEUG activity or other voluntary act by the member. Members are themselves free to disclose their membership. The Committee's names and contact details will however be published.
- 3.4 Any member may immediately resign by advising the Secretary of their wish to do so. The secretary will remove the member's name from the membership list.
- 3.5 The Committee may immediately cancel any membership if it believes the member has acted in a way the Committee judges may bring the NZEUG into disrepute, regardless of whether the act is proven to have occurred or is public knowledge. In this situation it is the responsibility of the member whose membership is cancelled to satisfy the Committee they acted properly and to give cause for reinstatement.
- 3.6 The Committee may refuse any application for membership.

4. Rules and Changes to Rules

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- 4.1 Changes to these rules may only be proposed by members at a general meeting of the NZEUG. An open vote must be held whenever a rule change is proposed.
- 4.2 If a rule change motion passes, these rules must be rewritten and forwarded to the Registrar of Incorporated Societies, at which time the changed rules take effect.

5. Meetings

- 5.1 A general meeting is one to which all members are invited and this invitation must be given to every member at their contact address notified to the Secretary. The invitation will state the time of day and location of the meeting. At least one month notice must be given of any general meeting.
- 5.2 The annual general meeting (AGM) will be held once each calendar year on a date set by the Committee. In addition, special general meetings may be called to deal with business the Committee considers important to put to the NZEUG and which has not been discussed at the AGM.
- 5.3 The Executive committee members must be present at general meetings or their proxies submitted to another Committee member. The Chairman or Vice Chairman must convene all general meetings.
- 5.4 Ordinary meetings of members are encouraged for the purposes of achieving the objects of the NZEUG. NZEUG business may be discussed at ordinary meetings but no rule changes may be proposed. Any number of members may meet at an ordinary meeting, which will be convened by a host member at premises of their convenience.

6. Officers and their Appointment

- 6.1 The NZEUG will have a Committee of members comprised of a Chairman, Vice Chairman, Treasurer, Secretary and Communications Lead (jointly the "Executive") and sufficient other non-executive Committee members to provide reasonable industry and geographic representation to its members.
- 6.2 Committee Members will be appointed at the Annual General Meeting.
- 6.3 The Committee will have a maximum number of 13. A secret ballot will be undertaken at the AGM if more than 13 people wish to be on the committee, excluding executive members serving within a two year appointment.
- 6.4 If necessary a reasonable number of people per organisation or group will be appointed, this will be determined by the Executive.
- 6.5 There will be a preference to elect Executive positions from within the current

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committee who have been on the committee for at least one year.

- 6.6 The Committee will do its best to implement all resolutions passed by open vote in general meetings of the NZEUG, but in all other matters will be free to act as it sees fit, within these rules.
- 6.7 Executive positions are to be filled by member volunteers upon initial incorporation of the NZEUG and from then on by secret ballot of all members present at the Annual General Meeting of the NZEUG, at which the makeup of the Committee will be announced. If a single candidate exists for any Executive position no ballot is required to make the appointment. The term of an Executive position is two years from the date of the general meeting at which the appointment is announced. Committee members may resign by giving written notice to the Chairman. Any vacancy of an Executive position will be temporarily filled by a Committee member until the next general meeting.
- 6.8 The Committee may employ staff or contractors to carry out its activities and the Committee may delegate their duties to these employees or contractors, provided that these rules are observed by the employees or contractors. Employees or contractors need not be members. The terms and conditions of any individual employment contracts entered into by the NZEUG will remain confidential to the Executive officers and will not be revealed to any other party.
- 6.9 NZEUG Committee Members will be exempt from annual subscription fees. Also, their membership will not affect any organisational discounts if applicable.

7. Control of the Common Seal

- 7.1 The Secretary will keep the common seal and use it as required on legal documents and contracts

8. Control of the Society's Funds

- 8.1 The NZEUG will operate one or more current accounts at a bank and the Chairman and Treasurer will be joint signatories for the account(s). The NZEUG may place money on interest bearing term deposit at a bank. No other investments are permitted.

9. Powers of the Society to borrow money

- 9.1 The NZEUG will operate so as to cover its outgoings by annual membership subscription fees and money earned by activities of the NZEUG. The NZEUG may make short term borrowings from the bank when the Committee are satisfied all lending will be repaid by income from activities known to be occurring during the term of the loan. All other borrowing must be approved by resolution in a

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general meeting.

10.Actions upon dissolution of the Society

- 10.1 The NZEUG may dissolve itself by resolution in general meeting and subsequently advising the Registrar of Incorporated Societies. In this event the Committee will attend to the matter of paying creditors and any surplus monies held in current account(s), or other assets held by the NZEUG, will be liquidated and paid to the members in equal share.