

Name

1. The name of the society shall be "NAME OF CONVENTION".

Registered Office

2. The Registered Office of the Society shall be

c/- the Secretary
P.O. Box
SOME CITY

Object

3. The object of the Society shall be to encourage the study and appreciation of science fiction and fantasy in all their aspects. The Society exists for the purposes of organising science fiction conventions and like events.

Membership

4. All persons shall be eligible for membership, but none under the age of sixteen years are to hold office.

Admission of members

5. Any person desiring to join the Society shall forward a written application to the Officers; such application to contain whatever particulars the Officers for the time being may consider necessary or desirable.

Register of Members

6. The Society shall keep a register of all its members that will show the name and address of each member, the date he or she became a member and all subsequent changes.

Subscriptions

7. The subscription shall be determined by the Officers.
8. Classes of subscription shall be:

Convention attending membership
Convention supporting membership
Special event membership.

Resignation of Membership

9. Any member may resign his or her membership by giving the Secretary notice in writing to that effect.

10. Every person shall upon ceasing to be a member of the Society forfeits all rights to, and claims upon, the Society, its property and funds.

Officers

11. The Officers of the Society shall be Chair, Secretary and Treasurer and ordinary Office members up to a limit of nine Officers. The Officers shall have the power to appoint a member to fill a casual vacancy in the offices of the Society.
12. The entire management of the Society (except as provided by this constitution) shall be delegated to the Officers.
13. The Officers may remove a fellow Officer by vote, where the motion to remove has the support of all the Officers less two.
14. Annual and special general meeting of members to elect officers - don't know who has a vote!

Payments to members

15. No member of the Society or any person associated with a member shall participate in or materially influence any decision made by the Society in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.

Any such income paid shall be paid in an arms length transaction (being the open market value). The provisions and effect of this clause shall not be removed from this document, and shall be included and implied in any document replacing this document.

Borrowing powers

16. The Officers may from time to time on resolution of the Officers borrow for the purposes of the Society from any persons, firms or corporations, any sum or sums of money on the securities on all or any of the Society's property (real or personal) assets and effects both present or future or any part thereof by legal mortgages or charges with powers of sale and other usual powers or by the issue of debentures or other obligations may be issued on such terms and conditions as to the rate of interest or otherwise as the Officers sees fit.

Rules

17. The Officers shall from time to time make, repeal and amend all such rules (not inconsistent with this Constitution) as it shall think expedient for the internal management and well being of the Society.
18. Nominations for all offices shall be accepted from the floor at any Special General Meeting.

Notice to be given of special general meetings

19. A Special General Meeting may be called at the instigation of the Chair or by a quorum of the Officers or by requisition by not less than one third of the members of the Society. Such a requisition is to contain notice of the business to be transacted.
20. At least seven days before any Special General Meeting, a notice of such meeting and of the business to be transacted thereat shall be sent by post to each member and no business other than that of which notice has been given shall be brought forward at such meeting.

Procedure at meetings

21. At all General Meetings of the Society the Chair and in his or her absence the Treasurer, or in their absence the Secretary, shall take the chair. Every member shall be entitled to one vote upon every motion, and in the case of an equality of the votes, the Chair shall have a second or casting vote.

Proxy voting

22. Any member entitled to attend and vote at a meeting may appoint a proxy to attend and vote on his or her behalf. The proxy form must be completed correctly and be in the hands of the Secretary before the start of the meeting. The proxy form shall state the members name and who is to exercise the member's voting rights.

Quorums

23. The quorum at all general meetings of the Society shall be ten members. The quorum at Officers meetings shall be four.

Voting

24. The voting at meetings, including meetings of the Officers, shall in the first instance by voice, PROVIDED that if not less than three members shall so demand voting shall be by show of hands; PROVIDED ALSO that if not less than three members so demand, voting shall be by ballot.

Financial Period

25. The financial period shall be the twelve month period from 1 xxxx to the end of the following year, to which day the accounts of the Society are balanced.
26. Separate convention accounts are to be maintained from the ordinary accounts of the Society. Where the Society is running more than one convention concurrently each convention is to have a separate set of

accounts.

Interpretation of this constitution

27. The Officers is the sole authority for the interpretation of this Constitution and of the rules made thereunder. The decision of the Officers upon any question of interpretation or upon any matter affecting the Society and not provided for by this Constitution or by the rules made hereunder, shall be final and binding on the members.

Alteration of the constitution

28. This Constitution may be added to, repealed or amended by resolution at any Special General Meeting subject to provisions 16 to 19, provided that no such resolution shall be deemed to have been passed unless it be carried by a simple majority of half of the members eligible to vote and who are present, plus one. For the purposes of this clause, members voting by proxy are deemed to be present.
29. No addition to or alteration or recession of the rules shall be approved if it affects the personal benefit clause or the winding up clause.

Control of Funds

30. The control and investment of the funds of the Society shall be with the Officers. Banking operations on the Society's accounts shall be carried on by the Treasurer, or in the absence of the Treasurer, by a member appointed by the Officers.
31. All cheques drawn on behalf of the Society shall have two signatures. Any two of the Treasurer and one other Officers member as previously agreed by the Officers shall have the power to sign.
32. The Treasurer is to maintain proper books of accounts for the convention and shall present such accounts to the Officers for tabling at any Special General Meeting.

Winding up

33. The Society shall be wound up by resolution of its members.

If upon winding up or dissolution of the Society there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of the Society but shall be given or transferred 50% to the charity of the Society's most recently convention and 50% to the Science Fiction and Fantasy Association of New Zealand Incorporated (SFFANZ). Should either of these options not be possible then the appropriate share of funds is to be passed to some other non-profit body within New Zealand having objects similar to the objects of the convention charity or SFFANZ.

In the event of a winding up, the property of the Society shall be given to another society with similar objects or activities, to be voted upon by the remaining members.

Misconduct

34. If the conduct of any member shall be reported as objectionable, the Officers shall on receiving a written complaint, or may on its own initiative, take the matter into consideration and notify the member of the complaint. The Officers shall have the authority to require the offending member to attend a meeting of the Officers to have his or her case heard.
35. If, after the member concerned has been heard at a meeting of the Officers, his or her conduct shall be deemed by the Officers to be contrary to this Constitution, or inconsistent with the character, welfare or interests of the Society, or such as to render him or her unfit to associate with members of the Society, the Officers shall have the power by a majority decision of its members present at the meeting to expel or otherwise deal with the offending member, or to suspend him or her for so long as the Officers shall think fit.
36. If such member shall feel aggrieved by the decision of the Officers, he or she may, within seven days after being notified in writing thereof, appeal by notice in writing to the Secretary. Thereupon within twenty eight days a Special General Meeting shall be convened at which a report shall be presented by the Officers, the member heard and the matter determined by ballot. A simple majority of half the members eligible to vote and present, plus one, shall be required to carry any motion either to confirm the action of the Officers or otherwise. For the purposes of this clause, members voting by proxy are deemed to be present.