

The name of the incorporated association is the

## **NEW ZEALAND LLAMA ASSOCIATION INCORPORATED**

(Incorporation No: 1427864) (in these rules called "the Association").

Dated the 1st May 2004. Amended 7<sup>th</sup> May 2016

### **Objects**

- To educate owners and interested members of the public in the needs, care and welfare of llamas.
- To promote llamas and their uses as working and companion animals, and pets.
- To facilitate and encourage fun activities with llamas.
- To liaise with government and other authorities on behalf of members on matters pertaining to llama ownership, care and use.
- To provide a communication forum for the sharing of news, ideas and knowledge relevant to llama ownership, care and use.
- To negotiate, set up and operate agencies, or other arrangements with other Camelid organisations where applicable to achieve the objectives of the association.
- To encourage compliance with a code of conduct for llama ownership.
- To provide a registry for the collection of information of all New Zealand llamas and for the registration of llamas.

### **1 Membership**

#### **1(a) Application for Membership**

Membership is a privilege not a right.

Application for membership can be made in writing and must be signed by the applicant. All membership applications must be proposed and signed as such, by a current member and seconded and signed as such, by another current member of the association. The granting of membership will require approval by the committee.

#### **1(b) Types of Membership:**

Foundation, Family, Single, Introductory, Associate, Youth, International , Life

#### **1(c) Membership Fees**

The annual membership fee shall be set at the Associations annual general meeting of that year. Fees may vary by membership type and be reduced for members who choose to receive all communications via email.

The secretary shall keep and maintain a register of members that will include the full name, occupation, postal address, email address (where available) and the start date of the membership of each member. Youth members will also have their date of birth recorded.

#### **1(d) Cessation of Membership:**

A member may resign their membership at any time by advising the Secretary in writing, membership will cease at the end of the current membership year or sooner if specified by the member. Membership fees will not be reimbursed once paid.

Any member whose membership fee or other payments due to the Association shall have their membership automatically lapse. Such members may be reinstated by payment of the outstanding money owing to the Association.

The committee has the right to suspend any member whose actions are prejudicial to the objects of the Association. Such suspension will be determined by a vote by the committee and two-thirds majority is required to take this action.

## **2 Association Rules**

### Amendment to Rules

Rules of this Association may be altered, added to, rescinded or otherwise amended by Resolution passed by majority of those present at an Annual or Special General Meeting, for which no less than twenty eight (28) days notice has been given. No addition to or alteration or recession of the rules shall be approved if it affects the non-profit aims, personal benefit clause or the winding up clause. The provisions and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

## **3 Meetings**

3 (a) All Annual General meetings will be conducted by a physical gathering of members.

Special General Meetings and Committee meetings may be conducted by a physical gathering or by use of an internet based meeting facility.

### 3 (b) Chair of Meeting

All meetings will be chaired by the President or in the absence of the President, by the Vice President. If neither the President or Vice President are present, meeting attendees can select a chairman by way of a vote which can be conducted without the normal twenty eight (28) days advance advice.

### 3 (c) Quorum

A quorum is required before a meeting can conduct the business of the association. Quorums are as follows:  
The Annual General - 10% +1 members with voting rights. Special General Meetings - 10% +1 members with voting rights  
Committee Meetings 4 committee members

### 3 (d) Annual General Meeting

An Annual General Meeting of the Association will be convened at a time and place to be defined by the committee. A minimum of twenty eight (28) days notice will be provided to all members.

### 3 (e) Special General Meeting

A Special general meeting may be called by no less than ten percent plus one, of members and a minimum of twenty eight (28) days notice will be provided to all members.

### 3 (f) Committee Meeting

The Committee will meet no less than four (4) times per annum.

### 3 (g) Voting

Voting is open to all members whose membership type provides voting rights. Voting can be done via in person, postal or by the granting of a proxy vote to another members. All meeting notifications will include the appropriate instructions for the registration of postal and proxy votes

#### **4 Officers**

4 (a) The officers of the Association will include a President, Vice President, Treasurer and Secretary, the committee may also include up to four (4) ordinary committee members.

4 (b) Appointment of Committee

Nominations will be called for all committee positions and an opportunity be provided for all members to vote for the appointment of members to the committee members. To be nominated to the committee a person must be a current association member with voting rights Once the 8 (maximum) committee members have been selected all members will be given the opportunity to vote for those committee members nominated, from within the eight (8) selected, for the positions of President, Vice President, Treasurer and Secretary. In the case of a vacancy arising replacement committee members may be appointed by the committee and such appointment will remain in force until the next Annual General meeting

#### **5 Funds**

5 (a) The treasurer will submit a full financial account to the Annual General meeting and must include a profit and loss account and a balance sheet for the full financial year prior to the Annual General meeting.

5 (b) Any monies received by or on behalf of the association will be deposited into the bank account of the association.

5 (c) Any member may deposit funds into the association bank account and must advise the Treasurer of all such deposits.

5 (d) Two authorized signatories must sign all cheques written by the association. These signatories may be any two of the committee members and must be registered with the Bank as authorized account signatories.

#### **6 Investment of Funds**

There is no current provision for the investment of funds

#### **7 Borrowing Power**

There is no provision for the borrowing of monies and the committee have not authorisation to do so.

#### **8 Winding up of Association and Property distribution**

A resolution in favour of liquidation must be passed by a majority of members at a General Meeting. The resolution must be confirmed at a subsequent meeting held not earlier than thirty (30) days after the date on which the resolution was passed. If upon winding up or dissolution of the organization there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members, but shall be given or transferred to some other organization or body having objects similar to the objects of the first organization, or to some other charitable organization or purpose, within New Zealand.

#### **9 Payments to members**

No member of the organization or any person associated with a member shall participate in or materially influence any decision made by the organization 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 reasonable and relative to that which would be the open market value. The provisions and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

### **10 Common Seal**

The Common Seal of the Association shall be kept in the custody of the secretary. The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the signatures of two members of the Committee shall attest the affixing of the Common Seal.