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Ko te Hapori tō mātou Pokapū
Community is at our Centre

**Constitution and Regulations
Of the
Glenfield Community Centre Incorporated**

As at 27 November 2018

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1. NAME

1.1 The name of the Society is the **GLENFIELD COMMUNITY CENTRE INCORPORATED.**

2. DEFINITIONS

- 2.1 **'THE SOCIETY'** shall mean: The Glenfield Community Centre Incorporated;
- 2.2 **'THE PARISH'** shall mean: The Glenfield Anglican/Methodist Local Ecumenical project (LEP) or its successor;
- 2.3 **'THE CENTRE'** shall mean: The Glenfield Community Centre;
- 2.4 **'THE COUNCIL'** shall mean: The Auckland Council or its successors;
- 2.5 **'THE COMMUNITY BOARD'** shall mean: The Kaipātiki Local Board of the Council or any other Community Board established to represent the people of Glenfield;
- 2.6 **'GLENFIELD'** shall mean: The geographic areas known as Glenfield;
- 2.7 **'FINANCIAL YEAR'** shall mean: The financial year of the Society shall start on the 1st day of July and end on the 30th day of June.

3. PRINCIPLES

3.1 The Society shall base all its dealings on the Principles, Philosophy, Purpose and Goals contained in Appendix A.

4. OBJECTS

- 4.1 The objects for which the Society is established are:
- a) To operate and maintain The Centre in which educational, community, and personal development programmes can be developed, and from which community support services can be provided;
 - b) To be sensitive to the charitable needs of the community within Glenfield and to facilitate the community to meet those needs;
 - c) To encourage individuals and organisations within New Zealand to provide support services to those citizens who are least able to help themselves;
 - d) To uphold, honour and acknowledge the wairua (spirit) of Te Tiriti o Waitangi in all activities of the Association;
 - e) To do all things as are incidental or conducive to the attainment of the above objects.

5. MEMBERSHIP

- 5.1 Any person who supports the goals and objectives of the society, agrees to abide by the Constitution, and is prepared to pay the annual membership fee, may apply to become a Member of the Society;
- 5.2 All applications must be in writing on the form provided and include the signed and dated consent of the individual.
- 5.3 All applications for membership shall be considered and decided by the Executive Committee or the Governance Group at its sole and unfettered discretion. The Secretary shall notify each applicant of the outcome of his or her application;
- 5.4 The membership fee shall be proposed by the Executive Committee and approved by the Governance Group. The Executive Committee can reduce or waive the membership fee for individual members at its discretion.

6. TERMINATION OF MEMBERSHIP

- 6.1 Members will cease to be members when:
- a) they die, or
 - b) they submit their resignation in writing, or
 - c) their membership is terminated by resolution of the Governance Group, or
 - d) their membership is terminated by resolution of a General Meeting, or
 - e) if, after a grievance or complaints procedure has been undertaken, the Governance Group considers that termination is appropriate. The termination takes immediate effect, or
 - f) they fail to pay the annual subscription within six (6) months of it falling due.
- 6.2 Any member who is expelled, suspended or has their membership terminated, shall be informed in writing giving reasons. Such members shall have the right to appeal against their suspension or expulsion by presenting their case to the Governance Group. If the Governance Group is unable to resolve the matter within two (2) months, the Member may appeal to a General Meeting of the Society which then by majority vote may decide whether to let the termination stand, or whether to reinstate the Member. The Society's decision shall be final.

7. REGISTER OF MEMBERS

- 7.1 The Secretary must keep a register of members, recording:
- a) Each member's:
 - i. Name,
 - ii. Postal address, or email address, or both,
 - iii. Telephone number, and
 - b) The date the person became a member.

- 7.2 If a member's name, address details, or telephone number changes, then the member must give the Secretary the updated information. The Secretary must then update the register as soon as practicable.
- 7.3 An Officer of the society may access the register of members, if access is necessary for the performance of the Officer's functions, or the exercise of the Officer's powers.
- 7.4 A member of the society may make a request to the Secretary for access to the register of members. The Secretary will provide access to the extent that members have consented to access being granted to information about themselves on the register.

8. GENERAL MEETINGS

8.1 Annual General Meetings:

- 8.2 The Annual General Meeting of the Society shall be held at a time and place to be determined by the Governance Group but must be held no later than six (6) months after the balance date of the society and no later than 15 months after the previous Annual General Meeting.
- 8.3 No fewer than three (3) weeks before the Annual General Meeting, the Secretary shall advertise the Annual General Meeting in a newspaper widely circulated in Glenfield. The notice shall also be prominently displayed in the Centre.
- 8.4 The Governance Group must ensure that the minutes of the Annual General Meeting are taken.
- 8.5 Nominations for members of the Governance Group must be called for by the Secretary at least 14 days before an Annual General Meeting or a special meeting at which nominations will be considered.
- 8.6 In response, each candidate must be proposed and seconded by members in writing on the approved form and provided to the Secretary at least five (5) days before the meeting.
- 8.7 The purposes of the Annual General Meeting shall include:
- a) Receiving from the Governance Group an annual report on the affairs of the society during the most recently completed accounting period, the audited financial statement of accounts for the most recently completed accounting period, a summary of any disclosures or the types of disclosures made by Governance Group members of an interest in matters being considered by or affecting the society, recorded since the previous annual general meeting, and an estimate of the receipts and expenditure for the ensuing twelve months and, if acceptable, to adopt same;

- b) Receiving from the Governance Group a summary of the activities of any sub-committee or organisation under the Society's direct responsibility together with an audited financial statement for the most recently completed accounting period and estimates of receipts and expenditure for the ensuing twelve months;
- c) Electing members to the Governance Group for the ensuing year in accordance with Clause 10.1 a) of this constitution;
- d) Receiving the two (2) Parish and up to two (2) Council/Kaipātiki Local Board appointments to the Governance Group;
- e) Deciding on any motion of which notice in writing has been given at least fourteen (14) days prior to the meeting;
- f) Dealing with items of general business where notice is deemed not necessary;
- g) Appointing a suitable qualified Auditor, who shall not be a member of the Society, to audit the Society's books of account and certify the annual financial statements.

8.8 Special General Meetings:

- a) Special General Meetings may be held from time to time as required by the Governance Group;
- b) The committee must call a Special General Meeting if the Secretary receives a written request signed by at least 10 members;
- c) Special General Meetings shall be advertised in a newspaper widely circulated in Glenfield no fewer than fourteen (14) days before its date. The notice shall also be prominently displayed at the Glenfield Community Centre. The business of the Special General Meeting will be confined to the business stated in the notice.

8.9 Conduct of General Meetings:

- a) At any General Meeting, all members present shall be entitled to exercise a vote. The Parish and Council appointees shall have voting rights as if they were members;
- b) All matters decided at a General Meeting shall, where possible, be determined by consensus. The Chair, or any member present, may require a vote to be taken that may be determined by voice declaration, show of hands, or by a secret ballot. Where the result of that vote is a tie, the Chair shall have a casting vote.

8.10 Quorum:

- a) At all General Meetings, ten (10) registered Society members shall constitute a quorum. In the event that a quorum is not present within thirty (30) minutes after the advertised starting time of the meeting, it shall be abandoned.

- b) Abandoned General Meetings shall be reconvened on a date to be determined by the Governance Group, but within twenty-one (21) days of the abandoned General Meeting, and due notice shall be given of the new date. Reconvened meetings are to be held with, or without, a quorum.

9. MEETINGS

9.1 Meetings generally:

- a) A meeting may only be held if at least five (5) members attend or participate by means of audio, audio and visual, or electronic communication. This will constitute the quorum;
- c) The Chair must determine when and how a meeting will be held;
- d) A meeting can be held by a quorum of the members:
 - i. Meeting together at the appointed time and place,
 - ii. Participating in the meeting by means of audio, video and visual, or electronic communication, or
 - iii. By a combination of both of the methods described in paragraphs (a) and (b).

9.2 Motions:

- a) The committee may put forward a motion to be voted on at a meeting;
- b) A member may request a motion be voted on at a meeting, by giving the Secretary at least 14 days' notice before that meeting. The committee must decide whether the Society will vote on the motion. However, if the Member's motion is signed by at least 10 members, it must be voted on at the meeting chosen by the member.

9.3 Notice:

- a) The Secretary must provide the following required information to all members at least seven (7) days before a meeting.
- b) For all meetings, the Secretary must:
 - i. Notify all members of the business to be conducted at the committee,
 - ii. Provide:
 - a. Notice of any motions,
 - b. Any information provided by a member in support of the member's motion, and
 - c. The committee's recommendation about any motions.
- c) For an Annual General Meeting, the Secretary must provide:
 - i. The annual report on the affairs of the society during the most recently completed accounting period,
 - ii. The financial statements of the society for that period.
- d) For a meeting at which a member or members will be elected to the committee, or to a position on the committee (e.g. Chair), the Secretary must provide a list of nominees and the information about them that has been provided.

- e) If the Secretary in good faith has made reasonable efforts to send all members written notice, the meeting and its business will not be invalidated simply because one or more member did not receive the notice.
- f) If the Chair is present at a meeting, the meeting will be chaired by the Chair. If the Chair is absent, the society shall elect another committee member to chair the meeting.
- g) Any person chairing a meeting has a casting vote.

10 GOVERNANCE GROUP

10.1 The affairs and business of the Society shall be controlled and managed by a Governance Group that shall be constituted as follows:

- a) No fewer than three (3) and no more than nine (9) members elected by the Society, from its membership; and
- b) Up to two (2) elected representatives of Council, one of whom shall be a member of the Kaipātiki Local Board; and
- c) Two representatives appointed by the Parish; and
- d) Any other members co-opted by the Governance Group; and
- e) The Centre Manager or other employee of the Centre, who shall not be entitled to vote.

10.2 Only a member of the society that is a natural person can be a Governance Group member. A 'natural person' is a human being, as opposed to a 'legal person', which is an organisation with its own legal identity (e.g. another incorporated society).

10.3 The Governance Group shall convene its first meeting within twenty-eight (28) days of the Annual General Meeting, at which meeting it shall elect from amongst its members the following officers:

- a) Chairperson;
- b) Deputy Chairperson;
- c) Secretary;
- d) Treasurer; and
- e) The Contact Officer

10.4 Governance Group members must decide by majority vote at a meeting which Governance Group member will hold which position or positions.

10.5 All Governance Group members and office holders shall hold office from their election or appointment until the next Annual General Meeting. No Executive Officer may serve more than three (3) consecutive terms in the same position.

10.6 The Governance Group shall have the power to appoint any person to fill any vacancy occurring on the Governance Group and that person shall hold office until the next Annual General meeting, or hold a Special General Meeting at which nominations will be considered.

10.7 If a position on the Governance Group becomes vacant between Annual General Meetings, the Governance Group must appoint another Governance Group member to fill that vacant position until the next Annual General Meeting, or a Special General Meeting, at which nominations will be considered.

10.8 Governance Group Meetings:

- a) The Governance Group shall meet no fewer than every two (2) months and shall meet at least once between the end of the financial year and the Annual General Meeting for the purposes of receiving the annual statement of accounts and balance sheet for the preceding year;
- b) At all Governance Group meetings five (5) members present shall constitute a quorum. In the event that a quorum is not present within thirty (30) minutes after the advertised starting time of the meeting, it shall be abandoned. A Governance Group meeting shall be reconvened within seven (7) days of the abandoned meeting, and due notice shall be given of the new date. Reconvened meetings are to be held with, or without, a quorum;
- c) The Governance Group shall have the authority to appoint sub-committees and may appoint to any sub-committee a person or persons not members of the Governance Group;
- d) The Governance Group may determine its own procedures;
- e) Notice of every meeting shall be given to each member of the Governance Group no fewer than five (5) days before the time appointed for holding the meeting.

10.9 Functions and Powers of the Governance Group:

- a) The Governance Group's functions are to manage, direct, or supervise the operation and affairs of the society, including:
 - i. Carrying out the purposes of the society, and using money or other assets to do that,
 - ii. Controlling and managing the society's financial affairs, including meeting the committee's record keeping and reporting obligations under the Act,
 - iii. Delegating powers and duties of the committee, where necessary or desirable,
 - iv. Ensuring that the rules of the society are available to members,
 - v. Deciding the time and location of meetings,
 - vi. Setting the agenda for meetings,
 - vii. Setting membership fees, and
 - viii. Act as the Employer of the Society, for the purposes of the Employment Relations Act 2000 and any other Acts or statutory regulations relating to the employment of staff.

- b) The committee has all the powers necessary for managing, and for directing and supervising the management of, the operation and affairs of the society.
- c) All decisions of the Governance Group shall be by a majority vote. In the event of an equal vote, the Chair shall have the casting vote, that is, a second vote.
- d) For the daily running of the Community Centre, the Governance Group shall elect a specified Executive Committee including the Chair and the Community Centre Manager. The Executive may be authorised to make operational decisions between Governance Group meetings. Such decisions must be fully disclosed for retrospective ratification and inclusion in the minutes of the next Governance Group meeting.

10.10 Grounds for Removal:

- a) If any Governance Group member is absent from three (3) consecutive meetings without leave of absence, the Chair may declare that the person is no longer a committee member.
- b) The Chair must declare that an Officer of the society (including a Governance Group member) is no longer an Officer if:
 - i. The Officer is disqualified under section 39 of the Incorporated Societies Act 1908 and its amendments, and
 - ii. The disqualifying factor has not been waived by the Registrar under section 40 of the Incorporated Societies Act 1908 and its amendments.

10.11 Control and Management of Finances:

- a) The funds of the society must be used to further the purpose of the society:
 - i. As the Governance Group decides, or
 - ii. As the society decides by a resolution passed at a meeting.
- b) All payments must be approved by two (2) Governance Group members or employees of the society, being members or employees authorised to do so by the Governance Group.

11 OFFICERS OF THE SOCIETY

11.1 The following positions must be held by a Governance Group member:

- a) **Chair:**
 - i. The Chair shall lead the Society in the fulfillment of the Objects contained in this constitution. The Chair shall act as the spokesperson for the Society. No other member or employee of the Society may make media releases without the express permission of the Chair. All such spokesperson duties enacted will be reported to the next meeting of the Governance Group.

b) Deputy-Chair:

- i. The Deputy-Chair shall act as Chair at any time that the Chair is unwilling or unable to do so.

c) Secretary:

- i. The Secretary shall give the prescribed notice of meetings, take and keep minutes of all meetings, conduct the correspondence of the Society, keep a register of members, and generally carry out the duties of a secretary.

d) Treasurer:

- i. The Treasurer shall be responsible for ensuring:
 1. that usual and proper books of account properly post up and following recognised accounting practices are kept;
 2. that all monies paid to the Society are deposited at such bank or banks as the Governance Group may decide from time to time; and
 3. that the Society's financial obligations are met when due.
- ii. The Treasurer shall submit to the Governance Group:
 1. periodic financial reports on the Society's operations;
 2. the bank statements when required;
 3. an annual statement of accounts and a balance sheet for the preceding financial year at its meeting preceding the Annual General Meeting; and generally carry out the duties of a Treasurer.

e) Contact Officer:

- i. The Contact Officer shall be responsible for:
 1. Acting as the liaison with the Registrar of Incorporated Societies and complying with any of their requests.
 2. Informing the Registrar of any changes to the status of the Society.
 3. Informing the Governance Group of any communication with or information from the Registrar.
- ii. The Contact Officer must be:
 1. A Member of the Governance Group; and
 2. At least 18 years of age; and
 3. Ordinarily resident in New Zealand.

11.2 With the exception of the position of Chair, a Governance member may hold up to two (2) Officer Roles at a time.

12. POWERS TO ACT

12.1 Subject to these rules and to any resolution of an Annual or Special General Meeting, the Governance Group shall have the powers to carry out all the objects for which the Society is established and to exercise all the powers of the Society.

12.2 To do all such things as may in the unfettered discretion of the Governance Group be necessary for the better attainment of the above objects, including co-operating

and/or affiliating with or taking up membership in any society, associations or organisation whether incorporated or not.

- 12.3 The Society may from time to time employ such person, or persons, as it deems advisable for the better management of the Society or the conducting of its lawful business.

13 FUNDS AND BORROWING

- 13.1 In order to attain the objects of the Society, the Governance Group may take up and hold shares in any limited company, issue or take up bonds or debentures, appeal for funds, borrow money upon such terms and upon such security as the Governance Group considers to be reasonable and proper, enter into contracts for leasing, hiring, purchasing, holding, mortgaging and disposing of any real or personal property, appoint a trustee or trustees to hold on behalf of the Society any funds or property that the Society may think should be held by such trustee or trustees and to revoke any such appointment as may be thought necessary.
- 13.2 However, the Society shall not borrow money as a charge or mortgage against the Centre without the prior consent of the Council and the Parish, which consent will not be unreasonably withheld.
- 13.3 Any bank account or accounts that may be opened from time to time by the Governance Group shall be operated on the joint signatures of any two (2) of a number of persons appointed by the Governance Group for this purpose. However, if an employee is appointed to act as a signatory and does so, then the other signatory must not be an employee of the Society.

14 COMMON SEAL

- 14.1 The Common Seal of the Society shall be that approved by the Governance Group, which may destroy or replace the same as it thinks fit.
- 14.2 The Secretary is responsible for the safe custody and control of the Common Seal.
- 14.3 When the Common Seal of the Society is required to be affixed to any deed or document, it shall be fixed pursuant to a resolution of the Governance Group and in the presence of any two (2) members of the Governance Group, both of whom shall sign the document to which the seal is affixed.
- 14.4 The signatures of any two (2) Executive members of the Society may execute contractual documents, other than those requiring endorsement of the Common Seal.

15 PROCEDURES FOR RESOLVING DISPUTES BETWEEN MEMBERS (IN THEIR CAPACITY AS MEMBERS) AND BETWEEN MEMBERS AND THE SOCIETY

15.1 Complaints about a member:

- a) The Governance Group must consider a complaint, or institute a disciplinary procedure, regarding alleged misconduct of a member.
- b) An oral hearing of a complaint will be held if the Governance Group decides that an oral hearing is needed to ensure an adequate hearing, or is otherwise desirable.
- c) The member has a right to be heard before the complaint or procedure is resolved, or any outcome is determined.
- d) The member will be fairly advised of all allegations concerning the member, with sufficient details and time given to enable the member to prepare a response.
- e) The member will be given a reasonable opportunity to be heard in writing or at an oral hearing (if one is held).
- f) The member's written statement or submissions will be considered by the Governance Group.

15.2 A member's grievance against the society or another member:

- a) A member can raise with the Governance Group an allegation of damage (caused by the society, or a member) to a member's rights or interests (as a member) or to members' rights or interests generally.
- b) An oral hearing of the grievance will be held if the Governance Group decides that an oral hearing is needed to ensure an adequate hearing, or is otherwise desirable.
- c) The member will be heard before the grievance is resolved or any outcome is determined.

15.3 Investigating and determining complaint or grievance:

- a) The Governance Group must, as soon as is reasonably practicable, after receiving a complaint or grievance, investigate and determine the complaint or grievance.

15.4 Committee may decide not to progress complaint or grievance:

- a) Despite rule 14 (c) (i), the Governance Group may decide not to proceed with a matter further if the committee determines that:
 - i. The matter is trivial, or
 - ii. The complaint or grievance does not appear to disclose:
 1. In the case of a complaint, any material misconduct, or
 2. In the case of grievance, any material damage to a member's rights or interests, or
 - iii. The complaint or grievance appears to be without foundation or there is no apparent evidence to support it, or
 - iv. The person who makes the complaint or brings the grievance has an insignificant interest in the matter, or

- v. The conduct, incident, event, or issue has already been investigated and dealt with by or on behalf of the society.

15.5 Committee may refer complaint to subcommittee or other investigator:

- a) The Governance Group may refer a complaint or grievance to:
 - i. A subcommittee, or an external person to investigate and report, or
 - ii. A subcommittee, an arbitral tribunal, or an external person to investigate and make a decision.

f. Decision makers:

- i. A person may not act as a decision maker in relation to a complaint or grievance if two or more members of the Governance Group or a complaints subcommittee consider that there are reasonable grounds to believe that the person may not:
 - 1. Be impartial, or
 - 2. Be able to consider the matter without a predetermined view.

16 ALTERATION TO RULES

16.1 The Society may amend Constitution:

16.2 The Society may amend the Constitution at a General meeting by a resolution passed by a majority or those members present and voting.

16.3 Notice:

16.3 Notice of the intention to make such changes shall be given in the notice convening the meeting, provided that any alterations in the rules shall not deprive members of the right to have Special General Meetings and provided always that such alteration, addition or rescinding shall be valid if and only if it does not detract from the Society's Principles set out in Appendix A.

16.4 Proposal by committee:

16.4 Notice must be given at least 14 days before the society meeting at which any rule change proposed by the committee is to be considered, the Secretary shall give to all members written notice of the proposed motion, and the reasons for the proposal.

16.5 Proposal by members:

16.6 A proposed motion by members must be given in writing to the Secretary at least 14 days before the society meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.

16.7 At least 14 days before the society meeting at which any rule change proposed by members is to be considered, the Secretary shall give to all members written notice of the proposed motion, and reasons for the proposal, and any recommendation the committee has.

16.8 Form:

16.9 Every amendment of the constitution must be—

- a) In writing; and
- b) Approved at a General Meeting of the Society by a majority vote of members participating and voting; and
- c) Signed by at least three (3) members of the society; and
- d) Otherwise made in accordance with the constitution.

16.10 The constitution must comply with the Incorporated Societies Act 1908 and its amendments.

16.11 Inform Registrar of Incorporated Society and Charities Services of Changes:

16.12 The society must ensure that a copy of an amendment to its constitution is given to the Registrar of Incorporated Societies and Charities Services within 20 working days after the amendment is approved at the General Meeting.

16.13 A copy of the amendment must be accompanied by a certificate signed by an officer of the society or a lawyer, certifying that—

- a) The amendment was made in accordance with the provisions under the Constitution; and
- b) The society's constitution, as amended will continue to comply with the requirements of the Incorporated Societies' Act 1908 and its amendments.

16.14 Restrictions:

16.15 It is further provided that the prior written consent of the Auckland Council is required to any alteration of the Rules relating to funds and borrowing against the real estate property of the Society, composition of the Governance Group relating to Auckland Council and Kaipātiki Local Board representation, or the Winding-up clause hereof.

16.16 Furthermore, the composition of the Governance Group relating to the Parish appointed representatives shall not be changed.

17 REGULATIONS

17.1 By resolution, the Governance Group may, from time to time, make, amend or rescind regulations not inconsistent with those rules governing the Society.

18 WINDING-UP

- 18.1 The Society may be wound-up in accordance with the Incorporated Societies' Act 1908 and its amendments.
- 18.2 In the event of the Society being wound-up the surplus assets and funds after payment of all costs, debts and liabilities, shall be given or transferred or handed over to a suitable organisation to be confirmed by the membership to be used for similar charitable purposes in Glenfield.
- 18.3 Provided however that the lease of the land on which the Society's Community Centre is situated shall be deemed to have been assigned to the Auckland Council and the building forming the Community Centre shall be vested in the Auckland Council to be held in trust for the people of Glenfield.

19 FINANCIAL GAIN

- 19.1 **Society must not operate for financial gain.**
- 19.2 The Society must not be carried on for the financial gain of any of its members.
- 19.3 However, the Society does not have a purpose of financial gain, and is not being carried on for the financial gain of any of its members, merely because it will or may—
- a) Engage in trade;
 - b) Pay a not-for-profit member for matters that are incidental to the purposes of the society;
 - c) Reimburse a member for reasonable expenses legitimately incurred on behalf of the society or while pursuing the society's purposes;
 - d) Provide benefits to members of the public or of a class of the public and those persons include members of the society or their families;
 - e) Pay a member a salary or wages or other payments for services on arm's length terms;
 - f) Enter into any other transaction with a member on arm's length terms; or
 - g) Provide a member with incidental benefits (for example, trophies, prizes, or discounts on products or services) in accordance with the purposes of the society.

APPENDIX A

PARISH PRINCIPLES

The Parish has set down some principles to help determine how its property should be used. These principles grow out of the Parish's historic and continuing concern for the development of the community.

- *We regard ourselves as trustees rather than owners, concerned more with being of service in the community than a commercial enterprise.*
- *We see our role as working with the community in the interests of the community – enabling, nurturing and reconciling.*
- *We feel constrained by Christian conviction to use what resources we have – including property – for those in need, and especially for those in greatest need.*
- *Similarly, we feel constrained to share real decision-making opportunities with those in the community who are without power or authority.*
- *The general terms and conditions should apply equally to all users of the site.*
- *It is expected that all those involved on the total site will achieve a constructive working relationship with one another.*

GLENFIELD COMMUNITY CENTRE

PHILOSOPHY

The Centre's Philosophy is one of family support and enhancement of community life through a commitment to and active involvement in working at the grass-root level alongside individuals and groups to help them find appropriate support and resources.

PURPOSE

The purpose of the Community Centre is to recognise and respond to the social, cultural, recreational and educational needs of the community and find ways to meet these needs, with specific recognition for those who have the least opportunity to participate in decision-making in the community.

GOALS

1. To provide services to families in Glenfield and its wider community with particular attention being paid to those who are disadvantaged;
2. To be a source of information and referral for Glenfield people;
3. Respond where appropriate to expressed community needs;
4. Liaise with other organisations, institutes and individuals to raise community awareness of issues that affect the community;
5. Administer and maintain buildings, facilities and equipment for community needs;
6. Be a Centre for community activity;
7. For the Centre to be accountable to the community.