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**DRAFT Minutes of the Regional Annual Members Meeting**  
**Glenroy Conference Room, Dunedin**  
**Thursday 2 May 2019**

Regional Executive Members Present: Patricia Veen (Administration Director), Leigh Whitelaw (Membership Director), Kerry Stewart (Education Director)

Resource Team Members Presenting: Katrina Te Punga (Communications Coordinator), Veronika Duthie-Jung (Incoming Finance Coordinator), Jo Maxwell (Marketing Coordinator), Stella Nicholson (Outgoing Finance Coordinator), Virginia Humphrey-Taylor (Directors' Coordinator), Miriam Spragg (Facilities Coordinator), Fy Tait (Historian), Julie Scoggins (Standing Rules & Bylaws) and the list of Sweet Adelines New Zealand members as attached.

Minute-taker: Katrina Te Punga

**Welcome**

The meeting opened at 5.30pm, with a welcome to members from Patricia Veen, the Regional Administration Director.

Patricia Veen introduced the incoming team as we move back to the Regional Management Team structure following the completion of the Regional Executive Committee pilot programme:

Team Coordinator	Leigh Whitelaw	
Education Coordinator	Kerry Stewart	
Finance Coordinator	Veronika Duthie-Jung	
Membership Coordinator	Miriam Spragg	
Marketing Coordinator	Jo Maxwell	
Events Coordinator (non-contest)	Sarah Bennett	Apologies
Directors' Coordinator	Virginia Humphrey-Taylor	
Communications Coordinator	Nicola Giles	Apologies

**Roll Call**

Choruses listed were represented (list of chorus attendees attached)

Capital Harmony  
Christchurch City  
Dunedin Harmony  
Faultline Chorus  
Foveaux Harmony  
Greater Auckland  
Manawatu Overtones

Nelson Bays Harmony  
SouthCity Soundz  
Sounds of Hawkes Bay  
Taranaki Harmony  
Wellington City Chorus  
Whangarei Harmony  
Waikato Rivertones

### **Not represented**

Bella a Cappella  
Chapter at Large  
Sounds of the Shore (prospective)

### **Apologies**

Patti Cooke (Bella A Cappella) and Sarah Bennett (Wellington City Chorus/incoming RMT Events Coordinator) and Nic Giles (Wellington City Chorus/incoming RMT Communications Coordinator)

### **Minutes**

The minutes of the 2018 RAMM have been available on the Sweet Adelines New Zealand website following the 2018 meeting. Katrina moved that these Minutes be approved.

Moved: Katrina Te Punga Seconded: Lesley Standring (Sounds of Hawkes Bay Chorus)

### **Matters Arising**

No matters arising from the 2018 Minutes.

### **Correspondence**

No incoming correspondence.

### **Financial Report**

Veronika Duthie-Jung presented the financial reviewed accounts for the year ending 31 December 2018, which had been circulated to members two weeks prior to the meeting. She asked that the financial reports be ratified and proposed that Target Accounting Limited, Mosgiel, be approved to review our accounts for the coming year.

Moved: Veronika Duthie-Jung. Seconded: Chris Thompson (Manawatu Overtones)

Julie Mansell from Waikato Rivertones had sent some questions on the financial report to the RMT three days prior to the meeting. Patricia had replied to Julie prior to the meeting advising that we wouldn't have enough time to answer everything in depth and that Julie would be contacted directly following contest. Stella Nicholson responded to some of Julie's questions at the meeting:

Why are the financial reports not given to members in the same format as required by the Charities Commission? Anyone can view them online at the Charities Commission, but it was felt that our current reporting meets the members' needs better and are clearer for our members to understand. It is also a 20 page report which is done online to the Charities Commission.

Stella also commented that the members should see and approve the reviewed accounts as reviewed by the accountant, not what is reported to Charities Commission. Numbers are the same in each report but are reported differently. Veronika (the incoming Finance Coordinator)

has experience in completing the Charities Commission reports for her chorus so will look into this reporting for the region. It was agreed that a link to the Charities Commission annual report would be made available to members.

There was discussion around the timing of the financial reports and when these are made available to members. Stella noted that all our REC/RMT people are volunteers who do their best to complete their responsibilities as quickly as possible. The financial reports were made available to members within the timeframe required for the RAMM.

Regarding investment of surplus funds, now that region is more financially secure, compared to a few years ago, we will be looking at investing any surplus money into term deposits rather than having it sit in non-interest bearing accounts.

Regional Administration Report inclusive of all Executive Directors reports.

Patricia read her report, copy attached.

We have nominated Patti Cooke for the Ann Gooch award and wish her every success with this – she is a winner in our eyes, whatever happens.

Patricia moved that the team reports be accepted. Seconded by Mel Fowke (Faultline Chorus)

## **General Business**

### **Introduction of outgoing RMT/REC Resource Team Members**

Acknowledgement of those members standing down from their roles on RMT or Region Resource Team – Stella Nicholson, Katrina Te Punga and Julie Scoggins, Jenni Masters, Manjula Shivanandan, and Judy Tulloch.

### **Changes to Standing Rules**

A change to the quorum number from eight to five has been proposed, and also a change to allow a vote on decisions when consensus is not achieving an outcome. Full standing rules can be found on the website here - <https://sweetadelines.co.nz/node/1861>

Proposed alterations to wording below:

#### ***1. Regional Management Team Meetings***

- *(1) The initial meeting is to be held as soon as possible after the 1st May in each year.*
- *(2) **Five** members present at each meeting shall constitute a quorum.*
- *(3) At least three meetings shall be held in each year.*
- *(4) A special meeting may **be** called provided that written notice of the time, date, place and purpose is issued to each member. Action taken at any special meeting shall not be invalidated for want of such notice if such notice shall be waived by all Management Team members.*
- *(5) ~~Consensus is to be achieved where possible in the case of each decision required of members of the Regional Management Team.~~ **While it is desirable to achieve decisions by consensus, a vote is also acceptable when required.***

- ~~(6) Where a consensus of team members is reached as to a course of action such action shall be valid although not authorised at a meeting held of the team at one geographic location. All such decisions shall be presented for ratification at the next meeting held.~~
- (6) **All changes remain unauthorised until full minutes are produced and ratified at the next full meeting of the RMT.**
- (7) *A chairperson of a Standing or ad hoc committee may attend a Regional Management Team meeting where the meeting is to discuss matters relevant to her responsibilities*

Virginia HT asked what International rules were. Answer - there are no rules, so we are going ahead with what is most suitable for Region 35.

Motion put forward by Patricia Veen seconded by Raewyn Birss.

It was pointed out that on the incoming RMT we have three members from Faultline Chorus and three from Christchurch City Chorus. We really would like some more people from other choruses, especially the smaller ones. Other choruses are encouraged to put members forward for RMT or Resource Team roles. It was pointed out that no roles are forever. For instance the Team Coordinator and Education Coordinator roles are both for one year, and other RMT roles are also either 1 or 2 years. All will revert to a 2 year cycle after this year so RMT is constantly on the lookout for members to join the team.

**Quartet Page on the website:** Quartets - <https://sweetadelines.co.nz/ensembles/37>

Katrina demonstrated where to find the Quartets page, and encouraged people to have a look.

**Addaline Lite:** We are hoping to bring some more news to people via the Addaline Lite in the coming year. This will be in addition to the Addaline that currently published twice a year. Keep an eye on your email box. Leigh also reminded members to ensure their email address is updated on both the Sweet Adelines New Zealand **AND** International websites – they are not linked databases so you need to make any changes individually.

### **Education Events**

Kerry Stewart (Education Coordinator) gave us a brief outline of planned education events for the year ahead, encouraging attendance.

- Directing Retreat with Vickie Maybury in October for frontline directors, assistant directors, music teams, DCP candidates and visual leaders. The 2 education scholarship winners will also be presenting.
- Our administration and potential leaders' course is on 10 August – if we have great administration teams then we can focus on great music so let's put some focus there too. We want to build up a community of best practice.
- Regional workshops – Run by our wonderful regional faculty - Whangarei and Auckland and a location yet to be determined in the South Island. We will pilot this year and expand as required next year.
- Betty Clipman is booked for November 2020 and will be presenting quartet workshops and doing chorus coaching.
- Pan Pacific (mixed quartets) we could have quite a presence at this contest which is scheduled for 2020. We may run some mixed quartet workshops if there is interest.

## Future Conventions

Kerry spoke briefly about the region's ongoing challenges with finding suitable venues for conventions. She noted that the previous cycle of 2 years South Island, and 2 + 2 year North Island had been interrupted by the Christchurch earthquake and subsequent seismic strengthening of many buildings. There was also increased demand for venues, particularly the Aotea Centre, with bookings in place several years ahead around the time of our convention. It is heartening to see that some new venues are becoming available – NZICC in Auckland and the Town Hall and Convention Centre in Christchurch. Next year's convention will be held at the Michael Fowler Centre, Wellington with the following two years likely to be in Christchurch.

Bronwyne Albright noted a new facility will soon be available in Hamilton.

Kerry also noted that the region has always opted to run a convention, with accompanying activities such as Sunday education classes, harmony bazaar and the afterglow. If members were concerned about constraining costs the RMT is happy to consider a cut-down "contest only" option but at this stage we have not had any requests to do this.

The region is also looking at holding a joint convention in Brisbane in 2023. The Region 35 contest and Region 34 contest would still be separate for each region, just run intermingled. The aim is to make this like a mini International packed with education. People will have the experience of participating in a mega convention.

Kerry thanked Jenni Masters and Manjula Shivanandan who are stepping down from their education team roles.

**Vickie Maybury coaching** – choruses need to respond to Virginia to confirm if they want coaching from Vickie in October.

## Regional history

Fy Tait (Historian/Archivist) provided an outline of where she is at with Regional archives. Fy is developing a process that all choruses will be able to follow if they would like something archived. More detail will become available on the SANZ website about this as it is developed. (<https://sweetadelines.co.nz/history>)

## Archivist report presented at RAMM

- A straw poll was undertaken at RAMM 2018 to quickly find out where we were at as a region regarding what records (Organisational, Historical, Cultural and Appraisal/log-worthy \*) were available.
- Of the 15 choruses present, 14 replied. No one had any pressing concerns. 6 have all records dating back to charter, 5 have some records but much has been thrown out, 1 has minimal or no records available - much thrown away.
- I have been working on a process document which will support individual choruses to make a start on the log process and begin collations of individual records. The document has been piloted by me over the past year, using Taranaki Harmony Chorus records for each type of archivable record. Whilst the process has been found to be sufficiently robust to capture the information required, I have yet to sort out how to digitally archive with success and for this I need to take professional advice and will do so. It is important that members don't see this task as arduous and only must log archive records once.
- The process draft has been sent to REC, and, when used by members should provide a means to manage archivable items to everyone's satisfaction. Ideally should be reviewed

annually to ensure it meets the needs of members. It will be finalised once the digitalisation bit has been sorted.

- I have collected old archive material from my predecessor and have provided written information/reports to REC as requested. Future stories may be generated from archive drafts as they are uploaded - bringing our history to life! \*\*
- I have reviewed the records available for our own chorus to gain a good understanding of the type and amount of records in question. I discussed the storage of these with members who have compiled these items. Many boxes of records have been collated by senior members of our chorus who have indicated that they would wish these records to be stored elsewhere.
- The completion of archives will be individually chorus lead, (please don't send me hardcopies and memorabilia) I am working to refine this process, If any member has digital archive experience I would be grateful to discuss this with you.

Please note: Don't send lots of "things" to Fy. Send digital stuff to her, appropriately documented so that it is clear what it is, where it has come from and why it is of national significance. If you are unsure, discuss with Fy before sending.

**The meeting closed at 6:27pm.**



## REGIONAL ANNUAL MEMBERS' MEETING

Dunedin, THURSDAY 2 May 2019

### ATTENDEE LIST

Could attendees please complete this list and pass it on – give back to RMT Communications Coordinator when complete, thank you.

*We would be grateful if you could write clearly please, many thanks.*

YOUR NAME (first and last name please)	NAME OF CHORUS (OR CAL)
Sylvia Fountain	Manawatu Overtones
Susan Huzziff	"
Julie Mansell	Waikato Rivertones Chorus
Emily Aspinall NM	— " — " —
Jennifer Caldwell	Greater Auckland
Hennetta Hunkin-Tasman	Wellington City
Jane Ewera	" "
Raeoyn Bross	Farewell Harmony
Chika Deane	Greater Auckland
Sue Frostick	SouthCity Soundz
Sheryl Willis	SouthCity Soundz
Fleur de Farias	SouthCity Soundz
Julie Earl	Waikato Rivertones
Joanne Oliver	Capital Harmony
Kemj Macaskill-Smith	Waikato Rivertones
Brianna Perry	Waikato Rivertones



## REGIONAL ANNUAL MEMBERS' MEETING

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### ATTENDEE LIST

Could attendees please complete this list and pass it on – give back to RMT Communications Coordinator when complete, thank you.

*We would be grateful if you could write clearly please, many thanks.*

YOUR NAME (first and last name please)	NAME OF CHORUS (OR CAL)
MaryAnn Zarok	OAE
Lesley Standing	Sounds of Hawke's Bay
Janet Rowland	Nelson Bay Harmony
Julie Suggins	" " "
Ann Nicholls	" " "
Carol Jager	Taranaki Harmony
Tasha Black	" "
Ceri Bosley-Brady	" "
JANU Binnie	Faultline Chorus
Kim Cairns	Whangarei Harmony
Philippe Woodward	" "
Steph Skinner	Manawatu Aetates
Meg de Joux (TC)	Manawatu Aetates
Chris Thompson	" "
Liz Watts	" "
Kathy Richardson	Foveaux



# **NEW ZEALAND SWEET ADELINES INTERNATIONAL REGION 35 INCORPORATED**

## **Standing Rules**

**These standing rules replace the standing rules signed by members on the 15 May 2018**

### **1. Name:**

The name of this region is the **NEW ZEALAND SWEET ADELINES INTERNATIONAL REGION 35 INCORPORATED**, which is part of Sweet Adelines International Corporation.

### **2. Purpose:**

- (1) The primary purpose for which this region is formed is to perpetuate and enhance the barbershop music art form through education, thereby benefiting local communities by furthering their artistic enrichment. The region will accomplish this purpose by:

providing education and training for its members in singing four part harmony, barbershop style, without instrumental accompaniment, the parts being tenor, lead, baritone and bass; this to be achieved by organizing and maintaining choruses and quartets; and

giving public and private performances to promote interest in the development and general appreciation of all things pertaining to the art form of barbershop harmony; and

seeking grants, subsidies and scholarships for the purpose of providing education and training; and

accepting endowments, donations, gifts, legacies and bequests and to carry out any trust attaching to or relating to the same within the general objectives of this Region; and

awarding grants and scholarships to organisations and individuals in their pursuit of study and activities in the field of vocal music in order to encourage the development, application, and appreciation of musical talents; and

educating local / regional faculty members in order that they may visit all chapters and prospective chapters and pass their knowledge on; and

doing all things necessary to accomplish the said purpose, including the ownership and disposition of real and personal property; and

uniting the chapters in the region in promoting the purpose of Sweet Adelines International.

- (2) The Region will carry on any secondary or ancillary objectives that will directly or indirectly advance the above charitable purpose.

- (3) Notwithstanding anything else in these standing rules no power or reservation expressed or implied in these rules shall authorise the Region to do or suffer any act that does not further the charitable purpose of the Region. The primary objectives shall be paramount and exclude any act or omission that is or may be deemed to be not in accordance with the charitable purpose.

## **NEW ZEALAND SWEET ADELINES INTERNATIONAL REGION 35 INCORPORATED**

### **Standing Rules**

### **3. Geographic area, membership and organisation**

- (1) The geographic area of this Region is the country of New Zealand.

- (2) Every chapter located in the geographic area of the region, as defined by the Sweet Adelines International Board of Directors, shall be a member of the region, except as the international Board of Directors may otherwise provide. Each chapter in the region shall be subject to the regional standing rules.

#### **4. Member benefits**

Notwithstanding anything else in these standing Rules, no part of any income or capital of the Region shall be paid or applied, appropriated or transferred for the private pecuniary gain of any member, provided however that nothing in this clause shall prevent:

- a) the payment of remuneration not exceeding a commercial amount at that time to any officer, manager, agent, employee or any other person for services rendered to the Region; or
- b) the payment of interest to any person on money lent to the Region, not exceeding the commercial rate of interest at that time

and further provided that nothing in sub-clause (a) or (b) of this clause shall permit or authorise any payment or provision that would result in the Region losing its exemption from Income Tax under the Income Tax Act 2007 and its amendments.

#### **5. Meetings**

##### **A. Regional Annual Membership Meeting (RAMM)**

- (1) A regional annual membership meeting shall be held during the annual regional convention weekend.
- (2) Chapters may submit a topic for discussion at the meeting, provided that it is in writing and is received by the Communications Co-ordinator no later than 28 days before the commencement of the meeting.
- (3) Topics for discussion at the meeting shall be advised in writing to all Chapters and Chapter at Large members to be received by them with an agenda for the meeting no later than 14 days before the commencement of the meeting.
- (4) Each Chapter that is in good standing may nominate a representative from its membership to act as a spokesperson at the meeting. Chapter at Large may nominate a representative from its membership to act as a spokesperson at the meeting.
- (5) A majority of chapter representatives registered for the regional convention who are present shall constitute a quorum.
- (6) Voting and eligibility
  - a) If a vote is included in the agenda, voting shall be exercised through the chapters of the region and each chapter shall be allowed one vote, to be cast by the chapter representative.
  - b) In the event that a subject being discussed requires further consideration before it is voted upon that topic shall be taken back to each chapter.
  - c) Each topic for which voting takes place shall be adopted if a majority of those present and entitled to vote are in favour, and submitted to the Regional Management Team for implementation.
  - d) No elective or appointed member of the Regional Management Team may serve as a chapter representative.
- (7) Regional Management Team members shall present their annual report to members by arranging for the Communications Coordinator to circulate it to members at least two weeks before the meeting. The Team Coordinators report to be read out at the meeting
- (8) The auditor shall be appointed for the ensuing year at the meeting.
- (9) Decisions taken at the meeting shall not be invalidated for want of the required notice, should the requirement for such notice be waived.

##### **B. Audited financial statements**

The audited financial statements shall be forwarded to each Chapter and Chapter at Large member no later than five (5) calendar months following the end of the financial year, which is December 31.

### **C. Special meetings**

- (1) Special meetings other than the Regional Annual Membership Meeting may be held during the year for general membership participation.
- (2) Special meetings may be called by the Regional Management Team, or upon the written request to the Regional Management Team by a majority of Chapters in the region. Topics for discussion at the special meeting shall be advised in writing to all Chapters and Chapter at Large members to be received by them with an agenda for the meeting no later than 28 days before the commencement of the meeting.
- (3) Each Chapter that is in good standing may nominate a representative from its membership to act as a spokesperson at the meeting. Chapter at Large may nominate a representative from its membership to act as a spokesperson at the meeting.
- (4) A majority of chapter representatives registered who are present shall constitute a quorum.
- (5) Voting and eligibility
  - a) If a vote is included in the agenda, voting shall be exercised through the chapters of the region and each chapter shall be allowed one vote, to be cast by the representative.
  - b) Each topic for which voting takes place shall be adopted if a majority of those present and entitled to vote are in favour.
  - c) No elective or appointed regional officer or member of the Regional Management Team may serve as a chapter representative.
- (6) Decisions taken at any special meeting shall not be invalidated for want of the required notice, should the requirement for such notice be waived.

## **6. Good standing**

- (1) A Chapter shall be considered in good standing in the region provided that it complies with all the requirements of the Sweet Adelines International Certificate of Incorporation, the International Corporate By-laws, these regional standing rules and any policies and code of conduct established from time to time by the International Board of Directors and the Regional Management Team.
- (2) A Chapter at Large member shall be considered in good standing in the region provided that she complies with Sweet Adelines International Corporate By-laws, these regional standing rules and any policies and code of conduct established from time to time by the International Board of Directors and the Regional Management Team.

## **7. Regional Management Team**

### **A. Sweet Adelines International governance**

All aspects of the Regional Management Team's structure and team members' roles are established and revised according to Sweet Adelines International policies.

### **B. Regional Management Team function**

The Regional Management Team is the governing body for the region. It shall establish, review and amend from time to time policies and a code of conduct for the region, provided that none conflict with policies established by the International Board of Directors of Sweet Adelines International.

### **C. Number**

The number of Regional Management Team Members shall be eight, or such other number as Sweet Adelines International may require.

### **D. Officers**

The officers of the Region shall be:

- Communications Coordinator
- Directors Coordinator
- Education Coordinator
- Events Coordinator
- Finance Coordinator

- Marketing Coordinator
- Membership Coordinator
- Team Coordinator

or such officers as Sweet Adelines International may decide.

**E. Term**

- (1) The term of each member shall be two years.
- (2) The term shall begin on 1 May in the year subsequent to their appointment.
- (3) No member shall serve more than three consecutive two year terms.
- (4) To maintain rotation when a team member resigns or is removed from office before the conclusion of her term, the member replacing her will serve the balance of the term of the person who is vacating her position. Time served completing an unexpired term will not be included as part of the term limits as defined in Article IV, Section 1 of the Standard Form Regional Bylaws.

**F. Vacancies**

In the event of a position becoming vacant either because of a resignation, death or removal from office, the Regional Management Team shall appoint a replacement for the balance of the term according to the requirements of these standing rules, and an appointment is to be made within thirty (30) days of the vacancy occurring.

**G. Resignations**

Any resignation from the Regional Management Team is to be conveyed to the team in writing, and where possible the member is to continue to serve in her position until a replacement is appointed.

**H. Removal from office**

- (1) In the event that any internationally appointed member of the Regional Management Team fails to perform the duties delegated to her by the International Board of Directors, or whose conduct is deemed to be prejudicial to Sweet Adelines International, the International Board of Directors may remove such a member from office by a two thirds (2/3) vote. Any member so removed shall have served on her notice of the charges against her, and shall have thirty (30) days from the date of such notice to produce evidence to refute such charges.
- (2) Any regionally appointed/elected member of the Regional Management Team who fails to perform the duties delegated to her by the International Board of Directors, or whose conduct is deemed to be prejudicial to Sweet Adelines International may be removed from her position by a consensus of the Regional Management Team. Any regionally appointed/elected member thus removed shall have served on her notice of the charges against her, and shall have thirty (30) days from the date of such notice to produce evidence to refute such charges. She shall also have the right of appeal to the International Board of Directors.

**I. Regional Management Team Meetings**

- (1) The initial meeting is to be held as soon as possible after the 1<sup>st</sup> May in each year.
- (2) Five members present at each meeting shall constitute a quorum.
- (3) At least three meetings shall be held in each year.
- (4) A special meeting may called provided that written notice of the time, date, place and purpose is issued to each member. Action taken at any special meeting shall not be invalidated for want of such notice if such notice shall be waived by all Management Team members.
- (5) While it is desirable to achieve decisions by consensus, a vote is also acceptable when required.
- ~~(6)~~ All changes remain unauthorised until full minutes are produced and ratified at the next full meeting of the RMT

- (7) A chairperson of a Standing or ad hoc committee may attend a Regional Management Team meeting where the meeting is to discuss matters relevant to her responsibilities.

**J. Duties of Regional Management Team members**

The duties of Regional Management Team members are described in the Policy Book of Sweet Adelines International Corporation at Section VII, Div. A, 1 through B.

**K. Standing Committees:**

- (1) By-laws and Rules is a standing committee for the region. The Team coordinator recommends an appointment to chair this team subject to the ratification of the Regional Management Team.
- (2) Other standing committees may be set up and an appointment made of a chairperson in each case by the Regional Management Team.
- (3) The coordinator of a standing committee shall after consultation with the Regional Management Team appoint members to her team.
- (4) All coordinators and committee members shall be members in good standing with their chapters which in turn must be in good standing with the region and the international organisation.
- (5) If any coordinator of a standing committee is not fulfilling the requirements of her position for whatever reason, the Regional Management Team shall replace her.
- (6) The appointment of a coordinator to a standing committee is for two years, which term may be renewed.

**L. Ad hoc Committees:**

- (1) Ad hoc committees may be set up and an appointment made of a chairperson in each case by the Regional Management Team.
- (2) The coordinator of an ad hoc committee shall after consultation with the Regional Management Team appoint members to her team.
- (3) All coordinators and committee members shall be members in good standing with their chapters which in turn must be in good standing with the region and the international organisation.
- (4) If any coordinator of an ad hoc committee is not fulfilling the requirements of her position for whatever reason, the Regional Management Team shall replace her.
- (5) The appointment of a coordinator to an ad hoc committee is for the expected term of the committee. If the committee is continuing after two years, the term may be renewed.

**M. Nominating Committees**

- (1) The management team will appoint a nominating committee to develop the slate for the elections of the Directors' Coordinator and Membership coordinator. The nominating committee will consist of one member from the Regional Management Team and two members from the membership at large. The Regional Management Team shall designate one of these members as chair of the committee. All members shall be members in good standing in chapters which are in good standing in the region and the international organisation.
- (2) The Nominating Committee will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork with regard to Regional Leadership Coordinators appointment as prescribed in bylaws and policies of Sweet Adelines International Corporation Board of Directors.

**8. Assets**

Any assets purchased by or donated to the region are to be used for advancing the purposes of the Region.

## 9. Finance

### A: Financial year

The financial year of the region shall be from 1<sup>st</sup> day of January in each year until the 31<sup>st</sup> December of that year.

### B: Income and capital receipts

The region shall be funded by:

- An annual regional levy payable by members of the region. This may include an annual administration levy, an annual education levy, an annual convention levy and other levies as may be deemed necessary by the RMT to meet financial obligations
- Convention and other regional events
- Fundraising ventures
- Sponsorship
- Grants
- Subsidies
- Endowments
- Donations
- Legacies and bequests

### C: Expenditure

For any payments made by the Region through online banking or cheques, two signatures or authorities are required. Positions on the RMT that shall be authorised to sign these instruments are to be decided annually when newly appointed or elected members take office. The Finance Coordinator is required to be a signatory.

### D: Audit

- (1) The Region's financial statements are to be audited by an independent auditor each year following the end of the financial year.
- (2) A copy of the Region's audited financial statements is to be forwarded to or filed annually with:
  - Sweet Adelines International Finance Department
  - The Charities Commission (removed Wellington, New Zealand)
  - Chapters in the Region

### E: Investment of funds

The Regional Management Team may invest the whole or any part of its funds which are not immediately required for day-to-day activities on such terms as the RMT may think fit.

### F: Borrowing

The Region shall have the power to borrow or raise money whether by way of overdraft or otherwise and with or without security.

The region may mortgage any real or personal property of the Region and may issue debentures, promissory notes, bonds or other instruments for securing the same upon such terms as it thinks fit.

### G: Chapter recess or dissolution

If a registered or prospective chapter in the Region goes into recess or is dissolved any and all moneys and property of the chapter will be transferred to the Region, which is the administrative organisation for the Region.

## 10. Annual regional convention

- (1) Annual Regional chorus and quartet competitions shall be held under the supervision of the Sweet Adelines International organisation, and shall be governed by its policies of competition and judging.
- (2) The annual regional convention and competition shall be planned and managed by the Events Coordinator in accordance with the international Guidelines for Regional Conventions handbook and the New Zealand Convention Steering Team policies.

- (3) All Competitors directors and coaches attending the regional convention shall pay the registration fee.

## **11. Amendments to standing rules**

- (1) These Regional standing rules may be added to, rescinded or otherwise amended by the Regional Management Team provided that consensus is reached;

and provided that the Sweet Adelines International Board of Directors has examined and approved any amendments;

and provided further that no alteration shall be effected if that alteration or addition would result in the Region losing its exemption from Income Tax under the Income Tax Act 2007 and its amendments., or if that approval is not forthcoming, by a Court of competent jurisdiction.

- (2) Any proposed alteration to these standing rules shall be notified in writing to the Communications Coordinator at least 21 days before a Special General Meeting called for the purpose of considering the proposed alteration.
- (3) The notice of meeting must set down in writing the words and meaning of the proposed addition, rescission or amendment.
- (4) Approved Regional standing rules must be furnished by the Region to each Chapter within the Region, the International By-laws and Rules specialist and the Corporate Secretary at Sweet Adelines International Corporation.

## **12 Winding up**

- (1) In the event that members present at a Special General Meeting called for the purpose of considering dissolution resolve that the Region should be wound up voluntarily then the winding up should be done in the manner provided by the Incorporated Societies Act 1908. Such resolutions shall be submitted for confirmation to a subsequent Special General Meeting called for that purpose and held no earlier than thirty (30) days after it was first passed, and the decision shall be subject to ratification by the International Board of Directors of Sweet Adelines International Corporation. Following confirmation of the decision by the International Board, a notice of the resolution shall be sent to the Registrar of Incorporated Societies and the Charities Commission.
- (2) All properties may be disposed of during a winding up in any lawful manner. After payment of all debts, obligations and encumbrances incurred by the Region all remaining business income will be distributed to Chapters registered in Region #35 in proportion to their paid membership as at the date of the winding up resolution, provided that they are at that time registered with the Charities Commission, and to distribute and remaining assets to Sweet Adelines International Corporation organised under the laws of the state of Oklahoma in the United States of America if it is then in existence and exempt under Section 501 (c) (3) of the Internal Revenue Code of 1954, to be used in such a manner as shall best accomplish the general purposes of this Region.

We certify that these standing rules of New Zealand Sweet Adelines International Region 35 Incorporated have been approved and adopted

SIGNED: L. M. Whitelaw  
Name: Leigh Whitelaw  
RMT Team Coordinator

Dated: 10/5/2019

N. W. Giles  
Name: Nic Giles  
RMT Communication Coordinator

Dated: 10/5/2019

Certified by Janeell Mason  
Signature

Corporate Secretary

**International Board of Directors of Sweet Adelines International Corporation.**

**NEW ZEALAND SWEET ADELINES INTERNATIONAL  
REGION 35 INCORPORATED**