

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 "User Group" will be used as an abbreviation.

2 Objects and Activities of the Society

- 2.1 The User Group's purpose is the promotion of beneficial use of geographic information systems (GIS) and associated information technologies.
- 2.2 The User Group may itself engage in or contract with government or commercial organisations, for the provision, creation or development of data, software, services, devices, documentation, publications or other activities which it judges useful to its members.
- 2.3 The User Group 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.
- 2.4 An annual User Group Conference is to be held for which the User Group will issue all invitations and will determine the programme to be followed.
- 2.5 The User Group will conduct all its activities to the highest ethical standards.

3 Membership

- 3.1 User Group membership is of three types:
 - 3.1.1 **Life:** Life membership may only be granted to existing members by the User Group at the Annual General Meeting, following nomination by a member and by majority show of hands of those members present. Life members are exempt from any annual membership subscription fees. A maximum of five Life members may belong to the User Group at any time.
 - 3.1.2 **Individual:** Individual members will accepted into the User Group upon payment of the annual subscription fee set by the User Group Committee and their provision of name and contact details to the Secretary. The Committee may accept any application for Individual 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. Individual members will be sent notice of subscription dues.

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Individual membership may be cancelled by the User Group Committee if the member does not pay the annual subscription within 90 days of notice.

- 3.1.3 **Corporate:** Corporate membership is available to organisations wishing to have an unspecified number of people or unspecified individuals on their staff join the User Group, and their entire staff are entitled to participate as if Individual members. Corporate members will be accepted into the User Group upon payment of the annual subscription fee set by the User Group Committee and their provision of their organisation's name and contact details to the Secretary. The Committee may accept any application for Corporate 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. Corporate members will be sent notice of subscription dues. Corporate membership may be cancelled by the User Group Committee if the member does not pay the annual subscription within 90 days of notice.
- 3.2 The Secretary will maintain a current list of all the membership.
- 3.3 The User Group 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 User Group 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 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 User Group 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

- 4.1 Changes to these rules may only be proposed by members at a general meeting of the User Group. 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

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Committee considers important to put to the User Group 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 User Group. User Group 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 User Group will have a Committee of members comprised of a Chairman, Vice Chairman, Treasurer and Secretary (jointly the "Executive") and sufficient other non-executive Committee members to provide reasonable industry and geographic representation to its members. The non-executive Committee positions will be appointed by the Executive members from amongst the membership.
- 6.2 The Committee will do its best to implement all resolutions passed by open vote in general meetings of the User Group, but in all other matters will be free to act as it sees fit, within these rules.
- 6.3 Executive positions are to be filled by member volunteers upon initial incorporation of the User Group and from then on by secret ballot of all members conducted at or before a general meeting of the User Group, 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.
- 6.4 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 User Group will remain confidential to the Executive officers and will not be revealed to any other party.

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

9 Powers of the Society to borrow money

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- 9.1 The User Group will operate so as to cover its outgoings by annual membership subscription fees and money earned by activities of the User Group. The User Group 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 general meeting.

10 Actions upon dissolution of the Society

- 10.1 The User Group 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 User Group, will be liquidated and paid to the members in equal share.