

Multiples Counties Manukau Incorporated

Constitution

1. NAME

- 1.1. The name of the Club shall be the “Multiples Counties Manukau Incorporated” and thereafter, referred to as the MCM throughout this constitution.

2. REGISTERED ADDRESS

- 2.1. The Registered Office of MCM shall be situated in Manukau City or such other place as members at the Annual General Meeting shall decide.

3. OBJECTIVES

- 3.1. The objectives of MCM shall be:
 - a. To provide information and advice to any individual directly involved with the club, raising and well-being of a multiple birth within the Manukau/Counties area.
 - b. To publicise MCM, its aims and activities.
 - c. To be non-profit, non-political, non-sectarian organisation.
 - d. To publish and share newsletters, leaflets, or other documents for the promotion of the MCM.

4. MEMBERSHIP

Membership of the MCM shall consist of any individual or family directly involved with the care and raising of multiple birth.

- 4.1. MCM may by resolution elect honorary life members in recognition of outstanding service to the club and any honorary life member shall be exempt from payment of an annual subscription and shall be entitled to all the rights and privileges of a member of the MCM.
- 4.2. Intending members shall complete and submit a membership application form containing such information as the Committee determines.
- 4.3. All members shall pay to the MCM such annual membership fee as approved by the MCM at the Annual General Meeting.
- 4.4. The financial year shall end 31 March each year and membership fee shall become due 1 April.
- 4.5. Any member who fails to pay any monies due under the preceding sub-clause within *one month* of the start of the next financial year shall cease to be a member for that year.
- 4.6. The Committee shall establish and maintain a register of members.

- 4.7. The financial members will be able to hire equipment owned by the MCM for a fee as set by the Committee.
- 4.8. The equipment for hire shall be securely stored at a member's house, commercial storage facility or other such location as agreed by the Committee and the equipment shall be covered by appropriate insurance as determined by the Committee.
- 4.9. Any member may resign from MCM by giving one month's notice in writing to the Membership Co-ordinator of this intention but shall remain liable for and pay to MCM all monies which at the time of ceasing to be a member were due from that member to MCM.
- 4.10. Upon ceasing to be a financial member, any equipment hired must be returned to MCM in a clean and undamaged state, or the bond will be forfeited.
- 4.11. All members shall promote the objectives of MCM and shall do nothing to bring MCM into disrepute. Members shall at times use their best endeavours to behave in a transparent, ethical and impartial manner with respect to third parties whose interests may be affected by such members' actions on behalf of MCM.
- 4.12. The Committee may at any time by written notice invite any member (including an Officer) within a specific time to resign for breach of this Constitution or any MCM policy. If the member does not resign, the Committee shall proceed through the disputes resolution process as outlined in Clause 12 of this constitution.

5. PROCEEDINGS OF THE MCM ANNUAL GENERAL MEETINGS

The MCM shall hold an Annual General Meeting within eight weeks of the end of the financial year.

- 5.1. The business of the Annual General Meeting shall include the presentation of the annual report, accounts and determination of the amounts of the membership fee, and the election of the Committee.
- 5.2. Not less than 21 days notice in writing shall be given of an Annual General Meeting.
- 5.3. Members shall have individual voting rights.
- 5.4. No business shall be transacted at an Annual General Meeting unless a quorum is present at the time the meeting proceeds to business. Quorum will be a 75% majority when four or more delegates are present in person, or such a number as decided at the Annual General Meeting shall constitute a quorum.
- 5.5. If a quorum is not present, the meeting shall be adjourned to a date and time as the Committee shall determine.
- 5.6. At any meeting a resolution put to the vote of the meeting shall be decided by a show of hands.
- 5.7. Annual General Meetings may in cases of exceptional circumstances be held online via video link.

THE COMMITTEE

The affairs of MCM shall be managed by a Committee consisting of members of the MCM.

- 5.8. At such intervals determined by the Committee, it shall publish and send to all members a newsletter reporting the activities of the MCM.
- 5.9. The Committee of MCM shall consist of a President, Secretary, Treasurer and such other officers as set by MCM, by resolution at an Annual General Meeting.
- 5.10. Each Committee member shall hold office until the Annual General Meeting next, following the date of his/her election but is eligible for re-election (provided that no person shall hold the same office for more than three years in succession, unless in a case of exceptional circumstances for the roles of President, Treasurer and Secretary).
- 5.11. Nomination of candidates for election as Committee members shall be accepted at the Annual General Meeting and endorsed by the candidate.
- 5.12. If the number of nominations exceeds the positions available, a ballot shall be held.
- 5.13. No remuneration or benefit in monies or monies worth except the repayment of expenses incurred in performing the duties of his/her office shall be paid or provided to any Committee member.

6. POWERS OF THE COMMITTEE

The MCM Committee have the following powers:

- 6.1. To conduct the general business and affairs of the MCM.
- 6.2. To receive, expend and invest the funds of the MCM.
- 6.3. To make, alter, rescind and amend from time to time, by-laws for the management and conduct, of the affairs of the MCM.
- 6.4. To keep proper records of all financial transactions of MCM, proper minutes of the Annual General Meeting, annual reports, balance sheets and statements of account.
- 6.5. To keep a register of members.

7. ACCOUNTS

All monies received by the MCM shall be deposited at the earliest possible date to the credit of a bank account in the name of MCM and receipts shall be issued forthwith.

- 7.1. All payments in excess of ten dollars (\$10.00) or such a larger amount as the Committee determines made by the MCM shall be paid by cheque or direct credit and authorised by two Committee members.
- 7.2. The Treasurer shall keep a true record of all monies received and expended by MCM and those records shall be open to the inspection of members of the Committee.
- 7.3. The financial year of the MCM is the period commencing 1 April in each year and ending on 31 March.

8. ALTERATION OF RULES

- 8.1. 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 (dissolution).

9. DISSOLUTION

- 9.1. The MCM may be wound up by a resolution passed at a meeting of MCM, and confirmed at a meeting of MCM, and then confirmed at a second meeting of the MCM, to be held no sooner than 21 days after the meeting at which the first resolution was passed.
- 9.2. On the passing of such a resolution and after all the expenses of MCM have been met, all remaining funds and assets (if any) shall not be paid or distributed to members of the organisation, but shall be handed to such an organisation or organisations as having similar objectives to MCM within New Zealand.

10. COMMON SEAL

- 10.1. The Committee shall provide a common seal for MCM and may from time to time replace it with a new one. The President shall have custody of the common seal, which shall only be used by the authority of the Committee. Every document to which the common seal is affixed shall be signed by the President and countersigned by the Secretary or a member of the Committee.

11. DISPUTE RESOLUTION

- 11.1. MCM has a Disputes and Grievances Policy for dealing with complaints that are made against it, Committee Members and for internal disputes. The process outlined in the policy will assist with the fair, efficient and timely resolution of disputes that:
- Arise between persons who are Members (as outlined in Clause 4 and the Membership Policy) or organisations with a formal partnership with MCM; and
 - Involve an important activity or responsibility of MCM; and
 - The Committee considers that is of such importance or is causing such a level of disruption to the membership, activities or reputation of MCM that it must be addressed.

Dated: 27/06/2021

Signed: *A Taylor-Wade*
Alison Taylor-Wade
President.

[Signature]
Simon Taylor
Equipment officer.



[Signature]
Kylie Harrison
Treasurer.

Previous Version 20/04/2021
Current Version 21/06/2021

COMMITTEE ROLE DESCRIPTIONS

PRESIDENT

- Plan, attend, and chair monthly committee meetings ensuring that they are run efficiently and effectively.
 - Create and abide by an agenda.
 - Keep a file with all correspondence.
- Act as a signatory for the Club in all legal purposes and financial purposes.
- Liaises and report to Multiples NZ, Porse, and other community organisations when required (i.e. surveys, meetings via Skype or face-to-face).
- Work to maintain key relationships within and outside the club.
- Receive and respond to all club enquires which come through the website.
- Receive and respond to all club enquires via phone or mail.
- Set goals, monitor goals, and motivate committee members towards the accomplishment of goals set.
- Assist in identifying families who may need assistance and co-ordinate where possible to apply for grants, provide assistance etc.
- Recruit and retain members, work alongside committee members ensuring that the Committee fulfils its responsibilities for the success of the club.
- Provide leadership and direction to the Committee.
- Spokesperson for the club.
- Attend antenatal classes to support the co-ordinator and act as a link for the new parents to the club.
- Backup and support Committee roles, i.e. Treasurer, Equipment, Membership, Newsletter, as required.
- Precious Premmie packs.
- Hold and maintain and distribute loan Prem clothing.

VICE-PRESIDENT

- Support and step in for President as necessary (if President unable to attend a committee meeting etc).
- Assist where needed with Membership and general enquires.
- Assist in identifying families who may need assistance and co-ordinate where possible to apply for grants, provide assistance etc.
- Recruit and retain members, work alongside committee members ensuring that the Committee fulfils its responsibilities for the success of the club.
- Administrate the Club Facebook page and Buy/Sell page.

TREASURER

- Has day-to-day responsibility of club accounts (responsible for the financial supervision of the club).
- Check for new payments (membership, equipment, advertising).
- Advising Membership and Equipment officers when payment are received.
- Responsible for paying bills (as signed off and accepted by President and/or Committee).
- Keep a spreadsheet of bond payments made.
- Refund bond payments as requested or is appropriate.
- Organise the preparation of the end of year financial statement.

SECRETARY

- Take minutes at monthly meeting.
- Share prepared minutes to the Committee Facebook page.
- Assists with following up membership renewals.

ANTENATAL CLASS CO-ORDINATOR

- Invite members to classes and advertise upcoming Multiples Classes on Facebook and via email.
- Organise a New Parent Panel to visit and share their experiences.
- Liaise with venue and organise goodie bags for all attendees.

GRANTS OFFICER

- Identify potential grant opportunities.
- Collate information and complete grant applications:
 - o Includes providing demographic information.
 - o Provide financial information to support grant applications.
- Complete reporting activities as per individual grant applications.
- Apply for at least four grants in each financial year.

EQUIPMENT HIRE

- Oversee storage of equipment at Papakura Storage.
- Contact people regarding equipment enquires.
- Organise equipment hire when requested and paid. Ensure hire forms are filled out and filed.
- Take broken or overly worn equipment out of circulation.
- Keep track of capsule expiry dates.

- Clean equipment as required.
- Organise equipment returns.
- Increase awareness in the club of what is available.
- Complete a stock take and advise the Committee of equipment needs or replacements.

MEMBERSHIP CO-ORDINATOR

- Process new members, send intro email and membership pack.
- Process membership renewals, email out new membership card.
- Order and keep track of envelopes, booklets, and items for the welcome pack.
- Update membership spreadsheet.

NEWSLETTER EDITOR

- Collate articles for newsletter from members, internet, Multiples NZ archives.
- Write articles for the newsletter.
- Request photos from members.
- Use appropriate software to create a newsletter for publication.
- Provide web and print copy of the newsletter to the President and Website Manager.

EVENT CO-ORDINATOR

- Identify potential fundraising opportunities.
- Plan and organise events which enable the club's members to get together.
- Lead the event sub-committee.

NAPPY DISTRIBUTION

- Check requests made via the website.
- Complete the request on the NZMBA website.
- Liaise with Huggies when needed.
- Update the membership spreadsheet with baby details.

WEBSITE MANAGER

- Upload the newsletter.
- Ensure Google Docs are shared with committee members who need to view these.
- Ensure the website is up to date, troubleshoot any issues.
- Update events as they are organised and link to the Facebook page to promote.

Previous Version 20/04/2021

Current Version 21/06/2021

BREAST PUMP HIRE

- Store breast pumps and kits.
- Contact members regarding breast pump hire.
- Organise pump hire when requested and bond is paid. Ensure hire forms are filled out and filed.
- Keep track of pumps at all times – record serial numbers on hire forms and the membership spreadsheet.
- Clean pumps as required.
- Organise pump returns.

PLAYGROUP CO-ORDINATOR

This co-ordinator organises/runs the playgroup including:

- Ensuring all members attending sign the attendance sheet.
- Collecting payment for attendance.
- Setting up and packing away equipment.
- Purchasing of morning tea.
- Planning and providing the equipment for any activities, e.g. playdough.

The co-ordinator acts as the first point of contact where the playgroup is held.

COFFEE GROUP CO-ORDINATOR

This co-ordinator organises and hosts a coffee group once every three months. Invited to the coffee group are members of previous antenatal classes and their babies. The babies are usually around three months old. Organisation includes:

- Contacting the relevant families with a personal invitation.
- Hosting an informal coffee group, including providing refreshments.
- Attending antenatal classes to promote the coffee and playgroups.
- Assisting and providing support for groups to continue meeting independently of the co-ordinator.

NEW MEMBER CONTACT

- Makes contact with new members either through Facebook, email, or phone.
- Ensures they are aware of club benefits and can navigate the website to get the most out of their membership.
- Reports back to Committee with any members requiring additional assistance.
- Assists President with keeping ties within the community.

PRIVACY OFFICER

The Privacy Officer will:

- Be familiar with the privacy principles in the Privacy Act.
- Work to make sure the Club complies with the Privacy Act.
- Deal with any complaints from club members about possible privacy breaches.
- Deal with requests for access to personal information, or correction of personal information.
- Act as the Club's liaison with the Office of the Privacy Commissioner.