

# Constitution of Women in Engineering Christchurch Incorporated Society

Adopted: 27<sup>th</sup> May 2026

Incorporated Societies Act 2022

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# Article 1: General Provisions

## Section 1; Name

The name of the society shall be “*Women In Engineering Christchurch Incorporated Society*”

(hereinafter referred to as WIE CHCH).

## Section 2: Purposes

The purposes of the Society are:

- a) To provide a social network for engineers in Christchurch Ōtautahi
- b) To hold events, including social and networking events, for members of WIE
- c) To do all such other things as incidental or conducive to the attainment of the above purposes.

The Society is not established or conducted for private profit. No member of the Society shall receive any distribution from the Society's income or assets.

## Section 3: Powers

The Society has all the rights, powers, and privileges of a natural person for the purpose of carrying out its purposes, including (but not limited to) the power to:

- (a) Open and operate bank accounts;
- (b) Enter into contracts;
- (c) Acquire, hold, and dispose of real and personal property;
- (d) Employ staff and engage contractors;
- (e) Accept donations, bequests, and sponsorships;
- (f) Charge fees for services or membership;
- (g) Do anything else lawful that promotes or helps to promote the Society's purposes.

## Section 4: Registered Office

The registered office of the Society shall be at 27 Cranbrook Avenue, Burnside, Christchurch 8053 or at such other place as the Committee may from time to time determine.

## Section 5: Financial Year

The financial year of the Society shall end on 31st March each year, or such other date as the Committee may determine.

## Article 2: Committee/ Governance

### Section 1: The Committee

The WIE Society Committee controls the management of the WIE Incorporated Society.

The WIE Society Committee will consist of:

The committee members:

- (a) Chairperson
- (b) Operations Manger
- (c) Treasurer
- (d) Social Media Manager
- (e) Event Manger/s

All committee members will be members of the WIE Society, and are members that exercise significant influence over the club.

The Committee is responsible for:

- (a) Managing the Society's affairs;
- (b) Implementing decisions of general meetings;
- (c) Preparing budgets and financial reports;
- (d) Maintaining the Register of Members;
- (e) Ensuring compliance with these rules and applicable laws;
- (f) Organise events for club members.

### Section 2: Eligibility for Committee

To be eligible for election or appointment to the Committee, a person must:

- (a) Be a Member of the Society;
- (b) Be 18 years of age or over;
- (c) Not be disqualified from being an officer under the Incorporated Societies Act 2022.

### Section 3: Election of Committee

Committee members shall be elected by the existing committee when a position opens or a new role is introduced.

Nominations for Committee positions must be:

- (a) In writing;
- (b) Signed by the nominee;
- (c) Received by the Operations Manager before the closing date advertised.

If there are more nominations than positions available, the existing committee will interview all applicants and decide on successful candidate.

All committee members shall be elected to their specific roles. If a vacancy occurs on the Committee, the Committee may appoint another eligible member to fill the vacancy.

## Section 4: Terms of Office

Committee members hold office from when they are elected until they resign or are removed earlier.

## Section 5: Cessation of Committee membership

A person ceases to be a Committee member if they:

- (a) Resign by giving written notice to the Committee;
- (b) Cease to be a member of the Society;
- (c) Are removed by resolution at a general meeting;
- (d) Become disqualified under the Incorporated Societies Act 2022.

## Section 6: Committee Meetings

The Committee shall meet at least 12 times per year.

Committee meetings may be called by:

- (a) The Chairperson; or
- (b) Any other Committee members by written notice to the Operations Manager.

At least 2 days' notice of a Committee meeting must be given to all Committee members, except in cases of urgency.

A quorum for Committee meetings is 2 of the Committee members.

Each Committee member has one vote. The Chairperson has a casting vote in the event of a tie.

The Committee may meet by audio or audio-visual link, and participation by such means constitutes attendance at the meeting.

The Committee may pass resolutions without a meeting if all Committee members agree in writing to the resolution.

## **Section 7: Roles of the Committee Officers**

### **Chairperson**

The Chairperson shall:

- (a) Chair Committee meetings and general meetings;
- (b) Ensure the Society is managed in accordance with these rules;
- (c) Be a spokesperson for the Society (unless the Committee delegates this function);
- (d) Carry out other duties as determined by the Committee;
- (e) Lead development of strategic direction for society.

### **Operations Manger**

The Operations Manager shall:

- (a) Maintain the Register of Members;
- (b) Give notice of Committee meetings and general meetings;
- (c) Prepare and distribute agendas and minutes;
- (d) Conduct the Society's correspondence;
- (e) Maintain the Society's records (except financial records);
- (f) Submit the annual return to the Registrar of Incorporated Societies;
- (g) Notify the Registrar of changes as required by law.
- (h) Maintain website and domain

### **Treasurer**

The Treasurer shall:

- (a) Maintain proper accounting records;
- (b) Prepare financial statements for each financial year;
- (c) Present financial reports to the Committee and general meetings;
- (d) Arrange for the annual financial review or audit as required;
- (e) Provide the Committee with regular budgets and financial updates;

- (f) Ensure the Society meets its financial obligations.
- (g) Invoice Sponsors
- (h) Work with Chair to obtain sponsorship deals
- (i) Help organize any events
- (j) Maintain finances and track spending
- (k) In charge of the bank account and card
- (l) Pay for all committee expenses

### **Marketing Manager**

The Marketing Manager shall:

- (a) Create and schedule posts across LinkedIn, Instagram and Facebook
- (b) Create and monitor the ticketing page for events (Humanitix)
- (c) Promote events and initiatives by preparing marketing material and post event highlights
- (d) Engage with the community on social media by responding to comments and messages and resharing relevant content.
- (e) Maintain a consistent voice and brand

### **Event Manager**

The Event Manager(s) shall:

- (a) Planning and executing 4-5 events per year (approximately one event every 1-2 months between two event managers)
- (b) Managing all event logistics including venue booking, catering, registrations, and day-of coordination
- (c) Collaborating with speakers, sponsors, and vendors
- (d) Delegating tasks to committee members and volunteers as needed
- (e) Bringing creative ideas for new event formats while maintaining our successful recurring events

## **Article 3: Membership**

### **Section 1: Membership definition and requirements**

Anyone who has an interest in the club can be a member.

## Section 2: Membership Fees

The annual membership fee (if any) shall be determined by the Committee from time to time.

Membership fees are payable on joining and thereafter annually and are non-refundable except at the discretion of the Committee.

The Committee may waive or reduce fees for any member in special circumstances.

## Section 3: Rights of Members

All Members have the following rights:

- (a) To receive notice of and attend general meetings;
- (b) To speak at general meetings;
- (c) To vote on matters at general meetings (one vote per member);
- (d) To stand for election to the Committee;
- (e) To access the Society's rules and Register of Members;

## Section 4: Obligations of Members

All members must:

- (a) Uphold and promote the purposes of the Society;
- (b) Comply with these rules;
- (c) Pay any fees owing to the Society;
- (d) Conduct themselves in a manner that reflects positively on the Society.

## Section 5: Termination of Membership

A person ceases to be a member if they:

- (a) Resign by giving written notice to the Society;
- (b) Die (in the case of an individual) or are liquidated or removed from the register (in the case of an organisation);
- (c) Fail to pay their membership fee within 3 months of it becoming due;
- (d) Are removed from the Register of Members by resolution of the Committee for any other reason permitted by these rules.

# Article 4: General Meetings

## Section 1: Annual General Meetings

The Society shall hold an Annual General Meeting once in each calendar year, within 6 months after the end of the Society's financial year.

The business of the Annual General Meeting shall include:

- (a) Confirmation of minutes of the previous Annual General Meeting and any special general meetings;
- (b) Annual report from the Chairperson or Committee;
- (c) Financial statements for the previous financial year;
- (d) Appointment of a financial reviewer or auditor (if required);
- (e) Any other business notified to members in the notice of meeting.

## Section 2: Special General Meetings

A special general meeting may be called by:

- (a) Resolution of the Committee; or
- (b) Written request to the Operations Manager from at least 3 members or 10% of members (whichever is greater).

If the Committee does not call a special general meeting within 28 days of receiving a valid request, the members who requested it may call the meeting themselves.

## Section 3: Notice of General Meetings

At least 14 days' written notice must be given to all members before a general meeting.

The notice must specify:

- (a) The date, time, and place of the meeting;
- (b) The business to be conducted;
- (c) If a special resolution is proposed, the text of the resolution.

Notice may be given by:

- (a) Post to the member's last known address;
- (b) Email to the member's last known email address;
- (c) Any other method agreed with the member.

## Section 4: Proceedings at General Meetings

A quorum for general meetings is 10 members or 20% of members (whichever is less).

If a quorum is not present within 30 minutes after the scheduled start time, the meeting shall be adjourned to the same day in the following week at the same time and place, or to such other day, time, and place as the Committee determines.

If at an adjourned meeting a quorum is not present within 30 minutes, the members present shall constitute a quorum.

The Chairperson of the Committee shall chair general meetings. If the Chairperson is absent, the members present shall elect another Committee member to chair the meeting. If no Committee members are present, the members shall elect one of their members to chair the meeting.

General meetings may be held by audio or audio-visual link, provided all members can participate effectively.

## **Section 5: Voting at General Meetings**

Each Member present at a general meeting has one vote.

Voting shall be by show of hands unless a secret ballot is requested by at least 5 members.

In the event of a tie, the chairperson of the meeting has a casting vote in addition to their deliberative vote.

Ordinary resolutions require a simple majority of votes cast.

Special resolutions require at least 75% of votes cast.

Members may not vote by proxy.

## **Section 6: Minutes**

The Operations Manager shall ensure that minutes are kept of all general meetings and Committee meetings.

Minutes shall be confirmed at the next meeting of the same type and signed by the chairperson of that meeting.

Confirmed minutes are evidence of the proceedings at the meeting.

## **Article 5: Financial Matters**

### **Section 1: Financial Records**

The Society shall keep accounting records that:

- (a) Correctly record and explain its transactions;
- (b) Enable its financial position to be determined with reasonable accuracy at any time;
- (c) Allow financial statements to be prepared in accordance with the Incorporated Societies Act 2022.

## **Section 2: Financial Statements**

The Committee shall prepare financial statements for each financial year that comply with generally accepted accounting practices.

The financial statements must be approved by the Committee before being presented at the Annual General Meeting.

## **Section 3: Review or Audit**

If required by the Incorporated Societies Act 2022, the Society shall have its financial statements reviewed or audited as appropriate to its tier.

A reviewer or auditor shall be appointed at each Annual General Meeting (if required).

The reviewer or auditor must be independent and appropriately qualified.

## **Section 4: Bank Accounts**

The Society shall maintain one or more bank accounts in the Society's name.

All payments under \$500 shall be carried out by elected Treasurer.

Any payments of or over \$500 shall require written consent from Chairperson and Treasurer.

The Committee may authorise electronic banking on such terms and conditions as it considers appropriate.

## **Section 5: Common Seal**

The Society does not have a common seal.

## **Article 6: Amendments**

### **Section 1: Amendment of Rules**

These rules may be amended, added to, or revoked by special resolution at a general meeting.

At least 14 days' written notice of any proposed amendment must be given to all members, including the text of the proposed amendment.

No amendment shall be made that would cause the Society to cease to be an incorporated society under the Incorporated Societies Act 2022.

Amendments take effect when they are registered by the Registrar of Incorporated Societies, unless a later date is specified in the amendment.

## Section 2: Liquidation or removal from register

The Society may be liquidated or removed from the register in accordance with the Incorporated Societies Act 2022.

A resolution to liquidate the Society or apply for removal from the register must be a special resolution.

## Section 3: Distribution of surplus assets

If the Society is liquidated or removed from the register, any surplus assets (after payment of all debts and liabilities) shall be distributed to:

- (a) Women in Engineering UC; or
- (b) If the organisation(s) named in (a) no longer exist or cannot receive the assets, to such other organisation(s) with similar purposes as the Society in general meeting (or the liquidator if no general meeting is possible) determines; or
- (c) If no suitable organisation can be identified, to charitable purposes as determined by the court.

In no circumstances shall any surplus assets be distributed to members.

# Article 7: Miscellaneous

## Section 1: Interpretation

In these rules, unless the context otherwise requires:

- (a) Committee means the Committee of the Society elected or appointed under these rules.
- (b) Financial year means the year ending on the date specified in rule 5.1.

- (c) General meeting means an Annual General Meeting or special general meeting.
- (d) Member means a member of the Society.
- (e) Month means calendar month.
- (f) Ordinary resolution means a resolution passed by a simple majority of members voting at a general meeting.
- (g) Special resolution means a resolution passed by 75% or more of members voting at a general meeting.
- (h) Society means Women in Engineering Christchurch Incorporated.
- (i) Writing or written includes printing, typing, and electronic communication.
- (j) Headings are for convenience only and do not affect interpretation.
- (k) The singular includes the plural and vice versa.
- (l) A reference to a statute includes all amendments and replacements.

## Section 2: Indemnity and insurance

The Society may indemnify any Committee member or employee for any costs or liability incurred by that person in connection with the Society's activities, except where the costs or liability arises from that person's dishonesty or wilful misconduct.

The Society may affect insurance for Committee members and employees against personal liability incurred in the course of their duties, except for liability arising from dishonesty or wilful misconduct.

## Section 3: Matters not provided for

For any matter not provided for in these rules, the Committee shall have power to decide on a course of action, provided that:

- (a) The action is consistent with these rules;
- (b) The action is consistent with the Incorporated Societies Act 2022 and other applicable laws;
- (c) The action is consistent with the purposes of the Society.

## Certification

We, the undersigned, certify that these rules were adopted as the rules of  
Women in Engineering Christchurch Incorporated at a meeting held on 27<sup>th</sup> May 2026.

Signed:

**Magrietjie Pelser**

Chairperson

**Zoe Sharp**

Operations Manager

Date: \_\_\_\_\_

## CONTACT INFORMATION

Registered Office: 27 Cranbrook Avenue, Burnside, Christchurch 8053

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*These rules comply with the Incorporated Societies Act 2022.*