

**CONSTITUTION**

of the

**SOCIETY**

known as

**WEKA PASS RAILWAY INCORPORATED**

**2016**

# CONSTITUTION

2016

**After its inception in 1982 the  
Weka Pass Railway was  
Incorporated on  
25 March 1983**

as

## **WEKA PASS RAILWAY INCORPORATED**

**A complete revision of the Constitution with  
the addition of new Sections has been  
undertaken in 2016.**

### CONSTITUTION of WEKA PASS RAILWAY INCORPORATED

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## CONSTITUTION

of the Society known as

### WEKA PASS RAILWAY INCORPORATED

#### Section

#### 1 NAME:

The name of the Society shall be '**WEKA PASS RAILWAY INCORPORATED**'.

#### 2 REGISTERED OFFICE:

The registered office of the Society shall be at such a place as the Executive may from time to time determine.

#### 3 INTERPRETATIONS:

In this Constitution unless otherwise stated:

**'The Society'** means 'Weka Pass Railway Incorporated'.

**'The Executive'** means the members of the Executive for the time being appointed under Section 14 of this Constitution to carry out and manage the business and affairs of the Society.

**'The Board'** means the members of the Board for the time being appointed by the Executive under Section 15 of this Constitution to carry out and manage the operation of the railway.

**'Financial Year'** means the Financial Year of the Society which extends from the first of January in any year until the thirtieth of December of the same year.

**'Subscription Year'** means the year which extends from the first of May in any year until the thirtieth of April of the next year, as detailed in Section 6 (b) of the Constitution.

**'Resolution'** means a resolution passed by a majority of those voting at a General or an Executive Meeting.

**'Special Resolution'** means a resolution passed by a two thirds majority of those voting at a General Meeting where such a resolution is called for under this Constitution.

Words importing the singular shall be deemed to include the plural.

#### **4 OBJECTS:**

- (a) To preserve, operate and maintain the railway from Waipara to Waikari in North Canterbury, for the enjoyment, education and transport of members of the Society and the public, and for the carriage of freight should the opportunity arise.
- (b) To foster public interest in railway preservation and railways in general.
- (c) To preserve artefacts, machinery, equipment and records relating to railways.
- (d) To purchase, lease, borrow or acquire all plant and machinery for the operation and maintenance of an efficient and safe railway.
- (e) To acquire by purchase, lease, hire, gift or otherwise, and to sell, dispose of or lease, let, mortgage lend, charge or otherwise deal with any real or personal property for and in connection with the Objects of the Society. (The disposal of property is specifically covered by Section 23).
- (f) To obtain, erect, construct, alter and/or move buildings, machinery or equipment and do all other things as are reasonably necessary for attaining the Objects of the Society.
- (g) To arrange social functions for the purpose of promoting any of the Objects of the Society.
- (h) To affiliate with any club or organisation having similar Objects where affiliation is considered appropriate.
- (i) To act in co-operation with the Government, any Council, Authority, Board, Society, Club or other Organisation for the promotion of the Objects of the Society where it is considered appropriate.
- (j) To do all things as are incidental or conducive to the attainment of all or any of the above Objects.
- (k) In the constructing of the foregoing Objects the construction of any individual clause shall not be restricted by reference to any other clause.

#### **5 MEMBERSHIP:**

##### **(a) Eligibility**

All persons shall be eligible for membership of the Society. Ordinary members to be fifteen years of age or over.

##### **(b) Election to Membership**

Each candidate for membership shall complete an application form, whereon is their name and address, and a formal consent to abide by the Society's Constitution. The candidate will then be considered for election by a resolution of the Executive.

##### **(c) Classes of Membership**

- i Ordinary
- ii. Family
- iii Junior
- iv Life
- v Honorary

**Definitions:**

(a) **Family**

An Ordinary Member may nominate a spouse or partner as a Family Member with the Family subscription to be one-and-a-half times an Ordinary one. Children of the family up to fifteen years of age may be included in the membership.

(b) **Junior**

A Junior Member is to be under eighteen years of age with the subscription to be half an ordinary one. Members of fifteen year and over have the option of being Ordinary Members.

(c) **Life and Honorary**

The ability to purchase Life Membership was revoked on the fifth of October 1992, however Life Membership purchased before that date remains recognised. The Executive may confer Life or Honorary Membership on any person it deems worthy. No subscription is due from either class.

**6 SUBSCRIPTIONS:**

(a) **Level of Subscriptions**

The level of subscription for each class of membership shall be determined for the ensuing year by a resolution passed at the Annual General Meeting.

(b) **Due date for Subscriptions**

Subscriptions are due on the first of May each year and remain valid until the thirtieth of April of the following year. Subscriptions are in arrears if not paid by the thirty-first of July following the Annual General Meeting.

**7 CESSATION OF MEMBERSHIP:**

(a) **Resignation**

Any member may resign from the Society and/or Executive by giving notice in writing to the Secretary or the Executive.

(b) **Arrears of Subscription**

Where the subscription of any member has fallen into arrears, membership and the privileges of belonging to the Society will lapse, unless the Executive shall otherwise determine because of special circumstances, until all such monies have been paid.

(c) **Alcohol and drugs**

Should a member come on to any property or machinery of the Society, or endeavour to take part in any activity of the Society while under the influence of alcohol, marijuana or any substance that has impaired the member's normal capabilities, the member may be suspended or expelled from the Society under clause (d) of this Section.

(d) **Suspension or Expulsion**

i. **Investigation**

The Executive can, acting on its own initiative or in response to a written complaint laid under Section 28 of this Constitution, investigate any untoward behaviour of a member.

ii. **Special Resolution**

Should the Executive come to the conclusion that the member has committed a breach of this Constitution or is guilty of conduct which the Executive in its absolute discretion does not consider to have been in the best interests of the Society, the Executive may by a Special Resolution, resolve to suspend the member for a period, or expel the member from the Society.

**iii. Meeting with Member**

Notice of the impending suspension or expulsion, together with the reasons for it, shall be delivered to the member in writing within seven days of the Special Resolution being adopted. After a twenty-eight day period has elapsed the member will be given the opportunity of meeting with the Executive to explain the conduct in question.

**iv . Notifying the Member**

Any decision taken at that meeting will be communicated to the member within seven days and in the event of the decision being unacceptable to the member it may be appealed, as per clause (e) of this Section.

**v. Immediate Suspension**

The Executive reserves the right to summarily suspend a member from duties or activities of the Society pending a formal investigation if in its opinion the untoward behaviour of the member warrants such action.

**(e) Appealing Loss of Membership**

**i. Calling a Meeting**

In the event of s suspended or expelled member not accepting the Executive decision taken at the meeting with the Executive as detailed above, the member may within seven days of being notified of the decision, call through the Secretary a Special General Meeting under Section 10, clause (c) (iii) of this Constitution, to which the expulsion or suspension may be appealed.

**ii. Procedure at Meeting**

The appellant and the Executive shall each be allowed to present their case, with the appellant permitted to choose members to assist with the appeal process. If either party wishes, or the meeting so desires a Chairman shall be elected from the floor.

**iii. Outcome of Meeting**

After all the evidence has been heard the fully financial members present will be given the opportunity of voting to accept or reject the appeal. The result of their vote will be binding on the parties in contention and all other members of the Society.

**iv. Reinstatement**

The Executive may, after a suitable period of time has elapsed, consider an application from an expelled member for re-instatement to membership of the Society.

**8 ASSENT TO CONSTITUTION:**

The Members of the Society shall be held to consent, and agree to be bound by this Constitution.

**9 ALTERATION TO CONSTITUTION:**

This Constitution may be altered, added to or rescinded by a special resolution passed at a General Meeting of the Society. Notice of all proposed alterations, additions or rescissions shall be handed to the Secretary in writing and details thereof shall be forwarded to reach each member by circular at least fourteen clear days before the date of such meeting. Nothing in this Constitution shall prohibit the amendment of any proposal which has been specified by notice, and any such alteration, addition or rescission shall have effect only when accepted by the Registrar of Incorporated Societies.

## 10 GENERAL MEETINGS:

### (a) Notice

Notice of General Meetings of the Society shall be given by circular at least fourteen clear days before the date of such meetings.

### (b) Annual General Meeting

The Annual General Meeting will be held each year on the first Monday in April, except when that day is an Easter Monday, the Meeting will be held on the following Monday. The Annual general Meeting shall receive the Annual Reports and the Audited Accounts and Balance Sheet for the past Financial Year. It shall elect the Officers and the Executive, set the level of Subscriptions for the ensuing year and transact any other general business of the Society.

### (c) Special General Meetings

- i. The Executive may at any time convene a Special General Meeting for any specific purpose.
- ii. Conversely a Special General Meeting shall be held within twenty-eight days after the date of receipt by the Secretary of a request for such a meeting signed by at least six fully financial members setting out in the form of a resolution the business proposed to be transacted at such a meeting. If the Executive does not call the meeting within that period, the members making the request may themselves convene the requested Special General Meeting.
- iii. A Special General Meeting shall be held within twenty-eight days of the receipt by the Secretary of a request for such a meeting by a member appealing a Suspension or Expulsion under the procedure detailed in Section 7, clause (e) of this Constitution.
- iv. Business at a Special General Meeting will be restricted to that specified for the meeting.

### (d) Chairman

The Chair at all General Meetings shall be taken by the Chairman, or if absent by the Deputy Chairman, or in the absence of both, by a chairman elected by the meeting, except when a Chairman is chosen under the procedure detailed in Section 7, clause (e) of this Constitution.

### (e) Quorum

The quorum at a General Meeting shall be fifteen members.

### (f) Voting

- i. **Eligibility**

All Ordinary, Life and Family class members shall be eligible to vote and have one vote per class member. A family is considered a single member for voting purposes. Junior members are not entitled to a vote.
- ii. **Method of Voting**

Voting at any General Meeting shall be by voice, but any member present may call for voting by a show of hands or a secret ballot.
- iii. **Result of Vote**

A bare majority will suffice to carry any proposal except for those specified situations in which a two-thirds majority is required by this Constitution.

## 11 MANAGEMENT:

The entire management of the Society and its property shall be in the hands of the Executive as laid down in Section 14 of this Constitution. Only the Executive or a General Meeting may contract on behalf of the Society any member so doing without a proper authority may be held personally liable for any such commitment.

## 12 RULES AND REGULATIONS:

The Executive may in its absolute discretion, make Rules or Regulations for the management of the Society, so long as such Rules or Regulations are consistent with and not in excess of the powers conferred by this Constitution.

## 13 OFFICERS:

- (a) The Officers of the Society shall be the Chairman, the Deputy Chairman, the Secretary and the Treasurer. The offices of Secretary and Treasurer may be combined.
- (b) The officers may appoint a patron.

## 14 EXECUTIVE:

### (a) Composition

The Executive shall consist of the Officers of the Society, the Immediate Past Chairman, the General Manager and up to seven ordinary members. One of the ordinary members may be designated Assistant Secretary and another designated Assistant Treasurer. The Immediate Past Chairman may hold the position until the next Annual General Meeting. At the expiry of that term the position will cease to exist until another Immediate Past Chairman is created. At the expiry of this term the Immediate Past Chairman may stand for election to any office.

### (b) Consent to Election

Candidates for the Executive must give consent to their election prior to voting taking place.

### (c) Vacancies and Co-option

The Executive shall have the power to fill vacancies that occur in the Executive prior to the next Annual General Meeting with Society members, who will have full Executive privileges. It may co-opt other members or persons as required and for the length of time that it considers appropriate. Co-opted members will not have voting rights.

### (d) Meetings

A meeting of the Executive may be called at any time by the Chairman, Secretary or Treasurer. Also a meeting of the Executive shall be called within seven days of the receipt by the Secretary of a request for a meeting signed by two members of the Executive.

### (e) Quorum

The quorum at an Executive meeting shall be seven members.

### (f) Chairman

The Chairman shall be the same as for General Meetings and shall have a casting as well as a deliberative vote.

### (g) Duties

The Executive shall administer all of the Objects in the Constitution.

### (h) Method of Voting

Voting shall be by voice, but any member present may call for voting by a show of hands.

The elected members filling vacancies, and the representative of the Board, may vote at Executive meetings.

### (i) Absence

Any Executive member who is absent from three consecutive Executive Meetings without due notice or leave of absence shall forfeit the position.

## 15 BOARD:

### (a) Composition

The Executive will appoint a Board consisting of the General Manager and such number of other Managers as are required, one of whom shall also be designated the Deputy General Manager.

### (b) Responsibility

Each of the Managers will be allocated an area of responsibility (e.g. rolling stock, buildings, track and structures, locomotives etc.) and therefore will be responsible for the regular day to day development, maintenance, and operation of their area of responsibility.

(c) **Reporting**

The Managers will report to the General Manager who will be responsible for the administration of all matters relating to the development, maintenance, operation and safe running of the Weka Pass Railway in line with policy determined by the Executive having due regard to legislative requirements.

(d) **Meetings**

The Board shall meet regularly, at least quarterly, and will report in writing to the Executive thereafter.

(e) **Board Reports**

The General Manager or the Deputy General Manager will represent the Board at Executive Meetings to give reports and inform the Executive of the condition of the Railway. The representative of the Board will be entitled to vote at an Executive meeting.

## 16 SUB-COMMITTEES:

(a) **General**

- i. The Executive may appoint standing or temporary sub-committees for any purpose.
- ii. The Executive will lay down the terms of reference, rules and aims for their operations.
- iii. The Executive may at its absolute discretion determine any dispute on matters arising in any sub-committee.
- iv. All sub-committees shall maintain adequate records of their proceedings.

(b) **Standing Committees**

These will be established to manage long term and permanent features of the Society's operations.

### **Marketing and Promotions**

i. **Composition**

A Chairman and such other members as are required, but not less than four, will be appointed to this Committee. Any member of the Society may attend its meetings or assist with its functions but only appointed committee members will have voting rights.

i. **Responsibilities**

This Committee will be responsible for the operation of the Society's shop at Glenmark Station, and allied functions as determined by the Executive having due regards to Legislative requirements. The Committee will market and promote the Weka Pass Railway in accordance with Executive policy.

ii. **Reporting**

The Chairman of this Committee will furnish the Executive with six monthly written reports of the shop's operations and of any other activity undertaken under its management. The reports will be presented to the first Executive Meeting after the completion of the half-yearly trading periods ending June and December. The Committee will be allocated a budget and will liaise with the Treasurer regarding unusual or larger than normal purchases of stock.

iii. **Meetings**

The Committee will meet as required but not less than once a quarter.

(b) **Temporary Committees**

These will be appointed by the Executive as required to oversee, arrange and manage functions such as Anniversary celebrations and other one off occasions. They will consist of a

Chairman and other appointed members and will report progress to the regular Executive meetings.

## **17 AUDITOR:**

The auditor shall be appointed at the Annual General Meeting of the Society and shall not be a members of the Executive or be bound to operate on an honorary basis. If the office falls vacant during the year, a replacement will be appointed by the Executive.

## **18 DUTIES OF THE EXECUTIVE:**

### **(a) Chairman**

The Chairman when present will take the chair.

### **(b) Deputy Chairman**

The Deputy Chairman shall take the chair at any meeting from which the Chairman is absent, except as provided for in Section 7, clause (e) of this Constitution.

### **(c) Secretary**

The Secretary shall keep the minute book in which shall be entered an accurate record of all the business transacted at meetings. True copies are to be kept of all papers, letters and documents for reference to by the other officers of the Society. The Secretary shall carry out all the duties that by be reasonably associated with the office and which may be required by the Executive. The Secretary must ensure that every member has a current copy of the Constitution.

### **(d) Treasurer**

The Treasurer shall be responsible for all the monies of the Society and for keeping an account book fully detailing the income, expenditure and financial position of the Society, and shall explain and balance such accounts at such times as may be required by the Executive. The Treasurer shall also furnish a statement of the Audited Accounts and Balance Sheet for the past Financial Year at each Annual General Meeting.

### **(e) Assistant Secretary and Treasurer**

These Executive members shall make themselves familiar with the day to day operating of the secretarial and monetary affairs of the Society, so that as and when the need arises they may take charge of the respective Offices with confidence and understanding.

### **(f) Immediate Past Chairman**

The Immediate past Chairman may attend Executive Meetings and be available to assist the Chairman in any matter relating to the running of the Society. The Immediate Past Chairman may stand for election or appointment to any position at any time. Should he be so elected or appointed, the position of Immediate past Chairman will be abolished until such time as a new Immediate past Chairman is created. The Immediate Past Chairman does not have voting rights.

### **(g) Conflict of Interest**

Executive members must declare any personal or other conflicts of interest and act with discretion on the occasions these arise, including if necessary, the Chairman standing down and individual members abstaining from voting if the circumstances so warrant.

## **19 BANK ACCOUNTS:**

### **(a) Accounts**

The Executive may on behalf of the Society, open, close or maintain bank accounts, whether they be savings, trading or otherwise, as it considers desirable.

### **(b) Banking**

It shall be the duty of the Treasurer to receive and recover from the members of the Society and from any other person or organisation, all monies to which the Society is entitled and regularly deposit the same into the appropriate bank account.

(c) **Trustees**

The Society shall have four Trustees, the Treasurer, the Assistant Treasurer and two Executive members appointed by the Executive. The signatures of any two of the Trustees will be required to operate the bank accounts except when authorised by the Executive to act otherwise.

**20 POWER TO BORROW:**

The Society shall at the Executive's absolute discretion have power to borrow such sums of money as from time to time the Executive deems necessary for the proper administration of its affairs.

**21 POWER TO INVEST:**

The Society shall at the Executive's absolute discretion have the power to invest as and when required such sums of money as it shall deem to be beneficial for the position of the Society.

**22 CHARGES:**

The Executive may in its absolute discretion, charge any person (member or otherwise) or any other entity for the use of the property or services of the Society.

**23 DISPOSAL OF ASSETS:**

No asset of the Society, or item in the care of the Society, redundant or otherwise may be disposed of or destroyed in any way whatever without the approval of the owner or the membership as a whole as the case may be. Minor items of scrap and rubbish may be disposed of in the usual way.

**24 PROFIT BY MEMBERS:**

- (a) No member shall have any pecuniary profit from membership of the Society. However a member shall be entitled to receive in the ordinary way of business, a fair and agreed payment for any work done for the Society under a contract authorised by the Executive or a General Meeting as required by Section 11 of this Constitution.
- (b) No variation of the monetary provisions of the Profit by Members, or Winding Up sections, shall be permitted without the prior approval of the Inland Revenue Department.

**25 COMMON SEAL:**

The Common Seal of the Society shall be in the custody of the Secretary and shall not be affixed to any deed or any other document except by the authority of a resolution of the Executive and in the presence of two members of the Executive appointed for the purpose, who shall attest the fixing of the Seal. As witnesses, they shall ascribe their names and offices thereto.

**26 NOTICES:**

Any notice required to be given under this Constitution shall be in writing and maybe served either personally or by posting it to the Member's last notified address. If given by post it shall be deemed to have been given at the time it would have been expected to arrive in the normal course of postage.

**27 COMMUNICATION:**

Members are encouraged to promote the Society and its aims to their friends and the general public but major communication with the media and other organisations will be through the Executive or with its approval. Members should seek the guidance and advice of the Executive before proceeding with significant personal promotions of the railway.

**28 COMPLAINTS:**

Concerns regarding the running of the Society or any untoward behaviour of members, should be brought to the attention of the Executive who will enquire into same. Where the performance or work of a contractor or other person employed by the Society is causing a member concern, the member should not criticise such persons directly but speak to the Executive or the responsible Manager about the matter.

**29 INDEMNITY:**

The Executive and other Officers of the Society shall be indemnified against disbursements, expenses, liabilities and losses incurred by them in or about the discharge of their duties.

**30 WINDING UP:**

The Society may be dissolved in accordance with the provisions of the Incorporated Societies Act of 1908. The funds and property of the Society that remain after the payment in full of its liabilities and debts, and the costs and expenses of winding up, shall be paid or transferred by the Society at a General Meeting as it sees fit, to the Hurunui District Council, a Railway Preservation Society or one or more other organisations having charitable Objects of an historic, educational or recreational nature. Any such organisation must be recognised by the Commissioner of Inland Revenue as a charitable body for the time being.

**31 MATTERS NOT PROVIDED FOR:**

If any matter should arise which is not, or in the opinion of the Executive, is not provided for under this Constitution, the same shall be determined by the Executive in the manner it shall deem fit, and such determination shall be binding upon the Society until set aside by a resolution at a General Meeting.

**32 REPEALS AND SAVINGS:**

The Constitution, and the rules and regulations of the Society operative at the date of adoption of this Constitution are hereby repealed, but all existing appointments to office and all acts of authority which originated there under and are still in force on the coming into operation of this Constitution shall continue as if they had originated under this Constitution.