



Friends of Aotea® Guidelines

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Name of group

The name of the group is:

Friends of Aotea®

The vision statement is:

Residents joining together to make a Community®

Purpose of guidelines

These guidelines (as amended from time to time) set out the terms and conditions that govern the operations of *Friends of Aotea*. Details of any changes will be provided to Members. These guidelines are the sole responsibility of Robyn-Jane and John.

Purpose and activities

Purpose

The purpose of *Friends of Aotea* is to foster a sense of community amongst residents normally residing within the Aotea subdivision, by providing in equal measure:

1. A network for residents to meet each other, make friends and to support each other; which may include the social, cultural and wellbeing of *Friends of Aotea*.
2. An organisational structure for residents to act together in a professional manner to promote and represent the interests of *Friends of Aotea* to official government agencies and all other organisations, companies, corporations and contractors operating within the subdivision.

Activities

Friends of Aotea may undertake any lawful activities that fit within its stated *Purpose*, that members' may decide to undertake in accordance with these guidelines.

Definition of Aotea subdivision

Aotea subdivision is the geographic area defined by Porirua City Council, and as developed by Carrus Corporation Ltd.

Membership

Key principles

Members are required to:

- Act with openness and integrity in all their dealings with other members of *Friends of Aotea* and when representing *Friends of Aotea* to others.
- Enable through networking and facilitation other members to own and act upon their interests and concerns in relation to meeting the purpose of *Friends of Aotea*.
- Abide by the decisions made by members and/or by Robyn-Jane and John, as applicable to each situation.

Criterion for membership

Primary membership is open to any person over 18 years of age:

- Who is a resident or owner of a 'House' situated within the Aotea Subdivision and/or who represents a 'Company' or 'Corporation', situated and/or operating within the Aotea Subdivision.

Associate membership is open to any person over 18 years of age:

- Who is a supporter of *Friends of Aotea* and/or the Aotea Subdivision. E.g. Community Police, Porirua City Council (PCC) Councillors, PCC Aotea Project Managers, Members of Parliament, Greater Wellington Regional Councillors etc.

A Member is defined as:

- One 'Household, Company or Corporation' irrespective of the number of people residing within, situated within and/or operating within the Aotea subdivision who have completed the membership application form and been accepted as a member of *Friends of Aotea*.

Membership application and website member login

A completed website **membership application form**

<http://www.friendsofaotea.co.nz/JoinNow.aspx> is required for all members.

By applying for membership, the persons covered by the application are deemed to have accepted the terms and conditions, as stated in this guideline document.

Each membership application requires:

- One Household, Company or Corporation name.
- The name of the primary person making the application.
- The names of the persons covered by the membership, indicating whether over or under 18 years of age.
- One road address.
- Whether residential property is rented or owned (for administration purposes only).
- One email address.
- One phone number.

For purposes of website access, only one log-on access will be authorised per Household, Company, Corporation or Associate membership.

Once your membership application has been received and processed, website access will be enabled and you will be advised by email.

Confidentiality of members' information

All members' information will be kept confidential to *Friends of Aotea*. The information held shall only be used to facilitate the undertaking of *Friends of Aotea* activities. Access to membership lists is only available to members of *Friends of Aotea*.

Resignation of membership

Any member may resign in writing to Robyn-Jane and John.

Revocation of membership

For the protection of all members, Robyn-Jane and John may revoke or suspend membership, in consultation with members, for breach of the guidelines or for misconduct. Before any action is taken the member will be advised of the reasons in writing and given 14 days to make written reply. If the reply fails to answer in a satisfactory manner, membership may be revoked or suspended as applicable.

Organisational Structure

The overall responsibility for managing the operation of *Friends of Aotea* will belong to Robyn-Jane and John.

Robyn-Jane and John will be responsible for

1. networking information regarding:

- any events
- any groups
- any interests or ideas
- things to do as a group
- products and services offered by Members to Members
- needs within the Community
- getting to know your Neighbour
- subdivision issues or concerns
- Police issues
- Council issues
- Carrus issues
- Civil Defence issues
- Neighbourhood watch issues
- just for fun

2. be a central point:

- to ensure regular communication are maintained to Members
- for *Friends of Aotea* to be a vehicle to take collective action, in consultation with members
- to ensure communications are maintained between *Friends of Aotea* and external organisations/individuals

3. to organise, facilitate or maintain:

- a minimum of two members' meetings per year (usually April and October)
- a minimum of two members' social events per year (usually January and July)
- other meetings and events, as requested by and in consultation with members
- oversight of website maintenance and development of databases for *Friends of Aotea*
- membership administration including membership database records
- the functioning of *Friends of Aotea* in accordance with these Guidelines

Powers

The management and control of the affairs of *Friends of Aotea* rests with Robyn-Jane and John, who will exercise all the powers required by these guidelines and/or by law.

Robyn-Jane and John will attend to the proper collection and disbursement of all funds of *Friends of Aotea*. Keep all usual and proper books of account; attend to entry and verification of meeting reports and other records for the year.

Access to any financial records is only available to members of *Friends of Aotea*.

Members' meetings

Robyn-Jane and John will organise and facilitate a minimum of two meetings per year, (usually one in April and one in October).

Meetings will comprise an equal mix of business and social activities/events.

- Business activities are defined as dealing with issues relating to residency in the Aotea subdivision or the operation of *Friends of Aotea*.
- Social events are defined as opportunities for current members to have fun together and to network over issues and activities of mutual interest.

How the mix of business/social activities/events will be decided by Robyn-Jane and John, in consultation with members.

Voting Procedures

- In the event a vote is required, a closing date will be stipulated.
- Each Household, Company or Corporation Member will have one vote.
- Voting may take place at a meeting, by email, and/or by polling on the *Friends of Aotea* members' website.
- Robyn-Jane and John will act as scrutineers for any ballot.

Dissolution

Friends of Aotea may be dissolved by Robyn-Jane and John, in consultation with members.

- All surplus assets after payment of all costs debts and liabilities of *Friends of Aotea* shall be given or transferred to some other organisation or association having objects similar to the objects of *Friends of Aotea*.

Guideline Interpretation

Any matters not provided for in this and any questions as to their interpretation, will be decided by Robyn-Jane and John, in consultation with members.