

New Zealand Founders Society Inc

By-Laws, Procedures and Rules

(Dated: 23 March 2025)

Table of Contents

By-Laws	3
1.1 Purpose.....	3
1. Organisation Structure	3
2.1 Committee	3
2.2 Sub-Committee	3
2.2.1 Standing sub-committees.....	3
2.2.1.1 Finance.....	3
2.2.1.2 Marketing, Research and Sponsorship.....	3
2.2.1.3 Communication and Website Management	4
2.2.2 Working Groups.....	4
2.3 Branch	4
2.3.1 Branch Registration.....	4
2.3.2 Branch Responsibilities.....	4
2.3.3 Branch Roles	4
One or more of these roles may be held by the same person, but no more than two roles may be held by persons from the same household.....	4
2.3.4 Branch Co-ordination with Committee.....	4
2.3.5 Procedure for Appointing Branch Committee member.....	5
2.3.6 Branch Disestablishment.....	5
2. Membership	6
3.1 Society Members	6
3.2 Branch Members	6
3. Financial	6
4.1 Financial Reporting	6
4.2 Annual Subscriptions	6
4.3 Apportionment of subscriptions between Branch and national programmes	7
4.4 Activity fees	7
4.5 Payment options.....	8
4.6 Financial Delegations & Payment of Branch Expenses	8
4.6.1 Committee Delegations	8
4.6.2 Branch Delegations.....	8
4.6.3 Share of Investment Income.....	8
4.7 Accounting systems	9
4.7.1 Honoraria	9
4.7.2 Non-cash items received in bequests.	9
4. Annual General Meeting Procedure	9
5.1 Annual General Meeting Notice.....	9

5. Authority to Communicate.....	10
6.1 Committee Authority.....	10
6.2 Branch Authority.....	10
6. Intellectual Property.....	10
APPENDIX 1 Role Descriptions.....	11
Committee	11
Chairperson.....	11
Deputy Chairperson.....	11
Secretary.....	11
Membership Secretary	11
Treasurer	11
Other Roles.....	12
Marketing.....	12
Web Master	12
Editor	13
Librarian	13
Literary Award Adjudicator.....	13
Branch.....	14
Branch Appointment Procedure.....	14
Branch Co-ordinator.....	14
Membership Liaison.....	14
Activities Co-ordinator	14
Appendix 2 Membership Procedure	15
New Registration	15
Renewal	15
Resignation.....	15
Appendix 3 Member Information Access Approval.....	15
Appendix 4 Literary Award Procedure	16
Appendix 5 Application for Membership.....	20
Appendix 6 Branch Registration.....	22
Appendix 7 Branch Interest Group Notification.....	24
Appendix 8 AGM Notice and Registration	25
Appendix 9 Officer Nomination	26
Appendix 10 Remit or Proposal	27
Appendix 11 Proxy.....	28

By-Laws

1.1 Purpose

The purpose of these By-Laws is to provide clarity to Society Members about the organisation's procedures and rules. If there is any conflict between the content of these By-laws and the Constitution, the Constitution shall prevail.

1. Organisation Structure

2.1 Committee

The organisation is centralised into one committee, which is accountable for the ongoing well-being of all members. The members of the committee, who shall be elected at the AGM are:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer
- Membership Secretary
- One representative from each Branch

2.2 Sub-Committee

The Committee may establish sub-committees and/or working groups to focus on the development of the Society and aspirations of the members.

The sub-committees may have one or more persons from the Committee. The other sub-committee members may come from across any of the Branches and/or from outside the Society to bring skills to achieve the purpose of the sub-committee.

All decisions will be made by the Committee. A sub-committee can only recommend unless the Committee delegates decision-making power to it.

There are two forms of sub-committees:

2.2.1 Standing sub-committees.

These sub-committees are established to provide long term oversight of the working of the society:

2.2.1.1 Finance

The purpose of this sub-committee is to manage the day-to-day financial needs of the society and promote financial strategies that enhance the society to achieve its purpose.

2.2.1.2 Marketing, Research and Sponsorship

The purpose of this sub-committee is to develop society marketing material suitable for membership engagement and sponsor funding attraction.

This team will also research the background for pre-31 December 1865 topics of interest, promote the topic to the committee who will decide the uptake.

2.2.1.3 Communication and Website Management

The purpose of this sub-committee is to develop and maintain the Society website for member use and attraction to the wide community. The website is the communication tool for all members and the team has the authority to edit material prior to distribution.

2.2.2 Working Groups

These are sub-committees established on a project basis with a fixed term.

2.3 Branch

The Committee may establish a Branch in a geographic area containing not less than 20 registered society members.

2.3.1 Branch Registration

A group of members may apply for the establishment of a Branch by applying to the Committee, using the Branch Registration form in the Appendix.

2.3.2 Branch Responsibilities

Branches are responsible for the day to day running of the area and providing for the interest of the members in the Branch that they represent. This will include, but not limited to, maintaining interest groups, recording historic sites, telling New Zealand historical stories, friendship and social gatherings, and visits to places of historical interest.

2.3.3 Branch Roles

Each Branch will appoint one person to be the Branch Co-ordinator who shall be responsible for the overall running of the branch.

Each Branch may also appoint one person as:

- Membership Liaison: responsible for membership recruitment, helping members and prospective members with genealogy questions and communicates directly with Membership Secretary.
- Activities Co-ordinator: responsible for Branch activities and communication with Branch interest groups.

One or more of these roles may be held by the same person, but no more than two roles may be held by persons from the same household.

2.3.4 Branch Co-ordination with Committee

Each Branch may nominate their Branch Co-ordinator (who shall be a member and meets the conditions of 'Qualifications of an Officer', as specified in the Constitution) for approval at the AGM as their representative on the Committee. Once approved by the AGM they shall be entitled to participate in the Society Committee meetings with full voting rights. Their duties shall include:

- Reporting on the health and activities of the Branch

- Recommending improvements to the purpose of the Society
- Representing the views of members in the Branch on matters of concern to them
- Actively discussing Society matters from the perspective of their Branch,
- Reporting to Branch members on new/changing policy proposals, good news stories and other matters of importance to members which arise at Committee meetings.

2.3.5 Procedure for Appointing Branch Committee member

- The Branch Coordinator (or the Society Secretary if the position is vacant) shall invite all Branch members to a meeting at least twenty eight days before the Society's Annual General Meeting. The meeting shall:
 - Appoint one member as their Branch Coordinator, who shall also be their nominated committee member to be approved at the AGM.
 - Appoint three members who are authorised to approve Branch funds expenditure under Rule 7.6.2.
 - Assign any branch liaison positions as required.
- Within one week of the meeting, (or any meeting convened under the following rule) the Branch Coordinator shall send the names of the appointed person and nominee to the Society Secretary.
- If any appointed person resigns or can no longer serve, the Branch Coordinator (or Society Secretary if the position is vacant) must call another branch meeting to appoint replacements immediately.
- The Branch Coordinator and fund approvers will remain in their roles until the next Branch meeting to appoint members to their roles occurs.
- The procedure at the meeting to decide upon Branch appointees and nominees shall be the same as for an Annual General Meeting of the Society with any necessary modifications.

2.3.6 Branch Disestablishment

If a Branch is unable or unwilling to appoint any members as Branch Co-ordinator or to nominate a member as its representative on the committee, the Committee may, after giving the Branch a reasonable opportunity to make those appointments, disestablish the Branch.

Any members of that branch shall transfer to another Branch of their choice, or otherwise to the Remote Branch.,

2. Membership

3.1 Society Members

Society members are defined in the constitution as:

- **Member**
A **Member** is an individual, who provides evidence that their forebears arrived in New Zealand prior to 31 December 1865, admitted to membership under this **Constitution** and who has not ceased to be a **Member**.
- **Life Member**
A **Life Member** is a **Member** honoured for highly valued services to the **Society** elected as a **Life Member** by resolution of a **General Meeting** passed by a simple majority of those **Members** present and voting. A **Life Member** shall have all the rights and privileges of a **Member** and shall be subject to all the same duties as a **Member** except those paying subscriptions and levies.
- **Honorary Member**
An **Honorary Member** is a person honoured for services to the **Society** or in an associated field elected as an **Honorary Member** by resolution of a **General Meeting** passed by a simple majority of those present and voting. An **Honorary Member** has no membership rights, privileges or duties.

3.2 Branch Members

In addition to Society members (see above), Branches are authorised to accept:

- **Friends**
Individuals who have an interest in early New Zealand history and agree to abide by the Society constitution and By-Laws. Friends can undertake any of the Branch roles, except Branch Co-ordinator.

Individuals may apply for Society membership using the procedure set out in the Appendix.

3. Financial

4.1 Financial Reporting

The Society is required to meet the Financial Reporting Standards of both the Incorporated Societies Act and the Charities Act. We adhere to the audit requirements of both Acts and are not required to be audited.

4.2 Annual Subscriptions

The subscription year is 1 January to 31 December. The subscription shall be set at the previous year's AGM for all members and shall specify the split between the Society subscription and the Branch funding.

Subscriptions are due on 31 January. Subscription notices will be sent out to the email address recorded in the Register of Members. Members without email addresses will be contacted by other means.

When a member joins part way through the year the following subscription will apply from the date the member joins:

- the first quarter of the financial year, the initial subscription to the end of the financial year will be the full annual subscription applicable for that year.
- the second quarter of the financial year, the initial subscription to the end of the financial year will be $\frac{3}{4}$ of the annual subscription applicable for that year.
- the third quarter of the financial year, the initial subscription to the end of the financial year will be $\frac{1}{2}$ of the annual subscription applicable for that year.
- the fourth quarter of the financial year, the initial subscription to the end of the financial year will be $\frac{1}{4}$ of the annual subscription applicable for that year.

New member certificates will only be sent once the membership subscription fee has been paid.

4.3 Apportionment of subscriptions between Branch and national programmes

Every new member will nominate the Branch that they wish to be associated with, or in absence of a nomination, this will be the “remote” Branch. A member can change that nomination once each calendar year by notifying the Membership Secretary.

Any subscription received from each member will be tagged to the nominated Branch. A portion of the subscription will then be transferred to support national programmes. That portion will be determined by resolution at the AGM, on recommendation of the Treasurer.

Should a Branch be dissolved, any funds held on behalf of that Branch will continue to be held on behalf of that Branch for a maximum period of 10 years or until such time as the Branch is re-established, whichever is the earlier. Any member’s subscription paid during that period will be transferred to the “remote” Branch. If the Branch has not re-established after 10 years, the funds shall be transferred to another Branch or to the Society’s accumulated funds

4.4 Activity fees

Any Branch organising an event may negotiate arrangements for the event with the activity provider and shall take all reasonable steps to achieve at least a breakeven position for the activity. Non-members who do not pay a subscription may be required to pay more to attend the activities organised by the Society.

Records must be kept that identify the value of the receipts that are from members and the value from non-members / friends / partners.

Organisers will be notified of the payments received just prior to the event and the organisers will be responsible for ensuring that the remainder is collected and in the case of cash, banked promptly following the event. Where a person has registered for an event without paying upfront, does not attend, and a cost has been incurred, that person is liable for that cost and may not attend other events until fully paid.

Refunds, less any costs incurred, will be made in the same manner as they were received, on confirmation from the organisers.

Any funds raised or spent on activities will be tagged to the Branch that organises them, not where the participants reside or the Branch that they nominated on joining.

4.5 Payment options

The following payment options may be adopted with any surcharges paid by the member or attendee:

- Internet banking
- Direct Credit or Debit Card, or other payment means via service provider
- Cash – collected and banked by the Branch Membership Liaison.
- Any other method approved by the Committee

4.6 Financial Delegations & Payment of Branch Expenses

4.6.1 Committee Delegations

The Society's bank accounts will require two of the five Committee Officers (Chair, Deputy Chair, Treasurer, Secretary, Membership Secretary) to authorise all payments on behalf of the Society. Committee members may not authorise their own reimbursements.

4.6.2 Branch Delegations

Only the nominated Branch members may approve expenditure of funds held on behalf of the Branch. Prior to payment by the Society, each expense must be approved by two of the three approving Branch members. The members nominated to approve payments cannot be members of the same immediate family or in a personal domestic relationship with each other.

A Branch may not commit to spend any amount in excess of the funds held on their behalf by the Society and may not use Society funds to subsidise member activities or meals, or other personal benefit, unless prior approval from the Committee is given.

Items not paid directly to the supplier by the individual attending, will be paid by the Society and tagged to the Branch incurring the expenditure (for example bus and venue charges)

4.6.3 Share of Investment Income

With the centralisation of bank accounts and investments at higher rates than could be achieved by Branches, each Branch will share in the investment income earned by the Society. This will be based on the closing balance of each equity fund at the end of each quarter as a proportion of the equity funds of the whole of the Society.

4.7 Accounting systems

The aim of the accounting systems employed is to ensure the efficient and timely processing of all transactions incurred by the Society and in support of the Branch.

For record keeping purposes (as required by the Act), electronic documents are attached to each transaction.

The Treasurer will prepare financial statements on a quarterly basis for reporting to the Committee.

4.7.1 Honoraria

The AGM may decide that an honorarium is to be paid to any officer and the amount of the honorarium.

Volunteers do not need to pay tax on money the Society reimburses them for to cover expenses that are either:

- actual expenses, or
- a reasonable estimate of the likely expense

Where a payment exceeds the actual cost incurred, the excess will be taxed as honoraria.

4.7.2 Non-cash items received in bequests.

Each new item which is offered to the Society (and existing items) shall be assessed by the Committee to determine its appropriateness/future use.

4. Annual General Meeting Procedure

5.1 Annual General Meeting Notice

The Annual General Meeting shall be conducted in accordance with paragraph 4.4.1. of the Constitution.

The following procedure details the steps required prior to holding the meeting:

30 days prior	First notice of meeting 1. Registration form 2. Officer nomination forms 3. Remit / Proposal forms 4. Proxy form
20 days prior	Second notice of meeting, including: 5. Agenda
15 days prior	6. Individual registration forms returned 7. Officer nomination forms returned 8. Remit / Proposal forms returned

5. Authority to Communicate

6.1 Committee Authority

The Committee, through the Chair, has the authority to issue media statements on matters relating to New Zealand early history or the activities of the Society.

6.2 Branch Authority

The Branch Co-ordinator has the authority to issue media statements on matters relating to their Branch territory early history or activities in their area.

6. Intellectual Property

All logos, trade markings, marketing and other material produced and approved by the Committee are the exclusive property of the Society. Should a Branch cease or a member cease to be a member, the intellectual property is to be returned to the Committee and its usage stopped at the date of cessation.

APPENDIX 1 Role Descriptions

Committee

Chairperson

The Chairperson's primary purpose is to facilitate the strategic direction of the Society, to ensure that the agreed charitable outcomes are achieved, the financial well-being of the Society is maintained, and that Members have the facility and willingness to promote the benefits of the Society.

The Chairperson presides over Society committee meetings, proposes policies, and practices, facilitates working group outcomes (when requested), monitors the performance of the committee and Branch, and proposes the creation of Branch or working groups, while ensuring that resources are provided, and risks mitigated.

Deputy Chairperson

The Deputy Chairperson's primary purpose is to support and advise the Society Chairperson.

In the absence of the Chairperson, the Deputy Chairperson will assume the role with full authority of Chairperson.

Secretary

The Secretary's primary purpose is to be the main contact for Society matters, to schedule Committee events (activities, functions, meetings), including location, dates and times, and prepare an appropriate agenda and minutes of each event.

He or she shall attend each Committee meeting and create an accurate, detailed, and easy-to-read record of all decisions made by the meeting.

Membership Secretary

The Membership Secretary's primary purpose is to validate membership applications (against the membership criteria) provided by the Branch Membership Liaison. Once validated, he or she shall present each completed application to the Committee for approval and once that is approved shall prepare the member's certificate and provide it to the Branch membership coordinator to provide to the member.

He or she shall maintain a register of current members, initiate the sending of membership invoices and retain records for 7 years of those who have left the Society.

Treasurer

The Treasurer's primary role is to prepare the Society financial accounts in accordance with para 4.1 and oversee the financial management of the Society, including the Committee and Branches.

The Treasurer will offer guidance to the Committee and Branch's by ensuring that good fiscal planning, risk mitigation, decision-making and financial oversight is actively undertaken.

The principal duties are to:

- Oversee the development of high-level financial policies and their review by the Committee.
- Assist in the preparation of the annual budget and its presentation to the Committee for review.
- Ensure that the appropriate quarterly financial statements are reviewed by the Committee.
- Ensure that the Committee regularly monitors the Society financial performance and alerts it to any important discrepancies between planned and actual figures.
- Ensure that the Society maintains the appropriate financial books and records and that these are accurate and up to date.
- Ensure that government tax and other reporting filings and remittances are submitted on a timely basis.
- Serve as a co-signer of expenses with at least one another signing officer.
- Ensure that excess funds and reserves are properly held and invested.
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders.

Other Roles

These roles are advisory to the committee and do not have a vote. They are invited to the committee meetings, as appropriate.

Marketing

The role of Marketing is to:

1. Develop branding that reflects the purpose of the Society.
2. Develop and maintain membership brochures.
3. Develop and maintain sponsorship brochures.
4. Identify Society wide projects that increase public awareness of the society.
5. Undertake sound research on New Zealand early history.
6. Identify research proposals for Branch action.

Web Master

The role of the web master is to:

1. Structure the website to meet the approved expectations of the committee, including, a technology architecture that delivers content to both members and wider community, communication to committee approved channels, document storage, membership management and financial management
2. Maintain, distribute and store content of the website, separating the material for member eyes only and the general public.

3. Manage the security and integrity of the overall system, allowing access to the website by committee approved individuals and reporting potential risks that expose the systems to fraud, privacy breach, inappropriate use, etc.
4. Provide improvement recommendations to the committee on changes to the website and other technologies.
5. Manage the connections to all systems, ensuring that messages are distributed in a timely way.
6. Manage the email addresses

Editor

The role of the Editor is to:

1. Receive literary material from members.
2. Reject the material if unsuitable and pass decision to Committee for ratification.
3. Determine the suitability of the material for member only or wider distribution.
4. Pass material to Librarian for publication, including distribution criteria.
5. Confirm placement and distribution of material.
6. Maintain a short story publication for publication (with Committee approval).

Librarian

The role of the Librarian is to:

1. Record all publications received by the Society, ensuring that there is both a hard copy and digital copy.
2. Catalogue all publication in an electronic format accessible from both the Website and Member Management System with the following features:
 - a. Keyword Searchable
 - b. Brief description of publication content
 - c. Access security
3. Distribute the publication to:
 - a. Hard copy to Wellington library and displayed in standard listing format
 - b. Insert electronic copy into electronic catalogue.

Literary Award Adjudicator

The role of the Literary Award Adjudicator's is:

1. To approve the release of any advertising relating to the Literary Award.
2. To ensure that the Literary Award application supports the overall objective of the Society.
3. To receive applications for the Literary Award, assess their worthiness and recommend to the Committee the following:
 - a. Number of recipients in priority order that qualify for the Award.
 - b. The value that each recipient may receive.
 - c. The timing of each payment.
 - d. Monitoring each Award recipient's adherence to the agreed timeframe

- e. Recommending payments against the approved schedule for each recipient..
- f. Receiving publication, confirming contractual obligations have been met and providing final payment recommendation.

Branch

Branch Appointment Procedure

The Branch Co-ordinator will be nominated by their Branch members for membership of the Committee at the AGM:

- (a) The term is 12 months.
- (b) If no-one is nominated, a Branch will not be represented on the Committee.
- (c) Where only one person is nominated by their Branch, the AGM will automatically declare the nominee elected.
- (d) Should more than one person be nominated by their Branch, the AGM will decide by ballot which one should be appointed, after the candidates have presented their credentials to the AGM.

Membership Liaison and Activities Co-ordinator are appointed by their Branch:

Branch Co-ordinator

The Branch Co-ordinator's primary responsibility is to ensure that members engage in the purposes of the society, promote the establishment of interest groups, encourage active participation in branch events, and represent the Branch on the Committee.

He or she shall be an active organiser of and participant in their Branch events and decision making and provide support to the Branch Membership Liaison and Activities Co-ordinator.

Membership Liaison

The Membership Liaison's primary purpose is to:

1. Market the benefits of the Society to the wider public in the Branch.
2. Assist prospective members in the genealogical research of their family (who arrived prior to 31 December 1865)
3. Help prospective members gather evidence and prepare their membership application.

Activities Co-ordinator

The Activities Co-ordinator's primary purpose is to:

1. Research historical (pre-December 31, 1865) areas of interest and submit results to the Branch Co-ordinator.
2. Create teams to research the content for Branch agreed projects, including:
 - a. Places of interest
 - b. New Zealand historical events
 - c. Family stories for Society publication

3. Arrange trips of historical interest to Branch members, Branch events and speakers for those events.

Appendix 2 Membership Procedure

New Registration

Renewal

Resignation

Appendix 3 Member Information Access Approval

Only financial members can request access to information about other members.

A request for access to another member's personal information will only be granted with the written approval (including any conditions of use) of the other member

Personal information includes information about:

- Birth of a living person who was born **100 years ago or more**
- Birth of a deceased person who died **50 years ago or more or who was born 80 years ago or more**
- A Stillbirth that occurred **50 years ago or more**
- Marriages that occurred **75 years ago or more**
- Deaths that occurred at least **50 years ago**, or the deceased's date of birth was at least **80 years ago**

Personal information does not include information about the date of arrival of any member's ancestor or the ship upon which they arrived.

Appendix 4 Literary Award Procedure

1. The New Zealand Founders Society Literary Awards are made for research and publication of a book in an area of New Zealand history. This may include:
 - The settlement stories of any group.
 - The history of an area or place or of the people who settled there.
 - The recollections of kaumatua and older New Zealanders of their way of life.
 - A biography of one or more New Zealanders, who may be a family or family member, whose life and work in New Zealand is of general interest.
2. Applications for awards shall be made by 31 March and 30 September in each year for consideration in that year.
3. The criteria for the Awards shall include:
 - The importance of the work to NZ history or local history (particularly prior to 1 January 1866).
 - Whether it relates to a significant or well -known place or personality
 - Its originality and uniqueness.
 - Its importance to social history: and
 - The qualifications and experience of the author
4. The awards are not available for research into personal family background, family tree or genealogical research.
5. The number, frequency and amount of awards will be determined by the Committee of the Society in each year. Each award will be for not less than \$1,500 or more than \$3,000
6. Unless the Committee decides otherwise payment of each award will be made in instalments:
 - one-third to the recipient on confirmation of their successful application;
 - a further one-third after the Society has received confirmation of satisfactory progress;
 - a final payment of one-third after receipt of a copy of the published work.
7. The Committee may require recipients to submit progress reports or proof of progress before any payment is made.
8. The research and publication must be completed within one year following notification of the grant of an award, or within any further period agreed to by the Committee either prior to the payment of the first instalment of the Award or subsequently.
9. The research and publication can be a finite part of a larger piece of

research but must be able to be published alone.

10. Following completion and the work being made public, the Society reserves the right to use or to publish in part or in any way it thinks appropriate, the research of an award winner. This condition does not contravene the rights of the author, and any such publication will be with the prior agreement of the author and will not in any way be to the detriment of the publication of the completed research.
11. All research reports and publications must contain a printed acknowledgement to the Society, including the website: www.nzfounders.org.nz. A waiver of this requirement may be granted by the Committee upon request.
12. The work is to be published in printed form and may in addition be in ebook form and at least one complimentary copy of the printed final report or publication must be presented to the Society. The Society does not support publications that are solely in electronic form.

12. Present position held:

13. Other positions held:

14. Other qualifications:

15. Research experience:

16. Titles of other publications:

17. Name two referees with a knowledge of your ability to carry through the object of the Award:

Name:	Position:
Address:	
Telephone: Home-	Work-
Signature	Date

Name:	Position
Address:	
Telephone: Home-	Work-
Signature	Date

AWARD CONDITIONS

FOLLOWING COMPLETION AND THE WORK BEING MADE PUBLIC, THE NEW ZEALAND FOUNDERS SOCIETY INC. RESERVES THE RIGHT TO USE, OR TO PUBLISH IN PART OR IN ANY WAY IT THINKS APPROPRIATE, THE RESEARCH OF THE WINNING CANDIDATE.

ALL RESEARCH REPORTS AND/OR PUBLICATIONS MUST CONTAIN A PRINTED ACKNOWLEDGEMENT TO THE NZ FOUNDERS SOCIETY INC. AND ONE COPY TO BE PRESENTED TO THE SOCIETY.

I,agree to the Award Conditions. Date: ___/ ___/ ___

Appendix 5 Application for Membership

NEW ZEALAND FOUNDERS SOCIETY INC.

Web: www.nzfounders.org.nz



Please send your application form to the Membership Secretary of the Branch where you seek membership as listed on our website. Membership fees are payable to the applicable Branch.

APPLICATION FOR MEMBERSHIP

Full Name of Applicant:	Mr / Mrs / Miss / Ms		
Current Address: (incl. post code)			
Email:			
Contact Telephone:			
Occupation:		Date of Birth:	
If you are related to an existing member, please state their name and Relationship to you and their membership number:			
			#

Membership of the NZ Founders Society is available to direct descendants of persons who arrived in New Zealand on or before 31 December 1865.

Please state below the ancestor through whom you wish to apply. If more than one, please include the information for each ancestor on a separate page.

Name of Ancestor	Place of Arrival	Vessel	Date of Arrival

In order of descent from the above: Full Name:			
Full Name	Relationship to the above Ancestor	Date of Birth	Full Name of Spouse
Surname	First Names		

Please provide copies of the sources of the information relied upon in this application: (Please Tick)

	Passenger list of the vessel of arrival – this is our preferred verification;
	Other documentation such as NZ birth certificate, death certificate or marriage certificate that provides proof of arrival prior to 31 December 1865
	A NZ executed will or land transfer showing proof of arrival prior to 31 December 1865
	A direct Descendancy Family Tree (This is a compulsory requirement)

Privacy Statement

"We collect personal information from you when you complete this membership form in order to :

1. Send you NZ Founders Society newsletters and notices.
2. Update your information as part of maintaining the Society membership details.
3. Advertise material approved by the NZ Founders Society Committee.

and agree:

1. That any information supplied in this application or submitted in support of the application, or, publications supplied may be made available to other Society members.

NOTE: Your information is confidential to NZ Founders Society and its membership and will not be supplied to another party."

 I am applying for membership of the _____ Branch

In the Membership category of (please tick):

- Member - Adult (over 18 years) Branch membership fees apply.
- Member - Junior (under 18 years) no fee

Signed: _____ Dated: ____/____/____

Office Use Only:

Verified by _____ of _____ Branch on ____/____/____

Certificate # _____ issued and verified by _____ on ____/____/____

Appendix 7 Branch Interest Group Notification

NEW ZEALAND FOUNDERS SOCIETY INC.

Web: www.nzfounders.org.nz

Please send form to the secretary@nzfounders.org.nz when updated



BRANCH INTEREST GROUP NOTIFICATION

This form is provided for Branches to record the interest groups they are managing. The listing will be displayed in the public area of the website, enabling individuals to register their interest and attract new members.

Interest Group Name:	Group Description & Purpose:
Contact Name: Email: Phone:	
Interest Group Name:	Group Description & Purpose:
Contact Name: Email: Phone:	
Interest Group Name:	Group Description & Purpose:
Contact Name: Email: Phone:	

Appendix 8 AGM Notice and Registration

NEW ZEALAND FOUNDERS SOCIETY INC.

Web: www.nzfounders.org.nz



The <#th> AGM Notice & REGISTRATION

Before <date> please complete:

1. Payment to 38-9019-0178686-00 (including your Name and AGM)
2. Email this form to treasurer@nzfounders.org.nz

This is to advise that the New Zealand Founders Society Inc. National Annual General Meeting will be held on <Date> at <Location>

Registration:	15 Days prior	
Remit / Proposal:	15 days prior	
Officer Nomination:	15 days prior	

Only financial members are able to speak and vote on all matters and the above dates apply to returns. Forms received after the above dates will be disallowed.

REGISTRATION - ONE FORM PER PERSON

Name:		
Phone:	Email:	
	Member:	Friend:

COSTS

Registration	\$0.00	
Accommodation	Own cost	Own cost
Morning Tea	\$0.00	
Lunch	\$0.00	
Dinner	\$0.00	
Activity	\$0.00	
Payment		

Do you have any Special Dietary requirements.....

Appendix 9 Officer Nomination

NEW ZEALAND FOUNDERS SOCIETY INC.

Web: www.nzfounders.org.nz



The <#th> AGM Officer Nomination

Before <date> please complete this form and email to the secretary@nzfounders.org.nz

I would like to nominate.....

For the position of: (Please circle position)

Chairperson

Vice Chairperson

Treasurer

Secretary

Membership Secretary

Branch Co-Ordinator – Branch

Nominator

Name:	Signature:	Membership Validated
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Secunder

Name:	Signature:	Membership Validated
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Please Note: both nominator and secunder are required to be fully paid members 15 days prior to the AGM date

Appendix 10 Remit or Proposal

NEW ZEALAND FOUNDERS SOCIETY INC.

Web: www.nzfounders.org.nz



The <#th> AGM Remit / Proposal

Before <date> please complete this form and email to secretary@nzfounders.org.nz

Branch:

Proposer:

Email:

Phone:

Remit / Proposal (maximum 100 words):

.....

.....

.....

Method of Implementation (maximum 100 words):

.....

.....

.....

Method of Financing (maximum 100 words):

.....

.....

.....

Appendix 11 Proxy

NEW ZEALAND FOUNDERS SOCIETY INC.

Web: www.nzfounders.org.nz



The <#th> AGM Proxy

Before <date> please complete this form and email to secretary@nzfounders.org.nz

I, (Full Name):	Membership Verified
Branch:	

Give my authority

To, (Full Name):	Membership Verified
Branch:	

To vote at the <date> Annual General Meeting of the New Zealand Founders Society Inc. on all matters requiring a vote.

Signed..... Date.....

This form must be returned to your Branch Co-ordinator by <date>