

Pukehina SRLS Constitution Information Sheet

In 2022, the New Zealand government passed the Incorporated Societies Act 2022, closely followed with new accompanying Regulations in 2023. The new Act modernises the way societies (clubs) operate and contains some major changes to what must now be included in every club's Constitution.

All clubs in New Zealand need to re-register with the Incorporated Societies Register by April 2026, with a fully compliant, adopted constitution. Club Constitutions must meet these requirements or an application to re-register as an Incorporated Society will be rejected.

The requirements of the new Act mean some changes to how clubs are governed and operated. The major changes include:

- **Clear guidelines for who is eligible to be an elected "Officer"**
- **Clear guidelines for "Officer" duties and responsibilities**
- **Requirement for members to consent to being nominated for election as an "Officer"**
- **Requirement for members to consent to joining a club**
- **A process for resolving disputes in a manner that is consistent with natural justice**
- **Requirement for clubs to maintain a conflicts of interest register**

Over the past six months, the current committee has worked diligently to review and revise the Pukehina SRLS Constitution to ensure full compliance with the new requirements. This process has included:

- Consulting with Surf Life Saving Eastern Region
- Seeking independent advice from subject-matter experts
- Contributing over 100 volunteer hours to ensure the new Constitution is future-focused, practical, and tailored to the unique needs of our club.

We have taken this opportunity not only to meet legal obligations but also to strengthen our internal governance structure, to better support the club's long-term sustainability.

Summary of Key Changes to the Constitution – Governance, Membership, Meetings, and Financial Reporting

Board Structure

One of the most notable proposed changes to the Club's Constitution is the renaming of the governance team from "Committee" to "Board". This change reflects a strategic shift in the Club's operational and governance structure. In recent years, while undertaking a significant redevelopment project and continuing to operate core lifesaving services, the Committee has functioned largely in an operational capacity. While this was necessary at the time, it limited our ability to develop robust governance practices and long-term strategic oversight. Transitioning to a "Board" structure signals our intent to strengthen governance capability, enable clearer distinction between operational and strategic roles, and ensure a more sustainable leadership model for the Club.

Under the proposed model, the Board will consist of eight **(8)** elected roles (**Officers**), with provision to co-opt up to two **(2)** additional Board Members if required. These roles are divided as follows:

Governance Focused Roles:

1. Chair
2. Treasurer
3. Independent Board Member
4. Independent Board Member

Dual Governance and Operational Roles:

5. Club Captain
6. Lifesaving Officer
7. Junior Surf Officer
8. Sport Officer

We are keen to hear from anyone who is interested in being involved with the club in either a governance or operational capacity. If you are new to governance, we have good support from Surf Life Saving Eastern Region to grow your knowledge and skills in this area.

There are also important updates to the following areas of the Constitution. These updates provide greater clarity and inclusivity regarding members' participation in Club affairs. Specifically:

- **Part 6 – Membership (Clause 32: Members' Rights and Privileges)**

- **Active Members** (32.1): Those aged 16 and over will be entitled to attend, speak, and vote at all General Meetings. Members under 16 may still attend and speak (either directly or through a parent/legal guardian) but will not have voting rights. ***This has been amended from 18 years***
- **Social Members** (32.4) –Will be entitled to use Club facilities (as permitted), participate in social and fundraising activities, and attend and speak at General Meetings. However, Social Members will not have voting rights, cannot be elected to the Board or appointed as Delegates, and are not eligible to participate in Surf Lifesaving competitions or events. They also will not be recognised as members of Surf Life Saving New Zealand (SLSNZ) under Rules 28 or 33.1. ***This is a new clause***

- **Part 7 – General Meetings (Clause 38.3: Notice)**

The notice period for Annual General Meetings has been updated. The Board must now give all Members at least **twenty-one (21) days' notice**, revised from the previous thirty (30) days. This change allows for more practical timeframes while still ensuring adequate notice for members to attend and participate.

- **Part 9 – Finances (Clause 50.1: Balance Date)**

The Club's **Balance Date** has been amended to **30 June each year**, or another date as determined by the Board. This change aligns the Club's financial reporting period with that of Surf Life Saving New Zealand (SLSNZ), shifting from the previous 30 March date. The Club must also file financial returns with the Registrar within six months of the Balance Date, in line with statutory requirements.

These constitutional updates are designed to modernise our governance framework, improve clarity around member rights and responsibilities, streamline administrative processes, and align with best practice standards across the surf lifesaving community.

AGM – 13 September 2025

In order to replace our current constitution, we will need to adopt the new, compliant constitution using a special resolution at our upcoming Annual General Meeting (AGM) and then apply to re-register with the Incorporated Societies Register.

We are sharing the proposed Constitution with all our members now and ask that you come back to us **as soon as possible** with any questions or concerns you have.

Please note: On advice from Surf Life Saving New Zealand, we will not be able to make amendments to the new constitution during the AGM, as all wording and clause changes must be approved by Marilyn Moffatt, the SLSNZ Club Constitution Project Manager. This step is to ensure the wording of every constitution is fully legally compliant with the new Act. However, it is very important to us that we conduct an open and robust process, and therefore we welcome feedback during the consultation phase. Consultation is now open and will end on **FRIDAY 22 AUGUST 2025**.

If you would like to chat with a representative from the current committee, please call our Constitution Project Lead Kim O'Leary on 027 466 4165 or email her at admin@pukehinasurfrescue.co.nz and use the subject heading 'Constitution Consultation'

If you have any general governance or constitution questions please direct these to SLS Eastern Region Club Capability Lead, Louise Calvert on louise.calvert@surflifesaving.org.nz or 027 655 5746. Louise also has in depth knowledge of our proposed new constitution.

We are going to hold an Information Day at the club on **Sunday 10th August at 10am**, where we will be available to talk about the proposed new constitution, answer questions and give information to anyone interested in volunteering with the club. We also have role descriptions available for our new Board roles. We look forward to seeing you there!

Thank you for being a valued member of Pukehina SRLS and participating in this consultation process.

On behalf of Andy, Kim and the Pukehina SRLS Committee 2024/2025