

# Netsafe Constitution

## Introductory rules

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### 1. Name

1.1. The name of the society is Netsafe Incorporated (in this **Constitution** referred to as the '**Society**').

### 2. Charitable status

2.1. The **Society** is already a charitable entity under the Charities Act 2005.

### 3. Definitions

3.1. In this **Constitution**, unless the context requires otherwise, the following words and phrases have the following meanings:

'**Act**' means the Incorporated Societies Act 2022 or any Act which replaces it (including amendments to it from time to time), and any regulations made under the Act or under any Act which replaces it.

'**Annual General Meeting**' means a meeting of the **Members** of the **Society** held once per year which, among other things, will receive and consider reports on the **Society's** activities and finances.

'**Chairperson**' means the **Officer** or **Officers** responsible for chairing **General Meetings** and committee meetings, and who provides or provide leadership for the **Society**.

'**Committee**' means the **Society's** governing body.

'**Constitution**' means the rules in this document.

'**Deputy Chairperson**' means the **Officer** elected or appointed to deputise in the absence of the **Chairperson**.

'**General Meeting**' means either an **Annual General Meeting** or a **Special General Meeting** of the **Members** of the **Society**.

'**Interested Member**' means a **Member** who is interested in a matter for any of the reasons set out in section 62 of the **Act**.

**‘Interests Register’** means the register of interests of **Officers**, kept under this **Constitution** and as required by section 73 of the **Act**.

**‘Matter’** means—

the **Society’s** performance of its activities or exercise of its powers; or an arrangement, agreement, or contract (a transaction) made or entered into, or proposed to be entered into, by the **Society**.

**‘Member’** means a person who has consented to become a **Member** of the **Society**, has been properly admitted to the **Society** and who has not ceased to be a **Member** of the **Society**.

**‘Notice’** to **Members** includes any notice given by email, post, or courier.

**‘Officer’** means a natural person who is:

- a member of the **Committee**, or
- occupying a position in the **Society** that allows them to exercise significant influence over the management or administration of the **Society**, including any Chief Executive.

**‘Register of Members’** means the register of **Members** kept under this **Constitution** as required by section 79 of the **Act**.

**‘Special General Meeting’** means a meeting of the **Members**, other than an **Annual General Meeting**, called for a specific purpose or purposes.

**‘Working Days’** mean working days as defined in the Legislation Act 2019. Examples of days that are not **Working Days** include, but are not limited to, the following — a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereign’s birthday, Te Rā Aro ki a Matariki/Matariki Observance Day, and Labour Day.

#### 4. Purposes

4.1. The Society is established and maintained for charitable purposes (including any purposes ancillary to those charitable purposes) namely:

- 4.1.1. to develop realistic and achievable responses to online safety risks for the benefit of all users in New Zealand;
- 4.1.2. to build knowledge and skill about online safety and security for all users in New Zealand and those responsible for their care, including through partnerships

and collaborative approaches;

- 4.1.3. to promote and publicly endorse appropriate legislative change that makes the laws of New Zealand regarding the internet and online safety more efficient and effective thus creating a safer online environment;
- 4.1.4. to facilitate communication between government agencies, ministries, Iwi and hapū, educational organisations, businesses and civil society and community groups with the aim of improving online safety in New Zealand;
- 4.1.5. to develop Netsafe as a recognised source of online safety education, advice and information both nationally and internationally in order to help achieve the above purposes.

4.2. Any income, benefit, or advantage must be used to advance the charitable purposes of the **Society**

## 5. Te Tiriti o Waitangi

5.1. The **Society** acknowledges Te Tiriti o Waitangi as the founding document of Aotearoa New Zealand and recognises both Tangata Whenua and Tangata Tiriti in Aotearoa New Zealand.

## 6. Act and Regulations

6.1. Nothing in this **Constitution** authorises the **Society** to do anything which contravenes or is inconsistent with the **Act**, any regulations made under the **Act**, or any other legislation.

## 7. Restrictions on society powers

- 7.1. The **Society** must not be carried on for the financial gain of any of its members.
- 7.2. Any application for a loan to raise funds must be approved by Members at a Special or Annual General Meeting and must be signed by two **Officers**

## 8. Registered office

- 8.1. The registered office of the Society shall be at such place in New Zealand as the **Committee** from time to time determines.
- 8.2. Changes to the registered office shall be notified to the Registrar of Incorporated Societies—
  - 8.2.1. at least 5 working days before the change of address for the registered office is due to take effect, and
  - 8.2.2. in a form and as required by the Act.

## 9. Contact person

- 9.1. The **Society** shall have at least 1 but no more than 3 contact person(s) whom the Registrar can contact when needed.
- 9.2. The **Society's** contact person must be:
  - 9.2.1. at least 18 years of age, and
  - 9.2.2. ordinarily resident in New Zealand.
- 9.3. A contact person will be appointed by the Committee.
- 9.4. Each contact person's name must be provided to the Registrar of Incorporated Societies, along with their contact details, including:
  - 9.4.1. a physical address or an electronic address, and
  - 9.4.2. a telephone number.
- 9.5. Any change in that contact person or that person's name or contact details shall be advised to the Registrar of Incorporated Societies within 20 Working Days of that change occurring, or the Society becoming aware of the change.

## Members

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### 10. Minimum number of members

- 10.1. The **Society** shall maintain the minimum number of **Members** required by the **Act**.

### 11. Types of members

- 11.1. The classes of membership are as follows:
  - 11.1.1. Individual Membership: Any individual who in the absolute discretion of the **Committee** will enhance and further the interests and purposes of the **Society**, may apply to become an individual **Member** of the **Society** and receive the benefits offered by the **Society** to such **Members**. There is only one vote per individual membership.
  - 11.1.2. Organisational Membership: Any company, incorporated society or other lawful organisation who in the absolute discretion of the **Committee** will enhance and further the interests and purposes of the **Society**, may apply to become an organisational **Member** of the **Society** and receive the benefits offered by the **Society** to such **Members**. Each organisational member shall nominate an individual member to the Society. The nominated individual member will have the same rights and obligations of any other individual member.
  - 11.1.3. Life Membership: From time to time the **Committee** may

elect persons whom it considers have made an outstanding contribution to the development of online safety in New Zealand or Netsafe to Life Membership. Once elected to Life Membership, and provided the Member consents, a **Member** remains a **Member** for life with the rights of an Individual **Member**.

## 12. Becoming a member: consent

12.1. Every applicant for membership must consent in writing to becoming a Member.

## 13. Becoming a member: process

13.1. An applicant for membership must:

13.1.1. be committed to the objects of the Society;

13.1.2. complete and sign the relevant application form;

13.1.3. supply any information, or attend an interview as may be reasonably required by the Committee regarding an application for membership;

13.1.4. pay membership fees (if any) for the appropriate membership class; and

13.1.5. not be a current Netsafe employee.

13.2. The applicant will become a **Member** on acceptance of that application by the **Committee**.

13.3. The **Committee** may accept or decline an application for membership at its sole discretion. The **Committee** must advise the applicant of its decision in writing. Where an application has been declined, the applicant has a right to request a review by the **Committee** of that declination within 30 days of receipt of the notification.

13.4. The written consent of every **Member** to become a **Society Member** shall be retained in the **Society's** membership records.

## 14. Members' obligations and rights

14.1. Every **Member** shall provide the **Society** in writing with that **Member's** name and contact details and promptly advise the **Society** in writing of any changes to those details.

14.2. All **Members** shall promote the interests and purposes of the **Society** and shall do nothing to bring the **Society** into disrepute.

14.3. The rights of membership include, but are not limited to standing for elected office, voting, nominating, seconding and petitioning.

14.4. Each individual member carries the right of one vote in General Meetings of the **Society**

14.5. Every Member has the right to provide input to the Committee

- on decision making, strategic planning and policy development
- 14.6. Members may attend **Committee** Meetings with prior approval from the **Committee**. **Committee** members must provide sufficient reason for denying such a request.
  - 14.7. Any **Member** can be paid reasonable remuneration for work done or reimbursed for expenditure incurred on behalf of the **Society** only if the expenditure has prior approval from the **Committee** or its designated representative.
  - 14.8. No **Member** shall commit the **Society** financially without the consent of the **Committee**
  - 14.9. The **Committee** may decide what access or use **Members** may have of or to any premises, facilities, equipment or other property owned, occupied or otherwise used by the **Society**, and to participate in **Society** events or activities, including any conditions of and fees for such access, use or involvement.

## 15. Subscriptions and fees

- 15.1. Membership fees and any other fees for membership for the relevant financial year shall be set out in bylaws (which may also determine that payment be made by periodic instalments).
- 15.2. Any **Member** failing to pay the appropriate fee (including any periodic payment) by the date the same was due for payment shall be considered as having resigned their membership.

## 16. Ceasing to be a member

- 16.1. A Member ceases to be a Member—
  - 16.1.1. by resignation by written notice from the **Member** to the **Committee** or via any membership management portal authorised by the **Committee**, or
  - 16.1.2. on death (or if a body corporate on liquidation or deregistration, or if a partnership on dissolution of the partnership), or
  - 16.1.3. by failing to pay the relevant membership fees (including any periodic payment) by the date the same was due; or
  - 16.1.4. on termination of a **Member's** membership following a dispute resolution process under this **Constitution**, or
  - 16.1.5. on termination of a **Member's** membership if in the opinion of the **Committee** the **Member** has brought the **Society** into disrepute, provided that:
    - 16.1.5.1. before resolving to cease the membership of any such **Member** that **Member** is given full opportunity at a meeting of the **Committee** to answer any charge or allegation made against

that **Member**;

16.1.5.2. that **Member** is advised of the identity of and shall be entitled to examine any accuser;

16.1.5.3. no other salient factor which forms a basis for the resolution to expel that **Member** is withheld from that **Member**.

16.2. A **Member** ceases to be a **Member** with effect from (as applicable)—

16.2.1. the date of receipt of the **Member**'s notice of resignation by the **Committee** (or any subsequent date stated in the notice of resignation), or

16.2.2. the date of termination of the **Member**'s membership under this **Constitution**, or

16.2.3. the date of death of the **Member** (or if a body corporate from the date of its liquidation or deregistration, or if a partnership from the date of its dissolution), or

16.2.4. the date specified in a resolution of the **Committee** and when a **Member**'s membership has been terminated the **Committee** shall promptly notify the former **Member** in writing.

## 17. Obligations once membership has ceased

17.1. A **Member** who has ceased to be a **Member** under this **Constitution**—

17.1.1. remains liable to pay all membership and other fees to the **Society**'s next balance date, and there shall be no refund of the fees except at the discretion of the **Committee** for exceptional circumstances;

17.1.2. shall cease to hold themselves out as a **Member** of the **Society**,

17.1.3. shall return to the **Society** all material provided to **Members** by the **Society** (including any membership certificate, badges, handbooks and manuals), and

17.1.4. shall cease to be entitled to any of the rights of a **Society Member**.

## 18. Becoming a member again

18.1. Any former **Member** may apply for re-admission in the manner prescribed for new applicants.

18.2. But, if a former **Member**'s membership was terminated following a disciplinary or dispute resolution process, may be re-admitted only by resolution of the **Committee**.

## General meetings

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### 19. Procedures for all general meetings

- 19.1. The Committee shall give all Members at least 15 Working Days' written Notice of any General Meeting and of the business to be conducted at that General Meeting.
- 19.2. That Notice will be addressed to the Member at the contact address notified to the Society and recorded in the Society's register of Members. The General Meeting and its business will not be invalidated simply because one or more Members do not receive the Notice of the General Meeting.
- 19.3. Only Members may attend, speak and vote at General Meetings—
  - 19.3.1. in person, or
  - 19.3.2. via real-time audio, audio and visual, or electronic communication that gives each Member a reasonable opportunity to participate,
  - 19.3.3. by a signed original written proxy (an email or copy not being acceptable) in favour of some individual entitled to be present at the meeting and received by, or handed to, the Committee before the commencement of the General Meeting, or
  - 19.3.4. through the authorised representative of a body corporate as notified to the Committee, and
  - 19.3.5. no other proxy voting shall be permitted.
- 19.4. No **General Meeting** may be held unless at least 6 eligible **Members** attend throughout the meeting and this will constitute a quorum.
- 19.5. If, within half an hour after the time appointed for a meeting a quorum is not present, the meeting – if convened upon request of **Members** – shall be dissolved. In any other case it shall stand adjourned to a day, time and place determined by the **Chairperson** of the **Society**, and if at such adjourned meeting a quorum is not present those **Members** present in person or by proxy shall be deemed to constitute a sufficient quorum.
- 19.6. A **Member** is entitled to exercise one vote on any motion at a **General Meeting** in person or by proxy, and voting at a **General Meeting** shall be by voices or by show of hands or, on demand of the chairperson or of 2 or more **Members** present, by secret ballot.
- 19.7. Unless otherwise required by this **Constitution**, all questions shall be decided by a simple majority of those in attendance in person or by proxy and voting at a **General Meeting** or voting by remote ballot.

19.8. Any decisions made when a quorum is not present are not valid.

19.9. Written resolutions may not be passed in lieu of a **General Meeting**.

19.10. **General Meetings** may be held at one or more venues by **Members** present in person and/or using any real-time audio, audio and visual, or electronic communication that gives each **Member** a reasonable opportunity to participate.

19.11. All **General Meetings** shall be chaired by the **Chairperson** or **Deputy Chairperson**. If the **Chairperson** or **Deputy Chairperson** is absent, the meeting shall elect another member of the **Committee** to chair that meeting.

19.12. Any person chairing a **General Meeting** has a deliberative and, in the event of a tied vote, a casting vote.

19.13. Any person chairing a **General Meeting** may –

19.13.1. with the consent of a simple majority of **Members** present at any **General Meeting** adjourn the **General Meeting** from time to time and from place to place but no business shall be transacted at any adjourned **General Meeting** other than the business left unfinished at the meeting from which the adjournment took place;

19.13.2. direct that any person not entitled to be present at the **General Meeting**, or obstructing the business of the **General Meeting**, or behaving in a disorderly manner, or being abusive, or failing to abide by the directions of the chairperson be removed from the **General Meeting**; and

19.13.3. in the absence of a quorum or in the case of emergency, adjourn the **General Meeting** or declare it closed.

19.14. The **Committee** may propose motions for the **Society** to vote on (**Committee Motions**), which shall be notified to **Members** with the notice of the **General Meeting**.

19.15. Any **Member** may request that a motion be voted on (**Member's Motion**) at a **General Meeting**, by giving notice to the **Committee** at least 10

19.16. **Working Days** before that meeting. The **Member** may also provide information in support of the motion (**Member's Information**). If notice of the motion is given to the **Committee** before written **Notice** of the **General Meeting** is given to **Members**, notice of the motion shall be provided to **Members** with the written **Notice** of the **General Meeting**.

## 20. Minutes

20.1. The **Society** must keep minutes of all **General Meetings**.

## **21. Annual General Meetings: when they will be held**

- 21.1. An **Annual General Meeting** shall be held once a year on a date and at a location and/or using any electronic communication determined by the **Committee** and consistent with any requirements in the **Act**, and the **Constitution** relating to the procedure to be followed at **General Meetings** shall apply.
- 21.2. The **Annual General Meeting** must be held no later than the earlier of the following—
  - 21.2.1. 6 months after the balance date of the **Society**
  - 21.2.2. 15 months after the previous annual meeting.

## **22. Annual General Meetings: business**

- 22.1. The business of an **Annual General Meeting** shall be to—
  - 22.1.1. confirm the minutes of the last Annual General Meeting and any Special General Meeting(s) held since the last Annual General Meeting,
  - 22.1.2. adopt the annual report on the operations and affairs of the Society,
  - 22.1.3. adopt the Committee's report on the finances of the Society, and the annual financial statements, including audited accounts,
  - 22.1.4. consider any motions of which prior notice has been given to Members with notice of the Meeting,
  - 22.1.5. elect any new Officers, and
  - 22.1.6. consider any general business.
- 22.2. The **Committee** must, at each **Annual General Meeting**, present the following information—
  - 22.2.1. an annual report on the operation and affairs of the **Society** during the most recently completed accounting period,
  - 22.2.2. the annual financial statements for that period, including audited accounts, and
  - 22.2.3. notice of any disclosures of conflicts of interest made by **Officers** during that period (including a summary of the matters, or types of matters, to which those disclosures relate).

## **23. Special General Meetings**

- 23.1. **Special General Meetings** may be called at any time by the **Committee** by resolution.
- 23.2. The **Committee** must call a **Special General Meeting** if it receives a written request signed by at least 15 percent of **Members**.

- 23.3. Any resolution or written request must state the business that the **Special General Meeting** is to deal with.
- 23.4. The rules in this **Constitution** relating to the procedure to be followed at **General Meetings** shall apply to a **Special General Meeting**, and a **Special General Meeting** shall only consider and deal with the business specified in the **Committee's** resolution or the written request by **Members** for the **Meeting**.

## Committee

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### 24. Committee composition

- 24.1. The **Committee** will consist of no more than 6 **Officers**.
- 24.2. All **Officers** on the **Committee** must be either:
- 24.2.1. **Members** of the **Society**, or
  - 24.2.2. representatives of bodies corporate that are **Members** of the **Society**.

### 25. Functions of the committee

- 25.1. From the end of each Annual General Meeting until the end of the next, the Society shall be managed by, or under the direction or supervision of, the Committee, in accordance with the Incorporated Societies Act 2022, any Regulations made under that **Act**, and this **Constitution**.

### 26. Powers of the committee

- 26.1. The **Committee** has all the powers necessary for managing – and for directing and supervising the management of – the operation and affairs of the **Society**, subject to such modifications, exceptions, or limitations as are contained in the **Act** or in this **Constitution**.

### 27. Sub-committees

- 27.1. The **Committee** may appoint sub-committees consisting of such persons (whether or not **Members** of the **Society**) and for such purposes as it thinks fit. Unless otherwise resolved by the **Committee**—
- 27.1.1. the quorum of every sub-committee is half the members of the sub- committee but not less than 2,
  - 27.1.2. no sub-committee shall have power to co-opt additional members,
  - 27.1.3. a sub-committee must not commit the **Society** to any financial expenditure without express authority from the

- Committee, and**
- 27.1.4. a sub-committee must not further delegate any of its powers.

## 28. General matters: committees

- 28.1. The **Committee** and any sub-committee may act by resolution approved during a conference call using audio and/or audio-visual technology or through a written ballot conducted by email, electronic voting system, or post, and any such resolution shall be recorded in the minutes of the next **Committee** or sub-committee meeting.
- 28.2. Other than as prescribed by the **Act** or this **Constitution**, the **Committee** or any sub-committee may regulate its proceedings as it thinks fit.

## Committee meetings

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### 29. Procedure

- 29.1. The quorum for **Committee** meetings is at least 3 Committee members.
- 29.2. A meeting of the **Committee** may be held either—
- 29.2.1. by a number of the members of the **Committee** who constitute a quorum, being assembled together at the place, date and time appointed for the meeting; or
  - 29.2.2. by means of audio, or audio and visual, communication by which all members of the **Committee** participating and constituting a quorum can simultaneously hear each other throughout the meeting.
- 29.3. Decisions shall be made wherever possible by consensus.
- 29.4. Where consensus cannot be reached decisions shall be made by voting. A resolution of the **Committee** is passed at any meeting of the **Committee** if a majority of the votes cast on it are in favour of the resolution. Every Officer on the **Committee** shall have one vote.
- 29.5. In the case of an equality of votes, the Chairperson can either make the final decision or call a special general meeting to decide the matter.
- 29.6. The members of the **Committee** shall elect one of their number as chairperson of the Committee and deputy chairperson of the **Committee** at the first meeting after the Annual General Meeting. If at a meeting of the **Committee**, neither the chairperson nor deputy chairperson is present, the members of

- the **Committee** present may choose one of their number to be chairperson of the meeting. The chairperson has a casting vote in the event of a tied vote on any resolution of the **Committee**.
- 29.7. Except as otherwise provided in this Constitution, the **Committee** may regulate its own procedure.

### 30. Frequency

- 30.1. The **Committee** shall meet at least quarterly at such times and places and in such manner (including by audio, audio and visual, or electronic communication) as it may determine and otherwise where and as convened by the Chairperson.
- 30.2. The Chairperson shall give to all **Committee** members not less than 5 Working Days' notice of **Committee** meetings, but in cases of urgency a shorter period of notice shall suffice.

## Officers

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### 31. Qualifications of officers

- 31.1. Every **Officer** must be a natural person who —
- 31.1.1. is already a **Member** of the **Society**;
  - 31.1.2. commits to the Objects of the **Society**;
  - 31.1.3. commits to work cooperatively as an **Officer** of the **Committee** and to attend and participate in **Committee** meetings;
  - 31.1.4. is willing to act as a resource person to any Netsafe staff as necessary;
  - 31.1.5. has consented in writing to be an officer of the **Society**;
  - 31.1.6. is ordinarily resident in New Zealand;
  - 31.1.7. is not employed by the same organisation as any other member of the **Committee**; and
  - 31.1.8. certifies that they are not disqualified from being elected or appointed or otherwise holding office as an **Officer** of the **Society**.
- 31.2. **Officers** must not be disqualified under section 47(3) of the **Act** or section 16 of the Charities Act 2005 from being appointed or holding office as an **Officer** of the **Society**, namely —
- 31.2.1. a person who is under 16 years of age,
  - 31.2.2. a person who is an undischarged bankrupt,
  - 31.2.3. a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial

- Markets Conduct Act 2013, or the Takeovers Act 1993, or any other similar legislation,
- 31.2.4. a person who is disqualified from being a member of the governing body of a charitable entity under section 16(2) of the Charities Act 2005,
  - 31.2.5. a person who has been convicted of any of the following, and has been sentenced for the offence, within the last 7 years —
    - 31.2.5.1. an offence under subpart 6 of Part 4 of the **Act**,
    - 31.2.5.2. a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961),
    - 31.2.5.3. an offence under section 143B of the Tax Administration Act 1994,
    - 31.2.5.4. an offence, in a country other than New Zealand, that is substantially similar to an offence specified in subparagraphs (i) to (iii),
    - 31.2.5.5. a money laundering offence or an offence relating to the financing of terrorism, whether in New Zealand or elsewhere,
  - 31.2.6. a person subject to:
    - 31.2.6.1. a banning order under subpart 7 of Part 4 of the **Act**, or
    - 31.2.6.2. an order under section 108 of the Credit Contracts and Consumer Finance Act 2003, or
    - 31.2.6.3. a forfeiture order under the Criminal Proceeds (Recovery) Act 2009, or
    - 31.2.6.4. a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act,
  - 31.2.7. a person who is subject to an order that is substantially similar to an order referred to in paragraph (f) under a law of a country, State, or territory outside New Zealand that is a country, State, or territory prescribed by the regulations (if any) of the Act.
- 31.3. Prior to election or appointment as an **Officer** a person must —
- 31.3.1. consent in writing to be an **Officer**, and
  - 31.3.2. certify in writing that they are not disqualified from being elected or appointed as an **Officer** either by this **Constitution** or the **Act**.

31.4. Each certificate shall be retained in the **Society's** records.

## 32. Officers' duties

32.1. At all times each Officer:

- 32.1.1. shall act in good faith and in what the **Officer** believes to be the best interests of the **Society**,
- 32.1.2. must exercise all powers for a proper purpose,
- 32.1.3. must not act, or agree to the **Society** acting, in a manner that contravenes the **Act** or this **Constitution**,
- 32.1.4. when exercising powers or performing duties as an **Officer**, must exercise the care and diligence that a reasonable person with the same responsibilities would exercise in the same circumstances taking into account, but without limitation:
  - 32.1.4.1. the nature of the **Society**,
  - 32.1.4.2. the nature of the decision, and
  - 32.1.4.3. the position of the **Officer** and the nature of the responsibilities undertaken by that **Officer**,
- 32.1.5. must not agree to the activities of the **Society** being carried on in a manner likely to create a substantial risk of serious loss to the **Society** or to the **Society's** creditors, or cause or allow the activities of the **Society** to be carried on in a manner likely to create a substantial risk of serious loss to the **Society** or to the **Society's** creditors, and
- 32.1.6. must not agree to the **Society** incurring an obligation unless the **Officer** believes at that time on reasonable grounds that the **Society** will be able to perform the obligation when it is required to do so.

## 33. Election or appointment of officers

33.1. The election of **Officers** shall be conducted as follows.

- 33.1.1. **Officers** shall be elected during **Annual General Meetings**. However, if a vacancy in the position of any **Officer** occurs between **Annual General Meetings**, that vacancy may be filled by resolution of the **Committee** (and any such appointee must, before appointment, consent to appointment and certify that the nominee is not disqualified from being appointed or holding office as an **Officer** (as described in the 'Qualification of Officers' rule above). Any such appointment must be ratified at the next **Annual General Meeting**.
- 33.1.2. A candidate's written nomination, accompanied by the written consent of the nominee with a certificate that

the nominee is not disqualified from being appointed or holding office as an **Officer** (as described in the 'Qualification of Officers' rule above), together with a short biography, shall be received by the **Society** at least 10 **Working Days** before the date of the **Annual General Meeting**. The **Committee** shall notify **Members** of valid nominations and any biographies received, at least 5 **Working Days** before the date of the **Annual General Meeting**.

- 33.1.3. Votes shall be cast in any of the ways described in clause 19.3. In the event of any vote being tied, the tie shall be resolved by the incoming **Committee** (excluding those in respect of whom the votes are tied).
  - 33.1.4. Two **Members** (who are not nominees) or non-members appointed by the **Chairperson** shall act as scrutineers for the counting of the votes and destruction of any voting papers.
  - 33.1.5. No vote shall be required where the number of candidates for election is equal to or less than the number of vacancies. However, candidates shall be confirmed by resolution at the **Annual General Meeting**.
- 33.2. The failure for any reason of any **Member** to receive such **Notice** of the general meeting shall not invalidate the election.

#### 34. Term

- 34.1.1. The term of office for all **Officers** elected to the **Committee** shall be 3 years, expiring at the end of the **Annual General Meeting** in the year corresponding with the last year of each **Officer's** term of office.
- 34.1.2. **Officers** are eligible for re-election. However no **Officer** shall serve for more than 3 consecutive terms;
- 34.1.3. No **Chairperson** shall serve for more than 4 consecutive years as
- 34.1.4. Chairperson.

#### 35. Removal of officers

35.1. An **Officer** shall be removed as an **Officer** by resolution of the **Committee** or the **Society** where in the opinion of the **Committee** or the **Society** —

- 35.1.1. The **Officer** elected to the **Committee** has been absent from 3 committee meetings without leave of absence from the **Committee**.
- 35.1.2. The **Officer** has brought the **Society** into disrepute.
- 35.1.3. The **Officer** has failed to disclose a conflict of interest.

- 35.1.4. The **Committee** or **Society** passes a vote of no confidence in the **Officer** with effect from (as applicable) the date specified in a resolution of the **Committee** or **Society**.

### 36. Ceasing to hold office

- 36.1. An **Officer** ceases to hold office when they:
  - 36.1.1. resign (by notice in writing to the **Committee**);
  - 36.1.2. are removed;
  - 36.1.3. die;
  - 36.1.4. become an employee of the **Society**;
  - 36.1.5. become employed by the same organisation as an existing member of the **Committee**
  - 36.1.6. cease to be a member of the **Society** in the case of elected **Officers**; or
  - 36.1.7. otherwise vacate office in accordance with section 50(1) of the **Act**.
- 36.2. Each **Officer** shall within 10 **Working Days** of submitting a resignation or ceasing to hold office, deliver to the **Committee** all books, papers and other property of the **Society** held by such former **Officer**.

### 37. Conflicts of interest

- 37.1. An **Officer** or member of a sub-committee who is an **Interested Member** in respect of any **Matter** being considered by the **Society**, must disclose details of the nature and extent of the interest (including any monetary value of the interest if it can be quantified)—
  - 37.1.1. to the **Committee** and or sub-committee, and
  - 37.1.2. in an Interests Register kept by the Committee.
- 37.2. Disclosure must be made as soon as practicable after the **Officer** or member of a sub-committee becomes aware that they are interested in the **Matter**.
- 37.3. An **Officer** or member of a sub-committee who is an **Interested Member** regarding a **Matter**—
  - 37.3.1. must not vote or take part in the decision of the **Committee** and/or sub- committee relating to the **Matter** unless all members of the **Committee** who are not interested in the **Matter** consent; and
  - 37.3.2. must not sign any document relating to the entry into a transaction or the initiation of the **Matter** unless all members of the **Committee** who are not interested in the **Matter** consent; but
  - 37.3.3. may take part in any discussion of the **Committee**

and/or sub-committee relating to the **Matter** and be present at the time of the decision of the **Committee** and/or sub-committee (unless the **Committee** and/or sub-committee decides otherwise).

- 37.4. However, an **Officer** or member of a sub-committee who is prevented from voting on a **Matter** may still be counted for the purpose of determining whether there is a quorum at any meeting at which the **Matter** is considered.
- 37.5. Where 50 per cent or more of **Officers** are prevented from voting on a **Matter** because they are interested in that **Matter**, a **Special General Meeting** must be called to consider and determine the **Matter**, unless all non-interested **Officers** agree otherwise.
- 37.6. Where 50 per cent or more of the members of a sub-committee are prevented from voting on a **Matter** because they are interested in that **Matter**, the **Committee** shall consider and determine the **Matter**.

## Records

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### 38. Register of Members

- 38.1. The **Society** shall keep an up-to-date Register of Members.
- 38.2. For each current **Member**, the information contained in the Register of Members shall include –
- 38.2.1. their name, and
  - 38.2.2. the date on which they became a **Member** (if there is no record of the date they joined, this date will be recorded as ‘Unknown’), and
  - 38.2.3. their contact details.
- 38.3. Every current **Member** shall promptly advise the **Society** of any change of the **Member’s** contact details.
- 38.4. The **Society** shall also keep a record of the former **Members** of the **Society**. For each **Member** who ceased to be a **Member** within the previous 7 years, the **Society** will record:
- 38.4.1. the former **Member’s** name, and
  - 38.4.2. the date the former **Member** ceased to be a **Member**.

### 39. Interests Register

- 39.1. The **Committee** shall at all times maintain an up-to-date register of the interests disclosed by **Officers** and by members of any sub-committee.

#### 40. Access to information for members

- 40.1. A **Member** may at any time make a written request to the **Society** for information held by the **Society**.
- 40.2. The request must specify the information sought in sufficient detail to enable the information to be identified.
- 40.3. The **Society** must, within a reasonable time after receiving a request –
  - 40.3.1. provide the information, or
  - 40.3.2. agree to provide the information within a specified period, or
  - 40.3.3. agree to provide the information within a specified period if the **Member** pays a reasonable charge to the **Society** (which must be specified and explained) to meet the cost of providing the information, or
  - 40.3.4. refuse to provide the information, specifying the reasons for the refusal.
  - 40.3.5. Without limiting the reasons for which the Society may refuse to provide the information, the Society may refuse to provide the information if –withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons, or
  - 40.3.6. the disclosure of the information would, or would be likely to, prejudice the commercial position of the **Society** or of any of its **Members**, or
  - 40.3.7. the disclosure of the information would, or would be likely to, prejudice the financial or commercial position of any other person, whether or not that person supplied the information to the **Society**, or
  - 40.3.8. the information is not relevant to the operation or affairs of the society, or
  - 40.3.9. withholding the information is necessary to maintain legal professional privilege, or
  - 40.3.10. the disclosure of the information would, or would be likely to, breach an enactment, or
  - 40.3.11. the burden to the **Society** in responding to the request is substantially disproportionate to any benefit that the **Member** (or any other person) will or may receive from the disclosure of the information, or
  - 40.3.12. the request for the information is frivolous or vexatious, or
  - 40.3.13. the request seeks information about a dispute or complaint which is or has been the subject of the procedures for resolving such matters under this

### **Constitution and the Act.**

- 40.4. If the **Society** requires the **Member** to pay a charge for the information, the **Member** may withdraw the request, and must be treated as having done so unless, within 10 **Working Days** after receiving notification of the charge, the **Member** informs the **Society** –
- 40.4.1. that the **Member** will pay the charge; or
  - 40.4.2. that the **Member** considers the charge to be unreasonable.
- 40.5. Nothing in this rule limits Information Privacy Principle 6 of the Privacy Act 2020 relating to access to personal information.

## Finances

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### **41. Control and management**

- 41.1. The funds and property of the **Society** shall be—
- 41.1.1. controlled, invested and disposed of by the **Committee**, subject to this **Constitution**, and
  - 41.1.2. devoted solely to the promotion of the purposes of the **Society**.
- 41.2. The **Committee** shall maintain bank accounts in the name of the **Society**.
- 41.3. All money received on account of the **Society** shall be banked within 5 **Working Days** of receipt.
- 41.4. The **Committee** must ensure that there are kept at all times accounting records that—
- 41.4.1. correctly record the transactions of the **Society**, and
  - 41.4.2. allow the **Society** to produce financial statements that comply with the requirements of the **Act**, and
  - 41.4.3. would enable the financial statements to be readily and properly audited (if required under any legislation or the **Society's Constitution**).
- 41.5. The **Committee** must establish and maintain a satisfactory system of control of the **Society's** accounting records.
- 41.6. The accounting records must be kept in written form or in a form or manner that is easily accessible and convertible into written form. And the accounting records must be kept for the current accounting period and for the last 7 completed accounting periods of the **Society**.

### **42. Accounts and Audit**

- 42.1. The Society's annual financial statements must be prepared and

audited by an independent auditor (who is not a member of the Committee) for presentation at the Annual General Meeting.

#### **43. Balance date**

43.1. The **Society's** financial year shall commence on 1 July of each year and end on 30 June (the latter date being the **Society's** balance date).

## Dispute resolution

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#### **44. Meanings of dispute and complaint**

44.1. A dispute is a disagreement or conflict involving the **Society** and/or its **Members** in relation to specific allegations set out below.

44.2. The disagreement or conflict may be between any of the following persons—

44.2.1. 2 or more **Members**

44.2.2. 44.2.2. 1 or more **Members** and the **Society**

44.2.3. 44.2.3. 1 or more **Members** and 1 or more **Officers**

44.2.4. 44.2.4. 2 or more **Officers**

44.2.5. 44.2.5. 1 or more **Officers** and the **Society**

44.2.6. 44.2.6. 1 or more **Members** or **Officers** and the **Society**.

44.3. The disagreement or conflict relates to any of the following allegations—

44.3.1. a **Member** or an **Officer** has engaged in misconduct

44.3.2. a **Member** or an **Officer** has breached, or is likely to breach, a duty under the **Society's Constitution** or bylaws or the **Act**

44.3.3. the **Society** has breached, or is likely to breach, a duty under the **Society's Constitution** or bylaws or the **Act**

- 44.3.4. a **Member's** rights or interests as a **Member** have been damaged or **Members'** rights or interests generally have been damaged.
- 44.4. A **Member** or an **Officer** may make a complaint by giving to the **Committee** (or a complaints subcommittee) a notice in writing that—
  - 44.4.1. states that the **Member** or **Officer** is starting a procedure for resolving a dispute in accordance with the **Society's Constitution**; and
  - 44.4.2. sets out the allegation(s) to which the dispute relates and whom the allegation or allegations is or are against; and
  - 44.4.3. sets out any other information or allegations reasonably required by the **Society**.
- 44.5. The **Society** may make a complaint involving an allegation against a **Member** or an **Officer** by giving to the **Member** or **Officer** a notice in writing that—
  - 44.5.1. states that the **Society** is starting a procedure for resolving a dispute in accordance with the **Society's Constitution**; and
  - 44.5.2. sets out the allegation to which the dispute relates.
- 44.6. The information setting out the allegations must be sufficiently detailed to ensure that a person against whom an allegation or allegations is made is fairly advised of the allegation or allegations concerning them, with sufficient details given to enable that person to prepare a response.
- 44.7. A complaint may be made in any other reasonable manner permitted by the **Society's Constitution**.
- 44.8. All **Members** (including the **Committee**) are obliged to cooperate to resolve disputes efficiently, fairly, and with minimum disruption to the **Society's** activities.
- 44.9. The complainant raising a dispute, and the **Committee**, must consider and discuss whether a dispute may best be resolved through informal discussions, mediation, arbitration, or a tikanga-based practice. Where mediation or arbitration is agreed on, the parties will sign a suitable mediation or arbitration agreement.

#### 45. How complaint is made

- 45.1. A **Member** or an **Officer** may make a complaint by giving to the **Committee** (or a complaints subcommittee) a notice in writing that—
  - 45.1.1. states that the **Member** or **Officer** is starting a procedure for resolving a dispute in accordance with the

- Society's Constitution;** and
- 45.1.2. sets out the allegation or allegations to which the dispute relates and whom the allegation is against; and
- 45.1.3. sets out any other information reasonably required by the **Society**.
- 45.2. The **Society** may make a complaint involving an allegation or allegations against a **Member** or an **Officer** by giving to the **Member** or **Officer** a notice in writing that—
  - 45.2.1. states that the **Society** is starting a procedure for resolving a dispute in accordance with the **Society's Constitution;** and
  - 45.2.2. sets out the allegation to which the dispute relates.
- 45.3. The information given under subclause (1.2) or (2.2) must be sufficient to ensure that a person against whom an allegation is made is fairly advised of the allegation or allegations concerning them, with sufficient details given to enable that person to prepare a response.
- 45.4. A complaint may be made in any other reasonable manner permitted by the Society's Constitution.

#### **46. Person who makes complaint has right to be heard**

- 46.1. A **Member** or an **Officer** who makes a complaint has a right to be heard before the complaint is resolved or any outcome is determined.
- 46.2. If the **Society** makes a complaint—
  - 46.2.1. the **Society** has a right to be heard before the complaint is resolved or any outcome is determined; and
  - 46.2.2. an **Officer** may exercise that right on behalf of the **Society**.
- 46.3. Without limiting the manner in which the **Member**, **Officer**, or **Society** may be given the right to be heard, they must be taken to have been given the right if—
  - 46.3.1. they have a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
  - 46.3.2. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
  - 46.3.3. an oral hearing (if any) is held before the decision maker; and
  - 46.3.4. the **Member's**, **Officer's**, or **Society's** written or verbal statement or submissions (if any) are considered by the decision maker.

#### **47. Person who is subject of complaint has right to be heard**

- 47.1. This clause applies if a complaint involves an allegation that a **Member**, an **Officer**, or the **Society** (the ‘respondent’)—
  - 47.1.1. has engaged in misconduct; or
  - 47.1.2. has breached, or is likely to breach, a duty under the **Society’s Constitution** or bylaws or this **Act**; or
  - 47.1.3. has damaged the rights or interests of a **Member** or the rights or interests of **Members** generally.
- 47.2. The respondent has a right to be heard before the complaint is resolved or any outcome is determined.
- 47.3. If the respondent is the **Society**, an **Officer** may exercise the right on behalf of the **Society**.
- 47.4. Without limiting the manner in which a respondent may be given a right to be heard, a respondent must be taken to have been given the right if—
  - 47.4.1. the respondent is fairly advised of all allegations concerning the respondent, with sufficient details and time given to enable the respondent to prepare a response; and
  - 47.4.2. the respondent has a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
  - 47.4.3. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
  - 47.4.4. an oral hearing (if any) is held before the decision maker; and
  - 47.4.5. the respondent’s written statement or submissions (if any) are considered by the decision maker.

#### **48. Investigating and determining dispute**

- 48.1. The Society must, as soon as is reasonably practicable after receiving or becoming aware of a complaint made in accordance with this Constitution, ensure that the dispute is investigated and determined.
- 48.2. Disputes must be dealt with under the Constitution in a fair, efficient, and effective manner and in accordance with the provisions of the Act.

#### **49. Society may decide not to proceed further with complaint**

- 49.1. Despite the ‘Investigating and determining dispute’ rule above, the **Society** may decide not to proceed further with a complaint if—
  - 49.1.1. the complaint is considered to be trivial; or
  - 49.1.2. the complaint does not appear to disclose or involve any allegation of the following kind:

- 49.1.2.1. that a **Member** or an **Officer** has engaged in material misconduct;
- 49.1.2.2. that a **Member**, an **Officer**, or the **Society** has materially breached, or is likely to materially breach, a duty under the **Society's Constitution** or bylaws or the **Act**;
- 49.1.2.3. that a **Member's** rights or interests or **Members'** rights or interests generally have been materially damaged;
- 49.1.3. the complaint appears to be without foundation or there is no apparent evidence to support it; or
- 49.1.4. the person who makes the complaint has an insignificant interest in the matter; or
- 49.1.5. the conduct, incident, event, or issue giving rise to the complaint has already been investigated and dealt with under the **Constitution**; or
- 49.1.6. there has been an undue delay in making the complaint.

## 50. Society may refer complaint

- 50.1. The **Society** may refer a complaint to—
  - 50.1.1. a subcommittee or an external person to investigate and report; or
  - 50.1.2. a subcommittee, an arbitral tribunal, or an external person to investigate and make a decision.
- 50.2. The **Society** may, with the consent of all parties to a complaint, refer the complaint to any type of consensual dispute resolution (for example, mediation, facilitation, or a tikanga-based practice).

## 51. Decision makers

- 51.1. A person may not act as a decision maker in relation to a complaint if 2 or more members of the Committee or a complaints subcommittee consider that there are reasonable grounds to believe that the person may not be—
  - 51.1.1. impartial; or
  - 51.1.2. able to consider the matter without a predetermined view.

## Liquidation and removal from the register

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### 52. Resolving to put society into liquidation

- 52.1. The **Society** may be liquidated in accordance with the

provisions of Part 5 of the **Act**.

52.2. The **Committee** shall give 30 **Working Days** written **Notice** to all

52.3. **Members** of the proposed resolution to put the **Society** into liquidation.

52.4. The **Committee** shall also give written **Notice** to all **Members** of the **General Meeting** at which any such proposed resolution is to be considered. The **Notice** shall include all information as required by section 228(4) of the **Act**.

52.5. Any resolution to put the **Society** into liquidation must be passed by a simple majority of all **Members** present and voting.

### **53. Resolving to apply for removal from the register**

53.1. The **Society** may be removed from the Register of Incorporated Societies in accordance with the provisions of Part 5 of the **Act**.

53.2. The **Committee** shall give 30 **Working Days** written **Notice** to all **Members** of the proposed resolution to remove the **Society** from the Register of Incorporated Societies.

53.3. The **Committee** shall also give written **Notice** to all **Members** of the **General Meeting** at which any such proposed resolution is to be considered. The **Notice** shall include all information as required by section 228(4) of the **Act**.

53.4. from the Register of Incorporated Societies must be passed by a simple majority of all **Members** present and voting.

### **54. Surplus assets**

54.1. If the **Society** is liquidated, or removed from the Register of Incorporated Societies, no distribution shall be made to any **Member**, and if any property remains after the settlement of the **Society's** debts and liabilities, that property must be given or transferred to another organisation for a charitable purpose or purposes as defined in section 5(1) of the Charities Act 2005.

## **Alterations to the constitution**

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### **55. Amending this constitution**

55.1. Any minor or technical amendments to this **Constitution** may be made in accordance with section 31 of the **Act**. All other amendments must be made in accordance with this **Constitution**.

55.2. The **Society** may amend or replace this **Constitution** at a **General Meeting** by a resolution passed by a two thirds

- majority of those **Members** present and voting.
- 55.3. At least 15 **Working Days** before the **General Meeting** at which any amendment is to be considered the **Committee** shall give to all **Members** notice of the proposed resolution, the reasons for the proposal, and any recommendations the **Committee** has.
- 55.4. When an amendment is approved by a **General Meeting** it shall be notified to the Registrar of Incorporated Societies in the form and manner specified in the **Act** for registration, and shall take effect from the date of registration.
- 55.5. If the **Society** is registered as a charity under the Charities Act 2005 the amendment shall also be notified to Charities Services as required by section 40 of that Act.

## Other

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### 56. Bylaws

- 56.1. The **Committee** from time to time may make and amend bylaws, and policies for the conduct and control of **Society** activities and codes of conduct applicable to **Members**, but no such bylaws, policies or codes of conduct applicable to **Members** shall be inconsistent with this **Constitution**, the **Act**, regulations made under the **Act**, or any other legislation.

### 57. Indemnity and insurance

- 57.1. In accordance with Sub-Part 6 of the Act, the **Society** shall indemnify and may effect insurance for, **Officers** of the **Committee**, its sub-committees and **Society** employees from and against all liability, losses and expenses incurred by them in or about the proper discharge of their respective duties, except such as may happen from their actions which are criminal, dishonest, fraudulent, malicious or wilfully or intentionally negligent.

### 58. Transitional provisions

- 58.1. Provided they meet the requirements of the **Act** and this **Constitution**, on the date of the coming into force this **Constitution** the **Officers** of the **Committee** shall be those validly in office under Netsafe's Incorporated Society Rules in force immediately prior to that date who shall continue in office subject to the provisions of this **Constitution**. Tenure of office shall be carried over except that any **Officer** who

already meets the consecutive years limit may remain in post until the 2025 AGM. Term of office shall be reckoned based on when the **Officer** was last validly elected under the previous Rules.