

THE INCORPORATED SOCIETIES ACT 1908
RULES OF
PACIFIC ISLANDERS IN FILM & TELEVISION
INCORPORATED SOCIETY

1. NAME

The name of the Society shall be PACIFIC ISLANDERS IN FILM & TELEVISION INCORPORATED [P.I.F.T.] (hereinafter referred to as “the Society”).

2. AIMS

- To
- (i) provide an industry support group exclusively for Pasifika working in screen production
 - (ii) provide an industry lobby group which promotes the interests of Pasifika in screen production

3. REGISTERED OFFICE

The registered office of the Society shall be at such place as the Executive from time to time determine. Due notice of every change of the place of the registered office shall be given to the Registrar of Incorporated Societies.

4. INTERPRETATION

In the interpretation of these Rules (unless the context requires a different construction):—

The Society shall mean Pacific Islanders in Film and Television Incorporated.

The Executive shall mean the Executive for the time being of the Society constituted under Rule 15 of these Rules.

The industry shall mean the screen production (including non-broadcasting) industry.

Pasifika is deemed to be people of Pacific islands origin, descent or heritage. The term Pasifika may be used interchangeably with Pasefika or Pacific Islanders or just Pacific.

5. OBJECTS

The Society is established as a professional organisation to ensure that the interests of Pasifika are recognised and supported throughout the screen industry in New Zealand. In particular the Society is established to:

- 5.1 provide a support network for Pasifika practitioners
- 5.2 provide a base for career support through information exchange
- 5.3 further the professional education of Pasifika through seminars, workshops and other training opportunities
- 5.4 encourage and recognise the achievements of Pasifika working in the industry
- 5.5 facilitate guidelines on cultural protocol in the industry
- 5.6 build a profile for the Society as a professional Pasifika organisation, the activities of which will be of benefit to the screen industry as a whole and Pasifika people generally
- 5.7 promote the usage of Teo Pasifika and Fa'aPasifika in the screen industry
- 5.8 purchase, take upon lease, hire or otherwise acquire and hold real and personal property rights and privileges which the Society may think necessary or convenient to the attainment of the objects of the Society
- 5.9 sell, lease, hire, charge or otherwise dispose of any of the property of the Society and to grant such rights and privileges there over in such manner as the Society may from time to time think necessary and proper
- 5.10 invest the funds of the Society upon such securities and in such manner as is authorised by the Rules
- 5.11 raise money by subscriptions and to grant rights and privileges to subscribers
- 5.12 do all such other lawful things as are incidental or conducive to the attainment of the above objects or any of them

6. MEMBERSHIP

- 6.1 Any Pasifika person who has a minimum of two years' experience in the industry is eligible to apply for membership.
- 6.2 Application for membership shall be considered by a membership sub-committee.

- 6.3 Those who are deemed to be ineligible for membership may apply to be a “Friend” or “Associate” of the Society. Friends are entitled to attend Society activities (unless for whatever reason the activity is restricted to members only). A Friend shall be entitled to be present but not vote at General Meetings of the Society, and friends shall not be eligible for election to the Executive. Friends may be eligible for appointment to the Committee. Friends may be non-Pasefika. Associates are Pasefika who do not have two years' minimum experience in the industry, including students and the aiga of Members.
- 6.4 Every application for membership or status as a Friend or Associate shall be accompanied by a prescribed membership fee and made in writing or on-line in the prescribed form to the Administrator of the Society.
- 6.5 Membership shall be on an annual basis and a Member / Friend / Associate of the Society shall cease if her / his subscription is unpaid after one month from their annual renewal date
- 6.6 The annual subscriptions of members, friends and associates shall be determined from time to time by the Executive of the Society.
- 6.7 Each member undertakes to act in accordance with the Rules and Policies of the Society.
- 6.8 A member who fails to comply with the Rules and Policies of the Society may incur a period of suspension by a majority vote of the Executive, such suspension being subject to appeal to a General Meeting of the Society.
- 6.9 Any member may terminate her / his membership by notice in writing to the Secretary. The Society shall be entitled to retain the balance of such membership fee outstanding.

7. FINANCIAL YEAR

The financial year of the Society shall be from the first day of July in one year until the last day in June in the next year, or as may be determined by the Executive from time to time.

8. ANNUAL GENERAL MEETING

8.1 An Annual General Meeting of the Society shall be held not later than the last day of November each year and at such meeting the following business shall be transacted:

- a) receipt and consideration of the Annual Report of the Executive;
- b) receipt and consideration of the Annual Financial Statement from the Treasurer;
- c) election of a Chair who shall hold office for a term of two years but who shall be eligible for re-election. Nominees may nominate themselves or be nominated by any other current financial member of the Society.
- d) Election of members to the Executive for a term of two years:
Nominations may be Made on the night or received by the Executive prior to the AGM. Nominees may Nominate themselves or be nominated by any other current financial member of the Society.
- e) to consider any general business.

8.2 The mode of summoning members to such meetings shall be made by public notice digital or otherwise, through membership mail and by word of mouth.

8.3 A quorum for the Annual General Meeting shall consist of at least one quarter of the number of the members of the Society. If within half an

hour from the time appointed for such a meeting, a quorum is not present, the members present may transact the business of that meeting as if they constituted a quorum.

9. ELECTION OF OFFICERS

No person shall be elected to office under paragraphs 8 c) and 8 d) of Rule 8 hereof unless:

- 9.1 that person is present at the Annual General Meeting at which he/she is to be elected, except in extenuating circumstance, and by notification in writing to the Administrator;
- 9.2 have nominated themselves, or been nominated by another financial member;
- 9.3 that person is a full and financial member.

10. SPECIAL GENERAL MEETINGS

A Special General Meeting of the Society may be held at any time which the Executive may appoint. It shall also be competent for more than half the members to sign a requisition to the Chair to convene a Special General Meeting and on receipt of such requisition the Chair shall instruct the Administrator to call such a meeting within fourteen (14) days.

The business to be dealt with at such meeting shall be limited to the matters stated in the requisition and / or notice of such meeting.

11. FINANCIAL STATEMENT

Every year a financial statement shall be prepared showing all the receipts and expenditure of the Society since the preceding financial statement together with a general statement of the funds and effects and liabilities and assets of the

Society and every such statement shall be signed by the Chair and Treasurer and certified by the Auditor and be put before the Annual General Meeting.

12. NOTICE

Notice of all Annual General Meetings of the Society shall be deemed to be duly given if posted to the last known address, or e-mail of each member not less than fourteen (14) days prior to the date of the meeting.

13. CHAIR AND DEPUTY-CHAIR

13.1 The Chair shall preside at all meetings of the Society, and shall be an ex-officio member of all Committees and shall have general and active Executive responsibilities and shall see that all orders and resolutions of the Executive are carried into effect.

13.2 The Deputy-Chair will perform such duties and exercise such powers as may be delegated by the Chair and in the absence of the Chair shall perform the duties and exercise the powers of the Chair.

14. VOTING AT ANNUAL, SPECIAL AND GENERAL MEETINGS

14.1 The method of voting at all meetings of the Society shall be on show of hands, secret ballot or online as decided by the Members.

14.2 The Executive will allow proxy votes, the hard copy forms for which shall have been distributed to all members no less than three (3) days prior to the Annual General Meeting”, or by text from the designated cell-phone of the Member

14.3 The Chair shall have at all meetings a deliberative vote; and in the case where the votes are equal, will also have a casting vote. No Member shall be entitled to more than one vote.

14.4 A declaration by the Chair at any meeting to the effect that any resolution submitted at such meeting has been carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Society shall be conclusive evidence of the fact without proof of the number of votes recorded in favour of or against the resolution.

15. EXECUTIVE

15.1 The Executive shall comprise of not less than six (6) and not more than (9) persons including the Chair”

15.2 That Executive shall meet regularly, either in person or using other telecommunications methods, dates to be selected at the first Executive Meeting after the Annual General Meeting and at such other times as the Chair shall require.”

15.3 A quorum for meetings of the Executive shall not be less than 3 persons including the Chair.

15.4 Each member of the Executive shall have one vote at Executive meetings.

15.5 A member of the Executive may be removed by a vote of 100% of the remaining Executive.

15.6 The Executive shall have power to fill any casual vacancy in its elected members.

15.7 The Executive shall at its first meeting following the Annual General Meeting appoint or confirm the appointment of the Deputy Chair and Treasurer

15.8 The Administrator of the Society shall fulfil the function of the Secretary

15.9 The Executive shall have the authority to approve reasonable travel and accommodation or other expenses incurred by the members of the Executive

when on Society business.

16. TENURE OF OFFICE OF EXECUTIVE MEMBERS

16.1 The tenure of all Members of the Executive shall terminate on the appointment of their successor. Any member of the Executive, being absent from 3 consecutive meetings without leave of absence, shall, unless otherwise resolved by majority of the Executive, cease to be a member of the Executive.

16.2 An Executive Officer who is unavailable for more than 2 consecutive meetings may appoint a proxy member on his/her behalf for no more than 3 meetings per annum.

17. FUNCTIONS OF THE EXECUTIVE

The Executive shall have the power by resolution to do all things which it may be considered necessary or expedient in the interests of the Society and which are not expressly directed or required to be done by members in a General Meeting. The Executive shall be responsible for all policy decisions of the Society. Without prejudice to the general powers of the Executive it is hereby expressly directed that the Executive shall be entrusted with and may exercise and perform any or all of the following powers and duties:

17.1 Enter into all negotiations, contracts and agreements in the name and on behalf of the Society as it may consider expedient for its purposes, provided that such negotiations, contracts and agreements are not in conflict with the objects to the Society;

17.2 Make provision for the signing and endorsing of cheques or such other negotiable instruments on behalf of the Society and to open such accounts as the Executive may think fit;

- 17.3 Receive and give receipts and execute discharges for all gift, legacies, bequests and other monies, and to execute any trusts created for any of the objects of the Society or for the purpose of furthering any of the objects of the Society;
- 17.4 Raise money by subscriptions and grant rights and privileges to subscribers;
- 17.5 Exercise all rights, powers and duties which under these Rules are required to be performed by the Executive;
- 17.6 Engage, control and dismiss the Society's servants and paid officials and exercise all such administrative power as may be necessary to effect the purposes of the Society;
- 17.7 At its discretion appoint honorary legal counsel and auditor
- 17.8 Co-opt from time to time persons with special expertise to serve the Executive or any Committee upon such conditions as the Executive may determine. Their appointment shall be reviewed annually at the first Executive Meeting following the Annual General Meeting.
- 17.9 Deal with any matter not provided for in these rules and generally manage the affairs of the Society in accordance with its rules and objects.
- 17.10 Appoint matua/tu'ua/ministers

18. CHANGING THE RULES

- 18.1 These rules may be altered, added to, or rescinded by resolution carried by a majority of three-fifths of the members present and voting at any general meeting of which due notice has been given, provided that no such alteration, addition, or rescission shall be valid until it is first

approved by a general conference other than an interim conference of the society and secondly registered.

19. FUNDS

The funds and property of and belonging to the Society may be applied in the manner and for the purposes following:

- 19.1 In payment of all expenses of and incidental to the carrying out of the objects of the Society or any of them.
- 19.2 In the purchase and improvement of real and personal property to be used for and in connection with all or any of the objects of the Society.
- 19.3 In investment upon any security hereby authorised.
- 19.4 In any manner which may from time to time be authorised by the Executive or members of the Society in general meeting.
- 19.5 The income and property of the Society shall be applied solely towards themselves promotion of the objects set forth above, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profits to members of the Society.

20. COMMITTEES

- 20.1 The Executive shall have the power to appoint such Committees as it shall from time to time deem advisable and may delegate and assign to such Committees such powers, duties and responsibilities as the Executive shall think fit.
- 20.2 Committees shall meet and report as required to carry out their functions and shall be allocated sufficient funds to meet expenses by the Executive.

- 20.3 Committees shall not expend any monies or incur any liabilities in excess of any budget approved by the Executive without the prior approval of the Executive.
- 20.4 Each Committee shall keep written minutes of all meetings and forward the same monthly to the Executive.
- 20.5 The Executive shall have power to fill any casual vacancies or make any further appointments to a Committee from time to time.

21. DISOLUTION OF SOCIETY

Whenever a majority of two-thirds of the members of the Society shall, at an annual meeting, declare the Society dissolved, or if from any other cause whereby the Society shall be dissolved or fail to meet and pursue the objects of the society for the period of five consecutive years, then the real estate and all the other property held by it shall be sold for cash in hand, at public auction, after thirty days' public notice, describing the property to be sold, and the time, place and terms of sale. Such sale shall be conducted by the Executive, or a majority of them, and the proceeds of such sales shall, after payment of all expenses, be divided among the members of the Society in proportion.

22. COMMON SEAL

The Society shall provide a Common Seal which shall be in the custody of the Secretary. The Seal shall not be affixed to any instrument except in pursuance of a resolution of the Executive and/or Society and in the presence of the Chair or the Vice-Chair, one other member of the Executive and the Secretary who shall sign every document or instrument to which the Common Seal is affixed.