

INSTRUCTIONS FOR DEVELOPING YOUR RSA CONSTITUTION (v4)

General

1. The [Model Constitution](#) is a template and MUST be used as the basis for creating / updating your own RSA constitution.
2. The following clauses are either legally required or link to the RNZRSA Constitution and have been locked in the document:
 - 2 Definitions
 - 3 Constitutional Principles
 - 4 Objects and purposes
 - 5 Relationship with RNZRSA
 - 8.40 – 8.43 Delegate and Observers
 - 17 Property and Memorabilia
 - 18.1 No amendment to constitution without consent of RNZRSA CE
 - 18.5 Requirements for amendments to specified clauses
 - 21 Trusts and Funds
 - 23 Withdrawing as an RNZRSA Member
 - 24 Liquidation

The Process in Outline

Step 1. The Model Constitution (MC) is *adapted* by the RSA Member Association to reflect its own requirements, and then sent to the RNZRSA Constitution Working Group (CWG) for review.

Step 2. The CWG checks the constitution to ensure that the key Incorporated Societies Act 2022 and RNZRSA clauses remain, endorsing it if acceptable or working with the RSA Member Association to arrive at a mutually agreeable solution.

Step 3. Once endorsed by the CWG, the RSA Member Association's executive committee convenes an AGM or SGM so the membership can vote on the new constitution.

Step 4. Once passed by the membership, the Executive Committee sends the new constitution (along with a copy of the AGM/SGM minutes) to the RNZRSA CE for formal RNZRSA ratification.

Step 5. Once ratified by the RNZRSA CE, the constitution is returned to the RSA Member Association whereupon the RSA Member Association may proceed with re-registration as an Incorporated Society.

The Process in Detail

Step 1 – Adapting the Model Constitution:¹

- A. **Save the Template (Important first step).** Save the MC to your computer and rename it using your RSA's name.

Suggested Format: [Your RSA Name] Model Constitution.

This helps avoid confusion when submitting it to the National Office.

- B. **Complete Highlighted Sections.** Fill in all highlighted areas first by selecting the options that best apply to your RSA.
- C. **If You Are Not Appointing a Kaumātua.** Use the strikethrough Kaumātua to indicate this.
- D. **Requesting Changes to Other Clauses.** Using the template on the last page of this document, RSA Member Associations may request changes to other clauses.
- E. **Adding Schedules.** You may add as many schedules to the end of the document as needed (blank Schedule Pages are included to help you get started).²

Step 2 – Submit to the CWG for Review:

- A. Email the completed template, along with the Table of Requested Changes, to enquiries@rsa.org.nz. Include:
- (1) in the subject 'XXX RSA Proposed Constitution for CWG Review' (or words to this effect);
 - (1) In the body:
 - (a) the proposed date of your AGM or EGM;
 - (b) your point of contact (with knowledge of the constitution) and their telephone number; and
 - (c) any other information that will assist the CWG to process your constitution as quickly as possible.

¹ Don't forget to add the words 'Incorporated', 'Inc' or 'Manatōpū' after your RSA's name. Without this your constitution will be rejected by the Registrar.

² Do not add your Rules (aka Bylaws) as a schedule. These should remain separate from your constitution.

- B. Base on the documents and information provided, the CWG will:
- (1) prioritise constitutions based on when they are required, and then by the order of receipt; and
 - (2) work as quickly as possible to review your constitution before returning it to you.

Step 3 – Hold your AGM or SGM:

- A. Once you have received your new constitution back from the CWG review, it is time to hold your AGM or EGM in accordance with your existing constitution/rules.
- B. Ensure you send a copy of the new constitution to all association members for perusal beforehand.
- C. Invite your District President to attend the meeting, and ask them to be prepared to explain any clauses that may be queried (only if the Executive Committee requires this support).
- D. Ensure the minutes accurately record the approval of your new constitution including who moved the motion, who seconded it, and whether it was carried by unanimous or majority vote.
- E. Ensure the minutes are signed (either by hand or electronically) by the President and Secretary.

Step 4 – RNZRSA Endorsement

- A. Email your new constitution to enquiries@rsa.org.nz. Include:
 - (1) in the subject 'XXX RSA Inc Constitution for RNZRSA Endorsement' (or words to this effect).
 - (2) in the body, details of your RSA's point of contact (with knowledge of the constitution) and their telephone number.
- B. As the CWG has already worked with you on your constitution, the RNZRSA CE should be able to endorse it and get it back to you reasonably quickly.

Step 5 – Re-Registration

- A. Once you have received your RNZRSA endorsed constitution back from National Office, you may commence the re-registration process in accordance with the instructions on the [Incorporated Societies website](#).

TABLE OF REQUESTED CHANGES

Clause No.	Request this clause be changed to...	For the following reason(s)...
8.123	<i>The Executive Committee shall consist of:</i> <i>(a) a President;</i> <i>(b) two Vice-Presidents... etc</i>	<i>This more accurately reflects the structure of our Executive Committee.</i>