

Instructions for Developing Your RSA Constitution

This document is a template for creating your RSA Constitution. Please follow the steps below to complete and submit it to National Office for approval.

Using the Template

1. Save the Template

- Save this document to your computer and rename it using your RSA's name.
Format: [Your RSA Name] Model Constitution.
This helps avoid confusion when submitting it to the National Office.

2. Complete Highlighted Sections

- Fill in all highlighted areas by selecting the options that best apply to your RSA.

3. If You Are Not Appointing a Kaumātua

- Use the strikethrough function to indicate this.
 - **How to apply/remove strikethrough:**
 1. Select the relevant text.
 2. Go to the **Home** tab.
 3. Click on **Strikethrough** (abc).



4. Submit for Approval

- Email the completed template to: **enquiries@RSA.org.nz**
- The Chief Executive (CE) will review and sign off the document.

5. Include Important Details in Your Email

- Mention the date of your **AGM** or **SGM**.
 - Let us know **when you need the signed version returned**.
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Making Changes to Fixed Text

6. Begin with Highlighted Areas

- Complete all highlighted fields before requesting changes to other sections.

7. Requesting Changes to Fixed Clauses

- If you wish to alter sections of fixed text:

- Complete the highlighted areas first.
 - Email the document to **enquiries@RSA.org.nz** with:
 - A list of the clauses you want to change.
 - Your proposed wording for each clause.
 - Changes that are reasonable and compliant with legal requirements will be considered by the CE.
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Additional Notes

8. Adding Schedules

- You may add as many schedules to the end of the document as needed.
- A blank Schedule page is included to help you get started.

9. Final Steps

- Once approved, your finalised RSA Model Constitution will be returned to you.
 - You can then submit it to **Incorporated Societies** for re-registration.
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