

CONSTITUTION OF THE TUNG JUNG ASSOCIATION OF NEW ZEALAND INCORPORATED

Statement of Values

The Association is committed to preserving the cultural heritage, values, and traditions of the Tung Goon (Dongguan) and Jung Seng (Zengcheng) communities. All members are expected to respect and uphold this legacy in their participation and conduct.

1. Name

The society is The Tung Jung Association of New Zealand Incorporated (“the Association”).

2. Purposes

The Association is a charitable organisation (limited to charitable purposes within New Zealand) that exists to:

- a) Support the cultural, educational, and social wellbeing of the Chinese community in New Zealand, especially those with links to the Tung Goon (Dongguan) and Jung Seng (Zengcheng) districts, Guangdong, China.
- b) Provide mutual support, recreation, and opportunities for learning and participation.
- c) Preserve and promote Chinese language, customs, and heritage.

3. Registered Office

The Registered Office shall be at such place in New Zealand as the Committee appoints from time to time.

4. Membership Categories

4.1 Full Members

- Individuals who originate from Tung Goon (Dongguan, China) and Jung Seng (Zengcheng, China), including descendants, spouses and families.

- Full Members may join individually or under a Family/Household Membership, which may include up to two named adult Full Members with voting rights.
- Dependents under a Family/Household Membership are non-voting and not considered Full Members for governance purposes.

4.2 Senior Full Members

- Full Members aged 70 years or older at the discretion of the Committee.
- Exempt from annual subscriptions and retain full voting rights.
- May join individually or as part of a Family/Household Membership, subject to the two-vote cap.

4.3 Associate Members

- Supporters of the Association's purposes who do not meet full eligibility.
- No voting rights.
- May be exempt from subscriptions if aged 70 or older, at the discretion of the Committee.

4.4 Honorary Members

- Individuals recognised for significant service to the Association.
- Exempt from annual subscriptions.
- May also be Full or Associate Members.
- Honorary status does not confer voting rights unless the person is also a Full Member.

4.5 Application & Approval

Applications must be made in writing and accompanied by any applicable fee. The Committee will decide each application and is not required to provide reasons for its decision.

4.6 Ending Membership

Membership ends by:

- (a) written resignation;
- (b) non-payment of subscriptions more than 8 weeks overdue; or
- (c) expulsion by at least a 75% Committee vote, after giving the member at least 14 days notice and an opportunity to respond.

5. Subscriptions

Set annually by the Committee and reported to the next AGM. Senior Full Members and Honorary Members are exempt; certain Associate Members aged 70 or over may also be exempt.

6. Governance

6.1 Executive Committee (Governing Body)

- (a) The Association's Executive Committee is the governing body for the purposes of the Incorporated Societies Act 2022.
- (b) It shall comprise the following Officers: President, Vice-President, Treasurer, English Secretary, Chinese Secretary (optional).
- (c) Officers are elected by Members at the AGM and must meet the eligibility requirements in clause 6.4.

6.2 General Committee Members

- (a) In addition to the Officers, the AGM may elect further Committee members to portfolio roles such as Property Convenor, Social Convenor, or other positions as determined.
- (b) These members participate fully in committee meetings, have equal voting rights, and are included when determining quorum, but are not officers under the Act unless delegated substantial governance authority.

6.3 Filling Vacancies

The Committee may appoint Members to fill any vacancy until the next AGM.

6.4 Eligibility

A candidate must have been a Full or Associate Member for at least 12 months immediately before nomination or appointment.

6.5 Quorum for Committee Meetings

Five members, whether Officers or other elected Committee members.

6.6 Meeting Frequency

The Committee must meet at least once every three months (quarterly) and may meet more often as required for the effective governance of the Association.

6.7 Powers

Manage all Association affairs not reserved for a General Meeting.

6.8 Subcommittees

May be formed for specific tasks; report to Committee; no co-option or unapproved spending.

7. Financial Management

- (a) Funds must be held in a New Zealand bank account, with any two authorised signatories (President, English Secretary, Treasurer).
- (b) Electronic payments may be made using a dual-approval process approved by the Committee.
- (c) Annual accounting review by a qualified accountant, unless the members or Committee request an audit.
- (d) No private profit to members.
- (e) Financial year ends 31 March.
- (f) Annual financial statements shall be prepared, approved by the Committee, presented to the AGM, and filed with the Registrar/Charities Services as required.

8. General Meetings

8.1 Annual General Meeting (AGM)

- (a) Held within 6 months of financial year end.
- (b) Chaired by President, or if absent, Vice-President; otherwise members elect a Chair.
- (c) 14 days' written notice (email or post).
- (d) Business includes: reports, accounts, elections, appointments, and other notified matters.

8.2 Special General Meeting (SGM)

Called by the Committee or upon written request signed by at least 10% of Full and Senior Full Members (rounded up), stating the business to be considered. Same notice and quorum as AGM.

8.3 Quorum (General Meetings)

- (a) Quorum has 15 members, present in person or via approved electronic link at the meeting start.

- (b) If quorum is not met within 30 minutes, the meeting is adjourned to the same time and place one week later, unless the Executive Committee sets a new date.
- (c) At the reconvened meeting, those present form a quorum, and business may proceed.
- (d) Members will be notified of the adjourned meeting within 48 hours via usual communication channels.

8.4 Formats

In-person, online, or hybrid — all participants must be able to hear, be heard, and participate.

8.5 Voting

- (a) One vote per Full or Senior Full Member.
- (b) Methods: in person, by postal vote (received before deadline in notice), by approved electronic means, or by proxy.
- (c) Proxies must be in writing, lodged at least 24 hours before the meeting with the Secretary, or handed to the Secretary before the meeting starts.
- (d) Chair has a casting vote if tied.

8.6 Special Resolutions

Any constitutional amendment or sale/transfer of Association property requires approval by at least 75% of Full Members present and voting.

9. Decision-Making and Changes to Constitution

Any resolution involving the sale, transfer, or significant alteration of Association property, or amendments to the Constitution, shall require approval by at least 75% of Full Members present and voting.

10. Conflict of Interest

Declare any personal interest; do not vote on related matters. A register of declared interests shall be kept and tabled at Committee meetings.

11. Dispute Resolution

This procedure applies to disputes between:

- (a) a Member and the Society; or

(b) Members, where the matter affects the Society.

Disputes are handled by the Committee in accordance with natural justice: written notice of the matter, reasonable opportunity to be heard, impartial decision-makers, and written reasons.

Steps:

1. **Notice** – Dispute must be submitted in writing to the Secretary, who will provide a copy to all parties.
2. **Mediation First** – Parties will try to resolve the matter by agreement or through a mutually agreed mediator (or one appointed by the Committee if needed) within 30 days.
3. **Formal Process** – If unresolved, the Committee will appoint a Disputes Panel of three impartial persons to consider the matter. Each party may present evidence and respond to the other's case.
4. **Decision & Review** – The Panel will issue a written decision within 14 days of the hearing. A party may, within 14 days of the decision, request review by a Special General Meeting or referral to independent mediation (if not already attempted).
5. **Costs** – Each party bears their own costs unless decided otherwise by the Panel.

12. Indemnity

Committee members, appointed officers, and the appointed annual accountant reviewer are indemnified against losses and expenses properly incurred in their duties, except where due to wilful misconduct or default.

13. Dissolution

Two consecutive General Meetings (30 days apart) must approve. Surplus assets go to a NZ charity with similar purposes. No distribution may be made to any member.

14. Contact Person

The Committee shall appoint at least one contact person who is at least 18 years old and ordinarily resident in New Zealand. The Association will notify the Registrar of the contact person's name and address and any change within 20 working days.

**Adopted by resolution at the Annual General Meeting of the Tung Jung Association of
New Zealand Incorporated held on 24 August 2025**

Signed on behalf of the Association:



President: Graham Chiu

(Print name)



Secretary: Helen South

(Print name)



Witness: Lucinda Chiu (Treasurer)