



The Wairarapa Youth Orchestra Rules as an Unincorporated Non-Profit Entity

Notes: These rules are based on our past practices and formalise how they will guide us moving forward as we manage the group's affairs and in making decisions. Written rules help determine what is right and wrong if disputes arise.

These rules were adopted by the WYO Committee on 14th December 2023

1. Name

Wairarapa Youth Orchestra (WYO)

2. WYO objectives and Purpose

The Wairarapa Youth Orchestra is a Not for Profit youth orchestra supporting the music learning and development of primary and secondary school aged students in the Wairarapa. The orchestra provides a vessel of learning embodying teamwork, perseverance, and determination to achieve a common goal. Youth are encouraged to develop their musical skills by working with others of similar ages and competencies forming bonds of friendship and a greater sense of achievement and relevance in their music making. Participation is free to all orchestra members.

The orchestra is managed by a group of volunteers and tutors who have agreed to lead and help coordinate WYO activities.

3. Committee Membership

The WYO Committee is comprised of tutors, parents, family and whanau of student members.

The committee will comprise no less than 5 and no more than 10 members at any time, and with the following office holders: A Chair (or 2 Co-Chairs) a Treasurer and an Administrator.

The WYO Committee shall meet at least bi-monthly, either online or in person, with one meeting per term in person.

Committee membership is based on a non-elected voluntary basis, and office holders appointed by consensus of committee members.

4. Decision-making processes

The WYO committee will use consensus decision-making whenever possible, with a culture of respectful conflict resolution. Consensus means making decisions by the agreement of all participants, with dissenters and abstainers agreeing to accept the decision. Participants are invited to choose one of five options:

- Support wholeheartedly;
- Support with reservations;

- Abstain;
- Disagree but not block consensus;
- Disagree and block consensus.

Consensus is achieved if nobody blocks consensus. If consensus is not achieved after reasonable attempts, a vote can be taken. A motion shall be carried with a 75% majority of the votes cast by those eligible to vote, with only one vote permitted per person. Those who do not agree with the decision may have their dissent recorded.

5. Sub-Committees

The Committee is authorised to establish sub-committees as it deems necessary. Sub-committee members need not be WYO Committee members. Sub-committees shall meet as and when responsibilities require.

6. Orchestra Participation

Orchestra membership is based on a potential members abilities and commitment. Participation is term by term. An orchestra member can resign if time or other reasons prohibit active participation. An orchestra member can be asked to resign if they fail to make 2 consecutive meetings or fail to provide an apology in advance (abandonment) or at the request of a majority of the co-founders and co-chairs for any reason.

7. General meetings

The WYO will hold its Annual General Meeting before 30 June each year.

The committee adopted a financial year ending 31 December.

8. Control of finances and financial accounts

WYO has an appointed treasurer who will manage finances. The treasurer reports to committee meetings on income and expenditure. All purchases are approved in advance (where possible) by the Committee and payments require the Treasurer and one other account signatory. Purchases shall be within grant requirements (where applicable) and the Committee shall use reasonable endeavours to remain within budget. Minor incidental costs related to performances can be incurred with retrospective approval. The Committee may delegate purchase approval.

9. Personal Benefit

As a not-for-profit organisation, the officers and members may not receive any distributions of profit or income from it. This does not prevent officers or members:

- receiving reimbursement of actual and reasonable expenses incurred, or
- entering into any transactions with the organisation for goods or services supplied to or from them, which are at arm's length, relative to what would occur between unrelated parties.

Provided no officer or member is allowed to influence any such decision made by the organisation in respect of payments or transactions between it and them, their direct family, or any associated entity.

This rule cannot be altered under any circumstances.

10. Alteration of Rules

No addition to, deletion from or alteration of the organisation's rules shall be made which would allow personal pecuniary profits to any individuals.

11. Other WYO Rule Changes

Any changes to our rules will require majority approval by all committee members. This provision excludes clauses 9 and 10 above.

12. Winding Up

On winding up or dissolution of the organisation any surplus funds or assets shall not be paid or distributed to any members or individuals but shall be:

- applied to a purpose in line with the organisations' objects, or
- given or transferred to another not-for-profit organisation.

These rules were discussed by the committee at its meeting on 14 December 2023. Recommended changes were incorporated and approved on 15/12/2023, confirmed by copy circulated to all members.

Authorised: Lana Stockman, Co-Chair
Lisa Rossiter, Co-Chair