

# LILAC Constitution

## 1. Name

The name of the Society is the Lesbian Information, Library and Archives Centre Incorporated (referred to in this constitution as LILAC or the Society).

## 2. Purposes of Society

2.1 The purposes of LILAC are to:

- a. provide members in the greater Wellington region with a wide range of lesbian and queer library and information services;
- b. maintain archives of lesbian material.
- c. provide an informal meeting space for members;
- d. maintain LILAC as a lesbian-led and lesbian-identified organisation that is inclusive of any woman meeting the membership criteria;
- e. do anything necessary or helpful to the above purposes.

2.2 Pecuniary gain is not a purpose of the Society.

## 3. Powers

3.1 To further the above charitable objectives LILAC will have the following powers to:

- a. purchase, lease, hire or otherwise acquire any real or personal property;
- b. sell, let, mortgage, hire out or otherwise dispose of or deal with any of the property or assets of LILAC;
- c. construct, maintain or alter any buildings or property;
- d. borrow, raise or invest money on such terms as may be thought fit;
- e. enter into or terminate contracts of employment or contracts for services;
- f. enter into or terminate any contract or arrangement with any society, government department, corporation or other body;
- g. do all such other things which will further the charitable purposes of LILAC within New Zealand.

## 4. Money and other assets of LILAC

4.1 LILAC may only use money and other assets if:

- a. It is for a purpose of LILAC;

- b. It is not for the sole personal or individual benefit of any member; and
- c. The use has been approved by the Collective or by a majority of the financial members.

## 5. Membership

5.1 Membership of LILAC is open to any woman whose primary relationships are with women and who supports the purposes of the Society.

5.2 Members have the rights and responsibilities set out in this constitution.

## 6. Admission of Members

6.1 To become a member, a person ("the applicant") must:

- a. Complete an application form; and
- b. Supply any other information the Collective requires.

6.2 The Collective may interview the applicant when it considers membership applications.

6.3 The Collective will have complete discretion when it decides whether or not to allow the applicant to become a member. The Collective will advise the applicant of its decision, and that decision will be final.

## 7. Finance

7.1 The Financial year of LILAC is from 1 July in any year to 30 June in the following year.

7.2 The Annual General Meeting may fix a membership fee or fees from time to time.

7.3 If any member does not pay a Subscription or levy by the date set by the Collective or a general meeting of LILAC, the Collective will give written notice that, unless the arrears are paid by a nominated date, the membership will be terminated at the end of that calendar year. After that date, the member will (without being released from the obligation of payment of any sums due to the Society) have no membership rights and shall not be entitled to participate in any Society activity.

7.4 Should a member indicate she will not be renewing her membership she will cease to have membership rights at the conclusion of her current subscription.

7.5 The Financial Report and audited/reviewed accounts will be circulated at least 14 days before the date set for the Annual General Meeting

## 8. The Register of Members

8.1 The Collective will keep a register of members ("the Register"), which will contain the names, the postal and email addresses and telephone numbers of all members, and the dates at which they became members.

8.2 If a member's contact details change, that member shall give the new postal or email address or telephone number to the Collective.

## 9. Obligations of Members

9.1 All members (including Collective members) will promote the purposes of LILAC and will do nothing to bring LILAC into disrepute.

9.2 All members will abide by a Code of Conduct, which is attached as Annex A to this constitution. The code of conduct for the members of the Collective is also attached as Annex B

## 10. Cessation of Membership

10.1 Any member may resign her membership by submitting a written, electronic or oral resignation to the Collective.

10.2 If, in the opinion of the Collective, any member has acted in a manner that is harmful to LILAC, that member may be suspended by a two-thirds majority of the Collective provided that:

- a. The Collective notifies the member concerned of the proposed suspension and the reasons for it.
- b. The member concerned is given an opportunity to be heard by the Collective considering the suspension which may lift the suspension or confirm it.
- c. The suspended member has a right to lodge an appeal to a General Meeting within twenty-one days of the Collective's decision.
- d. The Collective will call a General Meeting as soon as practicable to consider the circumstances of the suspension, any appeal lodged by the member and to determine other actions including lifting the suspension through to expelling the member.

## 11. Annual General Meeting

11.1 The Annual General Meeting of LILAC will be held each year during the month of October or November.

11.2 Notice will be given stating the time, date and place of the Annual General Meeting, and call for any proposed amendments to the constitution from current financial members and nominations for the Collective. This notice and the Annual Report will be circulated at least 40 days before the Annual General Meeting.

11.3 The business of the Annual General Meeting will include the following:

- a. The presentation of the annual report, the financial report and audited or reviewed accounts for the LILAC financial year.
- b. Setting the membership fees for the following year and of which due notice has been given.
- c. Amending the constitution provided due notice of the proposed changes has been given to members.
- d. The election of a Collective; and
- e. The appointment of an auditor or reviewer.
- f. The consideration of any other business required to be considered under this constitution or which the Annual General Meeting, by consensus or majority vote of those present, believes should be considered.

## 12. Special General Meeting

12.1 At least ten financial members or twenty percent of the financial members, whichever is the lesser, may request the Collective to call a Special General Meeting.

12.2 The request shall include the matters the members wish to discuss at the Special General Meeting.

12.3 Within twenty-one days of receiving the request the Collective will call a Special General Meeting.

12.4 A Special General Meeting may be called by decision of the Collective.

## 13. Notice of General Meetings

13.1 The notice shall state the time, date and place of the Meeting.

13.2 Notice of a Special General Meeting will include the reason(s) for calling the meeting.

## 14. Amending the Constitution

14.1 Any proposed motion to amend or replace this constitution may be promoted by the Collective given in the notice of meeting, or be signed by at least two eligible financial members and given in writing to the Collective, at least 20 days before the LILAC meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.

14.2 At least 14 days before the General Meeting at which any constitutional change is to be considered, the Collective will give to all members written or electronic notice of additional proposed motion(s), the reasons for the proposal(s), and any recommendations of the Collective.

## 15. Quorum of General Meetings

15.1 The quorum for all general meetings shall be fifteen financial members or twenty percent of financial members, whichever is the lesser.

## 16. Decision Making

16.1 Decision making at both General Meetings and Collective meetings shall be by consensus, but failing a consensus, decisions shall be made by a majority of two-thirds of the votes cast at the meeting. Voting shall be by voices or show of hands.

## 17. Collective

17.1 The Collective will be of six or more members, with a maximum of 10, elected at the Annual General Meeting to carry out the purposes and powers of LILAC.

17.2 As far as possible the membership of the Collective should reflect the breadth of the membership of LILAC.

17.3 The functions of the Collective shall be to:

- a. carry out any policy set at General Meetings;
- b. initiate any policy;
- c. keep proper books of account and handle LILAC's finances;
- d. keep a register of members;
- e. have control of the common seal;
- f. call General Meetings;
- g. manage and expand the lesbian and queer resources of the library;
- h. maintain a record of all Collective meetings whether face to face or by electronic means;
- i. ensure that all members follow this constitution;
- j. decide the procedures for dealing with complaints subject to the provisions of this constitution;
- k. carry out all other aspects of LILAC's affairs.

17.4 The Collective has all the powers of LILAC, unless the Collective's power is limited by this constitution, or by a majority decision of a general meeting of LILAC members.

17.5 Decisions of the Collective bind LILAC, unless the Collective's power is limited by this constitution or by a majority decision of a general meeting of LILAC members.

17.6 The Collective will appoint a person to act as Financial Co-ordinator, from among the members of the Collective.

The Financial Co-ordinator is responsible for:

- a. Keeping proper accounting records of LILAC's financial transactions to allow the Society's financial position to be readily ascertained;
- b. All funds received by or on behalf of LILAC being paid into the Society's bank account.
- c. All transactions on the Society's bank accounts be approved by two persons designated by resolution of the Collective
- d. The income and property of LILAC being applied solely to further the objects of the Society. No income or property shall be paid or transferred directly or indirectly to members of LILAC. This shall not prevent the payment of reasonable remuneration, as determined by the Collective, to any officer or employee of the Society or to any member for any services performed by them for LILAC.
- e. Preparing annual financial statements for presentation at each Annual General Meeting. These statements should be prepared in accordance with LILAC's accounting policies;
- f. Providing a financial report at each Annual General Meeting;
- g. Providing financial information to the Collective as the Collective determines.

17.7 The Collective may invite additional members of LILAC to join the Collective between Annual General Meetings provided the total number does not exceed 10.

17.8 The quorum for Collective Meetings shall be fifty percent plus one of the current Collective.

17.9 A facilitator and a minute recorder shall be appointed for meetings of the Collective.

17.10 The Collective may appoint sub-committees to carry out any of its functions provided at least one member of each sub-committee is a member of the Collective.

17.11 Only current financial members of LILAC may be Collective members.

17.12 Collective meetings may be held via video or telephone conference, or other means as the Collective may decide;

17.13 Only Collective members present at a Collective Meeting may vote at that Collective Meeting.

17.14 Subject to this constitution, the Collective may regulate its own practices.

## 18. Nomination of Collective Members

18.1 Nominations for members of the Collective will be called for at least 40 days before an Annual General Meeting. Each candidate will be proposed in writing by two current financial members and the completed nomination delivered to the

Collective. Nominations will close 20 days before the Annual General Meeting and will be made available on the LILAC web site. All retiring members of the Collective will be eligible for re-election.

## 19. Election of Collective Members

19.1 At the AGM the members present may decide by consensus or majority vote, the members of the Collective.

## 20. Cessation of Collective Membership

20.1 Persons cease to be Collective members when:

- a. They resign by giving written or email notice to the Collective; or
- b. They are not re-elected by the members at a General Meeting.

20.2 If any Collective member is absent from three consecutive meetings without leave of absence the Collective may declare that person's position to be vacant.

20.3 If a person ceases to be a Collective member, that person must within one month give to the Collective all LILAC documents and property and sign any necessary release forms.

## 21. Winding Up

21.1 In the event of the Society winding up, the surplus assets shall be distributed to other societies or organisations with similar charitable aims within New Zealand, to be determined by the Society at or by the time of dissolution, or in default thereof by a Judge of the High Court of New Zealand.

## Annex A: Code of Conduct for Members

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### LILAC – what you can expect

The LILAC Lounge and the library collections housed in it are here for the use and enjoyment of all members. Please show consideration for others.

#### Your rights

You have a right to:

- Service that is friendly and helpful
- Be treated with respect
- A safe and welcoming environment

#### Your responsibilities

When visiting LILAC you should:

- a) Respect the rights of others using LILAC
- b) Treat LILAC volunteers with courtesy
- c) Treat other LILAC users with courtesy
- d) Treat the collections and the facilities with care

#### If you do not follow this code of conduct you may

- a) be asked to leave the library.
- b) be refused any use of library facilities subject to clause 10.2 of the LILAC Constitution.

Please tell us if there is anything that we need to know so we can all make sure LILAC is a safe and friendly place for all of our members.

## Annex B: Code of Conduct for Collective members

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### Code of conduct for LILAC Collective Members

This is to ensure that LILAC collective members have a clear understanding of what is expected of them in this role.

- 1) Collective members hold LILAC property in trust and will only use it and the LILAC name to promote the interests of Lilac and for the purposes set out in the constitution.
- 2) Collective members will only act on LILAC's behalf with the authorisation of the LILAC Collective.
- 3) Collective members will treat each other with courtesy and respect. When there are differing viewpoints they will all be listened to and given equal consideration. This includes at Collective meetings, and in other circumstances which involve LILAC issues, in person or online.
- 4) Collective members will make a good faith attempt to attend all collective meetings. If they are unable to attend a meeting, they will present an apology before that meeting to the collective.
- 5) Collective members must be prepared to contribute to LILAC's core activities, for example, doing librarian shifts monthly and taking part in fund-raising activities.