

Raetihi Marae Trust Charter



1. NAME:

- Trust name: Raetihi Marae Trust
- Block name: Ngapakihi 2A2B partition

2. FACILITIES:

- Wharepuni
- Wharekai
- Ablution block
- Administration block

3. BENEFICIARIES/MEMBERS OF THE RESERVATION:

Ngā whānau o Ngāti Uenuku

4. OUR VISION:

Kote Whakaarotahi kite Whakaponu – Achieving our aspirations together

5. OUR MISSION:

Kia ū ki ngā uara o te iwi ki te whakatinana i ngā taonga tuku iho – Upholding our values to connect and empower our people through the preservation of Taonga tuku iho

6. OUR VALUES:

SACRIFICE – To respect contribution of consequence

HARMONY – To foster kotahitanga

AROHA – To care wholeheartedly

RECIPROCITY – To enact koha atu koha mai

EVOLVE – To promote growth and development

7. THE TRUSTEES SHALL:

7.1 Include two (2) trustees each from the direct line of Hinekaihinu Te Poria and Ngati Hui Kereru to acknowledge the gifting of the land.

7.2 Comply with all legislative requirements.

Raetihi Marae Trust Charter

7.3 Ensure that marae policies, practices and protocols are observed when planning, developing and implementing initiatives.

7.4 Maintain confidentiality and trust vested in them.

7.5 Ensure that individual trustees do not act independently of the trust's decisions.

7.6 Work cooperatively with whānau

7.7 No member of the trust shall participate in decisions made by the trust in respect to payment to or on behalf of that trustee or associated person(s). Any such income shall be reasonable and relative to that which would be paid according to market value.

8. ANNUAL GENERAL MEETING (AGM) HUI Ā TAU:

8.1 Shall be held annually and no later than October of any year. The AGM will cover the periods of Puanga to Puanga – July 1 to June 30.

Members will be notified no less than twenty-one (21) days prior to the date and advertised in a minimum of two (2) newspapers, one of which must be local. The business shall be:

- A) Receive reports – Pūrongo ā Tau
- B) Receive financial accounts annually on a rotation of reviewed in year one (1) and audited in year two (2).
- C) Strategic work plans
- D) Minutes of previous Hui ā Tau
- E) Election of trustees
- F) Amendments to charter (if any)
- G) General business

9. APPOINTMENT OF TRUSTEES:

9.1 Election of Raetihi Marae trustees is to take place annually at an Annual general meeting and advertised as per normal AGM – Hui ā Tau

9.2 At the AGM Hui ā Tau the following occur as:

9.3 Nomination from the floor of an interim chairperson to oversee the election process (if required).

9.4 Nominations shall be taken from the floor and must include a person nominating and another to second the nomination. All nominees must be present and either accept or decline.

9.5 The Raetihi Marae Trust shall consist of no more than nine (9) trustees

- A) Four (4) of whom meet the criteria of 7.1 of this charter. Hereby known as whānau seats.
- B) Five (5) of whom must whakapapa to Ngāti Uenuku, Hereby known as Iwi seats.
- C) The four (4) seats as in 7.1 of this charter will be decided by the relevant descendants of Hinekaihinu Te Poria and Ngati Hui Kereru.
- D) In the event of a vacant trustee position, the trust can co-opt a person to fill the vacancy for a period of time and until the following AGM where the whānau at large can nominate or confirm the appointment.

Raetihi Marae Trust Charter

9.6 There is no limit on the number of nominations received, in the case where there is more than five (5) nominations, the following shall occur:

- A) A written ballot will be cast from the pool of nominations.
- B) Scrutineers will be appointed to oversee the counting of ballots.
- C) The results of the ballot are full and final and no further discussions shall be entered into.

9.7 The newly elected trustees shall nominate the following positions at the next monthly hui

- A) A chairperson
- B) A deputy chairperson
- C) A treasurer
- D) A Secretary

9.8 The election process shall then be closed, moved and seconded.

9.9 All trustees may serve for a maximum of three consecutive terms.

9.10 Rotation of trustees. To provide continuity of trustee representation on the trust, the initial rotation process is applied.

- A) Nine (9) newly elected trustees appointed from Hui ā Tau on Sat 19 Sep 2019.
- B) Nine (9) newly elected trustees will draw a number which corresponds to their position in the rotational chart.
- C) The rotational chart re-commences following 2022.

Rotation 1	Rotation 2	Rotation 3
Trustee 1	Trustee 2	Trustee 3
Trustee 4	Trustee 5	Trustee 6
Trustee 7	Trustee 8	Trustee 9

10. MEETINGS:

10.1 The Raetihi Marae Trust will meet monthly. These meetings shall cover:

- A) Minutes of previous meeting
- B) Matters arising
- C) Correspondence
- D) Financial report
- E) Marae strategy and work plans
- F) General business

10.2 The Quorum of any meeting shall consist of five (5) of nine (9) trustees present.

10.3 Failure to secure a quorum thirty (30) minutes after commencement of the meeting, shall render that meeting invalid, however recommendations maybe noted for presentation at the next monthly meeting.

Raetihi Marae Trust Charter

11. MINUTES:

11.1 A True and accurate record of all minutes will be kept by the secretary and filed in a clearly labelled folder

11.2 All minutes will be available for inspection: These records are to remain on site.

11.3 A copy of the minutes may be sent to the Māori land court.

12. VOTING:

12.1 Members at any meeting shall have the option to vote by:

- A) Consensus
- B) Voice
- C) Show of hands

12.2 Casting votes – In the event of a tied vote, the chairperson presiding over the meeting will have a casting vote in addition to a deliberative vote.

12.3 In the event of a secret ballot, the meeting will appoint scrutineers.

13. FINANCES:

13.1 The financial year of the Raetihi Marae Trust shall be from 1 July to 30 June.

13.2 Money intended to be for Raetihi Marae must be banked in a Raetihi Marae Trust bank account(s).

13.3 The main bank account shall be an operations account or any other accounts as authorised at a trustee meeting.

13.4 All financial transactions must be approved by two (2) of the three (3) financial delegation holders.

13.5 All payments must be authorised by the Raetihi Marae trustees whom may also pre-approve incidental payments as per budget and as required.

13.6 All payments must be reported and receipts presented at the next scheduled monthly meeting.

13.7 All remuneration will meet the criteria of 7.7 of this charter.

13.8 All contracts to be approved by all trustees.

14. CODE OF ETHICS:

14.1 The Raetihi Marae trustees shall at all times act in good faith in the exercise of their powers and to administer Raetihi Marae trust:

- A) In such a manner as will promote the purposes for which the reservation is set apart; and
- B) For the benefit of the people entitled to the use and enjoyment of the reservation; and.
- C) In accordance with legislative requirements in relation to the reservation.

14.2 Conflicts – All valid conflicts should be aired and discussed until a decision has been made.

Raetihi Marae Trust Charter

15. SUB COMMITTEES:

15.1 Committees shall be approved by the Raetihi Marae trustees and abide by the following conditions:

- A) All committees bearing the name Raetihi Marae are first and foremost responsible to the trust.
- B) Provide a written monthly report detailing all work undertaken, future plans and a signed copy of financial accounts
- C) No committees bearing the name Raetihi Marae shall be independent of the Raetihi Marae trust
- D) Non-compliance from Marae committees may result in dis-establishment.
- E) Trustees may be appointed to sub committees

16. MARAE HIRAGE:

16 .1 All hirage will follow the hirage process implemented by the Marae trustees

17. ALTERING THE CHARTER:

17.1 The charter of Raetihi Marae trust maybe amended by a decision at an Annual general meeting AGM provided:

- A) The meeting be advertised at least twenty-one (21) days prior to the meeting.
- B) Beneficiaries/members are to vote in person
- C) Amendments of the charter shall not be made if it effects the objectives, personal benefit clauses or the winding up clause without prior approval from the Inland Revenue department.

18. THE CHARTER:

18.1 A copy of the Raetihi Marae Trust charter shall be made available upon request to beneficiaries/members and shall remain on display at all times and available digitally via the Marae website.

19. NOTICE OF ADDRESS:

19.1 Beneficiaries/members shall be responsible to notify the secretary of the Raetihi Marae trust of the mailing or email addresses to be used. Any member required to be given notice, shall be deemed notified, when sent to address last supplied to the secretary.

20: WINDING UP OF THE TRUST

20.1 In the event of the trust winding up, a resolution must be past at a general meeting in accordance with legislative requirements. After all accounts have be paid, any surplus funds or assets will be given or transferred to a local organisation that aligns to the purpose of the Marae.

Raetihi Marae Trust Charter

Glossary of terms

Hui ā Tau - AGM	Annual general meeting held once a year to report on the activities of the trust.
Beneficiary/member	Ngā Whānau o Ngāti Uenuku
Charter	Defined set of rules that directs the Raetihi Marae Trust operations.
Committee	A group of people who represent a larger group and makes decisions
Co-option	To add an individual to the trust by the existing trustees who has specific skills and talent
General meeting	Includes AGM, special or extraordinary meetings
Governance	Responsible for the administration of an organisation
Whānau seat	Trustee position held by descendants of Hinekaihinu Te Poria and Ngati Hui Kereru
Iwi seat	Trustee position held by descendants of Ngāti Uenuku
Quorum	Minimum number of members required before any business can be transacted
Remuneration	To reward or pay for work or service
Trust	Raetihi Marae Trust
Trustees	Elected members responsible for the administration of the trust