Instructions for Developing Your RSA Constitution (V2)

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 (Important first step)**

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

2. **Complete Highlighted Sections**

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

3. **If You Are Not Appointing a Kaumātua**

   o Use the strikethrough Kaumātua to indicate this.

4. **Submit for Approval**

   o Email the completed template to: **enquiries@rsa.org.nz**

   o The document will be reviewed and then signed off by the Chief Executive.

5. **Include Important Details in Your Email**

   o Tell us the date you have planned for the **AGM** or **SGM** to adopt your Association's Constitution.

   o Let us know **when you need the signed version returned by**.

Making Changes to the Model Constitution

6. **Begin with Highlighted Areas**

   Complete all highlighted fields.

7. The following clauses are either legally required or link to the RNZRSA Constitution and have been locked in the document:

   — 2 Definitions
   — 3 Constitutional Principles
   — 4 Objects and purposes
   — 5 Relationship with RNZRSA
   — 8.41 – 8.44 Delegate and Observers
   — 16 Property and Memorabilia
   — 17.1 No amendment to constitution without consent of RNZRSA CE
   — 17.5 Requirements for amendments to specified clauses
   — 20 Trusts and Funds
   — 22 Withdrawing as an RNZRSA Member
   — 23 Liquidation

8. **Requesting Changes to Locked Clauses**

- If you wish to alter sections of locked 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.

Additional Notes

8. **Adding Schedules**
    - You may add as many schedules to the end of the document as needed.
    - 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.