

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:

Nga whanau o Ngati Uenuku.

4. Mission Statement:

To work towards improving te Taha Wairua, Taha Hinengaro, Taha Tinana and Taha Whanau.

5. Objectives:

- 5.1 To maintain the facilities, buildings and grounds as a suitable living environment for tangata whenua and manuhiri.
- 5.2 To advocate the Marae for the purpose of enabling its hapu to be supportive of each other and play an effective part in realising whanau aspirations.
- 5.3 To provide effective and efficient Marae based programmes embracing kaupapa Māori.
- 5.4 To co-opt, volunteer or employ necessary people to achieve these objectives.
- 5.5 To be pro-active while working in close liaison with whanau, hapu iwi and other relevant groups.
- 5.6 All funds of Raetihi Marae Trust shall be applied solely towards stated objectives.

6. The Trustees shall:

- 6.1 Include two (2) trustees each, from the direct line of Hinekaihinu Te Poria and Ngati Hui Kereru to maintain the status of Mana Whenua.
- 6.2. Comply with all legislative requirements.
- 6.3. Ensure that Marae policies, practices and protocols are observed when planning, developing and implementing initiatives.
- 6.4. Maintain confidentiality and trust vested in them.
- 6.5. Ensure that individual trustees do not act independently of the Trust's decisions.
- 6.6. Demonstrate a commitment to providing effective and efficient iwi based programmes embracing Kaupapa Māori.
- 6.7. Work cooperatively with beneficiaries/members.
- 6.8. No member of the trust shall participate in decisions made by the trust in respect of the 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.

7. Annual General Meeting (AGM) Hui a Tau

7.1 Shall be held annually and no later than October of any year.

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 to:

- a) Receive reports – chairperson or trustees or others.
- b) Receive audited financial accounts for the previous year.
- c) Trustee’s proposal for the next 12-month period.
- d) Allow beneficiaries/members the opportunity to express their views.
- e) Consider other relevant matters.

8. Appointment of Trustees

8.1 Election of Raetihi Marae Trustees is to take place annually at an Annual General Meeting when due and advertised as per normal AGM – Hui a Tau.

8.2 On Election day the following activities shall occur in this order:

The trustees shall present an Annual Report including:

- a) Chairpersons Report and future directions.
- b) Audited set of Raetihi Marae Financial Accounts prepared no less than three (3) months prior to elections.

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

8.4 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.

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

- a) Four (4) of whom must meet the criteria of 5.1 of this charter, hereby known as Mana Whenua seats.
- b) Five (5) of whom must whakapapa to Ngati Uenuku, hereby known as whanau seats.
- c) The four (4) seats as in 5.1 of this charter will be decided by the relevant descendants of Hinekaihinu Te Poria and Ngati Hui Kereru, including duration of term.

8.6 There is no limit on the number of nominations that can be 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.

8.7 The newly elected trustee' shall nominate an executive committee at the following monthly hui.

- a) The Executive committee will consist of: A Chairperson, a Deputy Chairperson, a Treasurer, a Secretary.

8.8 The Election process shall then be closed, moved and seconded.

8.9 The Five (5) whanau seats may serve for a maximum of four terms.

Rotation of trustees

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

- 1 Nine (9) newly elected trustees appointed from Hui a Tau on Saturday 28 September 2019.
- 2 Nine (9) newly elected trustees will draw a number which corresponds to their position in the rotational chart
- 3 The rotational chart re-commences following 2022

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

9. Meetings

- 9.1 The Raetihi Marae Trustees will meet monthly on the last Saturday of each month at 10.00am.

These meetings shall cover:

- a) Minutes of the previous meeting
- b) Matters Arising
- c) Correspondence
- d) Financial Report
- e) General Business

9.2 The quorum of any meeting shall consist of five (5) of nine (9) trustees present.

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

10. Minutes:

10.1 A true and accurate record of all minutes will be kept by the Secretary and filed in a clearly labelled folder

10.2 All minutes will be available for inspection; these records are to remain on site.

10.3 A copy of the minutes may be sent to the Māori Land Court.

11. Voting

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

* Consensus * Voice * Show of hands

11.2 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.

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

12. Finances

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

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

12.3 The bank account shall be a cheque account or other such account as authorised at a trustee meeting.

12.4 All financial transactions must be approved by two (2) signatories

12.5 Trustees will authorise three (3) signatories for all financial transactions

12.6 All payments must be authorised by the Raetihi Marae Trustees who may also pre-approve incidental payments as per budget and as required. All payments must be reported and receipts presented at the next scheduled monthly hui.

12.7 All remuneration will meet the criteria of 6.8 of this charter.

12.8 All contracts to be approved by the Trustees.

13. Code of Ethics

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. Conflicts

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

15. Sub-Committees

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 and shall provide a written monthly report detailing all work undertaken, future plans and a signed copy of Financial Accounts.
- b) No committees bearing the name Raetihi Marae shall be independent of the Raetihi Marae Trust.
- c) Non-compliance from Marae Committees may result in dis-establishment.
- d) Trustees may be appointed to Sub-Committees.

15. Marae Hireage

All hireage will follow the Hireage Process implemented by the Marae Trustees.

16. Altering the Charter

The Charter of Raetihi Marae Trust may be amended by a decision at an Annual General Meeting 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 to the Charter shall not be made if it affects the objectives, personal benefit clauses or the winding up clause without prior approval from the Inland Revenue Department.

17. The Charter

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

18. Notice of Address

Each beneficiary/member shall be responsible to notify the Secretary of the Raetihi Marae Trust of the mailing address to be used. Any member required to be given notice, shall be deemed notified, when sent to the address last supplied to the Secretary.

19. Winding up of the Trust

In the event of the Trust winding up, a resolution must be passed at a General Meeting in accordance with legislative requirements. After all bills have been paid, any surplus funds or assets will be given or transferred to a local marae.

Glossary of Terms

Annual General Meeting:	held once a year to report on the activities of an organisation, present reports and audited / verified accounts.
Beneficiary/Member:	nga whanau of Ngati 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 or talents.
General Meeting:	includes AGM, special or extraordinary meetings
Governance:	responsible for the administration of an organisation
Kawa:	policy (why things should be done)
Mana Whenua Seat:	trustee position for descendants of Hinekaihinu Te Poria and/or Ngati Hui Kereru
Non-Sectarian:	devoted especially narrow-mindedly to ones' sect (Sect-a religious, political group of people)
Philosophy:	any system of beliefs, values and tenets.
Quorum:	minimum number of members required before any business can be transacted.
Remuneration:	to reward or pay for work or service.
Resolution:	a formal expression of opinion by a meeting, to make a decision.
Trust:	Raetihi Marae Trust
Trustees:	elected members responsible for the administration of the Trust.
Tikanga:	processes (how things should be done)