

SCANZ UNIT BRANCH COMMITTEE MANUAL

CONTENTS (updated June 08)

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Note: The Secretary will send out additions and amendments to this manual when required. Amendments to current papers will be numbered with their Contents List number. Additions will be given one of the spare Chapter numbers above.

SEA CADET ASSOCIATION OF NEW ZEALAND (INCORPORATED)

CONSTITUTION AND RULES

(July 2006)

CONSTITUTION AND RULES (last amended July 2006)

TITLE

1. The name of the Association shall be the Sea Cadet Association of New Zealand (Incorporated) hereinafter referred to as the Association. Short title - SCANZ.

REGISTERED OFFICE

2. The registered office of the Association shall be in Wellington, and is the office of Hunter & Co. Lawyers and Patent Attorneys P.O. Box 2772 Wellington.

PURPOSES

3. The purposes of the Association shall be:
- to be the recognised national civilian support organisation for the Sea Cadet Corps in accordance with the provisions of the Defence Act 1990 and the New Zealand Cadet Forces (NZCF) Charter of Support (hereinafter referred to as the Charter)
  - to provide a clearly identifiable Association within which all organisations and individuals involved with the support of the New Zealand Sea Cadet Corps can jointly contribute either locally or nationally to the growth and development of the Sea Cadet Corps as a successful youth training organisation within the ambit of the New Zealand Cadet Forces.

OBJECTIVES

4. SCANZ has the following objectives:
- To promote and develop interest in the Sea Cadet Corps.
  - To support the Sea Cadet Corps in furthering the aims of the New Zealand Cadet Forces.
  - To provide support to Sea Cadet Units to ensure they can operate effectively, efficiently and safely.
  - To stimulate within the Sea Cadet Corps an interest in naval and maritime matters, the Royal New Zealand Navy and the Royal New Zealand Naval Volunteer Reserve.

DUTIES AND RESPONSIBILITIES

5. In accordance with the purposes and objectives of the Association, the principal duties and responsibilities of SCANZ are:

- (a) To promote the Sea Cadet Corps and develop public awareness of the Sea Cadet Corps and its value as a youth organisation to New Zealand and the community.
- (b) To assist in the organisation, administration, maintenance and development of the Sea Cadet Corps and to consult with the Commandant of Cadets on policy issues relating to the Sea Cadet Corps.
- (c) To liaise with the Navy League or any Branch of the League for the provision of, or alterations to, buildings, property and other assets owned or leased by the Navy League or any Branch for the use of the Sea Cadet Corps on such terms and conditions as may be mutually agreed upon.
- (d) Where appropriate, to manage and maintain the buildings, property and other assets provided by the Navy League or any of its Branches under para 5(c) above.
- (e) To raise the finance and hold funds necessary for the prosecution of the aims of the Association.
- (f) To maintain liaison with the Air Training Corps Association of New Zealand and the Cadet Corps Association of New Zealand on matters of mutual interest.
- (g) To do all such things as a body corporate may generally do in furtherance of the objectives of the Association.

STRUCTURE AND ORGANISATION

6. The structure and organization of SCANZ takes into account the distributed nature of the Sea Cadet Units around New Zealand.

- a The Association shall comprise a National Executive and Unit Branches and may be organised into Regional groupings if two or more branches within a particular geographic area so agree.
- b Each Sea Cadet Training Ship will be supported by a SCANZ Branch Committee.
- c Branch Committees shall have the Constitution at Schedule I to this Constitution

REGIONAL COMMITTEES

7. Regional Committees may take two forms; those that are co-ordinating bodies for Units in the Region and do not hold any funds or assets and those that do have funds or assets.
8. Regional Committees that hold Funds are to operate in accordance with the Constitution at Schedule II to this Constitution.

OBLIGATIONS OF ASSOCIATION BRANCH COMMITTEES FOR UNITS IN ACCORDANCE WITH THE NZCF CHARTER

9. The unit branches of the recognised civilian support organisations are responsible for:
  - a. assisting the Unit Commander with the preparation and support of the annual programme of local unit training activities which require community funding and support,
  - b. approval and support of cadet activities planned by the Unit Commander which are additional to New Zealand Defence Force (NZDF) provided training and activities,
  - c. providing and administering funds for the unit's local training, activities, equipment and clothing,
  - d. assistance with the provision of unit accommodation and accommodation maintenance,
  - e. promotion of the unit within the region,
  - f. assistance to the Unit Commander with Cadet Force officer recruitment from within the community,
  - g. liaison with the Unit Commander on budgetary matters which may affect the unit operation,
  - h. fostering links with other cadet units in conjunction with the Unit Commander,
  - i. regular liaison with the local branch of the RNZRSA and similar organisations,
  - j. promotion of the participation of cadets in community service.
  - k. assistance to the Unit Commander in the supervision of unit events to ensure the activities meets the aims and objectives of the NZCF,

- l. assistance to the Unit Commander with managing risks associated with unit (NZCF) activities,
- m. assist Unit Commanders in their responsibilities for the recruitment and retention of Sea Cadets including the publicity and public relations of the unit and the Sea Cadet Corps generally,
- n. promote social and recreational activities for the benefit of Sea Cadets,
- o. assist in providing accommodation for visiting cadets,
- p. provide support of cadets selected for overseas visits or in attending camps, excursions, exercises or authorized Sea Cadet activities at National, Regional or inter-unit level.

BRANCH COMMITTEE MEMBERSHIP

10. The following rules apply to membership of Unit SCANZ Branch Committees:

- a. Membership of Unit Branches shall be open to parents or guardians of Sea Cadets, former cadets, and any other person with an interest in Sea Cadets.
- b. No Officer shall be precluded from attendance at a Branch Committee meeting and the Unit Commander or nominee should attend all Branch Committee meetings.
- c. Except as provided by paragraph 11b no serving NZCF officer with a cadet unit shall be eligible for election or appointment to a Unit Branch Committee for that Unit so long as that person remains a serving officer with that Unit.

BRANCH COMMITTEE STRUCTURE

11. Each Unit Branch shall elect annually a Branch Committee comprising:

- a. a Chairperson, Secretary, Treasurer and such other members as may be elected at the Annual General Meeting of the Branch. The Branch Committee may co-opt such persons as it considers fit to replace vacancies arising.
- b. Unit Commanders of the Sea Cadet Sea Training ship or their nominee shall be a non voting ex officio member of the Branch Committee.
- c. Each Branch Committee may include one Sea Cadet

representative, elected by the Sea Cadets of the unit. Any such Sea Cadet Representative shall be a voting member but may not hold office in the Unit Branch Committee.

BRANCH COMMITTEE OPERATION

12. In addition to the obligations listed in Para 9 (a – p) above:
  - a. the Secretary of each Unit Branch shall maintain a Minute Book in which all decisions made are to be recorded, especially those related to income and expenditure.
  - b. each Unit Branch shall conduct a banking Account under the control of at least two signatories one of whom who must be an office bearer and disbursement of funds shall be determined by the Branch Committee.
  - c. A Unit Branch Committee shall have power to fix and determine annual branch membership subscriptions.
  - d. Each Branch Committee shall notify the National Secretary of the names of the Chairperson, Secretary and Treasurer, of any changes as they occur, and the membership strengths of their Unit Branch.

THE NATIONAL EXECUTIVE

13. The Management of the Association shall be vested in a National Executive Committee. The obligations of the National Executive in accordance with the Charter are:
  - a. national promotion of the Sea Cadet Corps;
  - b. approval of Corps training and activities which complement the training programme provided by NZDF;
  - c. sponsorship for funding purposes for units they support;
  - d. support of inter-unit activities between units and Corps;
  - e. assistance in finding unit accommodation and the provision of suitable training and activity equipment;
  - f. informing HQ NZCF of any Association policies which affect their responsibilities under the Charter;
  - g. regular consultation with the Commandant NZCF on NZDF policy issues affecting Cadet Force Units;
  - h. liaison with other organisations which support cadet units or Corps;

- i. attendance of a representative at the annual Cadet Advisory Council (CAC) meeting to represent the views and issues of individual Corps national support organizations,
- j. provision of a representative for the of the Cadet Advisory Council Standing Committee (CACSC),
- k. liaison with overseas cadet organisations or units for international cadet exchanges,
- l. administration of national resources and assets acquired for the benefit of the Sea Cadet Corps,
- m. in consultation with the Commandant, provision of a disputes resolution process for Unit Support Committees.

NATIONAL EXECUTIVE MEMBERSHIP

- 14. The National Executive shall comprise:
  - a. a President. The filling of the office of President shall be by vote at the biennial Conference of the Sea Cadet Association.
  - b. The President of the Navy League of NZ Inc or Wellington based nominee.
  - c. Such Vice Presidents to represent Unit Branches within the Northern, Central and Southern Areas of the New Zealand Cadet Forces with not more than two Vice Presidents per area. Where a regional organisation exists, Vice Presidents will be appointed by that organisation otherwise they will be appointed by the National Executive.
  - d. a National Secretary.
  - e. a Treasurer (but may be combined with the duties of Secretary)
  - f. a Sea Cadet Training Ship Unit Commander or a retired Sea Cadet Unit Commander to be selected by the Unit Commanders at the SCANZ Biennial Conference.
  - g. the Chief of Navy (CN) or nominee.
  - h. the Commandant of Cadet Forces or nominee.

- i. The NZCF Boats Officer or nominee.
- j. The National Executive may invite the following organisations or other organisations expressly interested in Sea Cadets to have a representative as an ex-officio member of the Executive.
  - (1) The Royal New Zealand Naval Volunteer Reserve.
  - (2) The ex Royal Navalmen's Association.
  - (3) The Royal New Zealand Returned Services Association
  - (4) The New Zealand Master Mariners Association.
- k. Alternates may be appointed for the positions specified in paras (b) (c) and (f) and (i) such alternates shall be entitled to attend any meeting but may not vote if the principal office holder is also present.

MANAGEMENT

- 15. The National Executive:
  - a. may appoint such sub Committee's consisting of Executive members and others as it considers necessary to conduct the business of the association.
  - b. may make honorary appointments to all Committees except that a person or firm may be employed or engaged as Secretary and/or Treasurer to the National Executive.
  - c. shall appoint annually an auditor who shall be a member of the New Zealand Society of Accountants.
  - d. shall have the power to determine conditions of membership of the Association.
  - e. shall comply with the requirements of the Charities Act 2005.

SUSPENSION OR EXPULSION OF MEMBERS.

- 16. The National Executive may suspend or expel members of the National Executive and Branch Committees may suspend or expel members of their committee if:
  - a. they are convicted in a court of law, and;
  - b. by their actions bring the organisation into disrepute; or
  - c. act in contravention of the Constitution of the Association.

17. The procedure for suspension or expulsion of members will be as follows:

- a. Any person or organisation may make a complaint to the Executive or Committee. Every such complaint will be in writing and addressed to the Secretary.
- b. If the Executive or Committee considers that there is sufficient substance in the complaint, it will invite the member to attend a meeting of the Executive or Committee and to offer a written and/or oral explanation of the member's conduct.
- c. The Executive or Committee will give the member at least ten (10) working days written notice to the last known address of the member that notice will be delivered either by post or by courier. The notice will:
  - (1) clearly set out the nature and substance of the complaint in plain language sufficient to enable the member to offer an explanation of the member's alleged conduct; and
  - (2) inform the member of the procedures and remedies open to the Executive or Committee.
- d. If the Executive or committee is dissatisfied with the member's explanation the Executive Committee may suspend or expel the member from the Association.
- e. A member expelled or suspended by the National Executive may within ten (10) working days give written notice of appeal to the Secretary. The Secretary will then call a meeting of an Appeal Committee consisting of three Association members nominated by the Executive and three nominated by the appellant. The Appeal committee shall have an independent Chairperson agreed by the Executive and appellant.
- f. A member expelled or suspended by a Branch Committee may within ten (10) working days give written notice of appeal to the Secretary. The Secretary will then call a Special General Meeting to take place within fifteen (15) working days of the notice of appeal. If that meeting passes a resolution rescinding the suspension or expulsion, the member will be reinstated immediately.
- g. If any member's unacceptable behaviour in accordance with the Rule at Para 14 is brought to the attention of the Executive or Committee on more than three occasions, then they will lose the right of reinstatement.

CAPITATION

18. The National Executive shall have power to determine and levy a capitation fee to be payable by Unit Branches on such basis as may be recommended by the Executive to the SCANZ Biennial Conference.

FINANCIAL YEAR

19. The financial year of the Association shall be 1 January to 31 December.

ADMINISTRATION

20. Communication between the National Executive and Unit Branch Committees should normally be conducted through the office of the Association.

21. Unit Branch Committees may communicate directly with the Commandant of Cadets on matters of administration and maintenance of the Training Ship they support as laid down in the Cadet Forces Manual.

22. Unit Branch Committees shall meet as regularly as required but desirably not less than on a monthly basis.

23. The National Executive shall meet not less than twice per year. Additional meetings of the Executive may be called by the President or by a request in writing to the President by a Vice-President and one other member of the Executive.

GENERAL MEETING OF THE SEA CADET ASSOCIATION

24. A general meeting of the Association shall be held biennially. The date and place of the biennial General Meeting shall be notified by the Secretary of the National Executive by notice in writing not less than 21 clear days before the date of the meeting.

25. Each Unit Branch Committee shall have the right to send two representatives to any General Meeting of the Association who shall have speaking rights. Other members of the Association (including Branch members) may attend a General Meeting as observers.

SPECIAL GENERAL MEETINGS OF ASSOCIATION OR UNIT BRANCH

26. A special General Meeting of the Association or Unit Branch Committee may be called in the following manner:

- a. Association. By the National Executive of its own volition or a request in writing by six Unit Branches.

- b. Unit Branch Committee. By a request in writing of six members.

NOTICE OF MEETINGS

27. Seven days notice shall be given of meetings of the National Executive, not less than 21 days notice in writing of a General Meeting, and 14 days notice of a Special General Meeting shall be given.

VOTING RIGHTS

28. At a General or a Special General Meeting of the Association each Unit Branch shall be entitled to one vote.

29. At National Executive or Unit Branch meetings each member shall be entitled to one vote.

30. Every question to be decided at a meeting shall be decided firstly on the voices entitled to vote, then if the Chairperson so desires, on a show of hands. If any member present who is entitled to vote so requests, a ballot of those entitled to vote shall be held.

31. In the event of an equality of votes for and against, the Chairperson shall have the right to exercise a casting vote in addition to a deliberative vote.

ELECTION OF OFFICERS TO THE EXECUTIVE OR UNIT BRANCH COMMITTEES

32. Office bearers shall be elected by a show of hands or, if necessary, by ballot by those present entitled to vote and shall take office at the conclusion of the meeting at which they are elected.

ALTERATION TO RULES

33. These rules may not be altered or rescinded except by resolution passed at a General Meeting or Special General Meeting of the Association. No addition or alteration, or rescission of these rules shall be approved if it or they affect Rule 38 or Rule 42, of this constitution or change the charitable nature of the Association, or permit any benefit, assets or monies being applied or used for any form of personal gain.

COMMON SEAL

34. The Common Seal of the Association shall be affixed by the President or his appointed deputy and the Secretary shall keep custody of the Common Seal.

WINDING UP OF A UNIT

35. In the event of a Unit being placed in recess by the Commandant of the

Cadet Forces, or that the Branch Committee determines that the Unit should be placed in recess or be disbanded, the Chairperson of the Branch Committee shall immediately inform the National Executive. No other action is to be taken until the National Executive decision is advised: The National Executive will determine within 14 days whether it wishes that the unit should continue or not. If it is not to continue then the Branch Committee shall:

- a. Bank all monies and where possible collect all outstanding debts to the Unit Branch.
- b. Pay all outstanding accounts.
- c. Transfer the balance of the bank account to the Secretary of the Association together with a statement of accounts and the Unit Branch minute book.
- d. The Secretary of the Association will vest the funds received in a 'Trust' and from that 'Trust' may pay any further accounts submitted. If insufficient funds are transferred to meet further accounts it will be a matter for decision of the National Executive as to the payment of these outstanding accounts.
- e. Any fixed assets of the Unit Branch shall be advised to the National Executive which shall arrange disposal as appropriate, or in accordance with any Trust or other instrument dealing with the disposal of those assets.

36. If the National Executive decides that the unit shall continue the Chairperson of the Branch Committee will be informed and advised of the measures the National Executive intends to take.

37. Should for any reason the Branch Committee decide it is unable to continue, the Chairperson is to immediately inform the National Executive. The National Executive will appoint the Regional Vice-President or any other suitable person to assume the function of the Branch Committee until a new committee can be formed. The Minute books, financial instruments and accounts are to immediately be passed to that person. All items of unit property in the possession of any Committee member are to also be immediately passed to that person.

38. In the event of the liquidation of the Association all remaining funds, property and assets shall be transferred to the Navy League of NZ (Inc) or in the event that this is not possible, shall be transferred for use solely within New Zealand to such organisations having similar charitable objectives as the National Executive elects or for such charitable objects within New Zealand as may be directed by a Judge of the High Court.

CONTROL OF FUNDS

39. The National Executive may from time to time appoint and empower such persons as it deems fit to draw promissory notes, bills of exchange, bills of lading, drafts and other instruments either for the purpose of security or otherwise as the case may be, save that all such documents shall be executed only by resolution of the National Executive or duly appointed committee and shall be attested by the signatures of no fewer than two of the persons so appointed and empowered.
40. Monies or assets raised or collected by Unit Branches of their own volition and not by the direction of the National Executive shall be the property of that Unit Branch and may be applied in such a manner for the benefit of the Sea Cadet Training Ship or Sea Cadets in general as the Unit Branch sees fit.
41. Funds or assets provided by the Navy League of New Zealand Inc or Branches of that League, including funds/assets derived by way of gift or legacy to the League or a Branch, are to be used solely for the purposes directed by the League or Branch and in strict accordance with the terms of the donation or gifting.
42. None of the assets or income of or in connection with the Association's property shall at any time go or be distributed between or among or paid to any person who is an office holder of the Association or member or office holder of any Branch of the Association or associated persons of any of them, PROVIDED HOWEVER:
- That any such office holder or member or associated person may be paid out-of-pocket expenses etc incurred by them on provision of receipts/invoices in connection with the administration of the Association's property.
  - That the Association may pay to any person lending money to it, in accordance with rules of the Association, interest at a reasonable rate on the money so lent.
  - That any person engaged in any profession, business or trade, shall be entitled to be paid all usual professional business and trade charges for business transacted, time expended and all acts by them or any employee or partner of theirs in connection with the Association.
43. The Treasurer shall have the power to receive all levies, fees donations or other monies and lodge these in a bank or bank accounts approved by the National Executive and to pay out of the funds of the Association any expenditure which may be incurred and which has been approved by the National Executive.

44. The Treasurer will keep a proper account of income and expenditure and trust funds and assets and shall produce an annual statement of accounts and balance sheet of the Sea Cadet Association.

ANNUAL REPORTS

45. Each Unit Branch shall prepare an annual report and statement of accounts, forwarding a copy to the Secretary of the National Executive.

PROPERTY AND EQUIPMENT

46. The rentals and/or conditions for the use of buildings, properties or equipment owned or leased by the Navy League of New Zealand Inc or Branches or Sub Branches of that League and made available for Sea Cadet Unit purposes shall be as agreed between the National Executive or Unit Branch and the owners, and may be reviewed every three years or at such other intervals as may be mutually agreed bearing in mind the objectives of both organisations.

47. Alterations, extensions or major structural changes to buildings shall not be undertaken without the written approval of the owner of the buildings.

48. Boats owned by SCANZ and allocated to units shall not be transferred between units without the consent of the National Executive.

RESOLUTION OF DISPUTES

49. Any dispute between a Unit and a Branch Committee of the Association shall be submitted to the Commandant for resolution in accordance with DFO 7.

SEA CADET TRUST FUNDS HELD BY NAVY LEAGUE

50. The use of trust funds and assets held for Sea Cadet purposes by the Navy League of New Zealand (Inc) shall be arranged on the following basis:

- a. National Funds and assets: by application through the National Executive to the National Council of the Navy League.
- b. Trust Funds and assets held by Navy League Branches: by arrangement between Unit Branches and the Navy League Branch concerned.

We the several persons whose names are subscribed hereto being members of the above mentioned Society hereby of the make application for the incorporation of the Society under the foregoing Rules in accordance with the Incorporated Societies Act 1908.

Signed on Original Document held by the Secretary to the SCANZ Executive.

Schedule I Sea Cadet Association of New Zealand Incorporated Branch
Committee Constitution

Schedule II Sea Cadet Association of New Zealand Incorporated Regional
Committee Constitution

Secretary's Note:

This amended SCANZ Constitution and the accompanying Schedules 1 & 2 being the SCANZ Regional Constitution and the SCANZ Unit Branch Constitution respectively were unanimously agreed (subject to legal approval) by the delegates at the SCANZ Biennial Conference held on 24 June 2006 in Wellington. The three documents were legally checked by the SCANZ lawyers Hunter & Co and approved by the Registrar of Incorporated Societies in July 2006.

SCHEDULE I

SEA CADET ASSOCIATION OF NEW ZEALAND (INCORPORATED)

UNIT BRANCH CONSTITUTION AND RULES

TITLE

1. The name of the Branch shall be the T.S (unit name) Branch of the Sea Cadet Association of New Zealand (Incorporated) hereinafter referred to as the Branch.

PURPOSES

2. The purposes of the Branch shall be:
  - a. To be the recognised civilian support organisation for the their Sea Cadet Corps Unit in accordance with the provisions of the Defence Act 1990 and the New Zealand Cadet Forces (NZCF) Charter of Support (hereinafter referred to as the Charter)
  - b. To provide a clearly identifiable Branch within which all organisations and individuals involved with the support of the Unit can jointly contribute either locally or nationally to the growth and development of the Unit as a successful youth training organisation within the ambit of the New Zealand Cadet Forces.

OBJECTIVES

3. The Branch has the following objectives:
  - a. To promote and develop interest in the Sea Cadet Corps.
  - b. To support the Unit in furthering the aims of the New Zealand Cadet Forces.
  - c. To provide support to the Unit to ensure it can operate effectively, efficiently and safely.
  - d. To stimulate within the Unit an interest in naval and maritime matters, the Royal New Zealand Navy and the Royal New Zealand Naval Volunteer Reserve.

DUTIES AND RESPONSIBILITIES

4. In accordance with the purposes and objectives of the Association, the principal duties and responsibilities of the Branch are:

- a. To promote the Sea Cadet Corps and develop public awareness of the Sea Cadet Corps and its value as a youth organisation to New Zealand and the community.
- b. To assist in the organisation, administration, maintenance and development of the Unit.
- c. Where appropriate to liaise with the Navy League or any Branch of the League for the provision of, or alterations to, buildings, property and other assets owned or leased by the Navy League or any Branch or any branch of it for the use of the Unit on such terms and conditions as may be mutually agreed upon subject to the provisions of paragraphs 37 and 38.
- d. To raise the finance and hold funds necessary for the operation of the Unit.

OBLIGATIONS OF BRANCH COMMITTEES UNDER THE NZCF CHARTER

- 5. The Unit Branch is responsible for:
  - a. assisting the Unit Commander with the preparation and support of the annual programme of local unit training activities which require community funding and support,
  - b. approval and support of cadet activities planned by the Unit Commander which are additional to New Zealand Defence Force (NZDF) provided training and activities,
  - c. providing and administering funds for the unit's local training, activities, equipment and clothing,
  - d. assistance with the provision of unit accommodation and accommodation maintenance,
  - e. promotion of the unit within the region,
  - f. assistance to the Unit Commander with Cadet Force officer recruitment from within the community,
  - g. liaison with the Unit Commander on budgetary matters which may affect the unit operation,
  - h. fostering links with other cadet units in conjunction with the Unit Commander,
  - i. regular liaison with the local branch of the RNZRSA and similar service organisations,
  - j. promotion of the participation of cadets in community service,

- k. assistance to the Unit Commander in the supervision of unit events to ensure the activities meet the aims and objectives of the NZCF,
- l. assistance to the Unit Commander with managing risks associated with unit (NZCF) activities,
- m. assist Unit Commanders in their responsibilities for the recruitment and retention of Sea Cadets including the publicity and public relations of the unit and the Sea Cadet Corps generally,
- n. promote social and recreational activities for the benefit of Sea Cadets,
- o. assist in providing accommodation for visiting cadets,
- p. provide support of cadets selected for overseas visits or in attending camps, excursions, exercises or authorized Sea Cadet activities at National, Regional or inter-unit level.

BRANCH COMMITTEE MEMBERSHIP

- 6. The following rules apply to membership of the Branch Committee:
  - a. Membership of the Branch Committee shall be open to parents or guardians of Sea Cadets, former cadets, and any other person with an interest in Sea Cadets.
  - b. Nothing in this Constitution shall prevent the presence of the Unit Officers at Committee meetings.
  - c. Except as provided in paragraph 8 b of this Constitution no unit officer shall be a member of the Branch Committee or hold office on the Branch Committee.

BRANCH COMMITTEE STRUCTURE

- 7. Each Unit Branch shall elect annually a Branch Committee comprising:
  - a. A Chairperson, Secretary, Treasurer and such other members as may be elected at the Annual General Meeting of the Branch. The Branch Committee may co-opt such persons as it considers fit to replace vacancies arising.
  - b. Unit Commanders of the Sea Cadet Sea Training ship or their nominee shall be an non voting ex officio member of the Branch Committee.
  - c. Each Branch Committee may include one Sea Cadet representative, elected by the Sea Cadets of the unit. Any such Sea Cadet

Representative shall be a voting member but may not hold office in the Unit Branch Committee.

BRANCH COMMITTEE OPERATION

8. In addition to the obligations listed in Para 5 (a – p) above:
  - a. The Secretary of each Unit Branch shall maintain a Minute Book in which all decisions made are to be recorded, especially those related to income and expenditure.
  - b. Each Unit Branch shall conduct a banking Account under the control of at least two signatories one of whom must be an office holder and disbursement of funds shall be determined by the Branch Committee.
  - c. A Unit Branch Committee shall have power to fix and determine annual branch membership subscriptions.
  - d. Each Branch Committee shall notify the National Secretary of the names of the Chairperson and Secretary, of any changes as they occur, and the membership strengths of their Unit Branch.
  - e. The Branch Committee shall forward at the end each quarter and not later than 30 days afterwards to the National Executive a statement of accounts for that quarter on the template provided. The end dates of the quarters shall be 31 March, 30 June, 30 September and 31 December.
  - f. The Branch Committee shall maintain a register of assets of the Branch including value of the asset. An updated copy of the list of assets is to be forwarded quarterly with the statement of accounts.
  - g. The Branch Committee may delegate to a Regional Committee such functions as may be mutually agreed. Such delegations are to be given in writing.

SUSPENSION OR EXPULSION OF MEMBERS

9. The Branch Committees may suspend or expel members of their committee if:
  - a. they are convicted in a court of law; and;
  - b. by their actions bring the organisation into disrepute; or
  - c. act in contravention of the Constitution of the Association or Branch.
10. The procedure for suspension or expulsion of members will be as follows:

- a. Any person or organisation may make a complaint to the Committee. Every such complaint will be in writing and addressed to the Secretary.
- b. If the Committee considers that there is sufficient substance in the complaint, it will invite the member to attend a meeting of the Committee and to offer a written and/or oral explanation of the member's conduct.
- c. The Committee will give the member at least ten (10) working days written notice to the last known address of the member that notice will be delivered either by post or by courier. The notice will:
  - (1) clearly set out the nature and substance of the complaint in plain language sufficient to enable the member to offer an explanation of the member's alleged conduct; and
  - (2) inform the member of the procedures and remedies open to the Committee.
- d. If the committee is dissatisfied with the member's explanation the Committee may suspend or expel the member from the Association.
- e. A member expelled or suspended by a Branch Committee may within ten (10) working days give written notice of appeal to the Secretary. The Secretary will then call a Special General Meeting to take place within fifteen (15) working days of the notice of appeal. If that meeting passes a resolution rescinding the suspension or expulsion, the member will be reinstated immediately.
- f. If any member's unacceptable behaviour in accordance with the Rule at Para 13 is brought to the attention of the Committee on more than three occasions, then they will lose the right of reinstatement.

CAPITATION FEES

11. The National Executive shall have power to determine and levy a capitation fee to be payable by the Branch Committee on such basis as may be recommended by the Executive to the SCANZ Biennial Conference.

FINANCIAL YEAR

12. The financial year of the Branch shall be 1 January to 31 December.

ADMINISTRATION

13. Communication between the National Executive and the Branch Committee should normally be conducted through the office of the Association.

14. The Branch Committee may communicate directly with the Commandant of Cadets on matters of administration and maintenance of the unit they support, as laid down in the Cadet Forces Manual.

15. The Branch Committee shall meet as regularly as required but desirably not less than on a monthly basis.

SPECIAL GENERAL MEETINGS OF ASSOCIATION OR UNIT BRANCH

16. A special General Meeting of the Association or Unit Branch Committee may be called in the following manner:

- a. Association. By the National Executive of its own volition, or a request in writing by six Unit Branch Committees.
- b. Unit Branch. By a request in writing of six members.

NOTICE OF MEETINGS

17. Seven days notice shall be given of meetings of the National Executive, not less than 21 days notice in writing of a General Meeting, and 14 days notice of a Special General Meeting shall be given.

VOTING RIGHTS

18. At a General or a Special General Meeting of the Association each Unit Branch shall be entitled to one vote.

19. At Unit Branch Committee meetings each member shall be entitled to one vote.

20. Every question to be decided at a meeting shall be decided firstly on the voices entitled to vote, then if the Chairperson so desires, on a show of hands. If any member present who is entitled to vote so requests, a ballot of those entitled to vote shall be held.

21. In the event of an equality of votes for and against, the Chairperson shall have the right to exercise a casting vote in addition to a deliberative vote.

ELECTION OF OFFICERS TO THE EXECUTIVE OR UNIT BRANCH COMMITTEE

22. Office bearers shall be elected by a show of hands or, if necessary, by ballot by those present entitled to vote and shall take office at the conclusion of the meeting at which they are elected.

ALTERATION TO RULES

23. These rules may not be altered or rescinded except by resolution passed at a General Meeting or Special General Meeting of the Association.

No addition or alteration, or rescission of these rules shall be approved if it or they affect Rule 38 or Rule 42, of the Association rules or change the charitable nature of the Association, or permit any benefit or monies or assets being applied for personal gain.

WINDING UP OF UNIT

24. In the event of a Unit being placed in recess by the Commandant of the Cadet Forces, or that the Branch Committee determines that the Unit should be placed in recess or be disbanded, the Chairperson of the Branch Committee shall immediately inform the National Executive. No other action is to be taken until the National Executive decision is advised. The National Executive will determine within 14 days whether it wishes that the unit should continue or not. If it is not to continue then the Branch Committee shall:

- a. Bank all monies and where possible collect all outstanding debts to the Unit Branch.
  - b. Pay all outstanding accounts.
  - c. Transfer the balance of the bank account to the Secretary of the Association together with a statement of accounts and the Unit Branch minute book.
  - d. The Secretary of the Association will vest the funds received in Trust and from that may pay any further accounts submitted. If insufficient funds are transferred to meet further accounts it will be a matter for decision of the National Executive as to the payment of these outstanding accounts.
  - e. Any fixed assets of the Unit Branch shall be advised to the National Executive which shall arrange disposal as appropriate.
25. If the National Executive decides that the unit shall continue the Chairperson of the Branch Committee will be informed and advised of the measures the National Executive intends to take.

DISSOLUTION OF BRANCH COMMITTEES

26. Should for any reason the Branch Committee decide it is unable to continue, the Chairperson is to immediately inform the National Executive. The National Executive will appoint the Regional Vice-President or any other suitable person to assume the function of the Branch Committee until a new committee can be formed. The Minute books, financial instruments and accounts are to immediately be passed to that person. All items of unit property in the possession of any Committee member are to also be immediately passed to that person.

27. Should the Branch Committee fail to meet its obligations under this constitution then the National Executive may dissolve the Branch Committee

and will appoint the Regional Vice-President or any other suitable person to assume the function of the Branch Committee until a new committee can be formed. The Minute books, financial instruments and accounts are to immediately be passed to that person. All items of unit property in the possession of any Committee member are to also be immediately passed to that person.

CONTROL OF FUNDS

28. Branches Committees shall not borrow or lend funds or assts, enter into loans as borrower or lender without the prior approval of the National Executive.

29. Subject to compliance with the quarterly reporting requirements set out in paragraph 8(e) and 8(f) all monies or assets raised or collected by Branch Committees of their own volition and not by the direction of the National Executive shall be the property of that Unit Branch and may be applied in such a manner for the benefit of the Sea Cadet Training Ship or Sea Cadets in general as the Branch Committee sees fit.

30. Funds provided for specific purposes may only be used for those purposes.

31. None of the assets or income of or in connection with the Association's property (which includes property of the Branch Committee) shall at any time go or be distributed between or among or paid to any person who is an office holder of the Association or member or office holder of any Branch Committee of the Association or associated persons of any of them, PROVIDED HOWEVER:

- a. That any such office holder or member or associated person may on provision of receipts/ invoices be paid out-of-pocket expenses incurred by them in connection with the administration of the Association's property.
- b. That any person engaged in any profession, business or trade, shall be entitled to be paid all usual professional business and trade charges for business transacted, time expended and all acts by them or any employee or partner of theirs in connection with the Branch.

32. The Treasurer of the Branch Committee shall have the power to receive all levies, fees, donations or other monies and lodge these in a bank or bank accounts approved by the Branch Committee and to pay out of the funds of the Branch Committee any expenditure which may be incurred and which has been approved by the Committee.

33. The Treasurer will keep a proper account of income and expenditure and shall produce a statement of accounts in accordance with paragraph 8.e and an annual balance sheet of the Branch.

REPORTS

34. The Branch Committee shall forward a copy of the minutes of its Annual General Meeting and Annual Accounts to the Secretary of the National Executive.

PROPERTY AND EQUIPMENT

35. SCANZ is responsible under the Charter for the provision of accommodation of premises for units. The identification of suitable premises is the responsibility of Branch Committees.

36. The Branch Committee may rent properties from external authorities for the Unit and are then responsible for such out goings as may be required to maintain that tenancy.

37. The Branch Committee may not enter into any agreement for the purchase or lease of real property without the approval of the National Executive. Any such leases or agreements will normally require the Seal of the Association and are to be forwarded to the Nation Executive for review by the Associations legal advisors before any commitment is made.

38. Alterations, extensions or major structural changes to buildings shall not be undertaken without the written approval of the owner of the buildings.

39. Boats owned by SCANZ and allocated to units shall not be transferred between units without the consent of the National Executive.

SCHEDULE II

SEA CADET ASSOCIATION OF NEW ZEALAND (INCORPORATED)

REGIONAL COMMITTEE CONSTITUTION AND RULES

TITLE

1. The name of the Regional Committee shall be the (area name) Regional Committee of the Sea Cadet Association of New Zealand (Incorporated) hereinafter referred to as the Regional Committee

PURPOSES

2. The purposes of the Regional Committee shall be:
  - a. To be a coordinating body for Units in the region.
  - b. To carry out such functions as may be delegated to it by the National Executive or Units in the Region.
  - c. To elect a Regional Vice President for their Region
  - d. To administer funds and property on behalf of the National Association or Units.
  - e. Where appropriate to liaise with the Navy League or any Branch of the League for the provision of, or alterations to, buildings, property and other assets owned or leased by the Navy League or any Branch of it for the use of the Unit on such terms and conditions as may be mutually agreed upon subject to the provisions of paragraphs 24 and 25.

REGIONAL COMMITTEE MEMBERSHIP

3. The Regional Committee shall comprise the following:
  - a. Regional Vice Presidents,
  - b. At least one representatives of each Branch Committee that chooses to be a member of the Regional Committee.
  - c. Such other persons as may be appointed by the above as necessary to enable the Committee to carry out its obligations.

REGIONAL COMMITTEE STRUCTURE

4. Each Regional Committee shall elect annually:

- a. A Chairperson, Secretary, Treasurer and any such other office holders as may be necessary to meet its obligations.
- b. Unit Commanders of the Sea Cadet Sea Training ships in the region or their nominee shall be eligible to be members of the Regional Committee but not office holders.

REGIONAL COMMITTEE OPERATION

5. The regional Committee shall operate as follows:
  - a. The Secretary of each Regional Committee shall maintain a Minute Book in which all decisions made are to be recorded, especially those related to income and expenditure.
  - b. The Regional Committee shall conduct a banking Account under the control of at least two signatories at least one of whom shall be an office holder and disbursement of funds shall be determined on the advice of the relevant Branch Committee.
  - c. The Regional Committee shall notify the National Secretary of the names of the Chairperson, Secretary and Treasurer and of any changes as they occur.
  - d. The Regional Committee shall forward at the end each quarter and no later than 30 days afterwards to the National Executive a statement of accounts for that quarter on the template provided. The end dates of the quarters shall be 31 March, 30 June, 30 September and 31 December.
  - e. The Regional Committee shall maintain a register of assets of the Committee including value of the asset. An updated copy of the list of assets is to be forwarded quarterly with the statement of accounts

SUSPENSION OR EXPULSION OF MEMBERS.

6. The Regional Committee may suspend or expel members of their committee if:
  - a. they are convicted in a court of law, and;
  - b. by their actions bring the organisation into disrepute; or
  - c. act in contravention of the Constitution of the Association or Regional Committee
7. The procedure for suspension or expulsion of members will be as follows:

- a. Any person or organisation may make a complaint to the Committee. Every such complaint will be in writing and addressed to the Secretary.
- b. If the Committee considers that there is sufficient substance in the complaint, it will invite the member to attend a meeting of the Committee and to offer a written and/or oral explanation of the member's conduct.
- c. The Committee will give the member at least ten (10) working days written notice to the last known address of the member that notice will be delivered either by post or by courier. The notice will:
  - (1) Clearly set out the nature and substance of the complaint in plain language sufficient to enable the member to offer an explanation of the member's alleged conduct; and
  - (2) Inform the member of the procedures and remedies open to the Committee.
- d. If the committee is dissatisfied with the member's explanation the Committee may suspend or expel the member from the Association.
- e. A member expelled or suspended by a Regional Committee may within ten (10) working days give written notice of appeal to the Association Secretary. The Secretary will then call a Special National Executive to take place within fifteen (15) working days of the notice of appeal. If that meeting passes a resolution rescinding the suspension or expulsion, the member will be reinstated immediately.
- f. If any member's unacceptable behaviour in accordance with the Rule at Para 13 is brought to the attention of the Committee on more than three occasions, then they will lose the right of reinstatement.

FINANCIAL YEAR

8. The financial year of a Regional Committee shall be 1 January to 31 December or such other date approved by the National Executive.

ADMINISTRATION

9. Communication between the National Executive and the Regional Committee should normally be conducted through the office of the Association.
10. The Regional Committee shall meet as regularly as required but desirably not less than on a two monthly basis.

VOTING RIGHTS

11. At Regional Committee meetings each member shall be entitled to one vote.
12. Every question to be decided at a meeting shall be decided firstly on the voices entitled to vote, then if the Chairperson so desires, on a show of hands. If any member present who is entitled to vote so requests, a ballot of those entitled to vote shall be held.
13. In the event of an equality of votes for and against, the Chairperson shall have the right to exercise a casting vote in addition to a deliberative vote.

ELECTION OF OFFICERS TO THE REGIONAL COMMITTEES

14. Office bearers shall be elected by a show of hands or, if necessary, by ballot by those present entitled to vote and shall take office at the conclusion of the meeting at which they are elected.

ALTERATION TO RULES

15. These rules may not be altered or rescinded except by resolution passed at a General Meeting or Special General Meeting of the Association.

WINDING UP OF A UNIT

16. In the event of a Unit being placed in recess by the Commandant of the Cadet Forces, or that the Branch Committee determines that the Unit should be placed in recess or be disbanded, the Chairperson of the Regional Committee shall immediately Seek guidance from the National Executive relating to any assets held by the Regional Committee in respect of that Unit. No other action is to be taken until the National Executive decision is advised. The National Executive will determine within 14 days whether it wishes that the unit should continue or not

CONTROL OF FUNDS

17. Regional Committees shall not borrow or lend funds or assets, enter into loans as borrower or lender without the prior approval of the National Executive.
18. Funds provided for specific purposes may only be used for those purposes.
19. None of the assets or income of or in connection with the Association's property (which includes property of Regional or Branch Committee) shall at any time go or be distributed between or among or paid to any person who is an office holder of the Association or member or office holder of any Branch Committee of the Association or associated persons of any of them, PROVIDED HOWEVER:

- a. That any such office holder or member or associated person on proof of invoice/receipts may be paid out-of-pocket expenses incurred by them in connection with the administration of the Association's property.
- b. That any person engaged in any profession, business or trade, shall be entitled to be paid all usual professional business and trade charges for business transacted, time expended and all acts by them or any employee or partner of theirs in connection with the Branch.

20. The Treasurer of the Regional Committee shall have the power to receive all levies, fees, donations or other monies and lodge these in a bank or bank accounts approved by the Regional Committee and to pay out of the funds of the Regional Committee any expenditure which may be incurred and which has been approved by the Committee?

21. The Treasurer will keep a proper account of income and expenditure and shall produce a statement of accounts in accordance with paragraph 5d and an annual balance sheet of the Branch.

PROPERTY AND EQUIPMENT

22. SCANZ is responsible under the Charter for the provision of accommodation of premises for units. The identification of suitable premises is the responsibility of Branch Committees.

23. The Regional Committee may rent properties from external authorities for a Unit and are then responsible for such out goings as may be required to maintain that tenancy.

24. The Regional Committee may not enter into any agreement for the purchase or lease of real property without the approval of the National Executive. Any such leases or agreements will normally require the Seal of the Association and are to be forwarded to the Nation Executive for review by the Associations legal advisors before any commitment is made.

25. Alterations, extensions or major structural changes to buildings shall not be undertaken without the written approval of the owner of the buildings.

26. Boats owned by SCANZ and allocated to units shall not be transferred between units without the consent of the National Executive.

WINDING UP OF A BRANCH COMMITTEE

27. Should for any reason the Regional Committee decide it is unable to continue, the Chairperson is to immediately inform the National Executive. The National Executive will appoint the Regional Vice-President or any other suitable person to assume the function of the Regional Committee until a new

committee can be formed or the Committee wound up. The Minute books, financial instruments and accounts are to immediately be passed to that person. All items of unit property in the possession of any Committee member are to also be immediately passed to that person.

28. In the event of a Regional Committee being wound up the National Executive will distribute funds and property to Branches in the region that may have a claim to them, and to any organisations that had provided funds and which the purpose of provision of those funds is no longer able to be met.

29. In the event of the liquidation of the Association all remaining funds, property and assets shall be transferred to the Navy League of NZ (Inc) or in the event that this is not possible, shall be transferred for use solely within New Zealand to such organisations having similar charitable objectives as the National Executive selects or for such charitable objects within New Zealand as may be directed by a Judge of the High Court.

NEW ZEALAND CADET FORCES CHARTER OF SUPPORT

CADET FORCES: TRAINING TODAY - NEW ZEALAND SERVICE TOMORRO



Youth development and leadership training with a Service flavour.

NEW ZEALAND CADET FORCES

CHARTER OF SUPPORT

MISSION STATEMENT

The New Zealand Cadet Forces (NZCF) comprises the Sea Cadet Corps, the New Zealand Cadet Corps and the Air Training Corps. It is a voluntary, disciplined, uniformed training organisation for youth.

The organisation is not part of the New Zealand Defence Force (NZDF), but is directed by the Chief of Defence Force on behalf of the Minister of Defence and is supported in partnership by the NZDF and the community.

Training programmes emphasise personal development and include a quality, nationally co-ordinated annual programme, which aims to:

- foster a spirit of adventure and teamwork, and to develop those qualities of mind and body essential for good citizens and leaders.
- provide challenging and disciplined training activities, which will be useful in either Service or civilian life.
- promote an awareness of the Armed Forces and the role they play in the community.

Success is measured by the numbers of Cadets recruited and retained by Cadet Units and who graduate from the NZCF training courses and programmes, having met predetermined performance criteria.

INTRODUCTION

1. The Participants in this Charter are:

- a. the Chief of Defence Force (CDF);
- b. the Chief of Navy (CN);
- c. the Chief of Army (CA);
- d. the Chief of Air Force (CAF);
- e. the National President of the Royal New Zealand Returned and Services Association Inc (RNZRSA);
- f. the President of the Sea Cadet Association of New Zealand Inc (SCANZ);
- g. the Chair of the Cadet Corps Association of New Zealand (CCANZ); and
- h. the President of the Air Training Corps Association of New Zealand Inc (ATCANZ).

2. CN, CA and CAF are collectively referred to as the single Service Chiefs. RNZRSA, SCANZ, CCANZ and ATCANZ are collectively referred to as the Recognised Organisations, being recognised by the Minister of Defence under section 81 of the Defence Act 1990.

3. This Charter records the understandings of the Participants as to their responsibilities and the assistance to be provided to the NZCF; namely, the Sea Cadet Corps (SCC), the New Zealand Cadet Corps (NZCC) and the Air Training Corps (ATC) by each of the Participants. For the avoidance of doubt, the SCC is affiliated to the Navy and SCANZ, the NZCC is affiliated to the Army and CCANZ, and the ATC is affiliated to the Air Force and ATCANZ.

4. This Charter reflects the provisions of Part VI of the Defence Act 1990. The Charter has the status of a memorandum of understanding and is not intended to create binding legal obligations.

5. Nothing in this Charter is designed to diminish CDF's direction and real support for the NZCF, which includes the requirement to provide directions and guidance for all Cadet activities. Nor is it intended to diminish the responsibility of NZCF Officers to control and supervise the Cadet parades, training and other Cadet activities. Rather, it is intended to establish and define joint and separate NZDF and community responsibilities for the provision of general support to Cadet Units, which are Crown entities. The community, which includes parents, caregivers and guardians of Cadets, for the purposes of this Charter, is represented by the Recognised Organisations and the unit branches of those organisations (unit branch committees).

ROLE OF NZDF

6. NZDF resources will be directed primarily towards the provision of personnel and other support for NZCF Unit training; training courses appropriate for Cadet Forces Officers; provision of uniforms for Officers and Cadets; Officer management; a Code of Behaviour; and the provision of opportunities for Cadets to undertake training in NZDF establishments.
7. NZDF support for NZCF includes the provision of Regular Force personnel to plan and supervise a predetermined number of NZCF Officer and Cadet student training days of courses and training activities per annum; the number to be promulgated by the CDF in Defence Force Orders. It also includes the provision of travel and course accommodation for these courses. These courses and activities will provide relevant military skills and leadership training to enable both NZCF Officers and Cadets to carry out their own Unit training with a military flavour. The NZDF courses will recognise that the Unit training programme is being delivered to youth who are not subject to the Armed Forces Discipline Act 1971.
8. Acting under section 74(1A) of the Defence Act 1990, CDF will:
  - a. Issue and monitor the implementation of regulations for NZCF training courses and activities;
  - b. Provide direction and guidance for the conduct of NZCF Officers and Cadets during all NZCF activities, including by
    - (1) Ensuring that directions and procedures for NZCF training programmes are published and regularly reviewed;
    - (2) Ensuring that instruction is provided to all NZCF Officers and Cadets in Service knowledge and the development of discipline, leadership and team building;
    - (3) Promulgating risk management rules and procedures for adventurous activities; and
    - (4) Monitoring compliance with this Charter and the relevant regulations issued by CDF in consultation with the Recognised Organisations.
  - c. Require that all authorised NZCF courses and training activities be properly directed and supervised by suitably qualified personnel. .
9. Acting under section 78(1) of the Defence Act 1990, CDF will;
  - a. Meet annually with the national representatives of the Recognised Organisations and the single Service Chiefs as a Cadet Advisory Council (CAC). The CAC will address issues affecting NZCF support and it will allow

representatives to decide on ways in which the partnership may be further developed and clarified to assist the activities of the NZCF;

- b. Provide facilities for a Standing Committee of the CAC (CACSC) to meet regularly throughout the year to consider the progress and achievements of the NZCF and to discuss day-to-day issues for recommended action;
- c. Provide a public liability insurance policy for the purpose of indemnifying NZCF Officers and other approved adult leaders from civil liability for loss of or damage to third parties or their property, which arise from NZCF activities undertaken in accordance with proper controls;
- d. Fund Authorised Activities to provide NZCF Officers with:
  - (1) The basic knowledge needed to administer their Unit;
  - (2) Basic training in military style leadership and instructional technique;
  - (3) The basic skills to equip them to train and manage youth in a NZCF environment; and
  - (4) The skills to monitor and develop Cadet NCOs and others who conduct training within Units.
- e. Fund Authorised Activities to provide NZCF NCOs with:
  - (1) Basic training in military style leadership and management; and
  - (2) Basic skills and knowledge to enable them to train younger Cadets.
- f. Publish public information about the functions of the NZCF and the role of NZDF in supporting Cadet Units;
- g. Maintain Records of Service and relevant data for the appointment and administration of NZCF Officers;
- h. Provide funds to assist the national executives of SCANZ, CCANZ and ATCANZ to maintain contact with their Branches (Unit Branch Committees of Cadet Forces Units) to fulfill their obligations in this Charter.

10. CDF will provide most support or direction through the Commandant, NZCF, and the Commandant acts with the authority of CDF for these purposes.

11. Each single Service Chief will:

- a. Provide assistance and administrative support to Authorised Activities to be provided by or with the assistance of his Service under the Annual Training Plan (ATP);

- b. Provide suitably qualified Regular Force personnel for full time service on NZCF duties;
- c. Provide other Service personnel as appropriate to assist in the direction and conduct of NZCF courses and training activities;
- d. Authorise the issue to each Cadet Unit affiliated to his Service of adequate uniforms, suitable for parade purposes, as are prescribed for wear by Cadets affiliated to that Service;
- e. Arrange for liaison between his Service and Cadet Units affiliated to his Service, as appropriate; and
- f. Provide single Service facilities for Cadet Unit use to the extent possible consistent with his responsibility for the efficient, effective and economical management of the resources allocated to his Service.

ROLES OF THE NATIONAL EXECUTIVES OF THE RECOGNISED ORGANISATIONS

RNZRSA

12. The RNZRSA will:

- a. Support the operation of individual Cadet Units by providing appropriate resources;
- b. Encourage its members to become Cadet Unit Branch Committee members; and
- c. Include NZCF Officers and Cadets in relevant ceremonial and commemorative activities.

SCANZ, CCANZ and ATCANZ

13. The national executives of SCANZ, CCANZ and ATCANZ will:

- a. Promote their affiliated Corps nationally;
- b. Approve Corps training and activities which complement the training programme provided by NZDF;
- c. Seek third party sponsorship to fund their affiliated Cadet Units;
- d. Support inter-unit activities between Cadet Units and Corps;
- e. Assist affiliated Cadet Units to find accommodation and will, except where the Cadet Unit is accommodated in a defence area, generally hold the title, whether freehold or leasehold, to the property occupied by the Cadet Unit, either directly or through a Unit Branch;

- f. Provide suitable training and activity equipment;
  - g. Issue policy on the insurance of all property to which they have title, whether real or personal property, and consult with the Commandant to ensure that the property used by Cadet Units is appropriately protected;
  - h. Inform the Commandant of any Association policies which affect their roles as mutually understood under this Charter;
  - i. Regularly consult with the Commandant on policy issues affecting Cadet Units;
  - j. Liaise with other organisations which support Cadet Units or Corps;
  - k. Send a representative to the annual CAC meeting and to the CACSC meetings; and
  - l. Liaise with overseas Cadet organisations or Units for international cadet exchanges.
14. Additionally SCANZ will:
- a. Administer national resources and assets acquired for the benefit of the SCC; and
  - b. In consultation with the Commandant, provide a disputes resolution process for use by SCANZ Unit Branches.

OBLIGATIONS OF THE CADET UNIT COMMANDER (CUCDR)

15. Every CUCDR is to:
- a. Implement the individual Corps Three Year Training programme in consultation with HQ NZCF, through Area Headquarters;
  - b. In consultation with the Unit Branch of the affiliated Recognised Organisation, develop, coordinate, implement and supervise an annual programme of events, activities and local training for all Cadets (Recognised Activities);
  - c. Conduct activities during weekly Unit parades properly and consistent with the direction provided by CDF and the requirements of the community;
  - d. With the assistance of the Unit Branch of the affiliated Recognised Organisation, safely conduct adventurous and outdoor activities in accordance with guidance issued by CDF and those standards prescribed by the Mountain Safety Council, the New Zealand Coastguard and other bodies relevant to the activity undertaken;

- e. Ensure that his or her own personal conduct and that of his or her other Officers complies with the NZCF Code of Behaviour;
- f. Promote the participation of Cadets in community service projects;
- g. Foster links and communications with other Cadet Units; and
- h. Comply with the conditions of any license to occupy Unit accommodation used by the Unit.

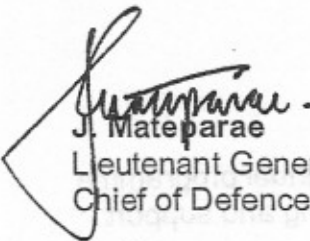
ROLES OF RECOGNISED ORGANISATION UNIT BRANCHES

16. Every Unit Branch of the affiliated Recognised Organisations will:

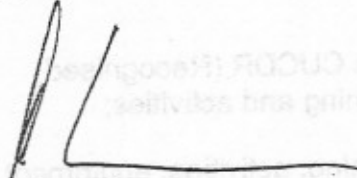
- a. Assist the CUCDR with the preparation and support of the annual programme of local Unit training activities which require community funding and support (Recognised Activities);
- b. Approve and support Cadet activities planned by the CUCDR (Recognised Activities) which are additional to NZDF provided training and activities;
- c. Provide and administer funds for the Unit's local training, activities, equipment and clothing;
- d. Assist with the provision of Unit accommodation and accommodation maintenance;
- e. Promote the Cadet Unit within the region;
- f. Assist the CUCDR with NZCF Officer and Cadet recruitment from within the community;
- g. Liaise with the CUCDR on budgetary matters which may affect the Unit's operations and activities;
- h. Foster links with other Cadet Units in conjunction with the CUCDR;
- i. Regularly liaise with the local branch of the RNZRSA and similar organisations;
- j. Promote the participation of Cadets in community service, in support of the CUCDR;
- k. Assist the CUCDR in the supervision of Unit events to ensure the activities meet the aims and objectives of the NZCF; and
- l. Assist the CUCDR with managing risks associated with Cadet Unit activities.

17. This Charter of Support is entered into with effect from the date of its signature and replaces all other previous Charters of Support entered into between the Participants.

Signed at Wellington on 28 February 2007.



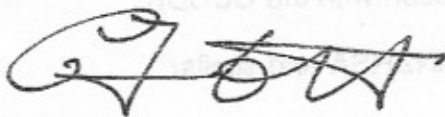
J. Mateparae
Lieutenant General
Chief of Defence Force



D.I. Ledson
Rear Admiral
Chief of Navy



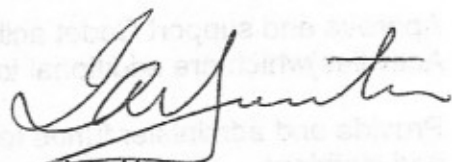
L.J. Gardiner
Major General
Chief of Army



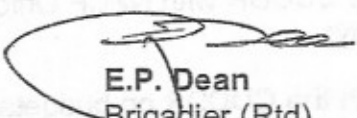
G.B. Lintott
Air Vice Marshal
Chief of Air Force



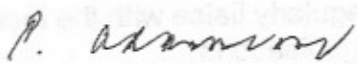
A.J. Campbell
National President
Royal New Zealand Returned
and Services Association (Inc)



I.A. Hunter
Rear Admiral (Rtd)
President
Sea Cadet Corps Association
of New Zealand (Inc)



E.P. Dean
Brigadier (Rtd)
New Zealand Cadet Corps
Association of New Zealand



P.R. Adamson
Air Vice Marshal (Rtd)
President
Air Training Corps
Association of New Zealand (Inc)

THE SEA CADET ASSOCIATION OF NEW ZEALAND (Incorporated)

GUIDELINES FOR UNIT BRANCH COMMITTEES

Published October 2006

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The Committee Guidelines

1. **Purpose.** The purpose of this document is to provide a simple guide to the roles and responsibilities of a SCANZ Branch Committee. It is also designed to make the jobs of office holders and committee members easier by providing templates and simple guidelines for committee procedures and the management of finance. If committees need additional assistance they should not hesitate to contact the SCANZ National Secretary or Treasurer in Wellington for advice.
2. **Other Reference Documents.** These guidelines are supported by a number of other important documents containing more detailed information if/when required. These are:
  - a. The SCANZ National Constitution
  - b. The SCANZ Unit Branch Constitution
  - c. The New Zealand Cadet Forces Charter
  - d. Defence Force Orders for the New Zealand Cadet Forces (DFO 7)

The Sea Cadet Association of New Zealand (Inc)

3. **History.** The Sea Cadet Association of New Zealand (SCANZ) was formed in 1991 to take over responsibility as the civilian support organisation for the Sea Cadet Corps from the Navy League of New Zealand. The Navy League was formed in the 1920's to lobby the Government to ensure that New Zealand had an effective Navy. Part of their role was the promotion of the Sea Cadets as a national maritime youth training organisation and the establishment and provision of support for units throughout New Zealand.
4. **Purpose and Mission.** The Defence Act 1990 provided for the Minister of Defence to raise and maintain Cadet Forces and for each Corps to have one recognised civilian support organisation. In 1991 the Navy League of New Zealand was re evaluating its role and purpose and it was decided to transfer responsibility for the civilian support of all Sea Cadet Units to SCANZ.
5. **SCANZ Incorporation.** A National SCANZ Executive Committee was formed and a Constitution comprising Rules and regulations for the organisation was developed. This Constitution was incorporated in 1992 and SCANZ was granted Charitable (tax free) status by the Inland Revenue Department (IRD). That is why the full legal name of SCANZ is: The Sea Cadet Association of New Zealand (Incorporated). Being incorporated and having charitable status is very important because it proves we are not running a business and we do not have to pay tax. This means that whatever funds we have can all be used for the benefit of the cadets.
6. **Charitable Status.** In accordance with the Charities Act 2005 in order to maintain tax free status charities have to be registered with the Charities Commission established by that Act. Registrations open in February 2007. The National Executive will register the whole organisation. In addition, all officers of the Association are required to be registered with the Commission. The term officer with reference to Regional and Branch Committees means the Chairperson, Secretary and Treasurer. Each time one of these changes a new registration has to be made for the incoming person. In addition an annual return has to be made to the Commission which includes the annual accounts of the whole Association. The SCANZ constitutions take account of Charities Commission requirements. Further instruction on the registration process will be issued.

7. **SCANZ (National) Constitution.** This contains the rules which govern the Sea Cadet Association of New Zealand. The constitution document has been approved and registered by the Registrar of Incorporated Societies and this in turn enables us to retain our tax free charitable status with the IRD. The SCANZ Constitution contains rules governing most situations including the resolution of disputes and instructions for winding up units if required.

8. **SCANZ Regional Committee Constitution.** This document contains the rules governing Regional committees. It is also registered with the Registrar of Incorporated Societies for the reasons stated above.

9. **SCANZ Unit Branch Committees.** This document contains the rules governing Unit Branch committees. It is also registered with the Registrar of Incorporated Societies for the reasons stated above.

THE CONSTITUTIONS ARE VITAL DOCUMENTS AND ALL SCANZ OFFICE BEARERS SHOULD HAVE A GOOD UNDERSTANDING OF THEIR CONTENTS.

The New Zealand Cadet Forces

10. The New Zealand Cadet Forces (NZCF) were established by the Defence Act 1990. The Commandant NZCF and his staff in Wellington are supported by regional offices in Auckland, Ohakea and Burnham. The NZCF staff is responsible for the provision of all military support to the Sea Cadet Corps. The Unit Commander and the officers in each unit are responsible to the Commandant.

11. The Air Training Corps Association of New Zealand (ATCANZ) and the Cadet Corps Association of New Zealand (CCANZ) are the civilian support organisations for the ATC and Army cadets respectively. They are the exact equivalent organisations to SCANZ.

12. **NZCF Charter.** While the SCANZ, ATCANZ and CCANZ Unit Branch committees are responsible for providing all civilian support to their units they cannot do this without the help of the communities in which they exist. The NZCF Charter is a document which explains the partnership relationship between the NZCF Cadet Forces, the Civilian Support organisations and the Communities in which Units exist.

The SCANZ Unit Branch Committee

13. **Purpose.** The SCANZ Unit Branch Committee in each Sea Cadet unit is a full participating member of the Sea Cadet Association of New Zealand and its members are full members of SCANZ. All the benefits of SCANZ incorporation (explained above) also apply to each of its Unit Branch committees – this means you!

14. **Correct Name for Branch.** The correct name for the branch is the T.S. (Unit Name) Branch of the Sea Cadet Association of New Zealand. This is the name in which your bank account should be opened and which should appear on all your correspondence.

15. **Committee Structure.** The SCANZ Unit Branch Committee is comprised of the parents of cadets and any other interested persons in the community who wish to make themselves available as members. The Unit Branch Constitution lists the positions which should be filled on the committee (explained below) and elections should be held annually to fill these. Other ordinary committee members are required to assist with the work of the committee.

16. **Authority.** The SCANZ Unit Branch Committee is responsible for providing all civilian support to the unit. They are authorised by SCANZ National and their own SCANZ Unit Branch Constitution to do so.

Operation of Unit Branch Committees

17. **Office Bearers.** The Constitution provides for the Unit Branch Committees to have a Chairperson, Secretary, Treasurer and as many members as are required to carry out the Committees role.

18. **Committee Membership.** The Office Bearers are the Chairperson, Secretary and Treasurer and they are elected annually for one year. The Unit Commander or his/her delegate is an ex officio (non voting) member of the committee and a senior Sea Cadet should be elected by the other cadets to serve as their (non voting) representative on the committee.

19. **Committee Meetings.** These should be held regularly (ideally not less than once a month) and they should always be run to a standard agenda so that members become familiar with the matters which must be discussed at each meeting. To assist with this a template for a meeting agenda is included in the SCANZ Unit Branch Committee Manual.

20. **Committee Records.** The committee must keep records of its meetings and in particular of all decisions it makes. These should be clearly recorded in the minutes of the meeting so that they can be referred to later if there is any dispute about what was decided or who was responsible for taking the required action.

21. **Correspondence.** All incoming and outgoing correspondence should be recorded in a Correspondence Log. This should show the date the letter was received and who it was from, what needs to be done in response to the letter and who is responsible for doing so. It should also highlight any deadlines for responses. Faxes and significant emails should be treated as correspondence and recorded in the Correspondence Log.

22. **Finance.** The committee is responsible for funding all cadet activities not covered by the NZCF as part of its military support. Good financial records must be kept and all items of income and expenditure must be clearly recorded. You can use any system to keep your financial records but you will need to be able to provide the SCANZ Treasurer in Wellington with a summary of your finances using the SCANZ finance template every three months. A simple finance template has been provided for you to do this.

23. **Planning and Budgeting.** The committee should set a budget each year clearly showing the anticipated levels of Income and Expenditure. The committee should liaise closely with the Unit Commander in setting the budget to ensure that all planned cadet activities which require funding are covered. If there is a shortfall between Income and Expenditure the committee should develop a plan for fundraising activities to bridge the gap.

24. **Fundraising.** This can be achieved by committee activities such as sausage sizzles or by undertaking some paid tasks in the community or by means of sponsorship. Requests for funding from local sponsors need to be carefully prepared and good documentation needs to be kept. If a sponsorship request is successful don't forget to write a letter of thanks to the sponsors and invite them to visit the unit on a special occasion (such as prize giving) to see the result of their sponsorship.

25. **Property and Buildings.** Your committee is responsible for all of the property and buildings which do not belong to either the NZCF or another third party such as a local Council or Trust. Most Sea Cadet boats and a significant number of buildings and other miscellaneous property belong to SCANZ and its care and upkeep is your responsibility.

26. **Insurance.** Insurance for buildings and assets is your responsibility. The NZCF has a policy which covers all Sea Cadet boats and trailers while they are being used for "NZCF Authorised Activities" such as regattas. In addition, the NZCF cover damage done by a Sea Cadet Unit to a Third Parties property provided that the damage occurred while the Unit was conducting a properly supervised activity.

Relationships

27. **Parents of Cadets.** Obviously, the largest area of support for a Unit will come from the parents of the cadets. Some will want to be more involved than others but the committee needs to ensure that parents are as involved as much as practicable in Unit activities.

28. **Local Supporters.** There is no reason why interested members of the community cannot be recognised as supporters of the Unit or even serve on the Unit Branch committee. They may be parents of former cadets or just people in the community who have an interest in the Unit and its objectives.

29. **The Unit Commander.** The committee needs to be quite clear about its relationship with the NZCF officer appointed as the Unit Commander. He or she is responsible to the NZCF Commandant for the operation of the Unit in accordance with the instructions contained in DFO 7. Your committee is responsible to SCANZ for all non military support. Even though the Unit Commander may be a very experienced person who has been with the unit for a number of years he / she does not run the committee – you do. Obviously, there needs to be a very close liaison between the committee and the Unit Commander otherwise you will be unable to provide the unit with the support it needs.

30. **The Royal New Zealand Returned and Services Association (RNZRSA).** The RNZRSA is a recognised support organisation to the NZCF in accordance with the Charter. SCANZ, ATCANZ and CCANZ are RNZRSA Affiliate Organisations and have voting rights at the RNZRSA National Council. At the 2006 Council RNZRSA will issue a Ten Point Youth Manifesto. Branch Committees should maintain a close liaison with their local RSA's which can be a significant source of support.

31. **The Community.** Community based organisations such as Residents associations or business groups may wish to be associated with the Unit. This can provide mutual benefit for both parties. Fundraising or sponsorship opportunities often arise from contacts made within the local community.

32. **Local Bodies.** Unit Branch committees are strongly encouraged to develop close links with local bodies. This is best done in close co-operation with the Unit Commander. The Unit is an integral part of the local community and should be recognised as being so by local bodies such as City or Regional councils. Their support is always useful when issues arise which affect Unit buildings and facilities and the land on which they stand. Many local bodies greatly appreciate the assistance given to them on Civic occasions by members of the Cadet Forces. While participation will take some effort on the part of the unit there will be long term benefits from the relationship.

33. **The Navy.** The Royal New Zealand Navy is the 'parent service' of the Sea Cadet Corps. However it is important to understand that the Navy does not control the Sea Cadets or have any significant influence on individual units. The RNZN does provide considerable support to the SCC through SCANZ who maintain very good relationships with the Navy at Headquarters level. For this reason it is important that all requests for naval support must be channelled through SCANZ.

34. **The Navy League of New Zealand.** Although the Navy League handed over responsibility for supporting the Sea Cadets in 1991 to SCANZ they still own some Sea Cadet buildings and they continue to provide funds to some units. SCANZ maintains a close relationship with the Navy League and encourages Unit Branch Committees to do the same where Navy League branches still exist in their local areas.

SCANZ Unit Branch Committee Manual

35. **Purpose.** A copy is issued to each Unit Branch Committee and should be considered as the 'bible' for all committee activities. It should be available for reference at all committee meetings and should be read by all new committee members when they are elected/appointed to the committee.

36. **Contents.** The manual contains a range of useful documents for committees. Areas covered by these documents are:

- SCANZ Organisation
- SCANZ Constitutions
- SCANZ Committee Guidelines
- Finance Instructions
- Meeting Agenda/Procedure
- SCANZ Incorporation Document
- SCANZ IRD Status
- Fundraising and Sponsorship Guidance
- Sponsorship Application example letters

37. **Updating.** The current manual is contained in a blue plastic A4 cover designed in loose leaf form so that sections can be updated as procedures change. The most recent version of the manual (version 2) was published in April 2007 and was issued to units at the SCANZ Regional Conferences held in May /June 2007.

38. **Committee Training.** The SCANZ Unit Branch Committee Manual should be read by all Committee members on taking up their positions. SCANZ National runs committee training sessions at the SCANZ Biennial Conference in Wellington and at the SCANZ Regional Conferences held in the Northern, Central and Southern regions every other year. New Office Bearers and Committee members should ideally attend these conferences to be trained in their roles and existing Officers Bearers and members to be updated.

Other Useful Guidance

39. **NZCF Website.** The NZCF Public Website contains some useful information on national cadet activities. It also has a SCANZ section which lists the latest information sent out to units by the SCANZ Secretary including any deadlines for responses or applications or nominations.

The web address for this is:

www.cadetforces.mil.nz and the SCANZ pages is accessed by

Click on News and Information

Select SCANZ News from the Dropdown Menu

Click on SCANZ News

The Unit Commander has pass worded access to the NZCF Administration Website where the SCANZ page can also be found

The web address for this is:

<https://teams.nzdf.mil.nz/sites/cf>

Click on the left hand menu

Select SCANZ News

Click on SCANZ News

40. **SCANZ National Contacts.** The contact names and numbers below are current as at October 2006. Updates to this list will be sent to Units as they occur. Units are encouraged to contact SCANZ National Committee members for assistance at any time.

Address for SCANZ National

The President / Secretary / Treasurer
PO Box 6198
Te Aro
WELLINGTON

Contact Details for SCANZ Secretary (mail to above address)

Stuart Duff
Ph (04) 386 2702 Home
Ph (04) 498 6664 Work
Ph (021) 607 703 Mobile

Email: stuart.duff@nzdf.mil.nz or randsduff@xtra.co.nz

NZCF Boats Officer

Lieutenant Rob Glover NZCF
P.O. Box 148
Westpark Village
Westharbour
Auckland

(09) 416 9173
(021) 669 573

Email: glover@boatsurvey.co.nz

SCANZ UNIT BRANCH COMMITTEE MEETING TEMPLATE

This template for a committee meeting agenda is provided to ensure that all important business is covered in the meeting and that members know what to expect and prepare for.

AGENDA

Date of Meeting: *This should have been agreed at the previous meeting*

Time: Start ..... to Finish ..... *The anticipated finish time is important for people who have other commitments*

Venue: *The meetings may always be held at the unit but it saves any confusion if it is stated*

- 1. Apologies:** *Received before the meeting*
- 2. Minutes of the Previous Meeting:** *Confirm that these are a correct record*
- 3. Matters Arising from the Previous Meeting:** *Check the progress on any action items decided at the last meeting*
- 4. Finance Report:** *The Treasurer should table the latest balance sheet and raise any finance matters which need to be decided by the committee*
- 5. Unit Commanders Report:** *The UCDR should be invited to update the committee on key cadet activities and any future support requirements*
- 6. Any Other Reports:** *from special project officers or sub committees reporting on their progress*
- 7. Incoming Correspondence:** *Each item should be tabled and made available for all members to see. If letters require a response this should be agreed by the committee*
- 8. Outgoing Correspondence:** *Each item should be tabled and made available for all members to see.*
- 9. Other Matters for Discussion:** *These are general matters which will probably be different at each meeting and for which some papers may have been prepared beforehand. If it is a complex issue the papers relating to it should have been made available to the members well before the meeting so they have the opportunity to consider them.*
- 10. Date and Time of Next Meeting.** *Members should agree on the next meeting and put it in their diaries.*

DEPARTMENT OF
JUSTICE
NEW ZEALAND

Commerical Affairs Division

Private Bag, Lambton Quay
DX 8301, Boulcott Street

6 March, 1992

Ian D Goddard
4 Simla Crescent
KHANDALLAH

Wellington District Office

Boulcott House
47 Boulcott Street
Wellington
Telephone: (4) 471 1028
Fax — Office (4) 473 2921
— Insolvency (4) 499 4170

In reply please quote

WNIS 538777

Dear Sir

SEA CADET ASSOCIATION OF NEW ZEALAND INCORPORATED

Thank you for submitting documents relating to the incorporation of the abovenamed society. The society has now been registered the certificate of incorporation is below.

Enclosed is the registered constitution of the society. Please note that any alteration or amendment to this constitution must be registered with my office to be valid.

Please do not hesitate to contact the Incorporated Societies section of my office, quoting the number shown above, should you require any further information.

Yours faithfully

Paul M...

Assistant Registrar
of Incorporated Societies

Comm Aff 6

No. WNIS 538777



DEPARTMENT OF JUSTICE

CERTIFICATE OF INCORPORATION

(Under the Incorporated Societies Act 1908)

I **Paul Albert Lee Middleton**, Assistant Registrar of Incorporated Societies do hereby certify that **SEA CADET ASSOCIATION OF NEW ZEALAND INCORPORATED** was incorporated under the Incorporated Societies Act 1908 on the 27TH day of FEBRUARY 1992.

Given under my hand and seal at WELLINGTON this 27TH day of FEBRUARY 1992

Paul M...
Assistant Registrar of Incorporated Societies





INLAND
REVENUE

TE TARI TAAKE

PRIVATE
TELEPHONE

WELLINGTON
859809

IR 15C

CERTIFICATE OF EXEMPTION FROM INTEREST AND DIVIDEND PAYE

Issued under section 327m of the Income Tax Act 1976

EXEMPTION/
IRD NUMBER

57-230-630

- This certificate is issued without alteration or erasure.

SEA CADET ASSOCIATION OF NEW ZEALAND
PO BOX 6198
TE ARO WELLINGTON

This certifies that withholding
tax deductions are not to be
made from any interest and
dividends paid to the named
recipient from: 3 DEC 1991

R.J. POLAND
District Commissioner

AA 164280



SEA CADET ASSOCIATION OF NEW ZEALAND INC.

TO WHOM IT MAY CONCERN

The Office Bearers whose signatures appear below confirm that this is the Common Seal of the Sea Cadet Association of New Zealand (Incorporated)



Ian Alexander Hunter
National President

Stuart Martin Duff
National Secretary

Please address all correspondence to:-

The Secretary
Sea Cadet Association of New Zealand Inc.
P.O. Box 6198 Te Aro, Wellington
New Zealand

SEA CADET ASSOCIATION OF NEW ZEALAND – FINANCIAL REPORTING SYSTEM

Background

Since its inception in 1991, the Sea Cadet Association of New Zealand (SCANZ) has reported the accounts of the National Executive Committee in Wellington to the Registrar of Incorporated Societies each year. This has been a requirement for SCANZ to be able to retain its charitable (tax free) status. This regime has now been changed with the passing of the Charities Act 2005 and that is the reason why the new SCANZ Financial Reporting system is necessary.

Under our Constitution, all Unit Branch Committees have always been a part of SCANZ. We have previously been able to ignore the fact that each Unit Committee has its own funds and has accounted for these separately from the funds administered by the National Executive. It is not possible to continue this under the new legislation which makes it quite clear that the accounts of all branches of SCANZ must be reported as part of the accounts submitted annually to the Registrar of Incorporated Societies.

Implications of Doing Nothing

If we do not do this we will not be able to retain our registration as an Incorporated Society and we will lose our charitable tax free status. Unless we are registered, neither the National Executive nor the Unit Branches will be able to apply for money from any charitable funds or trusts because it will be illegal for them to give funds to unregistered organisations.

The Solution

SCANZ therefore faced the problem that we have 17 Sea Cadet Units, 3 Regional SCANZ Committees and a National Executive all with a different set of accounts. How are we to comply with the legislation which requires us to submit one set of accounts representing the operation of all of our parts? Many of our Units already have very good accounting systems and we did not believe it was reasonable to ask them to change their current system. What we have done is to come up with a reporting system into which all parts of SCANZ can consolidate their current accounts to provide one Master set of accounts for the whole organisation. Each Unit will have its own folder in the system and once the SCANZ Treasurer has received the report from all the Units and the Regional Committees he will be able to consolidate them all into one report. This Master report will then be audited by the SCANZ auditors before being forwarded to the Registrar each year.

The Reporting System

The system uses a software product called Quickbooks however it is not intended to issue this to Units. They will be required to consolidate their accounts every 3 months (March, June, September and December) into a simple Microsoft EXCEL spreadsheet and forward this to the SCANZ Treasurer by the end of the following month. The spreadsheet has been trialled for the past six months and some Units have provided some very useful feedback. This has resulted in some amendments being made to the system and the second version of the spreadsheet (Version 2 dated March 2007) has been produced. It is intended that the first set of consolidated SCANZ accounts will be forwarded to the Registrar at the end of 2007.

T.S.

SCANZ BRANCH COMMITTEE QUARTERLY AND ANNUAL FINANCE REPORT (Version 2.1 - May 07)

(Unit Name)

INCOME AND EXPENDITURE						Notes
INCOME	31-Mar	30-Jun	30-Sep	31-Dec	Year to Date	
Cadet Fees	6	6	6	6	24	Annual fees and cadet activity fees charged by Units
Donations	6	6	6	6	24	Monies given to the Unit without conditions
Sponsorship	6	6	6	6	24	Monies given for specific projects or purposes
Fundraising	6	6	6	6	24	Raffles / Sausage Sizzles etc
Interest	6	6	6	6	24	From all sources i.e. bank & investments
Miscellaneous	6	6	6	6	24	Odds and ends income & "one off" capital items.
TOTAL INCOME	36	36	36	36	144	

EXPENDITURE						Notes
Cadet Activities	5	2	3	4	14	Costs of Cadet Camps, Regattas and Training
Communications	5	2	3	4	14	Postage, Phone, Fax, Internet & Newsletters
Boats & Safety Equip't	5	2	3	4	14	Including radio comms, safety & replacement gear
Building Maintenance	5	2	3	4	14	Cost of maintenance if building owned by Unit
Rent or Rates	5	2	3	4	14	For the building & land (if applicable)
Utilities	5	2	3	4	14	Electricity, gas and water
Capitation Fees	5	2	3	4	14	Payable to SCANZ National annually
Loan Payments	5	2	3	4	14	Including interest where applicable
Insurance	5	2	3	4	14	For Boats, Buildings & General Assets
General Assets	5	2	3	4	14	"Non boating" assets owned by the Unit
Administration	5	2	3	4	14	Stationery, advertising, honorarium, accounting costs
Miscellaneous	5	2	3	4	14	Odds and ends & "one off" expenditure
TOTAL EXPENDITURE	60	24	36	48	168	

	QUARTERLY BALANCES				ANNUAL BALANCE	Notes
OPENING BALANCE	30	14	34	42	38	As at the end of the last period/financial year
Plus Income	36	36	36	36	144	Total Income for the financial year
Less Expenditure	60	24	36	48	168	Total Expenditure for the financial year
Inc / Exp Balance	6	26	34	30	14	Bank reconciliation balance
Plus Investments	6	6	6	6	6	Term Deposits or other investments
Plus Petty Cash	2	2	2	2	2	On hand at the end of the last period/financial year
NEW BALANCE	14	34	42	38	22	Balance at the end of the last period/financial year

Note: You will need to delete all of the 'test' figures in the columns before you start to use the template. These have only been included to demonstrate how the template works. **DO NOT** delete the figures in **BOLD** type otherwise the formulae which make the spreadsheet work will also be deleted. You can complete this report template electronically or by hand whichever is easiest for you. If it is electronic you can either post it back on a floppy disc or email it to the Secretary stuart.duff@nzdf.mil.nz. If it is filled in by hand just put a copy in the post to PO Box 6198 Te Aro Wellington.

1 **SCANZ FINANCIAL REPORTING SYSTEM**

(2007)

A Requirement Under the Charities Act 2005

2 **WHAT DOES THE REPORT COVER?**

- The report covers the consolidated accounts of all of the different parts of the Sea Cadet Association of New Zealand: These are:
  - The 17 Sea Cadet Units
  - The 3 Regional SCANZ Committees
  - The SCANZ National Executive

3 **WHY DO WE NEED TO DO IT?**

- All charitable organisations are required to submit their accounts to the Charities Commission each year
- To maintain our charitable (tax free) status
- To enable us to apply for grants from charitable trusts

4 **WHAT SHOULD THE UNIT REPORT CONTAIN?**

- A high level view of the SCANZ Unit Branch Committee's Accounts presented in a 'standard' format
- Based on the SCANZ Financial Year
(1 January to 31 December)
- Income and Expenditure recorded every 3 months
- Quarterly and Annual Balances

5 **DO WE NEED TO CHANGE OUR UNIT ACCOUNTING SYSTEM?**

- No. Your current system should be maintained for your own accounting purposes
- Information from your present accounting system is used to complete the SCANZ Financial Report
- All items of Income and Expenditure in your current accounts are included in the new Financial report

6 **HOW WILL THIS WORK?**

- Your Unit may have multiple sources of Income. However, the SCANZ Financial Report has only 6 Income entities to choose from.
- Your Unit accounts will have many different Expenditure items. The SCANZ Report has only 12 Expenditure entities to choose from
- All items of Unit Income and Expenditure have to be "collapsed" into one of the 6 Income and 12 Expenditure entities

7 **HOW WILL THIS WORK?**

- When all Units have completed their reports, the SCANZ Treasurer will consolidate them all to create a financial report for the whole organisation. This is why it is essential for all Units to be involved and for all Units to use the reporting system in the same way.
- That is the reason for this training today

8 **INCOME ENTITIES (6)**

- Cadet Fees
- Donations
- Sponsorship
- Fundraising
- Interest
- Miscellaneous

9 **INCOME: Cadet Fees**

- Income received from parents for the fees charged for each cadet by the Unit.

10 **INCOME: Donations**

- Funds received from individual donors with no specific conditions attached
- Funds received from the Navy League
- Funds received from NZCF to reimburse the Unit's Utility expenses
- Funds received from SCANZ National to pay for specific cadet activities

11 **INCOME: Sponsorship**

- Grants provided by Trusts and other Charitable organisations for specific projects
- Funds given by businesses or individuals for specific purposes

12 **INCOME: Fundraising**

- Funds from Unit fundraising activities such as sausage sizzles & jumble sales
- Funds received for cadet assistance at events or ceremonies
- Funds received for projects or tasks undertaken by cadets
- Monies raised by cadets to fund special trips or events

13 **INCOME: Interest**

- Interest received from Bank accounts

- Interest received on Invested funds

14 **INCOME: Miscellaneous**

- Income from sales of uniform or general items
- Income from Canteen sales
- Income received in reimbursement of Cadet or SCANZ committee expenses
- Any other income which does not fit the Cadet Fees, Donations, Sponsorship, Fundraising or Interest entities

15 **EXPENDITURE ENTITIES (12)**

- Cadet Activities
- Communications
- Boating and Safety Equipment
- Building Maintenance
- Rent or Rates
- Utilities

16 **EXPENDITURE ENTITIES (12)**

- Capitation Fees
- Loan Payments
- Insurance
- General Assets
- Administration
- Miscellaneous

17 **EXPENDITURE: Cadet Activities**

- Cost of cadet entry fees for events, sitting examinations and qualifications.
- Costs of cadets attending regattas, camps and courses (including instructors)
- Funds applied by the SCANZ Committee in support of Dolphins activities

18 **EXPENDITURE: Communications**

- Telephone rentals and charges
- Internet connection costs
- Postage costs
- Facsimile costs
- Unit Newsletter costs

Note: Does not include radio communications costs or equipment. These should be reported under Boating Safety & Equipment

19 **EXPENDITURE: Boating & Safety Equipment**

- Cost of new boats
- Expenditure on all boat repairs
- Expenditure on surveys and inspections
- All replacement equipment including sails, rigging, crutches and oars
- Outboard Motors and ancilliary equipment
- Lifejackets, Flare packs and EPIRBS

20 **EXPENDITURE: Building Maintenance**

- Cost of all building repairs
- Cost of small additions to building facilities
- Cost of painting and decorating
- Cost of all surveys, inspections and professional fees for building matters
- Costs related to land ownership or occupancy (not rent or rates)

21 **EXPENDITURE: Rent or Rates**

- Rent payable on buildings or land
- Local Body Rates payable on buildings or land

Note: If your Rent and or Rates are being paid for you by another organisation you should still record them under this Expenditure entity

22 **EXPENDITURE: Utilities**

- Electricity charges
- Gas charges
- Water charges

Note: These are reimbursed by the NZCF up to a limit of \$600 per annum on production of receipts. The reimbursement income should be reported under Donations

23 **EXPENDITURE: Capitation Fees**

- Charged at \$15.00 per enrolled cadet and payable to SCANZ National

Note: If your Units capitation fees are paid for you by another organisation i.e Navy League you should still show it as an Item of Expenditure under Capitation Fees. You should then show the same amount under Donations as an Income item

24 **EXPENDITURE: Loan Payments**

- Capital Sum Repayments
- Interest on loans
- Any Administration charges on loans

25 **EXPENDITURE: Insurances**

- Premiums for Boats Insurance

- Premiums for Boating & Safety Equipment Insurance
- Premiums for General Insurance i.e. buildings, furniture & fittings

26 **EXPENDITURE: General Assets**

- Cost of new furniture and fittings
- Cost of new office equipment

Note: All 'non boating items' of value owned by the Unit Branch Committee should be on a Unit Asset Register. When they are added to or replaced the cost should be reported under this Expenditure entity.

27 **EXPENDITURE: Administration**

- Cost of Stationery
- Cost of all Office Items (Not Capital Assets)
- Cost of Administrative Services

28 **EXPENDITURE: Miscellaneous**

- 'One off' expenses of an unusual and non recurring nature
- All expenditure which does not fit in the other 11 Expenditure entities

29 **ACCOUNTING FOR ASSETS**

- There are two classes of Assets. These are:
  - Boats and Boating Equipment
  - General Assets i.e. Furniture & Fittings

Note: SCANZ National is working with the NZDF and NZCF to develop a policy on the treatment of Assets. Meantime, there is no requirement for Units to report Depreciation for their Assets.

30 **REPORTING PERIODS**

- First Quarter – 1 Jan to 31 Mar
- Second Quarter – 1 Apr to 30 Jun
- Third Quarter – 1 Jul to 30 Sept
- Fourth Quarter – 1 Oct to 31 Dec

DUE DATES FOR REPORTS (with the Treasurer)

- 1st 31 May
- 2nd 31 Aug
- 3rd 30 Nov
- 4th 28 Feb

31 **YOUR QUESTIONS**

- If you are having a problem deciding where to record your Unit Income and

Expenditure items on the SCANZ template
call for help from:

The SCANZ Treasurer - Louis Schmitt
on (04) 4760 523 or email louis.glenda@xtra.co.nz or

The SCANZ Secretary - Stuart Duff on (04) 3862 702 or email randsduff@xtra.co.nz or
stuart.duff@nzdf.mil.nz

THE CHARITIES ACT AND THE REGISTRATION OF OFFICE BEARERS

Introduction

1. The Charities Act 2005 introduces a much stricter regime under which all non profit organisations must operate. As explained in the introduction to the new SCANZ Financial Reporting system unless we comply with the requirements of the new Charities Act 2005 we will lose our charitable (tax free) status and be unable to apply for funds from trusts and other charitable organisations.

The SCANZ Office Bearers

2. SCANZ is putting the systems in place to enable us to comply by the due date of 2008 so that we can be registered under the new regime as a charitable tax free organisation. However, registration requires that all parts of the organisation must be registered – that is the national Executive the Unit Branches and the Regional Committees. Also, there is now a new requirement for all of an organisation's 'Office Bearers' to be registered. We have clarified with the Charities Commission that in our case the SCANZ Office Bearers mean the following people:

- a. **National Executive Committee.** President, Secretary and Treasurer
- b. **Unit Branch Committee.** Chairperson, Secretary and Treasurer
- c. **Regional Committee.** Chairperson, Secretary and Treasurer

Initial Registration of SCANZ Office Bearers

3. Each of the persons appointed as an Office Bearer will need to complete a simple form (Charities Commission Form 2) to be submitted with the SCANZ Registration Application. This means in the SCANZ case that in order to achieve our first registration under the new Act we will have to register up to 63 persons!

Future Changes to Office Bearers

4. Then, every time a new person takes over an Office Bearers position they must be registered as replacing the previous person in that job! Most organisations feel that the requirement to register every Office Bearer is unreasonable but that is now the law and if we want to be registered we have to comply with it. This will require each unit to ensure that the National Executive is informed every time an Office Bearer on their Unit Branch Committee changes so that a new registration for that person can be completed.

CHARITIES COMMISSION OFFICE BEARER REGISTRATION

Instructions for completing FORM 2

These instructions amplify the instructions on Form 2 and have been compiled on information provided by the Charities Commission and the SCANZ lawyers. Your Committee will receive three forms to complete, one each for the Chairperson, Secretary and Treasurer. One spare has been included in case a Form 2 is spoiled.

The answers to each question are in **BOLD** below

First Question: Who can the Charities Commission contact if we have any questions about this form? Provide the names and contact details for two persons.

First Name: **STUART MARTIN**
Surname: **DUFF**
Daytime Phone: **(04) 498 6664**
Fax: **None**
Email: **stuart.duff@nzdf.mil.nz**

First Name: **IAN ALEXANDER**
Surname: **HUNTER**
Daytime Phone: **(04) 971 3322**
Fax: **(04) 971 3319**
Email: **iahunter@paradise.net.nz**

Question 1: Legal Name of the Entity

SEA CADET ASSOCIATION OF NEW ZEALAND INCORPORATED

Question 2: Charitable Entity Registration Number

Leave Blank

Question 3: Full Name of Officer (Ignore Body Corporate reference)

YOUR OWN FULL NAME (in Capital Letters)

Question 4: Position held in the Entity

CHAIRPERSON, SECRETARY OR TREASURER

Question 5: Date of Your Appointment to the Position

DATE OF YOUR LAST ANNUAL GENERAL MEETING

Disqualifying Factors

You cannot be Registered as an Office Bearer if:

- You have been convicted of a crime involving Dishonesty within the last 7 years
- You are prohibited from being a Director or Manager of a Company
- You are an undischarged Bankrupt
- You are under 16 years of age
- You are an individual whose property is subject to a Court Order

If none of the above apply **TICK the CIRCLE** on the second to last page

Signature of Officer

SIGN AND DATE THE FORM on the second to last page

Ignore the Full Name of Officer or Person completing this form on the Officers behalf unless you are filling in Form 2 for an Office Bearer who is absent and unable to do so themselves. In this case please be very sure that the Office Bearer named on the form is not **disqualified** from being registered.

Do not TICK the CIRCLE on the last page.

RETURN THE THREE COMPLETED FORM 2'S FROM YOUR UNIT BRANCH OR REGIONAL COMMITTEE TO THE SCANZ SECRETARY

By no later than FRIDAY 3 AUGUST 2007 Note that it will not be possible to have SCANZ registered for Tax Free Charitable status until **ALL UNITS** have returned their completed FORM 2s.

Post to: **The Secretary**
Sea Cadet Association of New Zealand
PO Box 6198
Te Aro
WELLINGTON

RESPONSIBILITY FOR ASSETS AND INSURANCE IN SCC UNITS

1. There has been a lot of confusion about who owns particular assets which have been in Units and used by them for as long as anyone can remember. If you ask the Officers they will probably tell you the boat or the building in question belongs to the Unit however as far as the law is concerned this will hardly ever be the case. Read on to understand why.
2. First of all we need to put some legal definitions in place. Under New Zealand law there are only two categories of Property. These are:
  - a. **Real Property.** This definition covers land and all structures on the land such as fences, buildings and jetties. Real property must have a Title and the person/s who owns the Title is the legal owner of the property.
  - b. **Personal Property.** This definition covers all other property which is not Real Property. With one or two exceptions Personal Property does not have a Title although it may have registration papers or an ownership certificate such as a car or shares.
3. Now we need to move on to the people who can own Real or Personal property. Under New Zealand law there are only three types of 'legal person'. They are:
  - a. **The Crown.** Essentially this means the Government and its departments and agencies. The New Zealand Defence Force is included in this definition.
  - b. **Natural Persons.** This means either you and me or a combination of both in a legal partnership.
  - c. **Incorporated Bodies.** These are legally registered organisations such as companies, clubs or societies.
4. How should we interpret these legal definitions to determine who owns SCC assets? All SCC Units are established under the Defence Act 1990 which does not give a Unit a separate legal identity. This means that all Real property (buildings and land) being occupied by a Unit which is not legally owned by another owner (e.g. the Navy League or SCANZ) is automatically the property of the Crown. The Navy League or SCANZ is the legal owner of all Real property for which it holds the Title. The one exception to this are those (few) Units who are themselves registered as Incorporated Bodies or Trusts. In this case they may hold the Title to assets and be their legal owner.
5. Remember that a Unit cannot own Personal property because a Unit is not a legal entity in its own right. However, SCANZ, including all its Unit Branch and Regional Committees is an Incorporated Body under the Incorporated Societies Act 1908. This means that SCANZ is the owner of all Real property to which it holds the Title. SCANZ also owns all Personal property which is not owned by another Incorporated Body or a Natural person who may have loaned an asset (such as a boat) to a Unit.
6. So in summary, all SCANZ Unit Branch Committees need to determine who owns the Real and Personal property assets their Units are using before deciding who is responsible for them. SCC Unit assets can be owned by :
  - a. **The NZDF (the Crown).** This is where a Unit occupies a Defence building or has a boat on loan from an NZDF unit. In this case the NZCF representing Defence is essentially responsible for the asset although there may be a written agreement between Defence and SCANZ covering its use, maintenance and insurance.

- b. **The Navy League of New Zealand (Inc).** In areas where the Navy League exists they may still retain legal ownership of some SCC buildings. In some cases they are still paying for the maintenance and insurance of those assets. If not then this becomes a SCANZ responsibility.
- c. **The Sea Cadet Association of New Zealand (Inc).** These are buildings, land and boats for which the legal ownership has been transferred to SCANZ. In these cases the Unit should have a 'license to occupy' the land and buildings from SCANZ. In all cases this will specify that the responsibility for maintenance and insurance falls on the SCANZ Unit Branch Committee. SCANZ owned Boats are allocated to Units for their use and become the responsibility of the Unit Branch Committee.
- d. **Another Incorporated Society.** This could be a Trust specially set up to purchase assets for the use of a specific Unit. In this case the Trust is responsible for the maintenance and insurance of these assets.
7. It should be noted that SCANZ is the only organisation recognised by the NZDF and NZCF under the Defence Act 1990 as providing civilian support to SCC Units. While acknowledging that some other Trusts have been established to support some Units these are required to operate entirely separately from SCANZ.
8. SCANZ is the legal owner of over 90% of the Boats and Boating equipment used by the SCC and we currently estimate the replacement value of these assets to be well over 1.0 million dollars. As the representatives of SCANZ in each Unit, the SCANZ Unit Branch Committee actually owns these assets and is responsible for them. Some exceptions may be boats which have been loaned by the Crown or by another owner or boats which have been purchased for the Unit by another incorporated Society or Trust. In those cases it may be more difficult to determine who is responsible for them.
9. **Insurance.** SCANZ Unit Branch Committees are responsible for arranging insurance cover for their SCANZ owned buildings, boats and equipment. Because of the prohibitive costs it is accepted that not all boats may be included in the policy, however insurance should cover enough of the boats and equipment to ensure the Unit can continue to operate in the event of a total loss. SCANZ will not replace uninsured boats in the event of loss.
10. The NZDF does provide some cover for the SCC under its own insurance policy as follows:
- a. It covers all boats and equipment while they are being used for NZCF Authorised Activities¹ such as National regattas. Boats and trailers are also insured by the NZDF while they are being towed to and from these events.
- b. It provides Third Party cover for SCC boats being used for a Recognised Activity². An example would be if a SCC boat damaged a private individual's boat in a collision while sailing the policy would repair the other party's boat but not the SCC boat.
- c. It provides Personal Liability cover for SCC personnel who may damage property while participating in a Recognised Activity.

¹ Authorised Activities are those SCC events which are fully funded by the NZCF and which form part of the NZCF Annual Training Programme.

² A Recognised Activity is a properly supervised activity conducted by a SCC Unit as part of the SCC Training programme.

UNIT SPONSORSHIP & FUNDING APPLICATIONS

1. When approaching organisations to ask for sponsorship or grants it is very important to ensure that this is done properly and that all the right information is provided. Your application will have a better chance of success if you have filled out the form correctly (if there is one) and supplied all of the information asked for.
2. In the case of local Community Trusts they will usually have a printed application form setting out all of the information they require. Applications to Local Bodies and Businesses may be more informal but it is better to provide them with too much information rather than too little.
3. There are some standard SCANZ documents which should accompany all applications made for sponsorship or grants. Copies of all these documents are available from SCANZ and will be available at the Regional Conferences in 2005.

SCANZ Incorporation Certificate

Copy of SCANZ Common Seal

SCANZ Tax Exemption Certificate

The Structure and Objectives of the Sea Cadet Corps (attached)

The Reason Funding or Sponsorship is Required

SCANZ Incorporation Certificate. This document proves that SCANZ is a legally incorporated body approved by the Registrar of Incorporated Societies. This gives the organisations to which you are applying the confidence that the money is not going to an individual person or a group who are not a trustworthy legal entity.

Copy of SCANZ Common Seal. This fulfils a similar purpose to the Incorporation Certificate. When a copy of it is attached to an application it helps to prove that SCANZ is a bona fide organisation. Some funders insist on a copy being provided.

SCANZ Tax Exemption Certificate. This is issued by the Commissioner of Inland revenue to 'Not For Profit' organisations and proves that SCANZ is not a trading organisation or business and is therefore exempt from paying tax.

The Structure and Objectives of the Sea Cadet Corps. It is very important to clearly explain what the Sea Cadet Corps is all about to funding or sponsorship organisations who may have never heard of the SCC or who may only have a hazy idea. This document summarises the relationship between the Defence Force and Units and how the SCANZ Committees (National, Regional, and Unit Branch) fit in to the picture. It also outlines the structure of the SCC in New Zealand and what its objectives are. In addition it clarifies the support given by Defence, SCANZ and the Community to the SCC.

The Reason Funding or Sponsorship is Required. A clearly written proposal supported by an estimated budget for the purpose the funding will be used for. More than one quote (for goods and services) may need to be included. This proves you have done a businesslike job to get the best deal and that you have not just gone to your mate down the road.

4. There are a range of other documents which may also be required by some organisations. They could be;

Copy of the Unit Branch Committee Balance Sheet

Copy of the Minutes of the Unit Branch Committee Meeting

Copy of a Resolution made by the Committee to Apply for Funding

Proof of other Fundraising Activities Undertaken by the Unit

Names and Addresses of Referees

Copy of Unit Branch Committee Balance Sheet. This proves that you have financial systems in place to look after funds properly and also that you have a realistic budget which is being responsibly managed. *Note that under the new reporting regime for the Charities Commission a copy of the consolidated SCANZ Balance Sheet may be required to meet legal fund requirements SCANZ National will research this and advise Units of the outcome.*

Copy of Minutes of Support Committee Meeting. This proves that you have a committee structure in place to make decisions and that these decisions are properly recorded. The Minutes will also help to fill in the picture of what goes on in the Unit and why funds are needed.

Copy of a Resolution to Apply for Funding or Sponsorship. Some organisations require a written resolution to apply to them for funding. This should be signed by at least two of the office bearers on the committee – President, Secretary and Treasurer.

Proof of other Fundraising Activities Undertaken by the Unit. This illustrates what you are doing to help yourself. It tells the organisation you are applying to that you have tried hard to raise your own funds and that your request deserves to be considered by them.

Names and Addresses of Referees. These are reputable people who know your Unit and who are prepared to be contacted by a sponsor or trust to check you out. It is best to use people from outside of the Unit for this if possible. If your referees are well known prominent people, so much the better.

Publicity for Your Sponsor / Funder

5. You also need to consider what the Unit can do for the Sponsor in return for being given the funds you have asked for. Some funding organisations such as Community Trusts may not ask you for anything in return but you should be prepared to offer to help them if you can, even if the offer is not accepted. Local sponsors usually like to advertise their involvement with your unit in some way and may appreciate being able to put

a sign on your building or on your boats. You may wish to consider offering to do this in your application.

6. There are a lot of other ways in which a Unit can acknowledge sponsorship and funding. If your unit has letterhead paper why not consider putting a list of your sponsors on it. Similarly, if you have a website, you could acknowledge sponsors on this. Any special programme or brochure you may have printed for special parades or occasions could also list your sponsors somewhere on it. A 'Unit Supporters' sign somewhere inside the building could also acknowledge individual, community and business supporters and sponsors so that cadets and visitors to the unit have good visibility of the range of support provided from outside the unit.

Presentation of Application

7. Finally, you should package up all of the application documents in a neat folder with a SCANZ or Unit Logo on the front¹ and post it off in plenty of time before the deadline (if there is one). The proposal should be sent with a well written Covering Letter signed by the Chairman of the Committee. An example of a Covering Letter is attached. This letter should be typed and checked very carefully for grammatical or spelling errors. This is very important as a poorly written letter could unnecessarily irritate the person reading it at which point they may not bother to read any further!

8. After you have submitted your application you should be prepared to be asked for additional information. Attend to the request promptly and provide everything that is asked for. Many funding organisations have quite specific criteria which have to be met before they are able to consider applications. No matter how worthy your cause or how good your proposal is if you don't fulfil the criteria your application will probably be declined.

Follow-up Actions

9. Immediately you are advised that your funding application has been successful, you should write to the funder and thank them. After the funds have been put to use for the purpose intended, write again to the funder and let them know how the project turned out. You should say what the effect of the funds has been on the cadets and you should invite them to come along to the unit to see how the funds have been put to use. It may be appropriate for you to invite them to a parade or a cadet activity at which they can be formally thanked in front of the cadets.

Examples

10. An example Covering Letter has been provided. You will need to adapt it for your own Unit purposes.

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¹ A suggestion is to use one of the Sea Cadet Corps A4 posters for the front cover. These look professional and will give an immediate good impression of the Unit.

Sea Cadet Corps - Purpose Structure and Organisation

The Sea Cadet Corps (SCC) was founded in Christchurch in 1929 and has been operating continuously as a maritime based youth training organisation ever since. There are 17 Sea Cadet units throughout New Zealand and some 350 cadets and 50 officers and instructors. The age range of Sea Cadets is 13 – 18 years and some stay on to become instructors and officers. National support, co-ordination and representation of the SCC is provided by the Sea Cadet Association of New Zealand (SCANZ) who have a Support Committee in each Unit and a National Executive Committee in Wellington.

Support for the SCC is provided in a partnership between the Defence Force, SCANZ, and the local Community. The Defence Force provides uniforms and some national and regional training activities. SCANZ provide boats and some buildings and the local community provides the cadets themselves and a wide range of individual, local body and business support.

The objectives of the SCC are to develop self reliance, teamwork and leadership qualities in a disciplined maritime based environment. Cadets wear naval uniform with pride and they represent the New Zealand Navy on important commemorative days like ANZAC Day. Cadets are taught to sail in well maintained boats by qualified officers and instructors. They are encouraged to go on Defence Force sponsored courses to develop teamwork and leadership qualities and Units compete against one another in sailing regattas and other competitive events. Training parades are held on one evening a week and most Units operate on one day in the weekend for sailing and other boating activities. Cadets can gain nationally recognised boating qualifications from NZ Coastguard and Yachting organisations. Some cadets eventually join the New Zealand Navy or the Merchant Navy although this is not the prime reason for the existence of the SCC.

List of Sea Cadet Units in New Zealand

Whangarei - Training Ship DIOMEDE
Auckland - Training Ships, LEANDER, BELLONA, GAMBIA & ACHILLES
Hamilton - Training Ship RANGIRIRI
Tauranga - Training Ship CHATHAM
Wanganui - Training Ship CALLIOPE
Levin - Training Ship TUTIRA
Mana - Training Ship TAUPO
Petone - Training Ship TAMATOA
Wellington - Training Ship AMOKURA
Nelson - Training Ship TALISMAN
Christchurch - Training Ships STEADFAST & CORNWELL
Dunedin - Training Ships WAIREKA & NIMROD

Date

Mr John Leaky
Managing Director
Bouncy Builders Ltd
PO Box 4000
NORMANSTOWN

Dear Mr Leaky,

Please find attached a request for your company to assist our Sea Cadet Unit with funding to maintain our fibreglass boats. We have two 17 foot Crown Sailing Dinghies both of which require some urgent repairs. These boats which were built in the Navy Dockyard about 15 years ago are the workhorses of the Sea Cadet Corps and the fibreglass is starting to show signs of delaminating around the keel.

We have received quotes from local firms capable of undertaking the necessary repairs. The cheapest of these is for \$8,400.00 incl GST and this is completely beyond the ability of our Unit or its Support Committee to fund. Although we have been trying to build up a Boat Maintenance fund over the past two years it takes the sale of a lot of BBQ sausages to accumulate enough funds for a job of this size. Currently, our fund totals just \$1,500.00 so as you can see we are \$6,900.00 short of what is required.

The implications for the unit if sufficient funding cannot be secured are that we will be unable to use these boats because of safety criteria. If that happens we will be unable to provide the necessary boating and sailing activities for our cadets. This would be regrettable particularly as boating and sailing form the basis for the most important of the SCC's activities.

We hope you will be able to consider our request favourably. In return we would be happy to put your advertising signage on our building and to recognise your company as a major sponsor in all our written publicity. We have enclosed a package of information about our organisation and more details of this proposal. Should you require any additional information before making your decision please don't hesitate to contact me on (08) 212 1212.

Yours Sincerely

I. J. (Ian) Boating
Chairman
T.S. (Unit Name) SCANZ Branch Committee

Unit Letterhead

Date

Miss A Grant
Grants Manager
The Rusty Trust
PO Box 6009
BANKTOWN

Dear Miss Grant,

I am writing to thank the Trustees most sincerely for the funding it has generously provided to enable T.S. UNIT NAME to purchase new lifejackets.

The Rusty Trust's generous funding will enable the Unit to make a very good start on replacing the older type of lifejacket with a more comfortable and effective model. This will make it easier for boats crews to comply with the recent changes to the Maritime Regulations which require lifejackets to be worn even when boats are being rowed. It is very difficult to row a boat while wearing the older style bulky lifejacket so the newer style will be much appreciated by the cadets.

As soon as we have completed the purchase of the new lifejackets we will return the Acknowledgement of Grant form and our receipts confirming the expenditure. We will also arrange to have your funding acknowledged in the September edition of Sea Cadet Corps News our quarterly news sheet which is published with the Navy Today magazine and has a current circulation of 11,000 copies. When we take delivery of the new lifejackets we will invite a representative of the Trust to attend a small function at T.S. UNIT NAME to personally express our appreciation.

Thank you once again on behalf of the Cadets and Officers of T.S. UNIT NAME for your generosity.

Yours Sincerely

Name
Chairperson

RECRUITING FOR THE SEA CADET CORPS

There are a few important things to remember about recruiting

Recruits are our lifeblood – if we don't have cadets there is no reason for the Unit to exist. It is accepted that all Units will go through natural High and Low periods but the reality is that unless a concentrated effort is put in to finding new cadets on a regular basis then in all probability the Low periods will outnumber the Highs.

Recruiting is everybody's responsibility – It is very easy to leave recruiting to someone else or to blame factors outside the Unit when cadet numbers are low. Unless everybody in the Unit – the Officers, the Unit Branch Committee and the Sea Cadets themselves takes responsibility for recruiting, numbers will decline. New recruits will not just turn up asking to join the Unit. All those that are responsible for recruiting (this means you) have to go out and find them, convince them to come along for a look and then retain them.

The best Recruiters are other Sea Cadets – Existing Sea Cadets are the best people to talk to other kids their age to tell them all about the exciting and challenging activities cadets can offer. Officers, Instructors and Parents conducting recruiting activities should always have a Sea Cadet with them.

There is No Magic Bullet! – No one method of recruiting will always succeed and a Unit should always have as many recruiting initiatives going as possible. These do not all have to involve people, there are lots of other ways in which recruiting messages can be put in front of prospective recruits and their parents. The main thing is to keep doing recruiting activities regularly and not to be discouraged if you don't get instant results. Some ways and means you could consider are:

Word of Mouth – spread the word to those you meet

Local Publicity – local papers are often pleased to provide coverage

Schools and Colleges – Many allow an officer and cadets to visit and talk

Community Notices – community centres and malls have free notice boards

Signs on Buildings – see if you can get a sponsor to pay for one

Signs on Boats – on sails or the hull signs are good publicity

Public Speaking – challenge your officers and senior cadets to volunteer

Events and Stalls – school and community events often welcome displays

SCANZ Recruiting Assistance – SCANZ National funds a number of ongoing initiatives designed to support Recruiting. They are:

0800 SEA CADET Phone – every Unit is connected and should have an answer phone with an appropriate message on it. Make sure that messages are cleared regularly and that the caller or person seeking information receives a prompt response.

Recruiting Brochures and Posters – these are designed to attract young recruits and also to provide relevant information to their parents. 650 copies of the latest recruiting brochure were posted to the Chairperson of each Unit in February 2007.

Sea Cadet Corps News – 12,000 copies are published and distributed with the Navy Today magazine every 3 months. The SCC News provides very good publicity for the Sea Cadets and illustrates many of the challenging and interesting opportunities available to them.

Coastguard Qualifications – the fact that these are available to Sea Cadets at no cost and that Coastguard and Yachting New Zealand qualifications can gain NCEA credits is a positive recruiting factor.

0800 SEA CADET

Several years ago the SCANZ National Executive initiated the 0800 SEA CADET number as an aid to recruiting. The National Executive pay for this service and the only cost to Units is for the provision of an answer phone.

HOW DOES IT WORK? The system is set up so that anyone calling 0800 SEA CADET from anywhere in New Zealand gets connected to their nearest Sea Cadet Unit number. The number terminating on the answer phone does not have to be located at the Unit if that is not convenient. It could be the home of the Unit Commander or a member of the SCANZ Committee however in this case you need to remember to tell us if these people change.

IMPORTANT THINGS TO REMEMBER: You must clear the answer phone calls regularly. If someone who is interested enough to leave a message does not get a response within a short time they will think you are not interested in them and they will lose interest in you. Call them back straight away and make an appointment for them to come down to the Unit for a 'no obligation' look around.

ANSWERPHONE MESSAGE: This is vitally important and needs to be clearly recorded and sound friendly and professional. The information you need to provide on the message is:

- a. Unit name and location
- b. Parade days and times
- c. An invitation for the caller to leave their name and number
- d. Message should sound friendly and welcoming

EXAMPLE: Hello, you've reached the number of Training Ship AMOKURA the Sea Cadet Unit in central Wellington. The Unit is located on the waterfront at 393 Evans Bay Parade in Wellington and we meet every Wednesday evening from 7 – 9pm and all day Saturdays. If you would like some more information about how much fun you can have in the Sea Cadets please leave your name and number after the tone or call in to the Unit to see us. Thanks for your call – we will get back to you as soon as possible.

Certificate of Registration

Sea Cadet Association Of New Zealand Incorporated

Registration number: CC26209

This is to certify that Sea Cadet Association Of New Zealand Incorporated was registered as a charitable entity under the Charities Act 2005 on 19 June 2008.



Sid Ashton
Chair



Trevor Garrett
Chief Executive