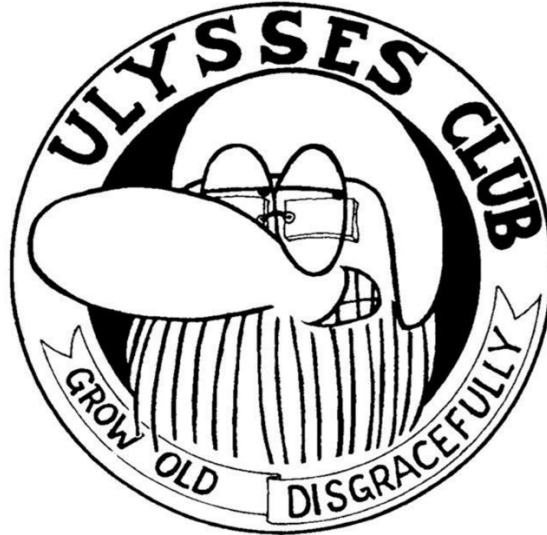


The Ulysses Club of New Zealand Incorporated

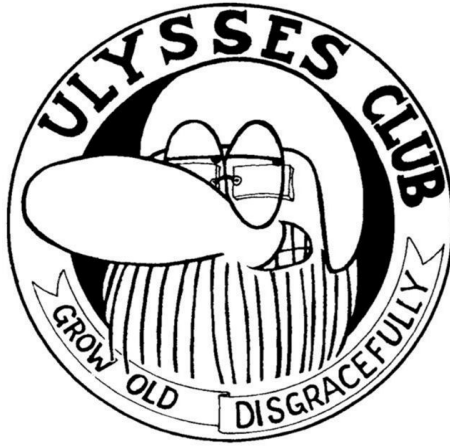
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Guide to Running a National Rally and AGM

October 2018 edition



Guide to Running a National Rally and AGM:

Index:

- 1) General**
- 2) Venue - Annual General Meeting**
- 3) Annual General Meeting**
- 4) Coordinators' and Natcom Meeting**
- 5) Registration**
- 6) Trade Shows**
- 7) Friday Night Social**
- 8) Saturday Night Dinner**
- 9) Saturday Night Function**
- 10) Sunday Morning Breakfast**
- 11) Financial Matters**
- 12) Funding**
- 13) Contracts and Agreements**
- 14) Ulysses Logo and Local Logo**
- 15) National Rally Merchandise**
- 16) National Merchandise**

Guide to Running a National Rally and AGM – October 2018

1) General:

- a) The Annual General Meeting (AGM) of the Club shall be held on a date between 14th March and 26th April in each year and at such time and place as the National Committee (Natcom) may determine (rule 3.7 (1)(a)).
- b) The AGM is held annually and alternates between the North and South Islands (North Island in odd numbered years 01; South Island on even 02).
- c) The AGM is the meeting held once a year for the Club to receive a report on the year's activities, (including a financial report), discuss and vote on any resolutions / remits, present any Life memberships or Odyssey Medals, and to elect the incoming National Committee.
- d) The functions and events around the AGM, generally running from Friday afternoon to Sunday morning complement the AGM by providing entertainment, activities and fellowship for attending Ulyssians and their partners. The weekend's activities are to be known as the National Rally.
- e) It is important that the National Rally and AGMs do not clash with those of Ulysses Australia as many New Zealanders travel to Australia to attend and the reverse also applies. Please discuss dates with the National Committee Liaison Person (Liaison Person).
- f) The "franchise" for the National Rally event is awarded by the National Committee to a Branch. All submissions to hold the National Rally are to be in writing from the Branch Committee.
- g) A liaison person is appointed by and from the National Committee to work alongside the local Branch.
- h) The Branch that is chosen to host the National Rally, appoints a sub-committee to plan, organise and run the event on behalf of the National Committee, with advice and support from the liaison person. The sub-committee is called the National Rally Organising Committee (Organising Committee).
- i) The Organising Committee will ensure that the liaison person and the local branch coordinator are kept fully informed of progress, plans, budgets etc. at least Bi monthly.
- j) The makeup of the Organising Committee is left entirely to the branch committee, however the sub-committee will need to inspect venues and liaise with local officials, businesses, caterers, accommodation providers, entertainment venue promoters and tourism industry representatives, and so should consist of persons capable of fulfilling these expectations. This group should consist of 3-5 people. If it is too large, it becomes difficult to manage.
- k) Additionally, if possible; members with an accounting background, project management and / or personnel experience should be included.
- l) The Organising Committee is expected to set a budget that will allow the National Rally to be run at a break-even or small profit margin. This budget to be sent to Natcom for approval before the National Rally registration form is printed / released to the Club membership.
- m) There is an expectation that the Organising Branch will not set out to "make money" from the running of the National Rally, given that it is being run for the Club members' benefit and not to provide extra funds for the Branch.
- n) There are no naming rights to be granted for the entire event. The event name of National Rally and any variations is reserved by the National Committee on behalf of the members.
- o) The Organising Branch Coordinator must be briefed by the Organising Committee to be able to make a presentation at the conclusion of the preceding AGM, informing members of the place and dates for the next National Rally and AGM. He / she can advise other information relating to the event as they wish.
- p) No member of the Ulysses Club of New Zealand will be disadvantaged in any way if they wish to attend only the AGM meeting on Saturday morning.
- q) Concentrate on staging a National Rally event which fulfils the needs of members, so that everyone can look back later, on the event with good memories. Avoid the temptation to attempt to make your

Guide to Running a National Rally and AGM – October 2018

National Rally bigger and better than previous ones, as this may lead to frustration, disappointment and problems.

- r) Capitalising on local attractions and looking at creative ways to make your National Rally different can help to make your event a success.

2) Venue - Annual General Meeting

- a) The venue for the AGM needs to be an auditorium or similar structure capable of seating at least 400 people theatre style.
- b) Seating and tables for the seven National Committee members is to be provided in such a position that they can sit and address the meeting face to face.
- c) Provision needs to be made for a minute taker to carry out his / her duties and they should be seated next to the National Secretary. The Organising Committee is to arrange for a minute taker to be available and he / she is to draft up the minutes from the Coordinators' and National committee meeting and AGM. The National Committee (Club) will pay for the minute taker to attend the Coordinators' and National committee meeting (Friday afternoon from 1pm) and the AGM on Saturday morning.
- d) A lectern with a microphone should also be provided for speakers to address the members.
- e) The auditorium must have a first-class sound system as high-quality sound equipment needs to be provided. This is to include three (3) fixed microphones, two (2) mobile (radio) microphones, and a sound recorder. This is to record the proceedings of the meeting for the duration of the meeting and is to have good quality sound reproduction. It is the responsibility of the Organising Committee to ensure that the proper equipment is provided.
- f) A secure entry and registration area must be provided.
- g) A secure and separate area needs to be available to count votes cast for Resolutions and / or National Committee elections.
- h) A secure area for the storage of National Committee and other documentation needs to be provided.
- i) The venue should be in the same or close proximity to the other National Rally functions or events.

3) Annual General Meeting (AGM)

- a) The AGM will be held on the Saturday morning of the National Rally weekend, commencing at 10.00am.
- b) AGM Business is to be transacted as per the Rules (see rule 3.7 (1) (b), (c), (d), (e), (f) & (g)).
- c) The AGM is free to all financial members of the Ulysses Club of New Zealand and the Organising Committee must make allowances for members who wish to attend the AGM but take no other part in the functions and events over the National Rally weekend.
- d) Only financial members of the Ulysses Club of New Zealand may speak and vote at the AGM.
- e) Financial members will receive voting papers as required for the AGM unless they have already cast a postal vote.
- f) All financial members will also be issued a coloured card or a piece of paper (all the same colour) in case a show of hands is required on a vote at the AGM. This is to be issued when the members check in at the AGM meeting (at the registration tables).
- g) The National Secretary or Club Administrator (the person receiving the ballot papers) will provide an up to date membership lists (in alphabetical order) that will show who have already cast a postal vote (if voting is required) to the Organising Committee at least two days before the AGM. This membership list is to be used by the scrutineers counting the postal votes and again at the registration tables going into

Guide to Running a National Rally and AGM – October 2018

the AGM. This is to ensure that those financial members who have already cast a vote don't receive another voting paper.

- h) Non-members may attend if they wish but cannot vote on any issue. They may only address the meeting if permission to do so is given by the National President.
- i) Sufficient door marshals to man at least two lanes must be made available to ensure a quick entry of attendees to the AGM in order to minimise any delay to the beginning of the meeting.
- j) Non-members and guests attending the AGM must provide their name to the door marshals who will enter it into a register provided for that purpose.
- k) A sufficient number of scrutineers (generally 4-6) are to be available for the AGM to count votes in any resolution, election or other matter. Ideally these scrutineers should not all be club members and must be totally trustworthy in terms of accurate vote counting and security of any information gathered during the vote counting process. The selection should be made by the organising committee in conjunction with the Liaison Person.
- l) At least two senior and respected club members are to be available to run the election of the National Committee when required. Their duties include introducing the candidates, timing their two-minute addresses and ensuring that the voting is completed properly. Ideally these members should not be scrutineers.
- m) Postal votes will be counted by the scrutineers immediately prior to the AGM meeting and the results kept secret and secure until required for the final count after voting has taken place at the AGM.
- n) A motion to destroy the ballot papers will be taken after the voting results are announced and the papers will be destroyed on the passing of that motion.
- o) The AGM must be allowed to run its course and the National Rally Organising Committee must ensure that no other activities are due to start within the expected duration of the AGM. As a guide, AGMs generally last up to 2 hours so other activities may be planned to begin at 12.30pm; however, this needs to be flexible in case the AGM runs later than expected.

4) Branch Coordinators' and National committee Annual Meeting

- a) Only branch coordinators or their representatives may speak and vote at the Branch Coordinators' and National committee Annual Meeting.
- b) Observers from the branches will be allowed to attend on the proviso that their attendance is endorsed by their branch and is notified in advance to the National Secretary. Observers have no speaking or voting rights at the meeting and must uphold the confidentiality of the proceedings.
- c) A room capable of seating up to 40 people is to be made available for this meeting.
- d) It is to be available from 12:30pm on the Friday of the National Rally weekend.
- e) Provision needs to be made for a minute taker to carry out his / her duties. The Organising Committee is to arrange for a minute taker to be available and he / she is required to draft up the minutes of the meeting. The Club (National committee) will pay for the minute taker to attend the Coordinators' and National committee meeting and the AGM.
- f) This room must be able to be shut off and be made secure from onlookers.
- g) A second small private area is to be available to count votes from any Life Member or Odyssey Medal nominations.
- h) 2-4 scrutineers are to be available to count votes, as required.
- i) Tea and coffee are to be available to this meeting throughout its duration.

Guide to Running a National Rally and AGM – October 2018

- j) An afternoon tea is to be provided to this meeting between 3.00pm and 3:30pm. The cost will be met by the Club (National committee).

5) Registration

- a) The National Rally Organising Committee may charge a registration fee to cover venue hire and other associated costs. The Organising Committee is expected to make every effort to minimise this cost which will need to be justified to and approved by the National Committee before the Registration forms go to print.
- b) The Organising Committee must take into account the cost of bringing members to and from the event by buses / taxis or other means where walking is not a consideration. At all times the likelihood of members using vehicles to and from the event whilst affected by liquor must be avoided.
- c) Many Ulyssians who attend the National Rally Weekend have partners who only wish to attend the Saturday night dinner and / or function and not participate in any other National Rally activities. Provision is to be made for this to occur without incurring a National Rally registration fee. This is only available to partners of members (financial members of the Club) who are attending the National Rally and have paid the registration fee. The fee for the dinner will apply to the partner.
- d) Some members and partners may wish to attend the Saturday Night Function but not the Dinner. The Organising Committee must make allowances for attendance at this function after the dinner has been completed. A separate fee may be charged for entry at this time.
- e) Consideration must be given to those members who have special dietary requirements e.g. diabetic, intolerance to gluten (coeliacs), lactose intolerant, nut and other allergies. **A reference to Special Food Requirements must be included on the registration form.**
- f) The National Rally registration form will be published in the June, September and December editions of the Ulyssian of the year preceding the National Rally and should also be downloadable from the Club website.
- g) The registration form will make clear that there is no charge for attending the AGM meeting.
- h) The National Rally registration form will give the correct place, dates and times of all functions pertaining to the National Rally weekend. Maps indicating the venue(s) and accommodation should be included where possible and will include an itinerary of functions and events at the National Rally and details of local accommodation available to Ulyssians.
- i) The registration form to be returned to the Organising Committee must include all options available to the members with the cost of each clearly marked.
- j) The Organising Committee may include on the registration form such things as guided tours, special attractions and other items that they consider to be of merit and interest to Ulyssians and their partners.

6) Trade Shows

- a) Companies or individuals providing trade shows should provide their own insurance cover for theft or damage, as the Clubs insurance policy doesn't cover this.
- b) The Organising Committee may have to arrange / provide security cover for when the trade show / venue is unattended, and any cost associated with this would be included in the registration fees.
- c) Provide a secure area so small trade display items can be secured when the area is unattended e.g. While the Friday and Saturday night functions are being held.

Guide to Running a National Rally and AGM – October 2018

7) Friday Night Social

- a) This has developed over the years into one of the expected events of the National Rally weekend.
- b) It is intended for members to get together after travelling to reach the venue, to renew old friendships and to strike up new ones.
- c) It is not intended to be a formal event, so any entertainment should be low key, as the main purpose of this evening is a “meet and greet” social evening.
- d) Please note that the volume of the entertainment is to be considered and should be at a comfortable level to allow for conversation between attendees.
- e) The event should be cost friendly, with reasonably priced food and refreshments, and include both alcoholic and non-alcoholic beverages.
- f) The Organising Committee must ensure that the provision of food and drink meets current licensing and food preparation regulations.
- g) This event should not be considered a “sit-down meal” type event, but one where members can move about, mingle and socialise, although tables and chairs should be provided.
- h) Enough seating should be available to accommodate all those attending.

8) Saturday Night Dinner

- a) This is the major social function of the weekend. A formal sit-down dinner has become the norm.
- b) The meal must be available to all registered members who wish to attend.
- c) The meal must be available at a reasonable cost to members while maintaining a high standard of preparation.
- d) The Organising Committee must ensure that the provision of food and drink meets current licensing and food preparation regulations.
- e) When looking at a particular venue, the Organising Committee must check on the maximum number of persons the venue is licensed to hold, and also take into account local government and also Fire Brigade regulations, licensing requirements, etc.

9) Saturday Night Function:

- a) It is expected that a band, cabaret or other form of entertainment will be provided for this function.
- b) Consideration should be given to the availability of a side room where members can meet and talk-away from the main entertainment.

10) Sunday Morning Breakfast

- a) A breakfast for members may be provided at an advertised time and place on Sunday morning.
- b) The breakfast may be subsidised by the Club at a rate to be set annually by the National Committee.
- c) Approval needs to be received from the National Committee before the registration form is drafted, as the subsidy may not always be made available.

Guide to Running a National Rally and AGM – October 2018

11) Financial Matters:

- a) If possible, someone with an accounting background should be appointed to the Organising Committee, to ensure proper financial management.
- b) The Branch that is chosen to host a National Rally is required to open a bank account specifically to handle all monies and transactions that relate to the National Rally. All receipts and payments associated with the National Rally must be passed through this bank account. The account is to be closed once all accounts from the National Rally are finalised, a balance sheet is to be drafted to show all income and expenses and checked and approved by the National Treasurer.
- c) The Net Profit (if any) from the National Rally (excluding the \$2,000 loan which is repaid separately), is shared on a 50 / 50 basis with the Branch and the National Club.
- d) Raffles and similar activities that are organised and provided by the Organising Branch will not be counted in the net profit sharing as in (c) above.
- e) In calculating the National Rally Net Profit allowance must be made for any unsold bar stock and gear sold.
- f) The range of Ulysses Gear must be made available for purchase by members. This may be organised and managed by the Club Quartermaster or by the Branch, but whatever, this must be agreed between the Organising Committee Chairperson and Liaison person.
- g) EFTPOS facilities must be available throughout the AGM weekend.
- h) The registration fee, for all the Coordinators (or the Branch Rep) and National Committee members are paid for out of the Club funds. The Organising committee must not accept any payments for the registration fee from these people when they register for the National Rally. Instead, a separate record should be kept, and itemised invoice charged to National committee at the conclusion of the National Rally, and set-off in the National Rally account between the Organising committee and the National committee. **Note that Coordinators and National committee members must pay for their own meals, AGM & local badges, local trips, National Rally shirts and any other items of a personal nature.**
- i) The Organising Branch shall make every effort to run the National Rally Weekend so as not to incur a financial loss to the Club.
- j) If the National Rally weekend does incur a financial loss, then the Organising Branch may approach the National Committee to have that loss covered from the National Rally Equalisation Fund.

12) Funding:

- a) The National Committee / the Club will advance \$2,000 (if requested) to the Organising Branch up to 12 months prior to the event. The \$2,000 is a loan and is repayable to the Club. Branches request the loan in writing to the National Secretary.
- b) The National Committee / the Club will contribute 20% of the cost of the venue hire and meet any costs directly attributed to the Coordinators' and National Committee Meeting and the National AGM. These being the room setup, sound system hire / setup and any other legitimate costs advised to the National Committee by the Organising Committee.
- c) The National Committee / the Club will pay for / reimburse the cost of hiring a minute taker to record the minutes from the Coordinators' and National Committee meeting on Friday afternoon and from the AGM on Saturday.
- d) The National Committee / the Club will pay for / reimburse the cost of providing refreshments and afternoon tea at the coordinators' and National Committee meeting on Friday afternoon.

Guide to Running a National Rally and AGM – October 2018

13) Contracts and Agreements:

- a) No contracts or agreements shall be signed in the name of the Ulysses Club of New Zealand Inc without the prior knowledge of and agreement from the National Committee.
- b) Contracts and agreements made by the organising branch and related to a specific event are to be signed by the Organising Committee Chairperson with the agreement and full knowledge of the Organising Committee and the Branch Coordinator.

14) Ulysses Logo and Local Logo:

- a) The official Ulysses logo (the “Old Man”) is a registered trade mark and cannot be modified, reproduced or published without the express permission of the National Committee.
- b) The National Committee permit the use of the logo on official documentation related to the National Rally weekend.
- c) Any logos designed by the organising Branch for a local badge or National Rally clothing etc. must be submitted to the National Committee for approval before being used.
- d) If the “Old Man” logo is used in the National Rally logo design, it must be a clear and accurate duplication. The National Committee will inspect and approve the proposed logo designs prior to production to ensure copyright is protected. The Logos are available from the Club Quartermaster or Secretary.
- e) All badges must be manufactured by the Ulysses Club approved badge maker. Contact details should be requested from the Liaison Person.

15) National Rally Merchandise:

- a) The Organising Committee is to retain one shirt (small size preferred), two official National Rally badge, two local badge (if produced) and one each of any other merchandise produced for the National Rally that is worthy of retaining, for the Club archives.
- b) The badges will be incorporated into the AGM Shield, held by the National President. Two each of the official AGM and local badges (total of four badges) are to be sent to the National President at least four weeks prior to the National Rally for this purpose.
- c) All other items are to be forwarded to the Club Administrator and be kept by the Club as part of the National Archives.

16) National Merchandise:

- a) An area is to be provided so the Club Quartermaster can set up a stall to sell Club merchandise. The Organising Committee are also required to provide a least two people to assist the Club Quartermaster at this table (Friday and Saturday). A secure area (room / locker) will be required to secure the merchandise on Friday night.