

TRUST DEED

RURAL BUS MANAWATU TRUST

THIS DEED is made the 1st day of July 2024

BETWEEN

Alison Thompson	of 5/1 Hobson Street, Pipitea 6011	Public service employee
June Barratt	of 28 Makoura Road, Apiti 4771	Retired
Felicity McKay	of 742 Oroua Valley Road, Apiti 4777	Retired

WHEREAS:

- A. The parties to this Deed wish to establish a charitable trust (in this Deed referred to as "the Trust") for the purposes described in Clause 2 of this Deed, and
- B. The parties to this deed have agreed to contribute the sum of one dollar each to establish the Trust; and
- C. They have agreed to enter into this Deed specifying the purposes of the Trust and providing for its control and government.

1. NAME

The name of the Trust is "Rural Bus Manawatu Trust", hereafter called 'the Trust'.

2. PURPOSE

The purpose of the Trust will be to:

- 2.1 establish and operate a community transport scheme in the Manawatu District for those living in rural communities and/or are transport limited/disadvantaged and/or have limited mobility;
- 2.2 enable members of the rural community, seniors, and transport limited/disadvantaged persons to maintain their independence; and
- 2.3 facilitate the development of current and new services, facilities and activities, through the provision of transport services to other community groups and organisations; and
- 2.4 provide other support and assistance consistent with this charitable purpose;
- 2.5 advocate for access to transport on behalf of those living in rural communities and/or are transport limited/disadvantaged and/or have limited mobility, within the Manawatū-Whanganui region.

3. ACTIVITIES LIMITED TO AOTEAROA/NEW ZEALAND

The activities of the Trust will be limited to Aotearoa/New Zealand.

4. OFFICE

The office of the Trust will be in such place in New Zealand as the Board of Trustees may from time to time determine.

5. THE BOARD OF TRUSTEES

- 5.1 The Board will comprise of no less than three (3) Trustees and no more than seven (7) Trustees.
- 5.2 The signatories to this Deed will be the first Board. The Trustees will elect from among themselves a Chairperson. A Secretary and Treasurer will also be appointed from among themselves or from non-trust members. An election of office-bearers will be held at the first meeting of the Board following the execution of this Deed and whenever a vacancy occurs. The positions of Secretary and Treasurer may be combined.
- 5.3 A person will immediately cease to be Trustee when she or he resigns in writing, dies, is declared bankrupt or is otherwise found to be unqualified in terms of section 16 of the Charities Act 2005 or subsequent enactment.
- 5.4 The Board will have the power to fill any vacancy that arises in the Board or to appoint any additional trustees subject to clause 5.1.
- 5.5 The Board may continue to act notwithstanding any vacancy, but if their number is reduced below the minimum number of trustees as stated in this deed, the continuing trustee/s may act for the purpose of increasing the number of trustees to that minimum, and to maintain the operational status quo, but for no other purpose.
- 5.6 The Board may, by a motion decided by a two-thirds (2/3rd) majority of votes, terminate a person's position as a Trustee and member of the Board, if it believes that such action is in the best interests of the Trust.
- 5.7 The name of the Board will be "Rural Bus Manawatu Trust".

6. MEETINGS OF THE BOARD

- 6.1 The procedure for Board meetings will be as follows:
 - 6.1.1 A quorum will be at least half of its members.
 - 6.1.2 Conflicts of interest must be declared at the start of each meeting.
 - 6.1.3 If a Trustee, including an office-bearer, does not attend three (3) consecutive meetings of the Board without prior agreed leave of absence that member may, at the discretion and on decision of the Board, be removed as a Trustee, and/or from any office of the Trust which she or he holds.

- 6.1.4 All questions will if possible be decided by consensus. In the event that a consensus cannot be reached then a decision will be made by a majority vote by show of hands, unless otherwise determined by the Board.
- 6.1.5 If the voting is tied, the Chairperson may exercise a casting vote.
- 6.1.6 In the absence of the Chairperson, the Board will elect a person to chair the meeting from among the Trustees present, however the acting Chair may not have a casting vote as described under 6.1.4.
- 6.2 The Board will meet at least three (3) times every year. Meetings may be held in person or by any other means of communicating as decided on by the Board from time to time. The Secretary will ensure that all members of the Board are notified of the meeting, either verbally or in writing.
- 6.3 The Secretary will ensure that a minute book is maintained which is available to any member of the Trust and which, for each meeting of the Board, records
 - 6.3.1 the names of those present;
 - 6.3.2 all decisions made by the Board; and
 - 6.3.3 any other matters discussed at the meeting.

7. GENERAL MEETINGS

- 7.1 The term General Meeting includes both an Annual General Meeting and a Special General meeting.
- 7.2 An Annual General Meeting shall be held within 12 months of the date of the adoption of this Deed and thereafter within four months of the end of each financial year.
- 7.3 General meeting should be notified at least 21 days in advance, to all Trustees in writing, and publicly by relevant advertising methods. This notice shall state that the meeting is either a General Meeting or a Special General meeting, and shall specify the place, date, time and business of the meeting.
- 7.4 Reports on the Trust's previous year's activities and financial affairs and position is to be made available at the time of an Annual General Meeting, or in advance by request by any attendee.
- 7.5 The Chairperson of the Board or the Chairperson's nominee shall chair each General Meeting.
- 7.6 A quorum for a General meeting will be at least half of its Trustees.
- 7.7 Stakeholders in attendance at any General Meeting shall have no voting rights.

8. POWERS

- 8.1 In addition to the powers provided by the general law of New Zealand or contained in the Trusts Act 2019 or subsequent enactment, the powers which the Board may exercise in order to carry out its charitable purposes are as follows:

- 8.1.1 to use the funds of the Trust as the Board thinks necessary or expedient in payment of the costs and expenses of the Trust, including the employment and dismissal of professional advisors, agents, members of the Board, officers and staff, according to principles of good employment and the Employment Relations Act 2000 or subsequent enactment;
 - 8.1.2 to appoint advisors, either paid or voluntary, to support and/or the Trust in decision making for any relevant purpose;
 - 8.1.3 to purchase, take on, lease or in exchange or hire or otherwise, acquire any real or personal property and any rights or privileges which the Board thinks necessary or expedient in order to attain the purpose of the Trust and to sell, exchange, let, bail or lease, with or without option of purchase or, in any other manner, dispose of such property, rights or privileges;
 - 8.1.4 to invest surplus funds in any way permitted by law for the investment of Charitable Trust funds and upon such terms as the Board thinks fit;
 - 8.1.5 to borrow or raise money from time to time with or without security and upon such terms as to priority or otherwise as the Board thinks fit; and
 - 8.1.6 to carry on any business, incorporate any company or enter into any partnership or joint venture;
 - 8.1.7 to amalgamate or merge the Trust with any other exclusively charitable trust or organisation and to transfer all or part of the Trust Fund to such amalgamated or merged Trust or organisation
 - 8.1.8 to do all things as may from time to time be necessary or desirable to enable the Board to give effect to and attain the charitable purposes of the Trust.
- 8.2 For the avoidance of doubt, the duties set out in sections 29 to 38 of the Trusts Act 2019 or subsequent enactment apply, with the exception of the following:
- 8.2.1 When exercising any power to invest trust property, a trustee must exercise the care and skill that a prudent person of business would exercise but may also consider the impact any investment would have on its charitable purpose, modifying the duty in section 30 of the Trusts Act 2019 (or subsequent enactment).
 - 8.2.2 A trustee may take reasonable remuneration for acting as trustee and/or providing professional services to the Board, modifying the duty in section 37 of the Trusts Act 2019 (or subsequent enactment).
 - 8.2.3 When making decisions, trustees should act unanimously where possible, but may decide to act by majority vote, modifying section 38 of the Trust Act 2019 (or subsequent enactment).

9. INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO CHARITABLE PURPOSES

- 9.1 Any income, benefit or advantage will be applied to the charitable purposes of the Trust.
- 9.2 No trustee or members of the Trust or any person associated with a trustee shall participate in or materially influence any decision made by the trustees in respect of any payment to or on behalf of that trustee or associated person of any income, benefit or advantage whatsoever.
- 9.3 Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value).
- 9.4 The provision and effect of this clause shall not be removed from this deed and shall be implied into any document replacing this deed of trust.

10. POWER TO DELEGATE

- 10.1 The Board may from time to time appoint any committee and may delegate any of its powers and duties to any such committee or to any person. The committee or person may without confirmation by the Board exercise or perform the delegated powers or duties in the same way and with the same effect as the Board could itself have done.
- 10.2 Any committee or person to whom the Board has delegated powers or duties will be bound by the terms of the Trust and any terms or conditions of the delegation set by the Board.
- 10.3 The Board will be able to revoke such delegation at will, and no such delegation will prevent the exercise of any power or the performance of any duty by the Board.
- 10.4 It will not be necessary for any person who is appointed to be a member of any such committee, or to whom such delegation is made, to be a Trustee.

11. FINANCIAL ARRANGEMENTS

- 11.1 The financial year of the Trust will be from 1 July to 30 June.
- 11.2 At the first meeting of the Board in each financial year, the Board will decide by resolution the following:
 - 11.2.1 how money will be received by the Trust;
 - 11.2.2 who will be entitled to produce receipts;
 - 11.2.3 what bank accounts will operate for the ensuing year, including the purposes of and access to accounts;
 - 11.2.4 who will be allowed to authorise payments through the bank accounts; and
 - 11.2.5 the policy concerning the investment of money by the Trust, including what type of investment will be permitted.

- 11.3 The Treasurer will ensure that true and fair accounts are kept of all money received and expended by the Trust.
- 11.4 The Board may arrange for the accounts of the Trust for that financial year to be reviewed or audited by an accountant appointed for that purpose.

12. COMMON SEAL

- 12.1 The Common Seal of the Board, following its incorporation, will be kept in the custody and control of the Secretary, or such other officer appointed by the Board.
- 12.2 When required, the Common Seal will be affixed to any document following a resolution of the Board and will be signed by the Chairperson (or a trustee acting as the Chair) and one other trustee appointed by the Board.

13. MEDIATION & ARBITRATION

- 13.1 Any dispute arising out of or relating to this deed may be referred to mediation, a non-binding dispute resolution process in which an independent mediator facilitates negotiation between parties. Mediation may be initiated by either party writing to the other party and identifying the dispute which is being suggested for mediation. The other party will either agree to proceed with mediation or agree to attend a preliminary meeting with the mediator to discuss whether mediation would be helpful in the circumstances. The parties will agree on a suitable person to act as mediator or will ask the Arbitrators' and Mediators' Institute of New Zealand Inc. to appoint a mediator. The mediation will be in accordance with the Mediation Protocol of the Arbitrators' and Mediators' institute of New Zealand Inc.
- 13.2 The mediation shall be terminated by-
 - 13.2.1 The signing of a settlement agreement by the parties; or
 - 13.2.2 Notice to the parties by the mediator, after consultation with the parties, to the effect that further efforts at mediation are no longer justified; or
 - 13.2.3 Notice by one or more of the parties to the mediation to the effect that further efforts at mediation are no longer justified; or
 - 13.2.4 The expiry of sixty (60) working days from the mediator's appointment, unless the parties expressly consent to an extension of this period.
- 13.3 If the mediation should be terminated as provided in 13.2.2, 13.2.3 or 13.2.4 any dispute or difference arising out of or in connection with this deed, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration in New Zealand in accordance with New Zealand law and the current Arbitration Protocol of the Arbitrators' and Mediators' Institute of New Zealand Inc. The arbitration shall be by one arbitrator to be agreed upon by the parties and if they should fail to agree within twenty -one (21)

days, then to be appointed by the President of the Arbitrators' and Mediators' Institute of New Zealand Inc.

14. TRUSTEE LIABILITY

It is declared that:

- 14.1 The Trustees are chargeable respectively only in respect of the money and securities they actually receive, or which, but for their own acts, omissions, neglects, or defaults they would have received, notwithstanding their signing any receipt for the sake of conformity; and
- 14.2 They are each answerable and responsible respectively only for their own acts, receipts, omissions, neglects and defaults and not for those of each other, or of any banker, broker, auctioneers, or other person with whom, or into whose hands, any Trust money or security is properly deposited or has come;
- 14.3 No Trustees shall be liable personally for the maintenance, repair, or insurance of any charges on such property;
- 14.4 No Trustees hereof shall be liable for any loss arising from any cause whatsoever including a breach of the duties imposed by Sections 22 to 39 of the Trusts Act 2019 or subsequent enactment, unless such loss is attributable:
 - 14.4.1 To their own dishonesty, wilful misconduct, or gross negligence; or
 - 14.4.2 To the wilful commission by them of an act known by him/her to be a breach of Trust.
- 14.5 No Trustees shall be bound to take any proceedings against a co-Trustee for any breach or alleged breach of Trust committed by that co-Trustee.
- 14.6 Notwithstanding the procedure or otherwise of retaining assets in the Trust Fund no Trustee shall be liable for any loss suffered by the Trust Fund by reason of the Trustees retaining any asset forming part of the Trust Fund.
- 14.7 The Trustees shall from time to time and at all times be indemnified by and out of the Trust property from and against all costs, charges, losses, damages, and expenses sustained or incurred by them or in or about the execution and discharge of their office or in or about any claim, demand, action, proceeding or defence at law or in equity in which they may be joined as a party.

15. DISPOSITION OF SURPLUS ASSETS

On the winding up of the Trust, or on its dissolution by the Registrar, all surplus assets, after the payment of costs, debts and liabilities will be given to other charitable organisation/s within New Zealand as the Board will decide. If the Trust is unable to make such a decision, the surplus assets will be disposed of in accordance with the directions of the High Court pursuant to section 19 (1) of the Trusts Act 2019 or subsequent enactment.

16. ALTERATION OF THIS DEED

16.1 The Trustees may by consensus or pursuant to a motion decided by a two thirds majority of votes, by supplemental deed make alterations or additions to the terms and provisions of this deed provided that no such alteration or addition will detract from the exclusively charitable nature of the trust or result in the distribution of its assets on winding up or dissolution for any purpose that is not exclusively charitable.

16.2 Any alteration or addition may only be voted upon at a General meeting, and must be recorded in writing either in a supplemental deed or a trustees' resolution signed by all trustees.

IN WITNESS OF WHICH this Deed has been executed:

SIGNED by the above named) Alison Thompson

) _____

as Trustee in the presence of:) _____

Full Name of Witness:

Occupation:

Residential address:

SIGNED by the above named) June Barratt

) _____

as Trustee in the presence of:) _____

Full Name of Witness:

Occupation:

Residential address:

SIGNED by the above named) Felicity McKay

) _____

as Trustee in the presence of:) _____

Full Name of Witness:

Occupation:

Residential address:

NOTE: The Trust Deed has to be certified as a correct copy by one of the trustees, or a member of the committee or governing body of the society with the following statement:

“I hereby certify that this is a correct copy of the trust deed or rules of the [Name of Trust Board]”.

Full Name:.....

Signed:.....

Date:.....