



Constitution of The Dutch Connection Trust

Responsible for the Museum:
Oranjehof – Dutch Connection Centre

Incorporated Charitable Trust: 1714348

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Definition of Terms

The **Dutch Connection Trust** (from here onwards referred to as DC Trust): The Trust and legal entity that is responsible for maintaining, operating and promoting the Oranjehof – Dutch Connection Centre museum. It is the custodian of the museum exhibition and the collection, and is tasked with mounting exhibitions and displays, and hosting and helping with Dutch themed events in Foxton's Te Awahou Riverside Cultural Park (which is also the home of Dutch windmill De Molen)

Oranjehof - Dutch Connection Centre (from here onwards referred to as Oranjehof): The museum that houses the exhibition and displays about Dutch immigration in New Zealand, owned by the Dutch Connection Trust.

Te Awahou Nieuwe Stroom (from here onwards referred to as TANS): The facility owned by Horowhenua District Council that houses the Oranjehof museum and the Piriharakeke - Generation Inspiration Centre museum about Ngati Raukawa ki te Tonga. The facility is one of the cultural attractions in the Te Awahou Riverside Cultural Park, in Foxton.

1. Introduction

1.1 Background to the Oranjehof Museum Project

The Dutch Connection Trust (previously known as the Dutch Heritage Museum trust) was originally set up and incorporated in 2005, to celebrate the many long-standing and lively connections between 'Nederlanders' (New Zealanders of Dutch descent) and New Zealanders.

The original aims and objectives of the trust included collecting and displaying articles and artifacts of Dutch historic, contemporary and cultural value; displaying artists of Dutch descent and their arts; and making information available for education, research and other purposes. This was over time widened to the following:

- to create an institution that nurtures and stimulates a deeper understanding of the common past and present, shared by Nederlanders and New Zealanders;
- and to inspire us all, through a dynamic programme of exhibitions and events, to create a future that better brings together two population groups and two countries.

After these initial ideas were introduced and widely discussed in 2006 / 2007, with Dutch interest groups and community leaders, the original scope of the project was broadened to give it a wider appeal: **establishing and managing a national museum and cultural centre for the Dutch community.**

The central concept for the Museum Centre was finalised after extensive discussion and consultation, and a research project in 2007 by Museum Expert Luit Bieringa:

'Understanding and Nurturing Our Connections':

- Understand and nurture the many historic and contemporary connections between New Zealanders and Nederlanders
- Understand and record the stories of the Dutch migration waves into Aotearoa New Zealand – the hardships and troubles encountered, as well as successes and achievements
- Better understand the Dutch contribution to New Zealand's national identity and its economy
- Enable the children of Dutch migrants (and their children) to understand and leverage the cultural heritage and original roots that have influenced their values, outlook on life, character and personality
- Achieve a deeper understanding of what enables and defines successful immigration – a topic of local and global interest and concern – and leverage the benefits it brings through the creation of a multi-cultural society
- Better connect two small, entrepreneurial, trading nations so they can improve collaboration and achieve a better future in areas of common interest – such as science, business, the arts, multi-culturalism or international cooperation

1.2 Brief History: Opening, Location and Facilities

The Oranjehof museum opened on 18 November 2017, in Foxton.

After a comprehensive Location Analysis had been undertaken in 2008, Foxton had been unanimously selected by the 11 member organisations of the 'Federation of New Zealand Netherlands Societies' as the ideal location for the museum.

Reasons included the town's location, virtually in the geographic centre of the country and on SH1, the presence of 'De Molen' in Main Street (a 25 m high flour-grinding Dutch windmill, based on a 17th century design), the surrounding river landscape similar to a Dutch 'polder', and the enthusiastic support of Horowhenua District Council.

Oranjehof is part of the Te Awahou Nieuwe Stroom facility, which also features a Ngati Raukawa ki te Tonga museum, a library, Council Service Centre, iSITE and community hub.

The facility is part of Te Awahou Riverside Cultural Park, which also includes De Molen, traditional Maori arts workshop Whare Manaaki, the Flax Stripper Museum, and two 'Dutch' themed cafés.

1.3 Vision and Mission

In 2015 when construction of the facility was set to start, Museum Consultant Tim Walker was asked to produce a Strategic Plan for Oranjehof. After discussion and consultation, the following Vision and Mission Statements were agreed upon:

Vision

To spark opportunities, sharing and understanding – Through vibrant, rich connections between:

- 1) The Nederlanders in New Zealand
- 2) The past, present and future
- 3) New Zealand and the Netherlands

Mission

Facilitate the Dutch Connection Museum and Cultural Centre to run as a financially sustainable visitor attraction in Foxton

– As a source of inspiration for enhanced collaboration and interaction, and a place to tell the stories of Dutch New Zealanders and preserve their cultural heritage or erfgoed.

1.4 A New Name and Brand

Appropriate branding was required for the museum at the opening – a new Name and Logo that would also fit with the Te Awahou Nieuwe Stroom branding.

The name 'Oranjehof' was selected for the museum after nationwide consultation, to reflect Dutch culture and identity – by incorporating the Dutch language and the word for our national colour: orange.

The word 'hof' refers to a central place with mana or status, where people feel at home and can come together as a community that shares goals and aspirations.

The addition 'Dutch Connection Centre' was retained to express its ambitions of being more than just a museum.

The new Brand Name and Logo reflect our Brand Personality. They convey a sense of humour and warmth and symbolise historic Dutch roots, while the modern / clear / simple /structured / colourful logo includes orange and subtle hints of our national flag.

The new Brand Name 'Oranjehof - Dutch Connection Centre' reflects our **Values** (as per the Strategic Plan):

- Connected (strongly linked into and representative of the wider Dutch Community)
- Collaborative
- Creative
- Dynamic and innovative
- Professional and business-like

1.5 Visitors and Users of the Facilities

Oranjehof services a number of audiences:

- New Zealanders with an interest in their country's history and culture, and/or topics of immigration and nation building, and/or international linkages.
- Dutch migrants living in New Zealand (some 40,000 or more)
- New Zealanders of Dutch descent (over 100,000)
- (Dutch speaking) Migrants of South African / Flemish / Indonesian origin
- Researchers and students, at all levels and from various disciplines
- Community groups in the Horowhenua district
- Regional population of the wider Manawatu / Whanganui / Horowhenua / Kapiti / Wellington districts

- International travellers (including for example 30,000 Dutch tourists p.a., and cruise ship tourists from Wellington)
- Travellers driving along State Highway 1, or visiting the region
- Virtual visitors from throughout New Zealand, the Netherlands and other parts of the world

2. Purpose and Goals

2.1 Goals

- Create and manage a museum centre that provides an interesting experience for visitors from different social, cultural and ethnic backgrounds, and all age groups
- Establish a high quality, dynamic and thriving museum centre that proves its potential and that is financially self-sufficient and sustainable
- Unite Dutch community groups and organisations in support of the museum centre, by instilling a sense of national identity into their Dutch Connections and by providing Nederlanders with facilities that offer networking, participation, research and advocacy opportunities
- Organise and curate educational and innovative displays, exhibitions, activities, events, exchanges, entertainment and research that have a positive influence on perceptions about the Dutch presence in New Zealand, and migration issues in general - enhancing learning and understanding about these topics
- Encourage the exchange of displays, ideas and individuals between the Netherlands and Aotearoa - New Zealand to strengthen existing connections and forge new ones, to enable improved collaboration between two nations, for example through stimulating:
 - Artistic, scientific, educational and cultural exchanges
 - Forums for political cooperation, scientific debate, business collaboration

2.2 Purpose

Celebrate the many lively connections between Nederland and Aotearoa

- **Create an icon** that can symbolise the proud Dutch presence in New Zealand: a place where we can acknowledge the origins, culture and heritage of the Nederlandse New Zealanders, and celebrate what we have achieved and contributed to this country
- **Inform, educate and inspire** New Zealanders about their many Dutch Connections
- **Act as a focal point** for a Dutch Community that is spread far and wide throughout the country

- **Build a 'home' - a place with a sense of cultural identity** that offers a warm sense of 'thuis' - where we can proudly host guests and welcome them in for 'een kopje koffie' and celebrate the strong bonds between Dutch immigrants and New Zealanders
- **Provide exciting experiences**, using multimedia, art, creativity and technology to work on all the senses: from the visual to the intellectual, taste to smell, pride to humility, laughter to tears, and from listening to debate
- **Showcase the difficulties as well as the achievements of a highly successful migration story**, and illustrate the benefits of multi-culturalism
- **Create a centre that can enhance the present and help shape the future** by providing a platform - for two small, smart, down-to-earth, seafaring nations that have much more in common than just a few historic events - to explore cooperation through:

2.3 Collection

The Museum will not act as a collecting institution in its own right, but intends to act as a hub with connections to other institutions from which it can request objects on loan.

Oranjarahof's Museum Collection will reflect its conceptual approach as outlined in the requirements of the Strategic Plan. The approach is to build, maintain and enhance a small and pragmatic Collection that is an integral part of Oranjarahof's exhibition and displays.

Oranjarahof's Collection Policy, which includes the Acquisition Policy and the De-Accessioning Policy, outlines how only a small collection of objects of cultural significance or of relevance for the existing Oranjarahof Exhibition will be held, or acquired to upgrade current displays or initiate additional new ones.

2.4 Revenues

The Oranjarahof Dutch Connection Centre is a not-for-profit organisation. Entry is free (due to local Council requirements).

Funding of its operations will be earned through donations, commercial sponsorships, funding from Government / Local Government and other non-profit organisations, entrance fees to Temporary Exhibitions, donations from visitors to the Museum, revenues from events, revenues from sales (eg in the shop or art gallery), and other opportunities which may arise.

It is expected that Oranjarahof will reach break-even point by actively generating financial support from outside organisations, visitors and its supporters on an ongoing basis.

Any surplus revenues generated by Oranjarahof, after operational and capital expenses have been taken care of, will be re-invested in improving the visitors' museum experience, public programming and events organised by Oranjarahof.

3. Stakeholders

3.1 Key Dutch Stakeholders

The DC Trust must establish and run Oranjehof as a community networked institution, since it is set up on behalf of the Dutch Community in New Zealand (Nederlanders) and intends to serve a number of stakeholder groups.

Since the Dutch Community is fragmented – geographically, but also demographically – the only way to represent the Nederlanders is through the various Dutch organisations and by stimulating and developing a dynamic network of local museum coordinators, friends and interested individuals.

Key Dutch stakeholder organisations include:

- The Federation of NZ-NL Societies
- The individual NZ-NL organisations that belong to the Federation
- The NetherlaNZ Foundation
- The NZ-NL Business Association
- The Royal Netherlands Embassy and the Consulates General
- Emigration organisations and institutions in the Netherlands who support or sponsor this project
- Other representative organisations – some temporary or less formal in set-up

3.2 Key Local Dutch stakeholder organisations

Since Oranjehof is an integral part of the Te Awahou Riverside Cultural Park in Foxton, the DC Trust works closely with several other local organisations.

'De Molen' - One of the key reasons why Foxton was selected as the ideal location for the Museum Centre, was that it can provide visitors with a unique, complete and traditionally Dutch experience as it is home to windmill De Molen, which also runs two Dutch cafés.

De Molen and Oranjehof and their volunteers work closely together. The two trusts share promotional costs, make joint investments, and collaborate in events like the Big Dutch Day Out (King's Day) and Sinterklaas.

Dutch Club Manawatu – The Dutch Club Manawatu, based in Palmerston North and Foxton, includes a number of members who work as volunteer guides in Oranjehof for visitors and tours. Volunteers at Oranjehof are automatically enrolled as members of the club.

3.3 Key Partners – Multi-Cultural Partnership

Mana Whenua – DC Trust and the Te Taitoa Maori o Te Awahou Trust – a collective of local Hapu and other organisations - have collaborated since 2007 to achieve mutual goals.

The collaboration between the two organisations resulted in the establishment of the Te Awahou – Nieuwe Stroom Trust in 2010. Horowhenua District Council also

played an integral part in setting up this trust, bringing together six organisations with common interests to collaborate and operate jointly in a tourism / community facility. The Te Awahou Nieuwe Stroom Trust was disestablished in 2017, as Council had by then taken the lead in establishing TANS – in a Partnership with the DC and Te Taitoa Maori trusts.

Horowhenua District Council – Council has had a strong interest in the project, ever since it prepared a 'Registration of Interest' in 2006. A Memorandum of Understanding was signed between DC Trust and Horowhenua District Council in 2008, in which Council expressed its intentions to make a site available close to De Molen through an affordable lease, and how the DC Trust and Council could collaborate to align public facilities and buildings in the area.

From 2015 to 2017, Council took the lead in establishing the TANS tourism and community facility, which incorporates the Oranjehof Dutch Connection Centre, the Piriharakeke Generation Inspiration Centre and the Foxton Hub (Library and Community Centre). The opening took place in November 2017, in the presence of Ministers and the Dutch Ambassador.

Multi-Cultural Partnership – TANS was established and is operated as a partnership between the DC Trust, Te Taitoa Maori o te Awahou Trust and Horowhenua District Council. A Partnership Memorandum of Understanding between the three Partners outlines the Governance Structure and Operational Management Structure for the TANS facility.

With mana whenua, an immigrant organisation and Council coming together in a Partnership to create a multiple award-winning facility, TANS is considered a model for other cultural institutions.

Ever increasing visitor numbers show that the TANS formula is a success with the wider public as well. Visitors appreciate our celebration of diversity, in what's often called 'a beautiful place'.

3.4 Interest Groups

Museums – The DC Trust will initiate partnerships and exchange arrangements with other museums in New Zealand and the Netherlands.

Educational organisations – TANS is building relationships with schools throughout the wider region, and will apply for funding from the Ministry of Education to provide Learning Experiences Outside the Classroom through its pending funding rounds. This initiative fits with the efforts of all three Partners to engage professionally with the four local primary schools and the college in Foxton, as well as with educational institutions from Whanganui and Palmerston North to Masterton and Porirua.

Currently, kaitiaki and volunteers provide tour guides for the schools.

Local community groups – A number of community groups in Foxton and the Horowhenua District – from clubs and Probus groups to retirement villages – come to access the Oranjehof facilities and bring visitors to the Cultural Park, which benefits all. Over time, these bonds will be strengthened

Local attractions – Currently there are several tourist attractions in Foxton, including museums, which operate in a fragmented manner. The DC Trust and TANS will encourage closer collaboration between the various attractions.

Sponsors – Sponsors (individuals, businesses and cultural organisations) with a 'Dutch Connection' will play a key part in contributing to the financial sustainability of Oranjehof on an ongoing basis. This group may also include organisations without any 'Dutch Connections'

Funding organisations – The DC Trust can initiate both short term and long term arrangements with funding organisations in New Zealand and the Netherlands to help finance Oranjehof on an ongoing basis.

Tourism operators – Key to the success of Oranjehof will be high visitor numbers. Through the attractive public facilities, including toilets and the café, and by building relationships with tourism and touring companies they will be enticed to include Foxton as a stop-over place or a destination in its own right.

4. Governing Principles

4.1 A contemporary Museum Centre

As a contemporary museum centre, DC Trust intends to follow the guidelines of the *Strategy for the Museum Sector in New Zealand, Museums Aotearoa, 2005*, and operate a centre that can "help people understand their world by using objects, ideas and art to interpret the past and present, and to explore the possible future... Places where communities come together to explore their cultural and artistic heritage, to discuss topics of current interest, or simply to pursue leisure or entertainment activity. They are shared community spaces."

Oranjehof is a museum centre with facilities that have the capacity of fulfilling multiple roles. "A broad a range of activities within a balanced programme should ensure the goodwill of not only the specific target audience but also the wider community, whether local, national or international." (*Museum expert Luit Bieringa*)

The two most important functions from a facilities perspective are:

1. Exhibitions and collections
2. Activities and events

Through our **Exhibition / Displays / Collection** areas we preserve, research and display objects, collections of art, and information that are important to the Dutch and wider New Zealand community - on their behalf, as 'beschermers' or 'kaitiaki' (guardians) - and hold them in trust and make them accessible to society.

Through our **Activities / Events** areas we provide civic and community spaces - gathering places for people to meet and spend time with families, friends and others. The TANS museums are a meeting ground for their communities, and provide spaces that are open, transparent and accessible to visitors and to the communities of which we are part.

4.2 Multi-functional Museum Centre Facilities

Oranjehof is multi-functional, and the building and the wider Cultural Park also provides facilities for exhibitions and displays as well as cultural and heritage

activities for the national Dutch community, the wider regional community and other stakeholders. The overall design of TANS facilitates both outside and inside activities, in the immediate surroundings of Oranjehof and De Molen.

Museum expert Luit Bieringa made the following recommendations: "A purpose built facility with different spaces that enable a range of exhibitions to be installed, activities to be staged and educational programs to be carried out. Some activities may be more suited to outside sites and the siting of any structure will need to take such activities into consideration" (*Luit Bieringa – 'An investigation into options and strategies pertaining to the establishment of a Dutch museum / cultural centre in Foxton' - July 2007*)

Through taking this multi-functional approach, Oranjehof aims to become – over time – an important educational, cultural and recreational resource. A place where visitors identify, learn about and celebrate our country's multi-cultural national identity and its formation. A centre of learning that contributes long term value to the wider community by contributing to our social, economic and cultural well-being and development.

4.3 Bi-cultural considerations and cultural diversity

The DC Trust aims to fulfil its role in the debate about the "nature of our bi-cultural society and its other multi-cultural influences", and in "exploring and evaluating those influences and the nature of our society" (*Strategy for the Museum Sector in New Zealand*). The DC Trust perceives this role as part of Oranjehof fulfilling its Purpose: "Celebrate the many lively connections between Nederland and Aotearoa / New Zealand"

The defining principle of Oranjehof will be that it is a place of partnership and connection between the Dutch in New Zealand and all other New Zealanders – tangata whenua and other manuhiri or immigrant groups.

The Partnership is defined in a Memorandum of Understanding that outlines how Te Awahou Nieuwe Stroom is governed, operated and managed by three equal partners – celebrating unity at the same time as diversity.

The DC Trust has Tino Rangatiratanga in its Oranjehof segment of the building, and has influence on how the entire facility is run through its participation in an Operational Management Team. The same applies for the Piriharakeke museum and the Te Taitoa Maori o Te Awahou Trust.

This multi-cultural Partnership – between Maori, mainstream Pakeha and an immigrant minority – is the first of its kind in the country, and has received substantial financial and other support from a great many organisations, including the Ministry of Arts, Culture and Heritage.

Because of its community and multi-cultural focus, it received the Museum Project Excellence Award from Museums Aotearoa in 2018.

4.4 Alignment with Horowhenua District Council strategy and initiatives

The Oranjehof initiative fits with the Horowhenua District Council long-term strategy to turn Foxton into a regional tourism destination, complete with iSITE centre and public toilets.

Council and the Maori and Dutch Partners have created a multi-purpose complex (based on a 2014 Design Brief), that incorporates community as well as tourism facilities.

Council has also initiated modifications to Foxton's town plan (Main Street in particular), and landscaping improvements and architectural changes to Te Awahou Riverside Cultural Park, to make the town more fit-for-purpose as a tourism destination.

Major investments in River Loop clean-up and developments behind the Cultural Park will further enhance the appeal to visitors to come and spend a day or more in Foxton.

5. Governance

Governance is the responsibility of the DC Trust. The Trust has the power to set up and work closely with management of TANS, advise and support groups, and/or individuals on an as-needed basis – including its local volunteer team.

5.1 The Dutch Connection Trust

The work of the DC Trust is governance oriented. The Trust oversees and carries ultimate responsibility for all tasks related to the implementation, operation and management of the Oranjehof. Responsibilities include planning, future-proofing, providing strategic direction and final signoff on any major aspects related to Oranjehof.

Individual Trustees may decide to undertake specific executive or operational tasks, based on their interests and expertise as well as their available time, and report back at the regular Trust meetings on their portfolio of responsibilities.

Trustees will receive no remuneration, but costs can be reimbursed at the discretion of the Trust.

As per the Strategic Plan, the Trust is tasked with developing a succession planning policy.

5.2 Operational Management

Key operational tasks Trust Members may choose to get involved with, include branding and marketing, communications with stakeholders and community, museum upgrades and expansion or maintenance, organising temporary exhibitions, fundraising, relationship and liaison with the other Partners in TANS, governance of TANS, or other tasks that may come up.

As part of the management of the TANS facility, the Trust dedicates one Trust Member to the joint Operational Management Team, which helps run TANS on an ongoing basis jointly with Horowhenua District Council and the Te Taitoa Maori o Te Awahou Trust.

5.3 Executive Tasks

The Trust has the power to appoint employees, external professional teams, consultants or expert individuals to take on Executive tasks such as Project Development, Fundraising, Exhibition development, Management or other executive tasks and responsibilities. Any contracts will need to be in writing, based on competitive quotes, and must be approved by the Trust in advance on a project-by-project basis.

Within the scope of their delegated projects, the individuals or teams have full authority to execute such actions that are necessary to achieve major initiatives approved by the Trust.

Appointed teams or individuals will manage the tasks required for Oranjehof or the DC Trust at a day to day level, and manage and report progress.

Appointed executive teams or individuals will report into the Trust either on request or on a regular, but at least monthly basis, in the manner required by the Trust.

Provided that key decisions, contractual agreements, budgetary decisions and key expenditures must always be approved in advance by the Trust, Trustees may participate in the Project Development, Exhibition, Fundraising or Management Teams or undertake such tasks individually.

Any conflict of interest must be managed according to the paragraph about Private Pecuniary Profit in Chapter 7 below.

5.4 Board of Advisors / Patron

The Trust may consider, at any point, to appoint a Board of Advisors and a Chairperson of the Board, who can provide advice and are prepared to use their name and reputation on a voluntary basis to enhance the profile of the Museum Centre.

The Trust may consider, at any point, to appoint a Vice Patron and a Patron of the Museum Centre, who may opt to be members of the Advisory Board.

The Advisory Board must consist of individuals who have significant experience, expertise, knowledge and networks relevant to Oranjehof. In close collaboration with the Trust, Advisory Board members will provide advice on key elements of Oranjehof's strategic direction, provide introductions to key stakeholders and identify prospective sources of funding.

Members of the Advisory Board will be appointed by the Trust on an annual basis, and can make themselves eligible for any number of terms. They will receive no remuneration, but their costs can be reimbursed at the discretion of the Trust. They can resign by written notice to the Trust, with a one month notice period.

The Trust retains the authority to disband the Board of Advisors or retire individual members at their sole discretion, by written notice, which will take effect immediately.

Members of the Advisory Board can resign by written notice to the Trust.

5.5 Museum Volunteers and Coordinator

The Trust may, as required, appoint **Oranjehof Volunteers and a Volunteer Team Coordinator** in Foxton, who work voluntarily and independently as museum

guides for visitors and tours in support of Oranjehof, and who report back on their activities into the Trust through the Volunteer Team Coordinator.

The Volunteers, including the Coordinator, are expected to join the Dutch Club Manawatu. The DC Trust pays for their membership of the Club.

The Trust may also ask **Local Oranjehof Volunteers** in other New Zealand towns to act on their behalf. The individuals can be involved in support activities in conjunction with or on behalf of the Trust - like fundraising, local community liaison, organising events, and collecting or temporarily storing Museum pieces. Any funds raised or items collected on behalf of the DC Trust, must be transferred to the Trust or Oranjehof.

The Trust retains the authority to retire any **Local Oranjehof Volunteers** at their sole discretion, by written notice, which will be effective immediately.

Local Coordinators can resign by written notice to the Trust, with a month's notice.

6. Powers of the Trust

6.1 Trustees

The Trust must hold a minimum number of five (5) and a maximum number of eight (8) Trustees, at any one time.

As of September, 2020, current Trustees include:

- Co-Chairperson: Arjan van der Boon, 359 Wairere Rd, Waitakere, Auckland 0782
- Co-Chairperson: Yolande van de Wetering, 10C Paritai Drive, Orakei, Auckland 1071
- Treasurer: Bart van der Kwast, 410 Evans Bay Parade, Wellington
- Trustee: Koenraad Kuiper, Wellington
- Trustee: Jos Berkhout, Whanganui

6.2 Roles of Trustees

Each Trustee may choose to have their own chosen portfolio of tasks and responsibilities as outlined in the Oranjehof Management Structure document.

The Trust will appoint (a) chairperson(s), a treasurer and a secretary, who shall also be Trustees.

The chairperson or a joint co-chairs team of two people shall:

- Manage Trust meetings;
- Provide oversight and coordination;
- Liaise with external organisations;
- Represent the Trust.

The secretary shall:

- Notify Trust members of Trust meetings;
- Keep a register of the trustees;
- Keep a record of all the proceedings of Trust meetings and the attendance of the persons present and absent from the meetings.

The treasurer shall:

- Bank or cause to be banked all the money received for the Trust on its accounts;
- Disburse the funds as may be determined by the Trust;
- Keep usual and proper books of account and other financial records of the business of the trust;
- Report to the Trustees on the finances of the Trust at its meetings;
- Present annual statements of account for consideration by the Trustees and if required for audit (as per Charities Commission rules);
- Prepare and file a performance report with the Charities Commission (or any other Person) and any other documents as are necessary for the Trust to seek and retain charitable status
- File annual GST returns with the IRD.

6.3 Appointment, Resignation and Removal of Trustees

New Trustees may be appointed by the Trust as required, based on skills and expertise required by the Trust, and can retain their position on the Trust for any number of terms.

Any new Trustees will be appointed to the Trust at regular meetings, through a majority vote.

An appointed Trustee may give notice in writing, to the Chair, of his or her desire to resign at least one month before a regular scheduled Trust Meeting. Once a replacement has been found the Trustee will be relieved of his or her duties. If no replacement can be found the Trustee will be able to retire after a period of 3 months after his/her intention to resign was received.

The Trust retains the authority to move individual Trustees at its sole discretion by written notice, based on a majority vote, which will take effective immediately.

The office of a Trustee shall become vacant immediately if a Trustee is removed from office; becomes unable or unfit to act as a Trustee; becomes of unsound mind; is disqualified from being an officer of a charitable entity under section 31(4) of the Charities Act 2005; or has been convicted of a crime involving dishonesty (within the meaning of the Crimes Act 1961)

6.4 Museum Governance

The Trust will ensure that:

- Exhibitions, activities and events meet the purpose and goals of the DC Trust, and that the underlying concept for Oranjehof stays central to the facilities, exhibitions and any initiatives that are identified.
- The Strategic Plan and Exhibition Plan are adhered to and implemented;
- The Trust is properly represented in the Partnership with Council and Te Taitoa Maori o te Awahou;

- The various audience groups, stakeholders, partners and volunteers are communicated with on a regular basis and their needs are met;
- The Volunteer team is well supported;
- The Educational Policy is properly implemented, revised when needed, and meets its goals;
- The Collection, Acquisition and De-Accessioning Policies are complied with;
- Curatorial care of the collection is properly implemented and appropriate records are maintained and updated of all items in possession, on loan or on display, whether temporarily or permanently;
- Promotions are well implemented and kept within budget;
- Management of the Oranjehof facilities, exhibitions and events is properly executed, and that revenues from various sources are sufficient to meet costs.

6.5 Powers of the Trust

To further the aims of Oranjehof, the Trust has the powers to:

- Apply for funding and grants
- Implement a fundraising programme
- Make out and accept cheques, grants of money, promissory notes, donations, etc
- Receive gifts in kind, etc
- Borrow or invest money
- Buy or lease property
- Enter into contract or agreement with other organisations, suppliers etc
- Promote, establish, manage, finance or in any way assist any activities that are conducive to the objectives of the Museum Centre
- Collaborate with or join other not-for-profit organisations such as other trusts and federations, in order to further the interests of the Trust, the wider Dutch Community, Stakeholders and / or Interest Groups
- Participate in the appointment of members for the Operational Management Team of the Te Awahou – Nieuwe Stroom facilities and its Governance body
- Accept resignations of Trustees, and select and appoint new Trustees
- Select and appoint members of an executive team
- Select and appoint new Advisory Board Members, a Patron and a Vice Patron, and Volunteers
- Select appoint and employ staff / executives
- Select and appoint contractors / consultants
- Appoint a solicitor / accountant / auditor.

Meetings – The Trust will hold regular monthly meetings, but a minimum amount of six meetings per year.

Questions arising at the meetings shall be decided preferably with unanimity, but otherwise with a majority of the votes. In case of an equality of votes, the chairperson(s) will have the second casting vote. A minimum of four Trustees must be present at a meeting to make valid decisions.

The Constitution of the Trust may only be changed by unanimous agreement of the Trust Members, provided that such changes do not allow funds to be used for other than charitable purposes.

Indemnity of Trustees – No Trustee shall be held liable for the acts, receipts, neglects or default of any other Trustee, or for any loss occasioned by any error of judgment, or oversight on his or her part, or for any loss, damage or misfortune, whatever which shall happen in the execution of the duties of his or her office, or in relation thereto, unless the same has been through his or her own willful default, dishonesty or fraud.

Banking – The control and investment and spending of all funds of the Trust will be in hands of the Trustees.

The Trust operates bank accounts with ASB. The Treasurer is responsible for managing the bank accounts and making payments as necessary. Two signatories are always required to sign any cheques or payments.

Any payment of amounts under \$500 will not require approval from all Trustees, but will be at the discretion of the Treasurer, who will report on any payments at the next Trust meeting.

Limitations of the Trust's Funds – The Funds of the Trust shall be used for the furtherance of the exclusively charitable aims of the Trust, set out herein.

6.6 Changes to the Trust and /or Oranjehof

Altering the Rules – No addition to or alteration of the charitable objectives, the personal benefit clause or the winding-up clause shall be approved without consultation with Dutch Stakeholder groups mentioned above.

Voluntary Winding Up – If upon the winding up or dissolution of the Trust, there remains after the satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid to or distributed to the Trustees of the Trust. Such remaining property shall be given or transferred to some other charitable organisation, having objectives similar to the objectives of this Trust or for some other charitable purpose in New Zealand or the Netherlands.

In the event of a default, with Trustees being unable to decide, the remaining assets are to be distributed as a Judge of the Court directs.

7. Compliance

The Trust is a charitable trust that will comply with the Incorporated Charitable Trust Act 1957.

The ultimate legal, financial and decision making responsibility for Oranjehof will be provided by the Trust Members.

Confidentiality – All information discussed by Trustees is confidential,, unless agreed in advance by the Trustees. Confidentiality will also be maintained as to information of a personal nature and in regards to issues of a sensitive nature, contracts, tenders, financial matters and other topics that require due care.

The Trust intends to comply with the Privacy Act

Books and Financial Statements – The Trust shall keep proper books of account in which will be kept a true and complete account of the affairs, assets and transactions of the Trust.

At the close of each financial year an income and expenditure account and statement of assets and liabilities of the Trust will be prepared. The Trust may opt to have these examined and have their correctness ascertained by a person who has been appointed to audit the accounts of the Trust.

The Trust will deliver annually to the Registrar of the Charities Commission in such form and at such times as is required, a performance report statement containing the following particulars:

- The income and expenditure during the last financial year.
- The assets and liabilities of the Trust during the financial year.
- All mortgages, charges and securities of any description affecting any of the property of the Trust at the close of the financial year.

This statement will have the signature of the Trust to the effect that the statement has been submitted and approved by the Trust.

If revenues reach more than \$500,000 per annum, a qualified accountant will be appointed to review the annual accounts, to conform with the 2015 Charities Services Standards. If revenues reach more than \$1,000,000 per annum, a qualified accountant will be appointed to audit the annual accounts, to conform with the 2015 Charities Services Standards.

Auditor – If an auditor is appointed, the auditor will receive a copy of the treasurer's or accountant's accounts and statements. It will be his or her duty to thoroughly examine them in detail with the books, accounts and vouchers of the Trust. The Auditor also receives a list of all books kept by the Trust and must be given access to these books. All possible assistance must be given to the auditor.

The auditor makes a report available to the Trust based on the accounts and statements of the Trust. It will state whether in his or her opinion they are full and fair accounts and statements containing the particulars required by the rules of the Trust and are properly drawn up to exhibit a true and correct view of the Trust's affairs. Such reports will be read at the relevant regular Trust meeting

Charitable Status – The Trust must be registered with the Charities Commission in order to retain its income tax exemptions.

Donee Status – The obligations for the Trust's donee status require that official receipts must be issued for donations received. These receipts must:

- Clearly indicate 'Qualifying Donation' to identify that it qualifies for a tax rebate, according to IRD guidelines

- Be stamped with the Trust's official stamp, or carry the Oranjehof Dutch Connection Centre logo.
- Show the date the donation was actually received.
- Be signed by an authorised person.

Obligations under the Tax Administration Act 1994 – The Tax Administration Act specifies that:

- Financial records must be kept for a period of seven years.
- Sufficient records must be kept in the English language to ascertain sources of all donations and application of all funds.

Private Pecuniary Profit – No private pecuniary profit shall be made by any person from the Trust except that:

- Any Trustee may receive full reimbursement for all expenses properly incurred by that Trustee in connection with the affairs of the Trust.
- The Trust may pay reasonable and proper remuneration to a Trustee in return for services actually rendered as a supplier or consultant, on a project basis, provided that a proposal and quote from the Trustee for the project has been received, which has been unanimously accepted by the Trust as competitive and / or on par with market rates and industry standards, and which can be confirmed as such by an independent peer review or an industry expert.
- Any conflict of interest should be openly declared by any of the Trustees, and the Trustee(s) involved will refrain from voting on the proposed project.
- Any Trustee may retain remuneration properly payable to that Trustee by any company or undertaking with which the Trust may be in any way concerned or involved, for which the Trustee has acted in any capacity whatsoever, notwithstanding that Trustee's connection with that company or undertaking is in any way attributable to that Trustee's connection with the Trust, as long as any conflict of interest is managed appropriately by the Trustee and the Trust.

Income, benefit or advantage – No Trustee or person associated with a Trustee of the Trust shall derive any income or benefit or advantage from the Trust where they can materially influence the payment of the income, benefit or advantage, except where that income, benefit or advantage is derived from:

- Professional services to the Trust rendered in the course of business, charged at no greater rate than current market rates.
- Interest on money lent at no greater rates than current market rates.