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Post your completed form to: Companies Office, Private Bag 92061, Victoria Street West, Auc

10059527270

Certificate - Alteration of rules

Section 21 Incorporated Societies Act 1908

1. Name of society

NORTH SHORE SQUASH RACKETS CLUB INC.

2. Society number

223520

I certify that the alteration has been made in accordance with the rules of the society.

Name

Rod CLARKE

Position

Treasurer

Signature

Date

12 / August / 2010

3. Complete this checklist before filing your application

Tick all options that apply to this alteration of rules

- This certification has been completed by an officer of or a solicitor for the society.
- A copy of the rule alteration(s) is attached. **Note** | This can either be a complete copy of the updated rules with the alterations underlined or in bold type, or a copy of the particular rule(s) that were altered.
- The copy of the alteration to rules has been signed by three members of the society.

For society name changes —

- This rule alteration also includes a name change for the society, and
- We have checked that the new name of the society is available by conducting Register Searches at both www.societies.govt.nz and www.companies.govt.nz.

What must be included in your rules?

Section 6 of the Incorporated Societies Act 1908 requires that a society's rules include the following:

- The name of the society (ending with the word Incorporated)
- The objects for which the society is established
- How people become members of the society and cease being members of the society
- How meetings of the society will be called and held and how voting will take place
- How officers of the society will be appointed
- Control and use of the common seal
- How the society's funds will be controlled and invested
- The powers (if any) that the society has to borrow money
- How any property of the society will be distributed in the event of the society being wound up
- How the rules of the society can be altered

4. Your contact details

Name and postal address

P.O. Box 31-223
MILFORD

Teleph

Email (a

.nz

NORTH SHORE SQUASH RACKETS CLUB INC

RULES

1. Name

The name of the Club shall be: **NORTH SHORE SQUASH RACKETS CLUB INC.**

2. Office

The registered office of the Club shall be at the residence of the Secretary or such other place as the Committee shall determine and notify to the Registrar of Incorporated Societies.

3. Membership

Members shall consist of Life Members, Honorary Members, Non-playing Members, Senior Men and Women Members, Junior Boy and Girl Members (Under 18 years of age) or such other classes of membership which the Committee of Management (hereinafter described) may hereafter determine in addition to or in substitution of the aforesaid.

4. Objects

The objects of the Club shall be:

- a) To play, foster and encourage the game of Squash Rackets and other recreations authorized by the Club on the North Shore and elsewhere.
- b) To provide and maintain for the use of its members, grounds, buildings, clubrooms and other facilities necessary for the playing of Squash Rackets, and such other recreations as are authorized.
- c) To affiliate with any Club or Association having objects similar or in parts similar to those of the Club.
- d) To purchase, sell, lease, hire or otherwise acquire land, buildings and other real or personal property which the Committee may from time to time deem necessary or expedient or useful in connection with any of the Club's undertakings and that either alone or in conjunction with any other Club, person, firm or corporation and to build, erect, alter, or improve or contribute towards the cost of buildings or other property as aforesaid.
- e) To invest any of the Club's funds in such investments or assets as the Committee may from time to time decide notwithstanding that the same may be of a wasting speculative or reversionary nature.
- f) To promote social activities and functions among the members of the Club either to raise funds or otherwise.
- g) To cater for the refreshments of members.
- h) To amalgamate with any other Club or Incorporated Society.
- i) To mortgage, charge or give debentures over all or any part of the Club's property.
- j) To do all such matters and things as in the opinion of the Committee shall be conducive to the attainment of any of the foregoing objects or to the exercising of any of the foregoing powers.

5. Officers of the Club

The Officers of the Club shall consist of the following persons:

- a) The President
- b) The Immediate Past President (provided however, that if at any time the Immediate Past President does not wish or is unable to continue an additional Committee member shall be elected to the Committee in their place.)
- c) Two Vice Presidents
- d) Men's Club Captain
- e) Men's Assistant Club Captain
- f) Ladies Club Captain
- g) Ladies Assistant Club Captain



- h) The Secretary
- i) The Treasurer (although one person may hold both offices with the consent of the Annual General Meeting, provided however that when the office of Secretary and Treasurer are held by the one person, an additional Committee member shall be elected).
- j) Seven Committee members, three of whom must be women, provided that where there are insufficient women nominees any consequent vacancies may be filled by men, and two of whom may be non-playing members. Notwithstanding anything to the contrary contained in these rules, any non playing member so elected shall at meetings of the Committee, in accordance with Rule 14 have the same voting rights as other members of that Committee and shall be eligible to be an officer of the Club.
- k) At the Annual General Meeting each year there shall be elected or appointed as the case may be a Patron and such Vice Patrons as the Meeting shall determine who shall have no duties and shall not be liable for any subscription.

1. The Committee of Management

The committee of management of the Club (also referred to in the rules as "the committee" shall consist of

- a. The officers of the Club mentioned in paragraph 5(a) hereof which officers shall be elected by ballot at the Annual General Meeting. Such ballots to be conducted by the Chairman thereof.
- b. The Chairman for the time being of any building committee which building committee and Chairman shall be appointed by the committee and which Chairman shall be entitled to attend and exercise full voting rights at all meetings of the committee.

7. Auditor

There shall be an auditor who shall not be a member of the Committee nor an officer of the Club to audit the accounts of the Club and he shall have power from time to time to call for the production of all books, papers, accounts and documents relating to the affairs of the Club. The auditor shall be elected annually.

8. Casual Vacancies

Any vacancy in the position of officers or members of the Committee shall be replaced by such member or members as the Committee shall in its absolute discretion think fit provided however that any such member or members shall retire at the Annual General Meeting following such appointment.

9. Powers of the Club and Committee

The management and control of the affairs of the Club shall be vested in the Committee who may exercise all the powers and do all the acts matters and things which may be exercised and done by the Club and which are not expressly directed or required to be exercised or done by the Club in General Meeting and for the purposes aforesaid. The Committee shall have power:

- a) To appoint any member of the Club a member of a sub-committee for any purpose it may deem necessary and
- b) To engage, control and dismiss the Club employees and
- c) To appoint any sub-committee which it may consider advisable, provided that no such sub-committee shall have any control over the expenditure of the monies of the Club and shall account to the Treasurer for all monies received on behalf of the Club.
- d) To close the list of members for such time and subject to such conditions as it may consider expedient.
- e) (i) To remit part of or make such other adjustments of the subscriptions payable by new members joining after the commencement of the financial year or member resigning during the 1st half of the financial year, as

it may consider advisable or expedient (ii) To remit the whole or any part of the entrance fee payable by any new member joining the Club as it may from time to time consider expedient

- f) To open and operate such bank accounts in the name of the Club as it deems convenient
- g) To make all by-laws necessary for the administration of the Club or any of its objects. To make regulations, rulings or decisions
 - (i) Fixing the hours of play on the Club's courts.
 - (ii) For the proper conduct and enjoyment of play and other Club activities
 - (iii) Reserving courts for Club matches, inter-club matches or for play by non members.
 - (iv) Regulating the use of the Club premises or facilities
 - (v) For preserving or protecting Club property and assets
 - (vi) For the general good government of Club affairs
- h) To appoint a paid Secretary or other official necessary for the proper management of the Club
- i) To acquire, dispose of, lease, hire, borrow, lend, mortgage or in any other way deal with or in any real and personal property in pursuance of all or any of the objects of the Club.

If any member of the Committee is absent for three (3) meetings without excuse his seat may be declared vacant and filled according to Rule 8.

10. (a) Duties of the Club Secretary

The Secretary shall attend and take minutes of all meetings and record the same in the Minute Book of the Club. They shall read and file all communications and other papers, shall issue notices of all meetings when required and shall conduct the correspondence of the Club. On receipt of the Annual Report, which the President shall prepare, the Secretary shall cause the same to be read or circularized at or prior to the Annual Meeting. They shall furnish the President or presiding officer with particulars of all business to be transacted at any Committee meeting and shall also supply the Chairman with a list of those members not entitled to vote at such meeting. They shall within seven days after they cease to hold office deliver to their successor all books, papers, documents and writings and all property belonging to the Club in their custody, possession or control.

10. (b) Duties of the Club Treasurer

The Treasurer shall place a copy on the Club's Noticeboard of the financial statement with a report of the affairs of the Club signed by the President within a reasonable time before each Annual General Meeting. They shall receive and pay all monies to the credit of the Club's bank account and shall give discharges for all monies received by him on behalf of the Club. They shall pay all accounts owing by the Club after the same have been passed for payment by the Committee. They shall keep correct account books showing the financial affairs of the Club to all members at the Annual General Meeting, such statement having first been submitted to and examined and certified by the Club Auditor.

11. Financial Year

The financial year shall be deemed to end on the 30th day of September each year.

12. Bank Accounts

The Committee shall appoint three of its members from time to time to operate on the bank accounts of the Club, of whom, any two (provided one is either the President, Secretary or Treasurer) shall be entitled to draw cheques and any one of whom shall be entitled to endorse any cheques, draft or promissory notes.

13. Annual General Meeting

The Annual General Meeting (AGM) shall be held in the month of November each year on a date to be fixed by the Committee for the purpose of electing officers, auditors and a Committee of management and of transacting any other business as may have been specified in the notice convening the meeting which notice shall be sent by post, fax or email by the Secretary to all voting members at their last known addresses at least seven days prior to the date fixed for holding thereof. At such meeting the report of the Committee and the financial statements for the past year shall be submitted to the members present for adoption. Twenty five Club members shall form a quorum.

14. Voting at General Meeting

Only full and financial members shall be entitled to vote at the AGM or at any Special General Meeting of the Club or on any postal ballot. No other member than a senior member, non playing member or a life member shall be eligible for election as an officer or as a member of the Committee of Management of the Club. Unless where expressly provided to the contrary the Chairman shall decide upon a show of hands but any nine members present and entitled to vote may demand a ballot. The Chairman shall have an original as well as a casting vote. For the purposes of this clause only, full and financial members shall include any person who has been a member in any category of membership for a period of 10 years or more.

15. Special General Meeting

A Special General Meeting (SGM) may be convened by the Committee at any time or at the request in writing of not less than fifteen members entitled to vote. The notice convening the meeting must state fully the nature of the business to be discussed. The Secretary shall call such SGM by serving at least seven day's notice before the day appointed for holding the same notice thereof in writing signed by him/her or bearing their name specifying the day, hour, when and where and the business for which the same is to be held. The quorum for such SGM shall be fifteen members.

16. Committee Meetings

A committee meeting shall be held at least once every month. The President when present shall preside at all meetings of the Committee and at General Meetings. Failing his attendance within fifteen minutes of the time appointed the chair shall be taken by such person at the meeting shall appoint.

17. Election of Members

Every candidate for membership shall be proposed by one and seconded by another member of the Club. All applications for membership must be in writing. The application shall be forwarded to the Secretary who shall submit the same forthwith to the Committee for consideration. The candidate shall be deemed to be elected by a majority of the Committee at a duly constituted Committee meeting.

Election shall be by ballot if any member of the Committee shall so request. The proposer and seconder (in the event of default being made by the newly elected member) shall be held responsible for the due payment of such members subscription for the first year.

No elected candidate shall be deemed a member of the Club unless the Entrance Fee (if any) and the annual subscription shall have been paid and in default of payment within one month of date of election the Committee may declare the election void. No such candidate shall be entitled to apply again until the expiration of six months from the date of his application and no reason shall be given for the refusal of any person as a member

18. Honorary Life Members

The Club may at its AGM on notice of motion declare a person or persons (not exceeding twenty) to be Honorary Life Members of the Club.

19. Subscriptions

The subscriptions for the Club shall be payable in advance together with an entrance fee and such other conditions whether as to the subscription for debentures or otherwise shall be determined for the current year at the AGM of the

Club to be held in the month of November in each year. The last date for payment of subscriptions is last day of February each year. Any person joining the Club after the 30th day of June in any year shall be permitted to do so on the payment of the entrance fee together with one half of the then standing subscription. Any person who has paid and is a current financial member of any other Squash Rackets Club shall pay an entrance fee equivalent to the difference between that of the other club and our club. A combined membership may be granted to any couple who are members of the Club. If the husband or wife of an applicant is already a financial member of the Club the applicant shall be required to pay only the difference between a single and combined entrance fee and subscription. No entrance fee shall be payable by a junior where both his parents have previously been full playing members of the Club.

Persons applying for membership shall make payment of the required entrance fee and subscription within fourteen days of advise of acceptance otherwise the application shall lapse. Any person who has resigned their membership within the past three years or any person who has forfeited their membership under Rule 20 (d) within the same period shall on application to rejoin and on having their application duly approved by the Committee be permitted to rejoin and only need pay the difference between the current entrance fee and the entrance fee they originally paid. There shall be no automatic right of re-election in these circumstances and their application must come before the Committee in the normal manner and any preference in regard to election shall be entirely at the discretion of the Committee.

Any member wishing to transfer his membership from non-playing to playing shall have his application come before the Committee in the normal manner and any preference in regard to transfer as against those coming up for new election to full membership of the Club shall be entirely at the discretion of the Committee.

20. Resignation of Members

- (a) Any member may resign from his membership by giving to the Secretary notice in writing to that effect and every such notice shall take effect as from the end of the subscription year then current. Any notice of resignation received by the Secretary prior to the date of the Annual General Meeting in any year shall take effect as at the end of the financial year immediately preceding the General Meeting.
- (b) If any member shall be convicted of any indictable offence or be adjudged a bankrupt or make a composition with his creditors then such member shall without releasing him from any antecedent liability to the Club forthwith cease to be a member but the Club may in its discretion reinstate him without payment of entrance fee as a new member.
- (c) The Committee may at any time by letter invite any member within a specified time to retire for breach by him of these rules and in default of withdrawal to submit the question of his expulsion to a General Meeting to be held within three calendar months from the date of such letter and at such meeting the members whose expulsion is under consideration shall be allowed to offer an explanation verbally and/or in writing and if thereupon two-thirds of the members present shall vote for his expulsion he shall forthwith without releasing him from any antecedent liability to the Club cease to be a member provided that voting at any such meeting shall be by ballot if so demanded by not less than five members.
- (d) Any member whose subscription is outstanding on the 1st day of March in any year shall automatically be suspended from his membership privileges until such time that the Committee or its sole discretion shall decide otherwise. The Committee shall notify by registered letter defaulting members to their last advised address of the payment overdue. Failure to make payment within 14 days of this notice will terminate membership of the Club.

21. Amendment of Rules

These rules may be added to or rescinded or amended at the Annual General Meeting or any Special General provided that in either case ten days written notice of such proposed alteration or new rule be given to the Secretary and notice thereof be given as provided in paragraph of the rules headed "SPECIAL GENERAL MEETING" and that all previous amendments be confirmed.

22. Proxies

Any member who is unable to attend any Special or General Meeting may appoint another member to be his proxy in his place provided that such nomination of proxy shall be in the hands of the Secretary, in writing, before the commencement of such meeting.

23. Winding up

The Club may be wound up at any time, by the authority of a resolution passed by an Annual General Meeting or any Special General Meeting, in accordance with Section 24 of the Incorporated Societies Act 1908 and the Regulations thereunder. In the event of the Club being wound up, the surplus assets after payment of the Clubs liabilities (including the expenses of winding up) shall be transferred, free of consideration, and as determined by resolution of members as aforesaid, to the National Squash Organisation (currently New Zealand Squash Inc.) and/or to the District Squash organisation (currently Auckland Squash Association) and/or to the North Harbour Sports Trust (Sport North Harbour) and/or to the North Shore City Council and/or to any other charitable organisation or sporting body whose objectives include those set out in clause 4 (a) of these rules, provided that the transferee shall as far as is practical agree to use those assets primarily for the benefit of the game and players of squash.

24. Borrowing Money

The Committee may by resolution at a meeting of the Committee of Management duly convened for the purpose of borrowing such sum or sums of money as may be required for the purpose of the Club and give security therefore on the Club's behalf by the issue of or upon bonds, debentures or other obligations or securities or by mortgage or charge upon all or any part of the lands or other property vested in the Club.

25. Finance

The funds and property of the Club shall be under the control of the Committee. All monies belonging to the Club shall forthwith, after the receipt thereof, be paid into an account in the name of the Club in a bank selected by the Committee, and no money shall be drawn out of that account except by a cheque on behalf of the Club, signed by the officers of the Club nominated for the purpose by the Committee from time to time as aforesaid. It shall be the duty of the Finance Committee subject to the directions of the Executive Committee, to supervise the financial affairs of the Club, superintend the disbursing of all monies, and advise on matters of finance.

26. Investing Funds

The Club may from time to time invest money, the property of the Club, in the manner following, that is to say:

- (a) In any of the stocks, funds of other Government securities of New Zealand or of the Commonwealth of Australia or any state therein of Fiji.
- (b) Real securities in New Zealand.
- (c) In the bonds, debentures or other securities of any Municipal Corporation, Harbour Board or County Council or Water Supply Board or River Board or Town Board or Road Board or Electric Power Board of New Zealand having authority to borrow money.
- (d) Deposit in any bank carrying on business in New Zealand under Authority of any Act of a General Assembly or in the Post Office Savings Bank established under "The Post and Telegraph Act, 1928" or in any Savings Bank instituted under "The Savings Bank Act, 1908".
- (e) In the purchase of debentures, bonds or fully paid-up shares of any incorporated company carrying on business in New Zealand which has during each of the five years prior to such investment paid to its ordinary shareholders a dividend of not less than \$8.00 per centum per annum on the nominal value of its shares without having recourse to its reserves.
- (f) When not otherwise required, any club funds may be paid into any such bank on current account or otherwise, or lodged at call, with any Municipal Corporation, County Council, Harbour Board, Town Board or Electric Power Board having authority to borrow money at call.

- (g) Any such investments may be varied from time to time. The Club shall also have the power to purchase or sell any property both real and personal, to give mortgages or debentures on any of the assets of the Club, to lease, rent or hire any property and to enter into any arrangement or contract relative to the objects of the Club.

27. Visitors

Visitors may enter the Club only in the company of a member whose responsibility it is to see that each visitor signs the book provided for the purpose at each visit. A member may bring no more than two visitors to the Club at any one time, except by prior arrangement with the President or Club Captains. No person who is not a member may visit the club on more than three occasions. Members are requested whenever possible to introduce their guests to the President or to a Committee member. Notwithstanding the above team visits or matches with members of other clubs may be arranged with either of the Club Captains. A notice embodying the above rules must be displayed in a prominent place near the entrance to the Club.

28. Common Seal

The Common Seal shall be kept in the Secretary's Office and shall be affixed by direction of the Committee in the presence of the President and two other members of the Committee.

30. Honorary Solicitor

The Club shall have an Honorary Solicitor who shall be elected at the Annual General Meeting of the Club or failing that or in the event of a casual vacancy in the office the Committee shall appoint an Honorary Solicitor who need not be a member of the Club.

29. Masculine language

Words importing masculine gender shall be deemed to include the feminine and words importing the singular number shall be deemed to include the plural and vice versa.

30. Rule Coverage and Committee Governance

Any matters not covered by these rules shall be governed by the Committee's ruling expressed either by general regulations or specific decisions and in case of any dispute as to the interpretation of any rule its decision shall be final.

These rules rescind all previous rules. 29 July 2010

Club President: Patrick Menzies

Club Secretary: Marjorie Barnett

Club Treasurer: Rod Clarke

