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Send completed forms to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142 or processing@societies.govt.nz

Certificate - Alteration of rules

Section 21 Incorporated Societies Act 1908

1. Name of society

WAIHI BEACH TENNIS CLUB INCORPORATED

2. Society number

212900

NPC# 08
21 OCT 2015

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

Name

HELEN HARRISON

Position

SECRETARY

Signature

Harrison

20 / October / 2015

3. Complete this checklist before filing your application

- 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

Helen Harrison
Box 105
Waihi Beach 3642

Telephone

Email (optional)

**Waihi Beach Tennis Club Incorporated
Changes to Rules**

Current:

5. OFFICERS The Officers of the Club to be elected at each Annual General Meeting of the Club shall be a Patron, a President, a Vice-President, a Secretary-Treasurer or Secretary and Treasurer, one Male Club Captain, one Lady Club Captain who shall be ex-officio members of the Committee, and in addition there shall be not less than four and not more than six General Committee Members elected by ballot at each Annual General Meeting.

New:

5. OFFICERS The Officers of the Club to be elected at each Annual General Meeting of the Club shall be a Patron, a President, a Vice-President, a Secretary-Treasurer or Secretary and Treasurer, one Club Captain, one Midweek Club Captain who shall be ex-officio members of the Committee, and in addition there shall be not less than four and not more than six General Committee Members elected by ballot at each Annual General Meeting.
- 5.1 Nominations for members of the Committee shall be called for at least 28 days before an Annual General Meeting. Each candidate shall be proposed and seconded in writing by Members and the completed nomination delivered to the Secretary. Nominations shall close at 5pm on the fifth day before the Annual General Meeting. All retiring members of the Committee shall be eligible for re-election.
- 5.2 If the position of any Officer becomes vacant between Annual General Meetings, the Committee may appoint another Committee Member to fill that vacancy until the next Annual General Meeting.
- 5.3 If any Committee Member is absent from three consecutive meetings without leave of absence the Chair/President may declare that person's position to be vacant.

Current:

8. AUDITOR

An Auditor (not being an Officer of the Club) shall be appointed at each Annual General Meeting of the Club and shall audit the annual statement of accounts and balance sheet and certify the same as correct before they are adopted by a General Meeting.

New:

8. AUDITOR

An Auditor or Reviewer (not being an Officer of the Club) shall be appointed at each Annual General Meeting of the Club and shall audit or review the annual statement of accounts and balance sheet and certify the same as correct before they are adopted by a General Meeting.

Signed:

Hanson
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Dr
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Devon Brooks
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SECRETARY
.....

President
.....

club caption.
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