



Certificate - Alteration of rules

Section 21 Incorporated Societies Act 1908

1. Name of society

Nga Tai Whakarongo Whanau Hoe Waka Incorporated.

2. Society number

1046472

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

Name

Maraea Nikora

Position

Chairperson

Signature

07 / 11 / 2017

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

Maraea Nikora
PO Box 9565
Hamilton 3240





"A"

NGA TAI WHAKARONGO WHANAU HOE WAKA INCORPORATED.

THE CONSTITUTION AND RULES

1. NAME

The Society shall be called "Nga Tai Whakarongo Whanau Hoe Waka Incorporated" also known as Nga Tai Whakarongo Outrigger Canoe Club (hereafter referred to as Nga Tai Whakarongo OR the Society).

2. PURPOSE

2.1. Nga Tai Whakarongo shall exist to foster and promote the ancient traditions of Polynesian Waka for recreational and sporting purposes.

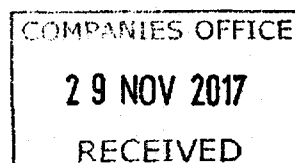
3. OBJECTIVES:

The objectives for which the Society are formed are to:

- 3.1. Enhance the development, leadership, practice and promotion of waka.
- 3.2. Educate paddlers involved in waka and the wider community, in waka tikanga, water safety and other issues associated with the sustainability of waka as a recreational and sporting activity.
- 3.3. Participate in the care and restoration of environmental areas of significance for the benefit of cultural, recreational and sporting waka activities.
- 3.4. Exercise the Society's power to build, purchase or obtain; equipment, resources or enter partnerships deemed necessary to best achieve the objectives of Nga Tai Whakarongo.

4. MEMBERSHIP

- 4.1. Membership of the Society shall be open to all people with a particular interest in the sport and who are in accord with the objectives of this Society.
- 4.2. Any person may become a member of the society by paying the annual subscription.
- 4.3. Membership of the society does not confer on any member thereof any privilege any estate or proprietary right, interest, or share in the funds and property of the Society nor shall any member be personally liable for any of the liability of the Society.
- 4.4. The secretary of the Society shall keep a Register of all members of the Society and it shall contain such records as deemed necessary by a general meeting to assist compliance with national body regulations.



- 4.5. Current members will be entitled to attend the regular Executive meetings of the Society, unless the committee meeting or a portion of the meeting is held as a closed meeting.
- 4.6. Members who attend Executive meetings do so knowing they do not hold voting rights in this forum and must not obstruct the progress of the business in such meetings.

5. TERMINATION OF MEMBERSHIP

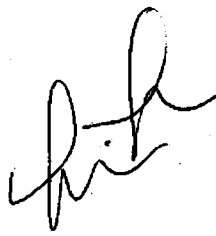
- 5.1. Any member may resign their membership at any time by notice in writing to the Secretary and on receipt of this notice; they shall cease to be a member of Nga Tai Whakarongo.
- 5.2. The executive may invite a member to stand down for breach by him or her of club rules, or for unbecoming conduct.
- 5.3. Members may resign voluntarily, by notifying the club in writing of his/her resignation.
- 5.4. No refund will be given of the annual subscription in the event a member resigns or is required to stand down.

6. MEMBERSHIP FEE

- 6.1. The annual membership fee payable by each individual or whanau group within Nga Tai Whakarongo, shall be determined by current members of Nga Tai Whakarongo at their Annual General Meeting.
- 6.2. Membership fees of existing members shall be payable by 01 October of each year. Subscriptions of new members are payable within twenty eight (28) days of being accepted. Subscriptions of children sixteen (16) and under will be payable by 01 October of each year.
- 6.3. Any member whose fees are outstanding will not be permitted entry into Nga Tai Whakarongo, regional and national regattas held under the sanction of Nga Kaihoe O Aotearoa Inc.

7. ALTERNATIVE TO RULES

- 7.1. The rules may be altered, added to or rescinded at any General Meeting of the club, provided all financial members have been notified of intended changes 14 days prior to the General Meeting being held. Passing of these changes must be by majority vote.
- 7.2. All rule changes, alterations or amendments shall be consistent with the rules governing the club and shall not affect the winding up clause, or the charitable nature of the organisation as approved by the Inland Revenue Department.



8. MEETINGS

The Society shall hold the following meetings:

8.1. Executive meetings; Special Executive meetings; Special General meetings; and an Annual General Meeting.

8.2. Executive Meetings

The executive committee shall meet at least once a month at a time and place to be fixed by resolution of the executive committee. They shall meet to discuss issues arising, functions and operations of the society.

8.2.1. Quorum at Executive meetings

An Executive Committee shall require a minimum of four (4) members for its quorum.

8.3. Executive Special Meetings

The Secretary may summon a Special Executive Meeting on the receipt of a verbal and or written notice by the Chairperson, or a written request by three members of the committee. They shall meet to discuss matters of urgency that require executive decision making or awareness in the absence of being able to wait for the next executive monthly meeting.

8.4. Special General Meetings

The Secretary may summon a Special General Meeting on the receipt of a verbal and or written notice by the Chairperson, and a written request by three members of the committee and or club members. Fifteen (14) days notice will be given to all members of the Society with regards to the reason for a Special General Meeting.

8.4.1. Quorum at Special General Meetings

A Special General Meeting shall require a minimum of eight (8) members including at least three (3) who are Executive Officers of the society for its quorum.

8.5. Annual General Meeting

This meeting shall be convened by the Executive Officers in April of every year. It shall address the following issues:

- (i) Previous Years Financial Audit.
- (ii) Election and nomination of Executive Officers
- (iii) Appointment of a Honorary Auditor and Solicitor
- (iv) An Annual Report
- (v) General Business
- (vi) And, any other business as the Society deems necessary.

8.5.1. Any issues for general business discussion or to be placed on the ANNUAL



GENERAL MEETING agenda must be submitted either verbally or in writing to the secretary for inclusion on the agenda.

9. SUMMONSING

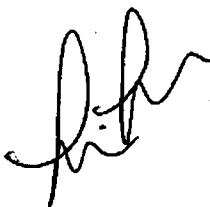
- 9.1. Notice of special general meetings or annual general meetings to be held will be given by advertisement in the club newsletter, by the club website, by email and/or social media to financial club members only.
- 9.2. An agenda for the ANNUAL GENERAL MEETING shall be made accessible by email or posted upon request to all financial members two weeks prior to the meeting date.

10. VOTING

- 10.1. Every member of the Society shall have voting rights, the exception being honorary members. Parents or legal guardians have the power to vote on behalf of their child, sixteen (16) years and under who holds membership with the Society, but will only be entitled to use that power once when voting, regardless of how many children hold membership with the Society.
- 10.2. At an Annual General Meeting all members of the club whose subscriptions have been paid for the current financial year shall be entitled to exercise a vote. Those in attendance whom are not financial members can not exercise the right to vote.
- 10.3. Voting on all matters shall be decided on the voice, or by a show of hands, if required by any voting member, provided however, that in the case of an election where there is more than one nominee for a position, or in regard to any other matter, if requested by any other three members present, a secret ballot.
- 10.4. Chairperson's Vote: The chairperson may have two votes in the event of a stalemate. The first vote is at his/her discretion: if there is a stalemate, then the chairperson is allowed a second vote.

11. MANAGEMENT OF NGA TAI WHAKARONGO AFFAIRS

- 11.1. The management and control of the affairs of Nga Tai Whakarongo shall be vested in the Executive Committee who may exercise all such powers as are not by these rules required to be exercised by Nga Tai Whakarongo in a special general meeting or a annual general meeting.
- 11.2. The Secretary shall take and keep minutes of all meetings, give the prescribed notices of meeting, conduct the correspondence of the club, keep a register of members and generally carry out the duties usually devolving on the secretary.



12. APPOINTMENT OF EXECUTIVE OFFICERS

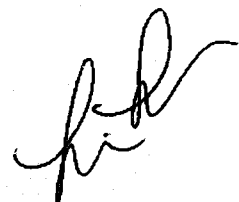
- 12.1. The appointment of Executive Officers shall be determined at an Annual General Meeting. Executive Officers shall be club members or parent / caregivers of a junior club member.
- 12.2. The election of such officers shall be by nominating and voting procedures.
- 12.3. The Officers shall be known as "Nga Tai Whakarongo Executives" and will be the following:
- (i) The Chairperson
 - (ii) The Deputy Chairperson
 - (iii) The Secretary
 - (iv) The Treasurer
 - (v) The Club Captain
 - (vi) The Club Coach
 - (vii) Executive Member
 - (viii) Executive Member
- 12.4. Nga Tai Whakarongo executive responsible for the day to day running of the Society are: Chairperson, Secretary, Treasurer, Club Captain.
- 12.5. The Nga Tai Whakarongo "Emergency Committee" responsible for adhoc one-off decisions pertaining to the operations of the Society are: Chairperson, Treasurer, Club Captain, and one other executive member. Such decision making must be ratified at the next executive or general meeting.
- 12.6. Executive Officers can resign at any time, providing it does not affect the quorum for voting, during their period of office. New executive officers shall be co-opted until the next Annual General Meeting.
- 12.7. It would be preferable that the Honorary Auditor and Solicitor be club members.

13. COMMON SEAL

- 13.1. The Common Seal shall be held by the Secretary and shall be affixed to documents in the presence of two (2) other Executive members, one duly being the Chairperson or his/her nominated delegate.

14. FINANCE

- 14.1. All funds received by the Society must be receipted and the Treasurer or their nominated delegate will be responsible in ensuring that this is carried out.
- 14.2. Any monies received by the Society shall be banked as soon as possible and the Treasurer or their nominated delegate shall be responsible in carrying this out.
- 14.3. The Executive who shall hold signing authority for the bank accounts of the Society shall be



- the Treasurer, whose signature must be on every outgoing transaction, and include one of two other executive members, one duly being the Chairperson.
- 14.4. The Treasurer shall keep the financial records of the Society and present a monthly report to executive.
- 14.5. The financial year of the Society shall be the 1st day of April in one year to the 31st day of March in the next.
- 14.6. All payments of a non-routine nature over the amount of \$200.00 are to be authorized by the Society at an executive meeting before payment will be made.
- 14.7. The Society is not created for the profit of any of its members there or and no member shall derive pecuniary gain or benefit from the funds of the club.
- 14.8. The Society name and logo can not be used for financial gain or sponsorship for any Individual or group, unless permission is given by the club at a executive committee meeting.
- 14.9. Any member shall be paid no more than would be considered reasonable remuneration in arms length transaction for services provided on behalf of the club.

15. POWERS

- 15.1. The Society is hereby given the widest possible powers to do all things that it deems necessary in pursuit of the object of the Society.
- 15.2. The Society shall have the ability to hold meetings and conduct them as outlined in Rule 7.
- 15.3. The Society shall have the ability to convene Committees for the purposes of carrying out specific tasks and holding specific powers which the Association shall deem fit.
- 15.4. The Society shall have the ability to determine disciplinary action when deemed necessary.
- 15.5. The Association shall have the following powers:
- (a) To acquire by purchase, lease, or otherwise any real or personal property.
 - (b) To sell, exchange, maintain, improve, lease, hire, dispose of, manage, control, invest, resource, or otherwise deal with or turn to account any real or personal property of the Society.
 - (c) To borrow or raise money by any means and upon such condition as to security or otherwise as the Society may deem fit.
 - (d) To loan secured monies to any corporation upon such terms as the Society deems fit.
 - (e) To remunerate or pay honoraria to the Officers of the Society, employ staff, engage agents and appoint representatives.
 - (f) To appoint trustees to all or any part of the funds and property of the Society and invest such funds in such trustees.



- (g) To engage in, prosecute, defend and otherwise undertake any legal action or legal proceedings on behalf of the Society and to expend such money and employ such solicitors, counsel and other advisors as the Society may deem necessary.
- (h) To edit, print, publish and distribute magazines, newspapers, newsletters, website, social media, books, pamphlets and other literature.
- (i) To join and affiliate with any person or other organization of whatever kind and having similar objectives.
- (j) To apply for and acquire such licences and or permits deemed necessary by the Society.

16. REGISTERED OFFICE

- 16.1. The registered office of the Society shall be situated at such a place as the Society shall from time to time determine.

17. NGA KAIHOE O AOTEAROA INC.

- 17.1. The Society shall duly fulfil all responsibilities as a member of "Nga Kaihoe O Aotearoa Inc." the National Waka Ama Body, these include payment for annual subscriptions via the regional body, attendance at hui and support for all Nga Kaihoe O Aotearoa Inc. activities.
- 17.2. The Society shall not be held responsible or in any way held accountable by any irregularities in the functions and operations of Nga Kaihoe O Aotearoa.

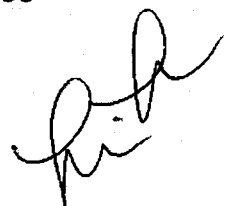
18. TE PUKU O TE IKA INC.

- 18.1. The Society shall duly fulfil all responsibilities as a member of "Te Puku O Te Ika Inc." the Regional Waka Ama Body, these include payment of annual subscriptions, attendance at hui and support for all Te Puku O Te Ika Inc. annual activities.
- 18.2. The Society shall not be held responsible or in any way held accountable by any irregularities in the functions or operations of Te Puku O Te Ika Inc.

19. WINDING UP OF THE SOCIETY

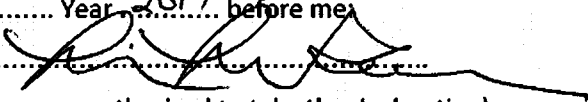
- 19.1. In the event of this club being wound up, the surplus assets and funds, after payment of the club's liabilities and expenses of winding up, shall be given to organizations having objects similar to the club or to some other charitable organization or purpose within New Zealand.

This is the document marked "A" referred to in the annexed declaration of NGA TAI WHAKARONGO



WHANAU HOE WAKA made at

This 30 day of April Year 2017 before me

Maraea Nikora 

(Signature of solicitor or JP or other person authorized to take the declaration)