

**CHRISTCHURCH
SCHOOL
OF
GYMNASTICS
INC**

CONSTITUTION

REVISED February 2013

Christchurch School of Gymnastics Incorporated

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Christchurch School of Gymnastics Incorporated

1. TITLE

- (a) The Club shall be called the Christchurch School of Gymnastics Incorporated and shall be registered under the Incorporated Societies Act, 1908 hereinafter referred to as the Club.

2. DEFINITIONS

The following short terms shall be used and interpreted in the spirit of the following meanings unless specifically defined elsewhere

- (a) GSNZ. Gymsports New Zealand
- (b) FIG. International Gymnastics Federation.
- (c) USB. Upper South Regional Board.
- (d) Chair. The Chairman/women of the club elected by the Annual General Meeting.
- (e) Chief Executive Officer. The officer appointed by the Board responsible for operational management to the Board.
- (f) Board. Elected or appointed members who govern the club
- (g) Board Member. Elected or appointed member of the Board.
- (h) Chief Executive - Consists of the Chair, the Chief Executive Officer and one other Board member
- (i) Competitive Member. A gymnast currently enrolled at the club as a competitive gymnastics member and registered as such with Gymsports New Zealand.
- (j) General Gymnastics Member. A gymnast who participates in a non competitive club programme, and who pays fees to the club for tuition.
- (k) Participation Member. A participation member is a person who participates in a daytime gymsport programme at the club.
- (l) Senior member. An interested person over the age of 16 accepted as a member according to Rule 7.
- (m) Gymnastics / Gymsports mean those disciplines which from time to time come under the jurisdiction of GSNZ with those disciplines to be defined by the FIG.

- (n) Regional Service Organisation. A duly affiliated Regional Service Organisation claiming jurisdiction of the sport over a particular defined region in New Zealand.
- (o) Awards Committee. A group of Life Members elected at the AGM, minimum of 2.

3. REGISTERED OFFICE

- (a) The Registered Office of the Club shall be
Queen Elizabeth 11 Park
Travis Road
Burwood
Christchurch 8009
- (b) All correspondence shall be addressed to
Christchurch School of Gymnastics Inc
P.O. Box 18-827
New Brighton
Christchurch 8641

4. OBJECTS OF THE CLUB

- (a) The objects and purposes of the club are those of a “charitable purpose” as defined in Section 5(1) of the Charities Act 2005.
- (b) The Club shall pay or apply in New Zealand the capital and income of the Club in such amounts, at such time, and subject to such terms and conditions the board members, in accordance with the terms of this constitution, shall decide, exclusively for all or any of the following purposes:-
 - i. Advancement of education and coaching to enhance the physical development of New Zealanders.
 - ii. Recreational and similar purposes as set forth in Section 61A of the Charitable Trusts Act 1957 or any Act in amendment or substitution thereof.
 - iii. To promote sport education in all its aspects including (but not limited to) health, fitness, training, high performance, sportsmanship, seminars, and coaching.
 - iv. Using the sport of Gymnastics to achieve the above.
 - v. The term gymnastics used in these rules means gymnastics in its wider meaning, encompassing movement, education and sport activities with a focus on emphasizing the aspects of mental and

physical exercise, development, discipline and effort in an education context and the formative benefits for young people.

5. **AFFILIATION**

- (a) The club shall be affiliated to GSNZ.

6. **MEMBERS**

- (a) Christchurch School of Gymnastics Inc shall consist of financial members who are currently enrolled in programmes at the club, and those who are parents / caregivers of an enrolled member, if that member is under 16 years.
- (b) The members shall be all persons who are financial members of the Club at the date of adoption of these Rules, and all other persons who thereafter shall be elected as a Member in accordance with these Rules.
- (c) There shall be the following classes of membership, with such rights, and subject to such obligations as to membership fees and otherwise as are prescribed by, or pursuant to these Rules:
- (i) Competitive Gymnastics Members
 - (ii) General Gymnastics Members.
 - (iii) Participation Members.
 - (iv) Senior Member; any other person having some other interest in the sport of gymnastics or the club may apply to the Club for senior membership.
 - (v) Life Members;
 - 1) On the recommendation of the Board, the Club may confer Life Membership upon a Member who has rendered significant service to, or on behalf of the Club, at any Annual or Special General Meeting. Any financial member may propose such nomination to the Board for consideration.
 - 2) Such election shall require the affirmative vote of at least three quarters (3/4) of the Members present and eligible to vote at the Annual or Special General Meeting.
 - 3) Life Members shall not be liable to pay any Club subscriptions or fees and shall be deemed to be financial members at all times.

7. COMPETITIVE & SENIOR MEMBERS

- (a) Every application for competitive membership or senior membership shall be in writing on the form prescribed by the Board.
- (b) Any new Senior Members shall be elected at a Board Meeting or General Meeting. The Board or the general meeting of members may refuse to elect any applicant for membership without giving reason therefore.
- (c) Every applicant, by signing the application form, agrees, if so elected, to be bound by the Rules and policies of the Club
- (d) This constitution incorporates the provisions of the constitution of the New Zealand Gymnastics Association Inc, and all the regulations and by - laws made pursuant to it ("the GSNZ Regulations and By - Laws"). As such, every member of the club is bound by the GSNZ Constitution, Regulations and By - Laws in accordance with the GSNZ Constitution and any agreement made between GSNZ and the Club.

8. REGISTER OF MEMBERS

- (a) The Board shall cause to be kept a Register of Members as required by the Incorporated Societies Act, 1908. Every Member shall furnish the club office with any changes to name, physical, postal and e-mail address, and telephone number to maintain such register.
- (b) The membership register of the Club shall be prima facie evidence of membership and category of membership of the club.

9. TERMINATION OF MEMBERSHIP

- (a) The membership of any Member of the Club shall be terminated on the happening of any of the following events:
 - (i) Death, or
 - (ii) Written resignation which has been duly received by the Club, or
 - (iii) Non-payment of any membership fee, or other charges owing to the Club for a space of three (3) months from the date such payment is due, unless such payment has been remitted by the Club, or
 - (iv) Expulsion from membership in accordance with these Rules.

- (b) Should any terminated membership require clearance, either immediate or in the future, to join another Club, then the Secretary shall advise the new Club of the applicants condition of termination, and that there are no financial obligations outstanding.

10. **GOVERNANCE**

- (a) The affairs of the Club shall be governed by a Board consisting of elected and appointed Board Members, and an Chief Executive Officer.

11. **BOARD MEMBERS**

- (a) With the exception of the Chief Executive Officer and any appointed members the Chair, vice Chair and the members at large are elected by the AGM. The Board will comprise a maximum of nine (9) and a minimum of six (6). Nominations for election to the Board may only be accepted from financial or life members of the Club at the date of the Annual General Meeting.
 - (i) Chair.
 - (ii) Vice Presidents (2)
 - (iii) Chief Executive Officer
 - (iv) Members at large (3)
 - (v) Appointed members (2)
- (b) The Chair (and in the absence of the Chair a Vice Chair) shall, in addition to all other duties described in these rules, generally oversee and direct the affairs and business of the Club.
- (c) The term of office of Board Members shall extend until, and including, the second (2nd) Annual General Meeting after election, unless a Board Member gives written notice to the Executive Officer to retire early.
- (d) Each elected member of the Board must be a financial member of the club.
- (e) Rotation. At each AGM three elected members of the Board shall retire from the Board.
 - (i) Rotation 1 – Chair, 2nd Vice Chair, 1 Member at large.
 - (ii) Rotation 2 – 1st Vice Chair, and 2 members at large.

At the first AGM after the revision of these rules (2004) all members shall stand for election. The Board members listed in rotation 1 shall be elected for a term of two years on even numbered years, and those Board members listed in Rotation 2, shall be elected initially for one year and thereafter be up for election on uneven numbered years.

- (f) A Board member who has vacated office as a member or whose term has expired remains eligible to be re-elected as a Board member.
- (g) The Board may co-opt Members to fill casual vacancies that may occur between elections. Such co-opted Members shall enjoy full voting and other rights as if they had been elected at an Annual General Meeting, but membership will continue only for the term of the member who they have replaced.
- (h) The Board may also co-opt onto the Board as Members any other person/s it sees fit to fill a particular role, from time to time, and for any period. Such Members need not be financial members of the Club and will not enjoy voting rights as Members of the Board.
- (i) Any Board Member who, without leave from the Board, absents herself / himself from two (2) consecutive Board Meetings shall be deemed to have forfeited his/her seat. The Board shall co-opt a replacement Member in accordance with Rule 12(f) above for the term of the member who has been replaced.
- (j) The Chair of the Board shall be elected from and by the Board Members, and shall be elected annually at the first Board Meeting after the AGM unless the Board elects to replace the chairperson between Annual meetings.

12. **ANNUAL GENERAL MEETINGS**

- (a) The Annual General Meeting of the Club shall be held each year within five (5) months of the end of the Club's financial year, on a date, and at a place determined by the Board.
- (b) Written notice of the date and place of the Annual General Meeting shall be communicated to all Club financial and life members at least twenty-one (21) days prior to the date of the Meeting.
- (c) Notices of Motion and Remits for inclusion on the Agenda of the Annual General Meeting must be forwarded in writing to the Chief Executive Officer at least fourteen (14) days prior to the date of the Meeting.

- (d) At least seven (7) days prior to the Meeting a copy of the Agenda, Chairman's Annual Report and Treasurer's Financial Report shall be sent to all financial and life Members of the Club.
- (e) The business to be transacted at the Annual General Meeting shall be:
 - (i) Roll Call
 - (ii) Apologies
 - (iii) Confirmation of Minutes of previous Annual General Meeting
 - (iv) Confirmation of Minutes of any Special General Meeting
 - (v) Presentation and Adoption of The Annual Report
 - (vi) Presentation and Adoption of Financial Report and Annual Accounts.
 - (vii) Present the draft Budget for the following financial year.
 - (viii) Notices of Motion
 - (ix) Remits
 - (x) Election of Board Members, Award Committee and Club Auditors
 - (xi) General Business
- (f) All financial competitive members (or their parent / caregiver if the competitive member is under 16 years) Senior members and Life members at the date of Annual General Meeting shall be eligible to attend the Meeting and shall be accorded speaking and voting rights.

13. **SPECIAL GENERAL MEETINGS**

- (a) A Special General Meeting of the Club shall be convened on a resolution of the Board, or upon the requisition of a minimum of thirty (30) financial or life members of the Club.
- (b) The request shall state the purpose for which a Special General Meeting is called, and no other business shall be considered at the Meeting.
- (c) The procedure to be adopted for the conduct of the Meeting shall be in accordance with that stipulated for the Annual General Meeting, in so far as is applicable.

- (d) Notice of every Special General Meeting shall be communicated to all financial and life Members of the Club at least fourteen (14) days prior to the Meeting and shall state the date, time, venue and business to be transacted thereat.

14. **NOMINATIONS**

- (a) Nominations for Board Members must be submitted in writing to the Chief Executive Officer, proposed and seconded by any financial or life members of the Club, no later than fourteen (14) days prior to the Annual General Meeting. The nominee must consent to the nomination by signing the application.

15. **ELECTIONS**

- (a) All elections of Board Members shall be by secret ballot.
- (b) All valid nominations for Board Members shall be submitted to the vote if nominations exceed vacancies.
- (c) If there are insufficient ballot nominations received but not otherwise further nominations may be received from the floor at the Annual General Meeting.
- (d) Ballot papers shall be destroyed in the presence of the Meeting immediately after the election to which they relate is completed.

16. **VOTING**

Only financial and Life Members of the club shall have voting rights at official meetings.

- (a) No member shall have more than one (1) vote except as provided under Rule 16(c).
- (b) The Chief Executive Officer shall have one (1) vote only if a financial or life member of the Club.
- (c) The Chair shall have one (1) deliberative vote, and in the case of equilibrium of votes, shall additionally have one (1) casting vote.
- (d) Any competitive member aged sixteen (16) years or more, the parent or caregiver of any other competitive member and any Life Member and Senior Member shall have the right to vote at any meeting of the Club.

- (e) Unless otherwise specified in the Rules, voting shall be by voices or show of hands, or secret ballot as the President shall direct.
- (f) A secret ballot shall be taken if requested by financial or life members of the Club. Such ballot shall be taken immediately in such manner as the Chair directs and the results recorded in the minutes.
- (g) The declaration by the Chair, that a vote has been carried or lost shall be final.

17. **PROXIES**

- (a) No financial or life member of the Club may appoint any other person as his/her Proxy to attend and/or vote at any Meeting of the Club or Board.

18. **QUORUMS**

- (a) At any Annual or Special General Meeting of the Club at least 15 (fifteen) eligible to attend and vote shall constitute a quorum, plus a minimum of four (4) Board Members.
- (b) At any meeting of the Board at least fifty per cent (50%) of those eligible to attend and vote shall constitute a quorum.
- (c) A quorum shall be present throughout the full duration of the meeting. At any meeting when a quorum cannot be achieved, or during the meeting attendance falls below a quorum, the meeting shall be adjourned and reconvened within one month as determined by the Board.
- (d) At a Special General Meeting if a quorum is not achieved by 15 minutes after the advertised starting time, the chairperson shall adjourn the meeting, the persons present shall determine the time and date of the next meeting. The notice of such meeting shall be advertised as per rule 13 (d).
- (e) At the 2nd Special General Meeting if no quorum is present then the Board shall be entitled to transact the business at their next Board Meeting as follows.
 - (i) 80% of those eligible to attend and vote at the Board Meeting shall constitute a quorum.
 - (ii) Such business shall require the affirmative vote of at least 80% of the members present.

19. POWERS OF THE BOARD

From the end of each Annual General Meeting and until the end of the next the Club shall be administered, managed and controlled by the Board, which should be accountable to the Members for the implementation of the policies of the club.

Subject to these rules and Resolution of any General meeting the Board shall exercise all of the Club's powers, other than those required by statute or by the rules to be exercised by the Club in General meeting. The Board from time to time may make and amend regulations, bylaws and policies for the conduct and control of Club activities but no such regulations, bylaws and policies shall be inconsistent with these rules. These rules and such regulations, bylaws and policies shall be available at all reasonable times for inspection by members and copies should be provided (at cost) to any Member on request.

The Board shall have the full power and authority to:

- (a) Set review and monitor the Club's Strategic Plan.
- (b) Appoint an Chief Executive Officer to manage all affairs of the Club to meet its stated objectives and determine the job description, key performance indicators and remuneration of such officer.
- (c) Appoint sub-committees to carry out other duties or functions for the Club as it may prescribe.
 - (i) Any sub-committee may be dissolved at the discretion of the Board.
 - (ii) Any member of any sub-committee may be substituted at the discretion of the Board.
 - (iii) Only the Board can ratify sub-committee decisions before they become binding to the Club.
 - (iv) No sub-committee may conduct business on behalf of the Club without prior Board authorisation.
 - (v) It is the responsibility of all sub-committee members to expeditiously carry out the requirements as prescribed by the Board and further report to the Board at regular intervals, as determined by the Board.
- (d) Regulate and control the conduct of officials and members of the Club.

- (i) Impose any penalty, including fine, suspension or expulsion upon any official or member of the Club found guilty of breaking any Rules of the Club, or refusing to give effect to any resolution passed by the Board or at an Annual / Special General Meeting.
 - (ii) Suspend, or otherwise penalise any official or member of the Club who may be found guilty of improper, unfair or unsportsmanlike conduct.
- (e) Keep all records and minutes of the Club and the Board.
 - (f) Maintain a record of the names, addresses, telephone numbers and electronic mail addresses of all members of the Club as per Rule 8 (a).
 - (g) Maintain such other books, records, and registers, both manual and electronic, as the Board may, from time to time, decide.
 - (h) Raise any funds necessary for the purposes of the club by such means as the Board may from time to time determine. The Club shall have the power to borrow, but only in pursuance of a resolution carried by eighty per cent 80% of the Board
 - (i) Appoint up to 2 additional members as Board members to provide specific competencies determined necessary by the Board from time to time, such appointments to be for such period and on such terms as the board may determine.
 - (j) Establish an Annual Plan consistent with the Strategic Plan and budget for financial performance and monitor results against the annual plan and budget.
 - (k) Approve all club inward and outward tours.
 - (l) Minutes purporting to be signed by the Chair of the Board of a meeting shall be received as prima facie evidence of the matters contained in such minutes.
 - (m) Settle any questions that may arise not specifically provided for in this constitution.

20. **BOARD MEETINGS**

- (a) Board Meetings shall meet at such times each year as the Board considers necessary for the efficient governance of the club. Meetings shall be held no less than 4 times per year.

- (b) Matters of an urgent nature may be dealt with outside of regular Board Meetings, either by impromptu meetings, telephone conferences, or electronic mail by the Chief Executive. Full records of the meeting and actions must be prepared and tabled at the next regular Board Meeting.
- (c) Only Board members shall have voting rights at Board meetings.
- (d) Any financial member of the Club may attend Board meetings.
- (e) Speaking rights are to be requested in writing to the Chief Executive Officer or President at least 7 days prior to the scheduled meeting.

21. CHIEF EXECUTIVE OFFICER

- (a) The Chief Executive Officer shall be appointed by the Board and shall be a full member of the Board.
- (b) Receive all monies for and on behalf of the Club, and deposit the same into such bank or banks as the Board may, from time to time, determine, to the credit of an account, or accounts, in the name of the Club.
- (c) Pay all accounts or advances in the manner prescribed, or as directed by the Board, after the same have been approved for payment at a Board Meeting. The Board may authorise the Chief Executive Officer to make certain payments of a regular nature and / or anticipated accounts and subsequently have them ratified at the next Board Meeting.
- (d) Maintain all Goods and Services Tax (GST) records, and ensure that appropriate returns and payments, etc, are filed with the Inland Revenue Department in accordance with prevailing regulations.
- (e) Maintain complete and accurate records of all transactions appertaining to all accounts, and have prepared monthly statements of income and expenditure for presentation at Board Meetings.
- (f) Have prepared the Annual Statement of Financial Position and Performance, and prepare the Fixed Asset Depreciation Schedule for all Club property within three (3) months after the end of the financial year. Accounts are then to be submitted to the Club appointed auditor for presentation at the next Annual General Meeting.
- (g) Chief Executive Officer's contract. The Chair and one Vice Chair of the Board shall set key performance indicators with the Chief Executive Officer and conduct an annual review of the Executive Officer's performance. Adjustments to the Chief Executive Officer's

remuneration package will be made subject to performance and relative movements in salary determined in consultation with the local Regional Sports Trust. Any movement is subject to the club's financial position; no annual adjustment is assumed or implied.

- (h) The Chief Executive Officer for all intents and purposes is also the nominated Club Secretary.
- (i) The Common Seal of the Club shall be retained by the Chief Executive Officer who shall affix to such documents as the Board may from time to time direct and shall be attested by two Board Members or a Board member and Chief Executive Officer.

22. **MINUTE SECRETARY**

- (a) The Minute Secretary shall be appointed from the Board members by the Board.
- (b) Maintain a record of all meetings.

23. **FINANCE**

- (a) The financial year of the Club shall end on 30 September each year.
- (b) The Board shall determine the signing authority for the Club.
- (c) The Board shall have the power to impose levies on Club members for special purposes, but only in pursuance of a resolution carried by more than fifty per cent (50%) of Board Members.
- (d) The suspension from participation in Club activities does not absolve the payment of any fees in arrears by that member.

24. **AUDIT OF ACCOUNTS**

- (a) The accounts of the Club shall be audited once in each year, or at other times as required by the Board, by a suitably qualified person, not being an active member of the Board or a Club Official, and duly appointed under these Rules, who shall have power to call for the production of all books, papers, accounts and documents, either physical or held on computer, relating to the affairs of the Club, at any time.

25. PRIZES / AWARDS

- (a) Life Memberships may be awarded to a person who has given outstanding service to the Club. Recommended minimum 6 years.
- (b) Service Awards may be awarded to a person who has given outstanding service to the Club for a minimum of 4 years.
- (c) Life Memberships and Service Award nominations shall be forwarded to the Board by the Awards Committee for approval prior to being presented at the AGM.
- (d) A scholarship may be awarded to any gymnast, coach or judge at the discretion of the Board. A separate fund will be held for this purpose. Such rewards will be to reward excellence and to foster staff development.
- (g) Grant and seek where appropriate, recognition for Members to obtain awards or public recognition for gymnastics or other service to the community.

26. DISCIPLINE:

- (a) **Suspension.** The Board may suspend any member of the Club (The Board may impose a suspension for up to a maximum of 1 month) if they violate any of the Clubs rules or regulations or fail to comply with any reasonable direction from the Board or one of its officers or Club employee's.
If the Board deems it necessary to suspend a member it will serve a Notice of Proposal to Suspend on that Club member, which will include:
 - (i) A date and time for that member to attend a meeting with the Board.
 - (ii) A brief explanation with regard to any infringement of the rules of the Club.

In the event that a Club member is served with a **Notice of Proposal to Suspend**, they may either:

- (i) Accept the notice and forgo the meeting with the Board
or
- (ii) Meet with the Board and present an explanation for their actions.

Disruptive behaviour by a gymnast may result in the coach on duty dismissing the gymnast from the current training session.

(b) **Expulsion.** Any member of the Club found to be guilty of the following may be summarily suspended by the Board pending a hearing with the Board to show just cause why they should not be expelled from the Club. In the event they fail to show just cause the member shall be recommended for expulsion.

- (i.) flagrant breaches of the rules or regulations of the Club,
- (ii.) Habitual insubordination,
- (iii.) Unfair practices,
- (iv.) Conduct prejudicial to good order, decency or discipline whether within the Club precincts or representing the Club, Province or Country,

The Board shall have the final decision as to the outcome of any hearing. Upon the Board recommending expulsion of a member a Special General Meeting shall be convened in accordance with **Rule 13 Meetings.**

(c) Appeals

- (i.) Any member of the Club may appeal to the Board against any decision made by or on behalf of that Board, sub-committee or officer.
- (ii.) A request for an appeal shall be in writing addressed to the Chair of the Club and shall:
- (iii.) Set out specifically the decision appealed against.
- (iv.) The grounds for such an appeal.
- (v.) Be received by the President no later than 2 weeks after the decision is made public.
- (vi.) The Board will determine the timing of any appeal meetings.
- (vii.) A parent and/or supporter at the appeal meeting may accompany the member making the appeal.

27. ALTERATION OF RULES

- (a) No alteration, annulment or addition to these Rules shall be made except at an Annual or Special General Meeting and carried by a resolution of a simple majority of those present and eligible to vote.
- (b) Any member proposing an alteration to these Rules must submit them in writing to the Secretary (Chief Executive Officer) at any time and in any case no later than 21 days prior to the Annual or Special General Meeting for inclusion on the agenda of the next meeting.

28. INTERPRETATION OF RULES

- (a) Subject to statute, these rules and the resolutions of General meetings, the decisions of the Board on the interpretation of these rules and all matters dealt with by it in accordance with these rules and on matters not provided for in these rules shall be final and binding on all members.

Exception:

No addition or alteration to the Pecuniary Gain or the Winding Up rules shall be allowed without the approval of the Inland Revenue Department.

29. PECUNIARY GAIN (PERSONAL FINANCIAL GAIN)

- (a) No member of the Club shall derive pecuniary gain from any property or operation of the Club. **Refer Exceptions**
- (b) The provisions and effect of this rule shall not be removed from this document and shall be included and implied into any document replacing this document.
- (c) No member shall vote or take part in any discussion on any matter before the Committee on which they have directly or indirectly any pecuniary interest other than their employment contract.

Exceptions

- (i) The employment of salaried/contracted staff for the Club shall be allowed, provided that any such income paid shall be reasonable and relative to the work carried out, and be mutually agreed between the Board and the employee.
- (ii) The payment of honorarium and or disbursements for services rendered to the Club shall be allowed and shall be voted on at a general meeting of the Club.

30. INDEMNITY

- (a) Every Board member of the Club who does any act in pursuance or intended pursuance of a provision of these rules or any rules or regulations there under in general meetings of the Board shall be indemnified by the Club against all losses and expenses incurred by them in connection with the discharge of their duties, unless the act was done in bad faith or without reasonable care.

31. WINDING UP

- (a) The Club may only be wound up by a resolution carried by a minimum of 80% of the Board and put to a majority vote at an Annual or Special General Meeting, and duly confirmed in accordance with provision 24 of the Incorporated Societies Act, 1908.
- (b) In the event of winding up or in the event of dissolution of the Club by the Registrar of Incorporated Societies, the property of the Club shall be subject to:
 - (i.) Payments of its debts and liabilities
 - (ii.) The costs and expenses of the winding up process
 - (iii.) Any funds, property or equipment remaining after Rule 31b (i) have been satisfied shall be given or transferred to another organization that has the same or similar charitable purposes recognized under New Zealand law.

We the undersigned agree that the above amendments were agreed at the Annual General Meeting held on the 13th February 2012

Jane ClarkDated

Avril EnslowDated.....

Roberta Massey.....Dated.....