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Post your completed form to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142

Certificate - Alteration of rules

Section 21 Incorporated Societies Act 1908

1. Name of society

The New Zealand Veteran Golfers' Association Incorporated

2. Society number

946685

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

Name

Mrs Marie J Roberts

NPC# 08
- 9 OCT 2012

Position

Secretary / Treasurer

Signature

12 / 09 / 2012

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



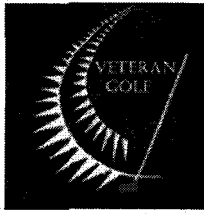
4. Your contact details

Name and postal address
Mrs MJ Roberts
PO Box 5118
Rotorua West 3044

Telephone 07 3484659

Email (optional) 'g

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New Zealand Veteran Golfers' Association

NZVGA Constitution



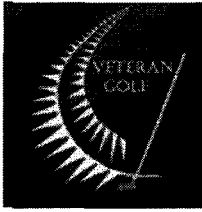
September 2011

We, members of the New Zealand Veteran Golfers' Association confirm that this copy is the NZVGA Constitution was approved at our Annual General in September 2011.

Name	Signature	Date
KEITH A. HICKMAN	<i>[Handwritten Signature]</i>	14/9/2012
PAMELA PASMA	<i>[Handwritten Signature]</i>	14/9/2012
MIKE JOBLIN	<i>[Handwritten Signature]</i>	14/09/2012



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New Zealand Veteran Golfers' Association

NZVGA Constitution

September 2011



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THE NEW ZEALAND VETERAN GOLFERS' ASSOCIATION
INCORPORATED

RULES

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Made at Rotorua this day of 5th ^{October} 2012 before me
an authorised officer.

[Handwritten Signature]

M. B. ROLSTON, J.P.
JUSTICE OF THE PEACE
FOR NEW ZEALAND
Secretary/Manager
11 B. Carnot Street

ROTORUA

[Handwritten Signature]



**RULES OF THE
NEW ZEALAND VETERAN GOLFERS' ASSOCIATION**

1. NAME

The name of the organisation shall be "New Zealand Veteran Golfers' Association Incorporated".

2. INTERPRETATION

In these rules:-

- a) The term Association shall mean "New Zealand Veteran Golfers' Association Incorporated".
- b) The term "District Association" shall mean a group or groups of veteran golfers within New Zealand with not less than Seventy Five (75) veteran golfers in the group or groups as financial members and having jurisdiction within a particular area, the boundaries of which have been approved by the Executive. (The boundaries being those as defined by NZ Golf (or whatever its future name may be)
- c) The term "Society" shall mean a golf club that holds a veteran tournament or a group of veteran golfers, including Ladies Veteran Golfers Associations, who may or may not hold a veterans tournament.
- d) The term "Member" shall mean a District Association or a Society which is elected to membership in accordance with these rules.
- e) A veteran golfer shall mean (until otherwise resolved at a General Meeting of the Association by a majority of at least two thirds of those entitled to vote at the General Meeting) a golfer who is a financial member of a golf club on the register of Clubs kept by NZ Golf (or whatever its future name may be) who has a current golf handicap and has attained the age of fifty five (55) years for men and fifty (50) years for women.
- f) The Term "Veterans Tournament" shall mean any tournament run by a Member of the Association. All golfers playing in a Veteran's Tournament must be current financial members of a Veteran Golfers Association.
- g) The term "Tournament Committee" shall mean those persons responsible for organising and running of veterans' tournaments.

3. OBJECTS

The objects of the Association are:-

- a) To foster and encourage the game of golf amongst veteran golfers by all such means in all such ways as the Association may deem desirable and without prejudice to the generality of the foregoing.

- b) To give such information, advice and assistance as may be necessary or helpful to the organising committees in the running of veterans' tournaments.
- c) To organise National and International Veterans' Tournaments, the NZVGA Executive shall be:-
 - i) Responsible for the allocation and co-ordination (in partnership with the host clubs) of National and International Veterans' Tournaments.
 - ii) Responsible for the presentation to the Association's AGM of a report including a financial statement of the International Tournament held during the financial year.

4. POWERS

For the due attainment of its objects the Association shall have power to do all such lawful acts and things as are incidental or conducive to the attainment of the objects or any of them, and without prejudice to the generality of its rules.

The following powers shall be included in the Association's powers:-

- a) To purchase, take on lease, or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Association may think necessary or convenient.
- b) To raise money by capitation, levies or otherwise and to grant any rights or privileges to subscribers or Members as may from time to time be deemed necessary or desirable.
- c) To borrow or raise or secure the payment of money in such manner as the Association may think fit and to mortgage, pledge and/or charge in any manner all or any property, rights interests and assets.
- d) To enter into any contracts, agreements or arrangements with any person, firm, syndicate, corporation or company which the Association may deem conducive to its objects or any or either of them.
- e) To invest, lend or deal with the moneys of the Association not immediately required for carrying out its objects upon such securities and in such manner as may from time to time be determined upon.
- f) To lend moneys to any Member with or without security, providing such loans are made for the advancement or benefit of veterans' golf.
- g) To confirm or adjust the golf handicap of any entrant playing in a veterans' tournament (This power may be delegated to the Tournament Committee).

MEMBERSHIP

membership of the Association shall be:-



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- a) The District Associations as listed in the Appendix to these rules, or any other District Association as may apply and be elected to membership at a General Meeting of the Association following a recommendation of the Executive
- b) The Societies as listed in the Appendix to these rules and any other Society as may have their membership to the Association approved by the Executive on recommendation of the District Association in whose area the Society is situated.

6. RESIGNATION OR EXPULSION OF MEMBERS

A Member shall cease to be a Member of the Association:-

- a) If it notifies the Association in writing that it resigns there from, or
- b) Upon the passing of a resolution at a General Meeting expelling it from the Association provided:-
 - i) That a Notice of Motion to expel the Member shall have been given with the notice calling the meeting, and
 - ii) That such resolution shall be passed by not less than two thirds of the total votes cast by those entitled to vote at such General Meeting.

7. HONORARY MEMBERSHIP

- a) Patron:-

The Association may, at a General Meeting, elect a patron annually, who shall have the privilege of honorary membership whilst holding office and whose continuous term shall not exceed three years.

- b) Past Presidents.

8. OFFICERS

a) The Officers of the Association shall consist of a President, two Vice Presidents, an Honorary Treasurer (who may also be appointed as the Honorary Secretary of the Association), the Immediate Past President (who shall hold office for a period of one year), all of whom, except the Immediate Past President shall be elected or approved at the Annual General Meeting of the Association in the manner prescribed for all members of the Executive. The officers so elected shall hold office until the conclusion of the next Annual General Meeting of the Association and shall be eligible for re-election from year to year.

b) The President, or in their absence, a Vice President shall be the Chairperson of all General Meetings of the Association and failing one of these the delegates present shall elect a Chairperson for that particular meeting.

c) Presidents on completion of their term of office shall henceforth be titled Past President of the NZVGA and receive a badge to this effect. Such title and



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badge is retained for life. Only the Immediate Past President shall be entitled to attend Executive meetings in accordance with rules 8a and 17a(i).

9. ANNUAL GENERAL MEETING

- a) An Annual General Meeting of the Association shall be held at such place and time as shall be fixed by the Executive.
- b) At least twenty eight (28) days notice of such Meeting, stating the nature of the business to be brought before the Meeting shall be given by post/electronic mail to all members.

10. SPECIAL GENERAL MEETINGS

- a) All General Meetings other than Annual General Meetings shall be Special General Meetings. The Executive may whenever it thinks fit, and shall upon a requisition in writing by three (3) District Associations, convene a Special General Meeting.

Any such requisition shall specify the objects of the meeting requisitioned, shall be signed by the Members of the Association making the same, and shall be delivered to the Secretary of the Association. The meeting must be convened only for the purposes specified in the requisition. Should the Executive fail to convene a Special General Meeting to be held within twenty one (21) days from the receipt of the requisition, the Members making such a requisition, or a majority of them, may themselves convene a meeting to be held not later than three (3) calendar months after the date of the requisition.

- b) Fourteen (14) days notice specifying the place, the day and hour of any Special General Meeting and the purpose for which it is to be held shall be given by notice sent by post/electronic mail to each Member.

11. REPRESENTATION AT GENERAL MEETINGS

- a) Only District Associations may be represented at General Meetings, such representation shall be as follows:-

Up to	-	200	financial members – 2 delegates
201	-	400	financial members – 3 delegates
401	-	800	financial members – 4 delegates
Over		800	financial members – 5 delegates

- b)
 - i) Each District Association shall give notice in writing to the Association's Secretary of the appointment of its delegate or delegates and any such appointment may be revoked at any time by the District Association and a new delegate or delegates appointed.

- ii) Such notice shall be signed by the President or Secretary of the District Association making the appointment and shall be in the hands of the Association's Secretary before the time appointed for the meeting at which such delegate or delegates is or are to act.



- iii) Included in the instrument appointing the delegate or delegates each Member District Association shall record the total number of financial members recorded on its register of members as at the end of the Association's financial year.
- c) A delegate must belong to a Member District Association but not necessarily to the District Association making the appointment.
- d) Any veteran golfer may attend General Meetings of the Association but only delegates may speak and vote at such meetings with the exception of General Business matters on which all non-delegates shall be entitled to speak and to one vote in addition to the delegates' votes.
- e) The Association may invite any person or persons who are not veteran golfers, to attend any meeting of the Association, but such persons may not vote at such meetings.

12. QUORUM AT GENERAL MEETINGS

- a) The quorum for any General Meeting shall not be less than fifty (50) percent of the Members of the Association either in person or by proxy.
- b) No business shall be transacted at any meeting unless a quorum of Members is present.
- c) If within half an hour from the time appointed for any meeting a quorum is not present at the meeting, if a Special General Meeting it shall be dissolved, in any other case it will stand adjourned to the same day in the next week at the same time and place and the numbers present at the adjourned meeting may transact any business as if they constituted a full quorum.

13. METHOD OF VOTING

- a) Every question submitted to any general meeting of the Association or to any meeting of the Executive shall be decided in the first instance on the voices or by a show of hands. Voting shall be as follows:-
 - i) The officers of the Association shall each be entitled to one vote.?
 - ii) Each delegate present in person shall be entitled to one vote and no more upon every question. In the case of an equality of votes the Chairperson shall, in all cases, have a second or casting vote.
- b) Should a ballot be demanded by the Chairperson or by at least two Members present or by proxy then such ballot shall be taken in such manner and at such time as the Chairperson of the meeting may direct and the result of the ballot shall be deemed to be a resolution of the meeting and recorded as such in the minute book.
- c) Voting at such a ballot may be given personally or by proxy. Where one proxy represents a Member entitled to two or more delegates then such proxy shall have two or more votes as appropriate.



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14. **APPOINTMENT OF PROXY**

A proxy who must be a member of a Member District Association shall be appointed by an instrument in writing signed on behalf of the appointer by the President or Chairperson or the Secretary of the Member and must be in the hands of the Secretary of the Association before the commencement of the meeting at which the proxy is to act.

15. **ADJOURNMENT OF MEETINGS**

The Chairperson of any meeting may with the consent of that meeting adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

16. **NOTICE OF MOTION**

- a) Any notice of motion must be in the hand of the Association's Secretary at least twenty eight (28) days before the meeting at which the motion is intended to be moved.
- b) Under the heading "General Business" at any Annual General Meeting, any matter may be discussed providing the Chairperson rules such matter to be a proper one for discussion and a resolution or resolutions relating thereto may be passed.

17. **EXECUTIVE**

- a) There shall be an Executive consisting of:-
 - i) The Officers of the Association
An Honorary Secretary of the Association
 - ii) Up to five (5) additional people. or a lesser number as determined by the Executive, be elected additional.
- b) The President shall be the Chairperson of the Executive or, in his/her absence a Vice President.

18. **ELECTION OF THE EXECUTIVE**

- a) Nominations for the offices of President, Vice Presidents and the additional people shall be called for by the Secretary and must be:-
 - i) Made in writing by a Member or Members of the Association.
 - ii) In the hands of the Association's Secretary at least twenty eight (28) days before the date of the Annual General Meeting.



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- b) The candidate for the office of Honorary Treasurer shall be nominated and approved by Members at the Annual General Meeting.
- c) In the event of there being an equality of votes for any vacancy the Chairperson shall determine the result by lot among the candidates concerned.
- d) Where the number of persons nominated is no greater than the number called for, those persons so nominated shall be declared duly elected and the Chairperson shall call for nominations at the Annual General Meeting for persons to fill any vacancies. In the event of nominations exceeding vacancies a ballot shall be conducted during the meeting.

19. POWERS OF THE EXECUTIVE

- a) The management and control of the Association and its properties and personnel shall be vested in the Executive.
- b) The Executive shall appoint an Honorary Secretary of the Association.
- c) The Executive may exercise all such powers and do all such acts and things as may be exercised or done by the Association that are not hereby or by Statute expressly directed or required to be exercised or done by the Association in General Meeting. No member of the Executive shall be liable for any loss not contributed by his/her own dishonesty.
- d) The Executive may appoint such sub-committees as are necessary to carry out the business of the Association.
- e) The Executive may delegate such of its powers as it deems fit.

20. MEETINGS OF THE EXECUTIVE

- a) The Executive shall meet as and when required at such place and time as the Executive shall determine.
- b) The Chairperson or any two (2) members of the Executive may at any time convene a meeting of the Executive.

21. QUORUM OF THE EXECUTIVE

Three (3) members present in person shall form a quorum at meetings of the Executive, and no business shall be transacted unless a quorum is present.

22. VACANCY IN OFFICE

- a) Any member of the Executive shall vacate office if they:-
 - i) Are absent from three (3) consecutive meetings without leave of the Executive, or
 - ii) Become bankrupt or become of unsound mind, or
 - iii) Resign office by notice in writing to the Executive or



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- iv) Are removed from office by a resolution passed at a Special General Meeting of the Association, by a majority of not less than two thirds of the total votes cast by those entitled to vote at such Special General Meeting.
- b) Any vacancies on the Executive may be filled by the Executive and the appointee shall hold office until the conclusion of the next Annual General Meeting of the Association.

23. ANNUAL FEE

Members shall pay an annual fee to the Association as follows:-

- a) Where a Member holds a Veterans' Tournament a capitation fee set by resolution at any Annual or Special General Meeting of the Association.
- b) Where a Member does not hold a Veterans' Tournament a fee fixed by resolution at any Annual or Special General Meeting of the Association.

24. ACCOUNTS

- a) The financial year of the Association shall end on the 30th day of June annually or such other date as may from time to time be resolved at a General Meeting.
- b) The Executive shall ensure true accounts are kept:-
 - i) Of all sums of money received and expended by the Association.
 - ii) Of all Assets, credits and liabilities of the Association including all mortgages, charges and securities of any description affecting any property of the Association.
- c) At least once in each a year the accounts of the Association shall be audited.
- d) The books of account shall be kept at the office of the Association or at such other place as the Executive may determine and they shall be open to the inspection of Members of the Association at such reasonable times and places as shall be determined by the Executive. All monies received, after being entered in the books of the Association as being received shall be forthwith paid into a bank to be appointed by the Executive.
- e) All accounts shall be reported to the Executive for confirmation of all routine payments and for authorisation of all other payments.
- f) Payments of all monies shall be made by cheque and signed by the President or by a Vice President or by the Honorary Treasurer up to a value of Three Hundred and Fifty Dollars (\$350). Payment exceeding this amount requires two of the above signatures or by such other person or persons as the Executive may resolve. Provided however, that nothing in this rule shall apply



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to payments under a petty cash imprest system operated pursuant to a resolution of the Executive.

- g) At every Annual General Meeting the Executive shall present an Annual Report and an audited Balance Sheet and Income and Expenditure Account made up to date of the end of preceding financial year.

25. AUDITOR

An Auditor who should preferably be a member of the New Zealand Society of Accountants and who shall not be a member of the Executive shall be appointed at each Annual General Meeting of the Association. The retiring auditor shall be eligible for re-election.

In the case of any vacancy during the year the Executive shall appoint an auditor.

26. MINUTES

The Executive shall ensure that the minutes of all Association meetings are duly kept in a register provided for that purpose.

27. CHANGE OF ADDRESS

Every Member of the Association shall communicate to the Secretary any change of address and all notices posted/electronically-mailed to the last notified address shall be valid and deemed to have been given on the day after posting/electronic mailing.

28. REPRESENTATION AT VETERANS' TOURNAMENTS

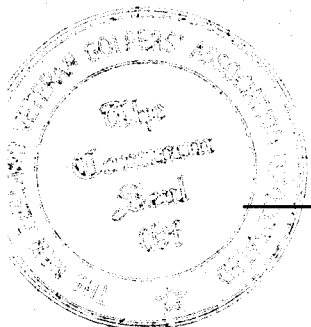
Wherever possible a Member of the Executive shall attend each veteran's tournament.

29. OFFICE OF ASSOCIATION

The Office of the Association shall be situated at the residential address of the Association's Secretary or at such other place as may be determined from time to time by the Executive.

30. WINDING UP

- a) Any decision that the affairs of the Association be wound up shall be governed by the following procedure. Notice of motion of the proposed winding up or dissolution must be given in accordance with the Rules of the Association and any resolution for such winding up or dissolution must be confirmed by a further Special General Meeting, held not earlier than thirty (30) days and not later than sixty (60) days after the date on which the resolution so to be confirmed was passed.



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- b) If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other institution or organisation having objects similar to the objects of the Association.
- c) No addition to or alterations of the non-profit aims, personal benefit clause or the winding up clause shall be approved without the approval of the Inland Revenue Department, and provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

31. ALTERATION OF RULES

- a) The Rules of the Association may be altered, added to or rescinded at any General Meeting of the Association by Notice of Motion in accordance with Rule 16.
- b) At least twenty one (21) days notice of any proposed amendment to the Rules of the Association shall be given by post/electronic mail to each Member. The notice so given shall contain a copy of, or state briefly, the nature of the Notice of Motion to be moved at the General Meeting so called.

32. RULES

These rules repeal all previous rules of the Association.

33. COMMON SEAL

The Common Seal shall be kept in the custody of the Secretary and placed on all documents issued in the Association's name.



LIST OF NEW ZEALAND VETERAN GOLFERS' ASSOCIATION
DISTRICT ASSOCIATIONS AND THEIR SOCIETIES

(Appendix to Rules 5 (a) and 5 (b))

1. ASHBURTON COUNTY DISTRICT VETERAN GOLFERS ASSOCIATION
2. AUCKLAND VETERAN GOLFERS SOCIETY (add) previously known as AUCKLAND DISTRICT VETERAN GOLFERS' ASSOCIATION
 - Clarks Beach Veterans Golfers
3. BAY OF PLENTY DISTRICT VETERAN GOLFERS' ASSOCIATION
 - Mount Manganui Veteran Golfers
 - Omokoroa Veteran Golfers
 - Tauranga Veteran Golfers
 - Te Puke Veteran Golfers
 - Whakatane Veteran Golfers
 - Rotorua Veterans Golfers' Association
 - Rotorua (Arikikapakapa) Veteran Golfers
 - Springfield Veteran Golfers
4. CENTRAL AND SOUTHERN HAWKES BAY DISTRICT VETERAN GOLFERS' ASSOCIATION
5. CENTRAL PLATEAU
 - Taumarunui Veteran Golfers
 - Taupo Veteran Golfers
 - Turangi Golf Club
6. GISBORNE EAST COAST DISTRICT VETERAN GOLFERS' ASSOCIATION
7. GOLDEN COAST DISTRICT VETERAN GOLFERS' ASSOCIATION
 - Foxton Veteran Golfers
 - Levin Veteran Golfers
 - Otaki Veteran Golfers
 - Palmerston North Veteran Golfers
8. NORTH HARBOUR SOCIETY OF VETERAN GOLFERS (previously known as NORTH HARBOUR DISTRICT VETERAN GOLFERS' ASSOCIATION)
 - Warkworth Veteran Golfers
 - Whangaparaoa Veteran Golfers
9. NORTHLAND DISTRICT VETERAN GOLFERS' ASSOCIATION
 - Bay of Islands (Kerikeri) Veteran Golfers
 - Northland (Mt Denby) Veteran Golfers' Society
 - Sherwood Park Veteran Golfers



