



www.societies.govt.nz | 0508 SOCIETIES | 0508 762 438
Send completed forms to: Companies Office, Private Bag 92061, Vict



10064199588

societies.govt.nz

Application to incorporate a society

Sections 7 and 21, Incorporated Societies Act 1908

NOTES | The society's name must end with the word **Incorporated**

The name cannot be the same as any other society, company or organisation. Check existing society and company names for free by doing a Register Search online at www.societies.govt.nz and www.companies.govt.nz

The Companies Office will endeavour to process your application form within three working days.

Except where specifically noted, the details you provide on this form (including details and signatures of the members and witnesses provided with this application) will be made publicly available on the Societies and Trusts Online website.

1. Name of society

U3A Network Canterbury Incorporated

2. Address of registered office

This address must be a physical address and NOT a PO Box, Private Bag or Document Exchange address.

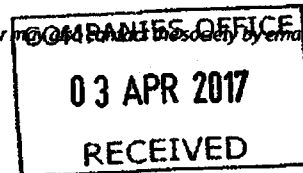
28 Sabys Rd, Halswell, Christchurch 8025

3. Addresses for communication

Postal address (this can be a PO Box address) to which communications from the Registrar may be sent. The Registrar may also contact the society by email. The email address you provide here will not be publicly available.

Postal address

as above



4. Annual General Meeting (AGM) month

The society's annual general meeting will usually be held in the month of:

May

5. Checklist before filing your application

- We have checked that the society's name is available by conducting a Register Search at www.societies.govt.nz and www.companies.govt.nz
- The application form has been signed by 15 members of the society (Pages 2 -4)
- All the signatures have been witnessed by someone who isn't one of the 15 members signing the form (Pages 2 - 4)
- A copy of the society's endorsed rules is attached to the application
- An officer of the society or a solicitor has completed the attached certification (Page 5)
- The fee of \$102.22 is included (Please complete the attached 'Payment details' section - Page 6)

6. Your contact details

Name and postal address

W B Earl
2 Amherst Place
Christchurch 8022



Application to incorporate a society (continued)

Name of society

U3A Network Canterbury Incorporated

Date

28 January 2017

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the forgoing rules, in accordance with the Incorporated Societies Act 1908.

7. Witnesses

Tick here if there is only one witness to all 15 members' signatures. In this case the witness should only complete the first set of witness fields.

If there is more than one witness to the members' signatures, each witness should complete the appropriate witness fields.

8. Members 1-4 (Note: Details of other members are continued on the next page)

Witnessed by

1 Name S. T. Cronshaw
Signature *S. T. Cronshaw*
Address 34 Tui St, Fendalton, Christchurch 8041

1 Name W B Earl
Signature *W B Earl*
Address 2 Amherst Place, Christchurch 8022

2 Name A. Blaikie
Signature *A. Blaikie*
Address 28 Sabys Rd, Halswell, Christchurch 8025

2 Name W B Earl
Signature *W B Earl*
Address 2 Amherst Place, Christchurch 8022

3 Name R. J. Furkert
Signature *R. J. Furkert*
Address 12 Tuscany Pl, Beckenham, Chch 8023

3 Name W B Earl
Signature *W B Earl*
Address 2 Amherst Place, Christchurch 8022

Name A T Harcourt
Signature *A T Harcourt*
Address 74A Hackthorne Rd, Cashmere, Christchurch 8022

4 Name W B Earl
Signature *W B Earl*
Address 2 Amherst Place, Christchurch 8022

RECEIVED
03 MAR 2017
COMPANIES OFFICE

COMPANIES OFFICE
03 APR 2017
RECEIVED

Application to incorporate a society (continued)

Name of society

Date

U3A Network Canterbury Incorporated

28 January 2017

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the forgoing rules, in accordance with the Incorporated Societies Act 1908.

8. Members 5-9 (Note: Details of other members are continued on the next page)

Witnessed by (to be completed if there is more than one witness)

5 Name J Watson Signature [Signature]

5 Name [] Signature []

Address 5A Uldale Place, Westmorland

Address []

6 Name J. Rickerby Signature [Signature]

6 Name [] Signature []

Address 8 B Hamish Place, Westmorland

Address []

7 Name C. Young Signature [Signature]

7 Name [] Signature []

Address 22 Isaac Wilson Rd. Kaiapoi

Address []

8 Name J. Lord Signature [Signature]

8 Name [] Signature []

Address 17 A Petworth Place, Westmorland

Address []

9 Name E.J. Millar Signature [Signature]

9 Name [] Signature []

Address 125 Weston Road St. Albans

Address []

Christchurch 8052.

COMPANIES OFFICE RECEIVED 03 MAR 2017

COMPANIES OFFICE RECEIVED 03 APR 2017

Application to incorporate a society (continued)

Name of society

U3A Network Canterbury Incorporated

Date

28 January 2017

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the foregoing rules, in accordance with the Incorporated Societies Act 1908.

8. Members 10-15

Witnessed by (to be completed if there is more than one witness)

10 Name G.B. Robertson Signature [Signature]

Address 26 Ruby Av, Northwood, Christchurch

16 Name [] Signature []

Address []

11 Name Joan Earl Signature [Signature]

Address 2 Amherst Place, Cashmere, Chch 8022

11 Name [] Signature []

Address []

12 Name Valda Woods Signature [Signature]

Address 15 St. Joseph Court, Sydenham, Chch 8041

12 Name [] Signature []

Address []

13 Name L. J. Robertson Signature [Signature]

Address 26 Ruby Av, Northwood, Chch 8051

13 Name [] Signature []

Address []

14 Name D Smith Signature [Signature]

Address 10 Penruddock Rise, Westmorland

14 Name [] Signature []

Address []

15 Name M Mckenzie Signature [Signature]

Address Unit 12, Silverstream, 488 Greens Rd, Chch 8053

15 Name [] Signature []

Address []

Name of society

U3A Network Canterbury Incorporated

9. Certificate

The certificate must be completed by an officer of or solicitor for the society who should also sign the first page of the rules that are being submitted.

I certify that:

1. a majority of the members have consented to the application; and
2. the rules that are endorsed with the application are the rules of the society.

Name

Andy Blaikie

Position

Secretary

Signature

A. T. Blaikie

Date

28 January 2017

RULES CHECKLIST | What must be included in your rules?

Section 6, 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.

Witness: William Brian Earl

Members:

- 1. Susan Turner Chronshaw**
- 2. Andrew Thomas Blaikie**
- 3. Roderick John Furkert**
- 4. Anthony Thomas Harcourt**
- 5. Judith Ann Watson**
- 6. Jeanie Marion Rickerby**
- 7. Colleen Jane Young**
- 8. Diana Josephine Lord**
- 9. Elaine Judith Millar**
- 10. Graham Bruce Robertson**
- 11. Joan Elizabeth Earl**
- 12. Valda Mary Woods**
- 13. Lorna June Robertson**
- 14. Donald Raymond Smith**
- 15. Margaret Lorraine McKenzie**

U3A NETWORK CANTERBURY INCORPORATED
CHRISTCHURCH

The Rules of U3A Network Canterbury INCORPORATED

1 Name

The name of the Society is U3A Network Canterbury Incorporated.

2 Registered Office

The registered office of the Society is the street address of the current Secretary.

3 Objectives

The objectives of the Society are:

- 3.1 To promote liaison between the individual U3A Groups in Canterbury, and with other U3A Groupings in New Zealand and overseas.
- 3.2 To assist in the setting up of new U3A groups in the Canterbury Region, as and when the need arises.
- 3.3 To do anything necessary or helpful to the above objectives.

4 Powers

To do all such things as the Society deems necessary for the effective achievement of the objectives, including the control, management and administration of its activities, assets and funds.

5 Membership

5.1 Admission of Members.

Membership of the Society is made up from representative members and appointed members:-

- 5.1.1 Representative members; every U3A group in Canterbury that joins can appoint one or two members from their U3A to the Society. Their mode of entry is by invitation from the society once their U3A joins, from the list of names submitted by the joining U3A. The committee shall have complete discretion when it decides whom to invite for membership. Members initial term runs until the 31st of December.
- 5.1.2 Appointed members; the current membership of the Society may appoint up to five other members who are themselves members of a U3A group in Canterbury to provide specialised skills not currently provided by the representative members. Their mode of entry is by invitation from the society and their initial term runs until the 31st of December.
- 5.1.3 All members are eligible for reappointment if their respective U3A remains a member of the Network in the case of representative members or by the society in the case of appointed members.
- 5.1.4 All members have equal voting rights and all members must supply such information as the society requests; primarily full name, address, email address and phone number/s for the secretary to keep in the register of Members.

5.2 Cessation of Membership.

- 5.2.1 Members normally cease to be members at the end of their term but can resign at any time by giving written or email notice to the secretary and if representative of a U3A, the society will request a replacement from their U3A for consideration by the committee (see clause 5.1.1). If an appointed member they may or may not be replaced.
- 5.2.2 Membership may be terminated at the discretion of the society if a member fails to attend two consecutive meeting without an apology being submitted.



6 Subscription

Each U3A Group in the Canterbury Region that chooses to be a member of U3A Network Canterbury will be required to pay an annual subscription, at such rate as the U3A Network Canterbury shall set from time to time, for each member of the individual U3A Group as at 31 December of the previous year. The subscription rate for the following year shall be determined by U3A Network Canterbury and confirmed at the Annual General Meeting each year.

Membership in any one year will commence on the 1st day of January and terminate on the 31st day of December

Individual U3A Groups that have not paid their current year's subscription at least 14 days before the Annual General Meeting will not have speaking or voting rights at the Annual General Meeting except at the discretion of the Chair.

7 General Meetings

7.1 Annual General Meeting

The Annual General Meeting of the society shall be held in May each year.

7.1.1 The Annual General Meeting will carry out the following:

7.1.1.1 Confirm the minutes of the previous Annual General Meeting

7.1.1.2 Receive the report of the President for the previous year

7.1.1.3 Approve the accounts for the previous year

7.1.1.4 Confirm the subscription for the ensuing year

7.1.1.5 Elect or re-elect the President, Vice-president, Secretary and Treasurer. These officers shall be elected from those currently members of U3A Network Canterbury.

7.1.1.6 Deal with any other matters arising

7.1.2 Attendance at Annual General Meetings

Those U3A Canterbury Groups who are not financial members of U3A Network Canterbury are entitled to send an observer member to the Annual General Meeting.

7.1.3 Procedures for Annual General Meetings

A minimum of thirty (30) days notice in writing of each Annual General Meeting must be given to all members by email or by mail to their most recent recorded address.

Eight (8) members present will constitute a Quorum.

All matters, except changes to these rules (see Rule 11), are to be decided by consensus or put as a motion and decided on by a majority of votes of those present at the meeting. Voting may be by a show of hands if requested by a member.

Each financial member or appointed member attending shall be entitled to one vote.

If necessary the President will have both a deliberative and a casting vote.

7.2 Other General Meetings

The procedure is as for Annual General Meetings as detailed in Rule 7.1.3.

7.3 Special General Meetings

A Special General Meeting must be called by the Secretary on receipt in writing of a request stating the reason and signed by no less than ten (10) members.

The procedure for a Special General Meeting will be as for an Annual General Meeting as set out in Rule 7.1.3, except that should the reason for the meeting be urgent and requiring an emergency meeting, the requirement for notice of a minimum of thirty (30) days may be waived. The reasons for any such waiver are to be recorded.

7.4 Agendas

Agendas for all types of General Meetings shall be prepared by the Secretary in consultation with the President and any other Officers and/or members as the President may decide.

Members may propose items for inclusion in agendas.

8 Committee

8.1 Election of Officers and Committee Members

The President, Vice-president, Secretary and Treasurer shall normally be elected at the Annual General Meeting. These officers, together with the remainder of the membership specified in Rule 5, shall comprise the committee. Officers not elected at an Annual General Meeting may be appointed by the committee at the first meeting thereafter.

8.2 Procedures for Committee Meetings

Five (5) members, two (2) of whom must be Officers (President, Vice-president, Secretary, Treasurer), shall constitute a Quorum for a Committee meeting.

Matters are to be decided in the manner as for the Annual General Meeting described in Rule 7.1.3.

8.3 Duties of the Committee

8.3.1 To facilitate the conduct of the day to day affairs of the Society.

A. J. Blair

8.3.2 To keep the accounts of the Society in which respect withdrawals from the Bank Account of the Society will require the signatures of any two authorised signatories. There are to be at least three authorised signatories including the Secretary and Treasurer. Control of the common seal of the Society requires any two signatures of these signatories.

9 Accounts of the Society

Proper and accurate books of account of the Society are to be kept by the Treasurer as provided in Rule 8.3.2.

Accounts for payment are to be approved by a vote of the committee.

9.1 Bank Account A Bank Account is to be established and maintained in the name of the Society (U3A Network Canterbury).

All money received shall be deposited into the Society's Bank Account and all payments made from it. Cheques issued must be signed by any two of authorised signatories as specified in Rule 8.3.2.

9.2 Audit of Accounts

Accounts of the Society are to be subject to audit, or independently reviewed by a person independent of the Committee, prior to the presentation of the annual accounts to the Annual General Meeting.

9.3 Authority to Borrow or Lend Money

The society shall not borrow or lend money unless specifically authorised to do so by way of a motion at one or other of the various General Meetings (Rule 6).

If a proposal to borrow or lend money is to be presented to a General Meeting then all members must be notified, to their latest notified email or postal address, of all the details of such proposed transactions a minimum of fourteen (14) working days prior to that General Meeting.

10 Records and Returns

Complete sets of minutes of all General Meetings and Committee Meetings and of accounts and other records are to be retained in safe keeping in two places (usually in the homes of the Secretary and the Treasurer).

On becoming an Incorporated Society, the required annual return is to be submitted by the Treasurer to the Registrar of Incorporated Societies at the Companies Office of the Ministry of Business, Innovation and Employment Development.

11 Alteration of Rules

The rules of the Society may only be amended in any way by a 2/3 majority of eligible members personally present at any general meeting, provided that no addition to or alteration shall affect the charitable nature of the society.

12 Restrictions on Members Deriving Income, Benefit or Advantage

12.1 Any income, benefit or advantage will be applied to the charitable objects of the Society.

12.2 No member of the Society or any person associated with a member shall participate in or materially influence any decision made by the Society in respect of any payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever
Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value).

12.3 The provision and effect of this clause shall not be removed from these rules and shall be implied into any document replacing these rules.

13 Restrictions on Winding Up

On the winding up or dissolution of the Society, the surplus funds or assets of the Society shall be transferred as directed by a Special General Meeting of the Society provided that such surplus funds or assets shall not be transferred to the members of the Society but shall be distributed for charitable purposes within New Zealand.

A. J. Blair