



ber

OF RULES
(Section 7 (b) and 21)

(FOR OFFICE USE ONLY)

Please note that the information in this form should be either typewritten, printed, or neatly handwritten in block capitals
When completing this form, please refer to notes overleaf

Society Name

TE MARUA HORSE CLUB
INCORPORATED

Society Number

[Empty box for Society Number]

I, ROBYN SARA PATSTON

of 8 RICHARD STREET, BELMONT, LOWER HUTT

do solemnly and sincerely declare as follows

- 1 That I am* a member of ~~the Society~~ to the abovenamed Society
- 2 That annexed hereto and marked with the letter "A" is/are -
 - * (a) the rules, signed or sealed, which have been adopted by the society, a majority of whose members have consented to the application for incorporation, ~~or~~
 - * (b) ~~the alteration of rules of the society, which alteration has been made in accordance with the rules of the society~~
- 3 That the rules comply with section 6 of the Incorporated Societies Act 1908

And I make the solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths and Declaration Act 1957

Declared at Lower Hutt)
this 15)
day of September)
19 97 before me)

A Solicitor, Justice of the Peace or other person authorised to take a Statutory Declaration

Presented by

ROBYN PATSTON (PRESIDENT)
8 RICHARD STREET
BELMONT
LOWER HUTT

Account No

[Empty box for Account No]

Postal Address

Telephone

565-0147

Facsimile

[Empty box for Facsimile]

*Delete whichever is not applicable

This is the document marked "A" referred to in the annexed declaration of ROBYN SARA PATISTON made at Lower Hutt this 15th day of September 1997 before me.

TE MARUA HORSE CLUB INCORPORATED

CONSTITUTION

Justice of the Peace

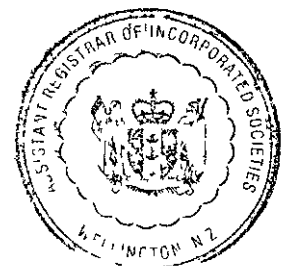
1 NAME

The name of this society is **Te Marua Horse Club Incorporated**

2 OBJECTS

The objects for which this society is established are -

- a) To encourage riding as a sport and recreation
- b) To promote good fellowship amongst riders and those interested in horses
- c) To maintain the standard of riding and horsemastership
- d) To organise instructional meetings, lectures and competitive events and other activities deemed to further the objects
- e) To be affiliated with the New Zealand Riding Clubs and Bridleways of New Zealand Incorporated and to support and co-operate with the recognised organisations interested in the breeding and use of all types horses/ponies
- f) To support and work with the New Zealand Riding Clubs and Bridleways of New Zealand Incorporated for the provision of by-ways and bridle-ways for horse/pony riders alternative access routes and for recreational purposes
- g) To concern itself with any objective which will benefit the horse and riders/carers in this district
- h) To purchase, take on, lease or otherwise acquire or dispose of any real or personal property which the club shall think necessary for the purposes of the objects, or promoting the interests of the club or its members
- i) To advance, deposit or lend money to or with such persons, firms or organisations on such terms as may seem expedient



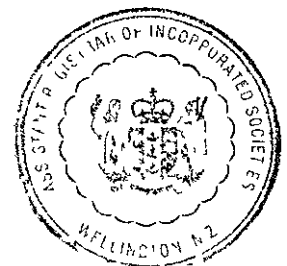
- j) To raise money by way of fundraising activities, donations, levies or subscriptions and to grant any rights and privileges to subscribers
- k) To do all such things as are expedient or conducive to the attainment of the above objects

3 MEMBERSHIP

- a) This shall consist of persons who have attained the age of 18 years of age and, having been accepted by the committee, have paid due subscriptions for the current period
- b) Any person wishing to become a member shall fill out the appropriate membership form and forward it to the Secretary Application to become a member is subject to the approval and acceptance by the majority of the current committee, who reserve the right to exercise full discretion and decline any application without necessarily giving its reasons The membership will commence from the date that the application is approved, at which time the applicant's name will be added to the list of members

c) TYPES OF MEMBERSHIP

- i) **Ordinary Members**
Ordinary members will be those members who are aged 18 years or older and who pay the appropriate subscription of Ordinary Membership (i.e., one single subscription) Financial Ordinary Members hold full voting rights at general club meetings
- ii) **Family Members**
Family members will be those members who reside at the same address and who pay the appropriate subscription of Family Membership Family membership includes all persons in that family over 18 years of age and voting rights are extended to all such members of that family
- iii) **Honorary Members**
Honorary membership may be conferred by the committee upon persons deemed by them to have rendered notable service to the club Any such person elected shall be free from payment of the yearly club subscription under these rules Honorary members can take part in discussion of club business but have no voting rights at any club meetings



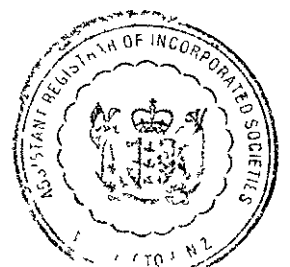
iv) **Life Members**

Life membership will be conferred by the committee upon those members who by reason of long or outstanding service to the club are elected as such by two-thirds majority of members present at an annual or special general meeting of the club. Life members hold full voting rights

- e) A member may resign from the Society by allowing their membership to lapse. Written or telephoned notice of resignation is not mandatory but may be tendered if the member so desires
- f) Any member who's subscription is more than three months in arrears shall have his/her name removed from the membership list after written notice to the effect has been sent to him/her
- g) The committee may expel from membership of the club, any member who has wilfully disobeyed any of the rules of the club, or who has, in the opinion of the committee, been guilty of conduct derogatory to the character of or prejudicial to the interests of the club, provided that before expelling him/her, the shall call upon him/her for an explanation of his/her conduct and shall hear what he/she may wish to urge in their defence
- h) The New Zealand Riding Clubs and Bridleways of New Zealand Incorporated to whom this club is affiliated require the names and addresses of all members of this club for the purposes of obtaining public liability insurance to cover the members of this and other affiliated clubs. Therefore members understand that this information will be forwarded to The New Zealand Riding Clubs and Bridleways of New Zealand Incorporated for this purpose and only for this purpose. The New Zealand Riding Clubs and Bridleways of New Zealand Incorporated undertakes not to disclose or pass on this information other than for the above purpose
- i) All members shall be bound by this constitution and by any rules not inconsistent with this constitution which may from time to time be made by resolution of the committee as confirmed or amended by the club at the next following Annual General Meeting

4 **FINANCIAL YEAR**

The financial year of the club shall commence on 1 May and end on 30 April each year



ANNUAL SUBSCRIPTIONS

The annual subscription shall be an amount set each year by the club at the Annual General Meeting and will cover the period 1 June in any year to the next 31 May. Current members must pay their subscriptions to the club Treasurer by at least 30 April. New members joining on or after 1 January in any year will only be required to pay one half of the annual subscription due. A previous member who is rejoining on or after 1 January will qualify for the reduced subscription rate only if their previous membership has lapsed for in excess of two years.

6 MANAGEMENT AND OFFICERS

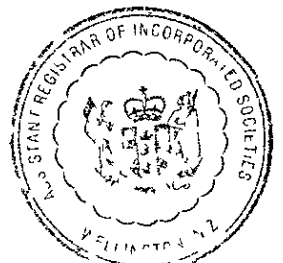
- a) The officers of the club shall consist of a President, Secretary, Treasurer and 6 or more committee members. The management of the club shall be vested in a committee made up of the officers of the club.
- b) The committee shall be the sole authority for the interpretation of the rules or for anything relating to the club not provided therein and their decision shall be final and binding on the members.
- c) The committee will have the authority to manage the everyday affairs of the club but any decision of the committee may be rescinded, amended or approved by a two-thirds majority of members present at any general meeting of the club.
- d) The committee may formulate by-laws for the detailed running of the club and elect sub-committees for any special activities of the club which the committee may authorise.

7 ELECTION OF OFFICERS

The officers of the club shall be elected at each Annual General Meeting and shall continue in office until the next Annual General Meeting unless removed from office by a two-thirds majority of members present at a Special General Meeting or by resignation of that officer. Should any office become vacant for any reason such vacancy may be filled by any other member following a resolution of the committee to the effect:

8 MEETINGS

- a) **Annual General Meeting**
The Annual General Meeting of the club shall be held as soon as possible



after 30 April in each year, but in any case no later than 30 June in any year The agenda for the Annual General Meeting shall include

- i) President's Report
- ii) Financial Report and Audited Balance Sheet
- iii) Notices of Motion including any proposed additions, deletions or amendments to the club's constitution
- iv) Setting of annual subscriptions for the next financial year
- v) General business
- vi) Election of officers

b) Special General Meeting

A Special General Meeting may be called at any time either by

- i) resolution of the committee, or
- ii) by written request from not less than one quarter of the financial members of the club Such a request shall include the names and signatures of those members requesting the meeting and shall be delivered to the Secretary who shall forthwith arrange for such a meeting to be called

c) Committee Meeting

A committee meeting may be called at any convenient time, but not less than four meetings per year, by the Secretary, either on his/her volition or on request from the President or any five committee members

d) Calling of Meetings

i) General Meetings

Fourteen days notice shall be given by the committee by advertisement or circulation to members of the time, date and venue of any General Meeting and notification shall include the agenda for the meeting and Notices of Motion to be discussed at the meeting

ii) Committee Meetings

Committee meetings may be called as in clause 7(c) and the Secretary shall take all reasonable steps to notify all officers of the time, date and venue of such meetings

9 DUTIES OF OFFICERS

a) President

The President shall act as Chairperson at all meetings and holds the casting vote He/She shall be the official representative of the club at all functions or meetings requiring a delegate or representative of the club to attend



The President may appoint another person to act in his/her place on such occasions provided that this appointee shall be either the Vice-President, Secretary or Treasurer whenever the President is unavailable. The exception to this rule is the case of the Annual General Meeting of the New Zealand Riding Clubs and Bridleways of New Zealand Incorporated for which the committee will appoint a delegate to act in place of the president if he/she cannot attend. The delegate will be appointed on the form provided by the New Zealand Riding Clubs and Bridleways Incorporated and the form will be signed by the President. The President shall ensure that a President's Report on the year's activities of the club is presented at each Annual General Meeting.

b) **Vice-President**

The Vice-President may or may not be elected by the committee from among their members. The Vice-President shall, whenever available, act as President on any occasions when the President is not available to carry out his/her duties.

c) **Secretary**

The Secretary shall be responsible for receiving, dispatching and keeping a file copy of all correspondence, recording the minutes of all meetings, giving the required notices of meetings and generally providing all administrative services to the club. The Secretary is responsible for keeping an up-to-date register of the members of the club, to include the type of membership each member has joined under. The Secretary is responsible for ensuring that all officers of the committee have an up-to-date copy of the Incorporated Societies Act 1908 and amendments to ensure that the conduct of the club complies with the requirements of the Act.

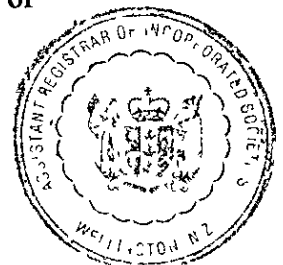
d) **Treasurer**

The Treasurer shall be responsible for keeping all financial accounts of the club. This includes the operation of all bank accounts (writing cheques, issuing receipts and invoices), the banking of all funds collected (e.g. subscriptions, fundraising), the preparation of the annual financial report and balance sheet, and for arranging for the financial records to be audited previous to every Annual General Meeting.

10 VOTING

a) **General Meetings**

All matters considered at a General Meeting shall be decided by a bare majority of votes from members eligible to vote (refer clause 3 Membership) who are present at the meeting, provided that a quorum of



one quarter of the financial voting members are present at the meeting
The exception will be any matter referred to in these rules which states that a two-thirds majority is required

b) Committee Meetings

All matters considered at a Committee meeting shall be decided by a bare majority of votes from the officers present provided that a quorum of five officers are present at the meeting

c) Method of Voting

- i) To vote at the Annual General Meeting members must have been financial members of the club for the previous six months Refer clause 3 Membership for voting eligibility
- ii) Each eligible member present at the meeting, including the Chairman, may cast one deliberate vote on each voting matter and the Chairman shall also be entitled to cast a deciding or casting vote when deliberate votes are tied
- iii) Voting may be by show of hands, voices or by secret ballot if called for by any eligible voter present at the meeting
- iv) If, due to special circumstances, a member is unable to attend any General Meeting, they may be represented by a proxy The instrument appointing the proxy must be in the hands of the Secretary prior to the commencement of the meeting for which the proxy is required

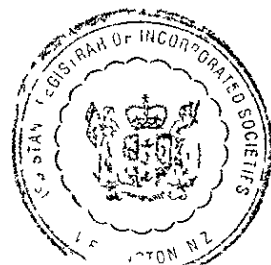
11 ALTERATION OR AMENDMENT OF THE SOCIETY'S RULES

The constitution of the club may be amended by a majority of at least two thirds of votes cast at an Annual or Special General Meeting provided that the required notification of the meeting sets out the proposed alterations by way of a Notice of Motion Provided that no amendment shall be permitted if it in any way affects the non-profit status of the club

12 CONTROL OF FUNDS

The income, property and funds of the club obtained from whatever source shall be applied solely toward the promotion of the objects of the club and no portion shall be directly or indirectly transferred to any individual member except in the normal course of ordinary business transactions

The bank and other financial accounts of this club may be operated by the signature of any two of the trustees providing that the Treasurer is the mandatory signatory The trustees should be the President, Vice-President (if appointed),



Secretary and Treasurer

Surplus funds may be used to purchase or improve fixed assets for the club or invested in Bank term deposits

13 COMMON SEAL

The Common Seal of the club shall be under the control of the Secretary and shall be affixed by the Secretary to documents only upon the discretion of the committee or members at a General Meeting It shall be affixed only in the presence of two of the club's officers

14 WINDING UP

The club may be put into liquidation if, at a General Meeting, the members pass a resolution appointing a liquidator and the resolution is confirmed at a subsequent General Meeting (by the majority of valid votes cast by the members voting at the General Meeting in person) called together for that purpose and held not earlier than 30 days after the date on which the resolution so to be confirmed was passed

Should the club be wound up/put in liquidation, all property or funds remaining after such payments of costs, debts and liabilities shall be disposed of in such a manner as may be decided by a bare majority of the remaining financial members of the club at a meeting called for that purpose

15 CLUB TROPHIES

The committee is responsible for all club trophies and will appoint an officer or other responsible person to collect trophies prior to the Annual Closed Show each year

16 REGISTERED OFFICE

The registered office of the club shall be situated at such place as the committee from time to time shall determine The Assistant Registrar of Incorporated Societies is to be advised when the address is changed

