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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

Kapiti Coast Hockey Club (Incorporated)

### 2. Society number

805111

I certify that the rules that are endorsed with this application have been approved by a majority of the members of the society and comply with Section 6 of the Incorporated Societies Act 1908

Name

Anita Moore

Position

Secretary

Signature

*[Signature]*

Date

20 / 10 / 09

BUSINESS & REGISTRIES  
BRANCH, AUCKLAND

- 2 DEC 2009

RECEIVED

### 3. Complete this checklist before filing your application

Tick all options that apply to this alteration of rules

- ☐ Does the rule alteration include a name change for the society?
- ☐ If the name of the society is being changed, have you checked that the society's name is available by conducting Register Searches at both [www.societies.govt.nz](http://www.societies.govt.nz) and [www.companies.govt.nz](http://www.companies.govt.nz)?
- ☐ Has this certification been completed by an officer of or a solicitor for the society?
- ☐ Is a copy of the rule alteration(s) attached? 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.
- ☐ Has the copy of the alteration to rules been signed by three members of the society?

### 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

Anita Moore  
24 Kiri Rd  
Raukumara Beach

Email (optional)

Telephone

04 299 0078

NPC# 15  
02 DEC 2009

17 August 2009

# KAPITI COAST HOCKEY CLUB (INCORPORATED)

## RULES AND BY LAWS



*Certified correct*

1

*[Signature]*  
*[Signature]*  
*[Signature]* (Treasurer)

## RULES

### 1. NAME

The name of the club shall be the 'Kapiti Coast Hockey Club\_(Incorporated)'.

### 2. REGISTERED OFFICE AND COLOURS

2.1 The office of the club shall be situated in the 'Kapiti Coast area'. The location of the registered office to be set by the Executive and recorded at the Registrar of Incorporated Societies.

2.2 The colours of the club shall be jade, navy and grey. The uniform shall consist of the following:

Men - Jade and navy tops, navy shorts and socks.

Women - Jade and navy tops, navy skirts and navy socks.

### 3. GOVERNING STRUCTURE

3.1 This club is to operate separate arms, clubs or sub-committees for junior, senior and social hockey if it so chooses. This club is to act as the primary club to provide stewardship and governance of the following separate entities or sub-committees if formed:

- Kapiti Junior Hockey Club ("KJHC") or Junior Sub-committee.
- Kapiti Senior Hockey Club ("KSHC") or Senior Sub-committee.
- Kapiti Social & Business Hockey Club ("KSBHC") or Social Sub-committee.

### 4. OBJECTIVES

The objectives of the club are:

4.1 To control, develop, foster and regulate the game and umpiring of the game of hockey in the Kapiti District.

## KAPITI COAST HOCKEY CLUB INC – RULES AND BY LAWS

- 4.2 To oversee separate operating arms or subsidiary clubs for the control and operation Junior, Senior and Social Hockey in the Kapiti district.
- 4.3 To settle questions or disputes on any matter relating to hockey which may be submitted to the club (in writing) for its adjudication.
- 4.4 To purchase, lease, hire or by any other means acquire any real or personal property necessary or convenient for the purposes of the club.
- 4.5 To sell, lease, exchange, mortgage, improve, manage, develop or otherwise deal with all or any part of the real and/or personal property of the club or in which the club has or may hereafter have any beneficial interest.
- 4.6 To lay out, construct and maintain grounds for hockey or other athletic sports or pastimes and to join with other bodies or clubs in so doing.
- 4.7 To construct, maintain and alter any buildings or works of or required by the club and to furnish and equip same.
- 4.8 To hire and employ all classes of persons whose services may be deemed necessary for the purposes of the club and to pay them salaries, wages, gratuities and pensions.

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

The 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.

## KAPITI COAST HOCKEY CLUB INC – RULES AND BY LAWS

- 4.9 To invest the monies of the club not immediately required for any of its objects in such manner as the Executive (as defined in section 7.1) shall determine as hereinafter provided, from time to time.
- 4.10 To borrow or raise money by mortgage or otherwise and on such security and in such manner as the club shall think fit, subject however, to the provision of rule 10.7 hereof.
- 4.11 To do all such other lawful things as are incidental or conducive to the attainment of the objectives aforesaid or any of them.

### 5. MEMBERSHIP

- 5.1 The membership of this club shall consist of players who register with the club or with any operating arm or subsidiary club, the officers of the club, life members elected by any general meeting of this club, management committee, appointed sub-committees and all coaching, administrative and umpiring members of every team within the club, now or hereafter affiliated to the club in accordance with these rules.
- 5.2 Members below the age of 18 shall have any voting rights assigned to a parent, guardian or caregiver, provided that the parent, guardian or caregiver also has membership rights in accordance with clause 5.1.
- 5.3 Any past or present member of the club may be elected a life member of the club but such person shall be proposed by a financial member, have the unanimous approval of the executive of the club and be elected at a general meeting of the club. The election shall be by ballot at which the nominee must receive at least 75 (seventy five) per cent of the votes cast. Life membership shall only be considered for special services rendered to the club and shall not be for any monetary consideration.

## KAPITI COAST HOCKEY CLUB INC – RULES AND BY LAWS

- 5.4 Members must be financial having paid the subscription (if any) relating to their class of membership, per section 10.6, to participate in club activities or competitions. Non-financial members may be excluded by the Executive from participating in club activities, events and competitions in which the club registers or enters teams.

### 6. EXECUTIVE OFFICERS

- 6.1 The Executive officers of this club shall consist of a president, immediate past president, deputy president(s), secretary and a treasurer and shall be elected at the annual general meeting of this club provided always that, if agreed at an annual general meeting, the officers of secretary and treasurer may be combined.
- 6.2 Such officers shall hold office until the close of the next ensuing annual general meeting of the club provided that all or any such officers may at any time be removed and new officers be appointed at any general meeting of this club.
- 6.3 The immediate past president is a right of office for the most recent president who has resigned from office, for up to two years from the date of resignation.

### 7. MANAGEMENT COMMITTEE

- 7.1 The affairs of the club shall be governed by a Management Committee (the "Committee") consisting of:
- 7.1.1 The Executive Officers (the "Executive") comprising the president (ex officio), honorary secretary, the honorary treasurer, immediate past president (ex officio), deputy president(s) (ex officio).
- 7.1.2 Up to four Committee members, duly nominated and elected at the annual general meeting of the club by its members.

## KAPITI COAST HOCKEY CLUB INC – RULES AND BY LAWS

7.1.3 Up to three sub-committee or subsidiary club convenors (ex officio) from each of the operating arms of the club.

7.2 Assign deputy presidents' responsibility for liaison with the operating sub-committees for subsidiary clubs.

7.3 A chairman shall be elected by the Committee from the members so elected under rules 8.1 and 8.2 provided that neither the secretary nor the treasurer shall be eligible for election as chairman. Should the chairman be unable to attend any subsequent meeting the members present at the meeting shall then proceed to elect one of their number to act as chairman for that meeting and the person so elected shall be entitled to exercise all the powers of the chairman at that meeting.

7.4 Life members of the club shall be entitled to attend all meetings of the Committee but shall have no voting powers whatsoever at such meetings unless such members are members of the executive duly elected as aforesaid. See rule 8.1 and 8.2.

7.5 The Committee shall have the power to fill any vacancies that may exist or occur in it's body, or among the officers of this club, or any subsidiary club, or in any committee or sub committee. Such appointment shall hold good until the next annual general meeting of the club.

7.6 The Committee shall have power to:

(a) Either directly or through separate subsidiary clubs or sub-committees:

(i) Arrange team managers, coaches and enter teams in relevant grades and competitions.

(ii) Run trials, appoint selectors, select teams and manage team numbers.

(iii) Register players with the Wellington Hockey Association or other provincial associations or hockey bodies.

## KAPITI COAST HOCKEY CLUB INC – RULES AND BY LAWS

- (iv) Establish development programmes for players, coaches and/or umpires
- (v) Make enquiries (whether any formal protest has been lodged or not) into the conduct of any member or team and if in the opinion of the Executive or judicial sub-committee such conduct is contrary to these rules or the bylaws of this club, or prejudicial to the interest of, or good name of this club, to impose such penalty or take such other action as the executive thinks fit.
- (vi) Refuse registration from any player in any competition under the control of the club or subsidiary clubs.
- (vii) Appoint the number of delegates or representative to which the club is entitled to attend any meetings called by the Wellington Hockey Association Inc or Horowhenua Hockey Association.
- (b) Plan and control the expenditure of the funds of the club through development and approval of an annual budget or financial plan and the approval of expenditures.
- (e) Make any additional by laws necessary to provide for circumstances not provided for in the existing bylaws of this club, provided that any such bylaw as so made shall remain in force only until the next general meeting of the club.
- (f) Elect or appoint sub committees, or officers and committee members of subsidiary clubs, or persons to exercise and carry out all or any of its duties or powers. In appointing any such officers or sub committee the Committee shall not be restricted to appointing from the Committee provided however, that any such persons not being members of the Committee shall not by reason of their appointment to any such sub committee be entitled to vote any meeting of the Committee. All matters dealt with by a sub committee



## KAPITI COAST HOCKEY CLUB INC – RULES AND BY LAWS

must be reported verbally to the Committee, or in writing to the honorary secretary for submission to the Committee.

- COVID*
- (g) Remove from office any officers or committee members of subsidiary cubs or sub-committees, subject to formal motion and a 75% majority in favour. *Draft Δ for Monday's meeting*
  - (h) Settle any question which may arise and which is not especially provided for in these rules, or in the bylaws of this club, and generally to carry out the aims, objects and rules of this club.
  - (i) Recruit or employ a paid coach(es) or development officers.

*Or administrators*

- 7.7 A member of the Committee or any sub committee appointed by it shall lose his/her seat if he/she fails to attend three consecutive meetings without leave of absence.
- 7.8 The elected chairman for the time being of the Committee shall in addition to his own vote be entitled to exercise a casting vote where the voting on any motion is even.
- 7.9 Six members of the Committee shall constitute a quorum thereof.
- 7.10 Meetings of the Committee shall be held at such times as the chairman and the honorary secretary shall deem necessary, or as requested by at least five members of the Committee in writing to the secretary.
- 7.11 Minimum notice time of (7) days should be given of each Committee meeting.

## 8. MEETINGS

### 8.1 Annual General Meeting

- 8.1.1 The club shall hold its annual general meeting not later than 31st August in each year.

*Move to 30/11/20*

## KAPITI COAST HOCKEY CLUB INC – RULES AND BY LAWS

- 8.1.2 Notice of the meeting shall be advertised in the local newspaper and on the club's website at least (14) days before the date set down for the meeting. The club shall also to endeavour to also give written notice thereof to as many members as possible by hand, by post, or by email.
- 8.1.3 Nominations for the president, deputy presidents, honorary secretary, treasurer and the Committee shall be forwarded to the secretary in writing to be received not later than (7) days prior to the date of the annual general meeting. In the event of no nominations being received for an office, nominations for that office may be taken from the floor of the meeting in accordance with 8.1.7.
- 8.1.4 Nominations for officers or the Committee must be made by a voting member and seconded by at least one other voting member.
- 8.1.5 Notices of motion must be in the hands of the honorary secretary 7 days before the date set down for the meeting.
- 8.1.6 An agenda which shall clearly set out the business to be transacted at such meeting and shall be accompanied by a copy of the annual report and duly audited financial accounts is to be submitted to the annual general meeting.
- 8.1.7 Verbal nominations for:
- (a) Deputy president(s) and further nominations for the Committee may be accepted from the floor by the chairman at the annual general meeting in accordance with clause 8.1.4.
  - (b) In the case of any absent nominee, acceptance in writing by the nominee must be presented to the meeting.
- 8.1.8 The business of the annual general meeting shall be:
- (a) To receive the annual report and financial statements duly audited.
  - (b) To elect Executive officers.
  - (c) To elect the Committee.

## KAPITI COAST HOCKEY CLUB INC – RULES AND BY LAWS

- (d) .To appoint an auditor.
- (e) To consider notices of motion, remits and any general business which has been lodged with the secretary in accordance with rule 8.1.5.

8.1.9 At each general meeting of the club, two thirds of the elected members shall constitute a quorum or any 10 voting members per section 9.2.

### 8.2 Special General Meeting

8.2.1 The clubs honorary secretary shall, at any time at the request of the management committee, or on receiving a written request signed by at least 10 of its voting members which states the object of the proposed meeting, call a special general meeting of the club.

8.2.2. A special general meeting may be convened by the Executive at any time, and shall be convened by the honorary secretary within (7) days of receipt of a requisition signed by not less than five (5) of the Committee requiring a special general meeting to be called and setting out the objects of the proposed meeting. A special general meeting shall be convened in the same manner as an annual general meeting except that seven (7) days notice in writing shall be sufficient.

8.2.3 Any meeting of the club or the Committee may be adjourned from time to time at the discretion of the meeting.

## 9. VOTING

9.1 The mode of voting at any general meeting of this club or at any Committee meeting shall be by open voting or by ballot as the chairman of the meeting may direct or in the event of the chairman's ruling being objected to by a majority of the members or Committee members present at the meeting, shall by open voting decide.

## KAPITI COAST HOCKEY CLUB INC – RULES AND BY LAWS

9.2 At any annual or special general meeting the following shall be entitled to vote namely:

- (a) All financial members aged eighteen (18) years and over.
- (b) Representatives of players per clause 5.2
- (c) Life members.

### 10. FINANCIAL

10.1 The financial year of this club shall close on 31<sup>st</sup> March in each year.

10.2 All monies received or collected in the club's or subsidiary clubs' name shall be paid within 7 days of receipt to the credit of this club at the bank to be appointed by the Executive and all accounts shall be paid by cheque or Direct Credit after previously being passed for payment by the Executive.

10.3 All accounts exceeding five hundred dollars (\$500) shall be paid by cheque or direct credit after previously being passed for payment by the Committee. All direct credits/cheques paid out shall be approved/signed by any two of the treasurer and the president, or two further nominated member of the Executive of the club. The Executive shall be responsible for the proper keeping of the accounts of the club and subsidiary clubs.

10.4 A majority of the Executive may approve expenditure up \$500 in total between meetings, to support the objects of the club provided that such expenditure is for activities approved by the Committee or within the approved budget of financial plan for that financial year. Such expenditure is to be reported to the next meeting of the Committee.

## KAPITI COAST HOCKEY CLUB INC – RULES AND BY LAWS

- 10.5 The funds of the club may be placed on interest bearing deposit in the name of the club with any trading or savings bank or any official money market dealer or other financial institution offering an approved trustee investment as decided by the Executive on the recommendation of the treasurer.
- 10.6 The Committee shall have the power to levy upon each member such annual subscription towards the funds of the club, the operation of any activities/competitions or the payment of any levies imposed from time to time by the Wellington Hockey Association of any other body that this club is affiliated to, in accordance with the rules of that association or body. The subscription shall be set equitably for defined classes of member being cognisant of the cost associated with the activity of each class of member. The subscription may be nil for certain classes of member.
- 10.7 Subsidiary clubs have the power to approve their own payments and set subscriptions subject to and within the limits of policies, business plans and budgets formally approved by the Committee.
- 10.8 The power of the club to borrow money as provided by rule 4.9 hereof shall not be exercised except by a resolution of a special general meeting convened by the Committee for that purpose.
- 10.9 If upon winding up or dissolution of the organisation, there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the organisation, but shall be given or transferred to some other organisation or body with similar objects to the first organisation, that also has an income tax exemption or for some other charitable purpose within New Zealand.

## KAPITI COAST HOCKEY CLUB INC – RULES AND BY LAWS

- 10.10 The appointed auditor is to undertake only a financial review of the accounts, recordkeeping processes and controls as a minimum standard to meet the requirements of "duly audited accounts" as stated in the context of rules 8.1.6 and 8.1.8. A full audit may be requested by the Management Committee at any time.

### 11. COMMON SEAL

- 11.1 The club shall have a common seal which shall be held for the club by the secretary. The common seal shall not be affixed to any instrument except by the authority of a resolution of the Committee and in the presence of the secretary and two members of the executive, and the secretary and those two members of the executive shall sign every instrument to which the common seal is so affixed in their presence.

### 12. ALTERATION OF RULES

- 12.1 These rules shall not be repealed or altered nor shall any new rule be added without the concurrence of a majority of the members and officers of this club present at a general meeting.
- 12.2 No addition to or alteration of the not profit aims; personal benefit and the winding up clause shall be approved without the Inland Revenue Department's consideration. The 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.

Amendments approved by unanimous resolution of the Annual General Meeting of the club on 24 August 2009