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10057018231

Certificate - Alteration of rules

Section 21 Incorporated Societies Act 1908

1. Name of society

Nomads United A.F.C (Inc)

2. Society number

22

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

Mrs. Kate Kingsland

Position

Secretary -

Signature

Kate Kingsland

Date

2. 12. 08.

3. Checklist before filing your application

- 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 and 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.

NPC# 10
8 - DEC 2008

4. Your contact details

Name and postal address

Mrs. Kate Kingsland
P.O. Box 5259,
CH CH. 8053

Email (optional)

Telephone

4 3014 12

1st July, 2008.

CONSTITUTION AND RULES OF THE NOMADS UNITED ASSOCIATION FOOTBALL CLUB (INCORPORATED).

(1) TITLE

The name of the Club shall be **Nomads United Association Football Club (Incorporated)** and shall be referred hereinafter as **"the Club"**.

(2) OBJECTIVES.

The objectives of the Club are:

- (a) To foster and advance the game of Association Football.
- (b) To provide sporting, recreational and social activities and services to club members and affiliated bodies.
- (c) To provide base facilities, playing areas and management and administrative services for the Club, affiliated bodies and special events.
- (d) To generate profitable income from the sale, rental, or leasing of goods, services or facilities.
- (e) To promote the spirit of good fellowship and sportsmanship.

(3) UNIFORM.

- (a) The playing uniform of the Club shall be a Royal Blue Jersey with white trim, White Shorts and plain Scarlet Socks.
- (b) The Management Committee will lay down from time to time the design and colour combination for the Club's alternative playing uniform.
- (c) The non playing uniform shall be approved by the Management Committee and conform to the Club's colours.

(4) CONSTITUTION.

The Club shall consist of:

- (a) Those members who have been nominated and approved for membership in accordance with the Rules of the Club.
- (b) Organisations whose activities generate profitable income for the Club and which compliment or supplement the affairs of the Club.



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(5) MEMBERSHIP.

(a) Player Member

Any person who is of good character and repute shall be eligible to make an application to be a Player Member. After the application for membership has been approved by the Management Committee and the full relevant subscription has been paid the applicant shall be a Member of the Club and shall be entitled to the rights of a Player Member.

A Player Member shall be entitled to a Player Member's rights as long as:

- i. that Member is paid up on all subscriptions due
- ii. the Management Committee has not suspended or revoked the Membership of that person.

(b) Associate Member.

Any person who is of good character and repute shall be eligible to make an application to be an Associate Member. Associate Membership is intended to be taken up by those persons who do not wish to be a Player Member. After the application for membership has been approved by the Management Committee and the full relevant subscription has been paid the applicant shall be a Member of the Club and shall be entitled to the rights of an Associate Member.

An Associate Member shall be entitled to an Associate Member's rights as along as

- i. that the Member is paid up on all subscriptions due.
- ii. the Management Committee has not suspended or revoked the membership of that person.

(c) Affiliated Member.

An organisation which has been accepted as an Affiliated Member by the club and which assists the Club in meeting its Objectives. An Affiliated Member will enter into a commercial agreement with the Club and will not be liable for a yearly subscription. The Management Committee will negotiate and approve requests for Affiliated Membership.

(d) Life Members.

Life Members shall be elected at any General Meeting and shall only be elected from those Members the Club desires to recognise for exceptional services to the Club, provided that no Member shall be nominated without the prior endorsement of the Management Committee. Life Members shall be entitled to all privileges of Player and Associate Membership without being called upon to pay any subscription.

The following shall be deemed to be Life Members as at the date of Incorporation of the Club. Messrs M. D Douglas, L. H Fail, D. Gowans, A. Sellars, H.Smyth and W. Waddell.

For the record at the time of this revamped Constitution, Mr J A Waddell, Mrs K Kingsland, Mr P Topp, Mr F Rutherford, Mrs N Rutherford, Ms. J Hammond and Mr E Waller have been nominated and elected as Life Members of Nomads United A.F.C. (Inc).

(6) SUPPORTERS.

A supporter is a parent or a guardian of a Playing Member or Supporter and the like who does not wish to become a Player or Association Member. A Supporter is not required to pay a Membership subscription and has no voting rights.

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(7) SUBSCRIPTIONS:

The Annual subscription for Player and Associate Members shall be fixed by the Management Committee.

(8) TRANSFERS:

The Management Committee shall have the sole right

- (i) to approve, defer or disapprove the transfer requests of Player Members.
- (ii) to set the terms under which Players Members are granted transfers.

(9) RESIGNATIONS.

- a. A Player or Association Member who wishes to resign from the Club must forward a letter of resignation to the Secretary. In default of such notice the Member may be liable for the relevant subscription for the ensuing financial year.
- b. the Management Committee shall have the sole right
 - i. to approve, defer or disapprove the resignation request of Members.
 - ii. to set the terms under which Members are granted a resignation request.

(10) FINANCIAL YEAR.

The Financial Year shall run from 1st September, to 31st August.

(11) GENERAL MEETING.

- a. **Annual General Meeting.**
The Annual General Meeting shall be held not later than the 30th November each year, for the purpose of receiving the Report and Balance Sheet, the election of Officers, the election of delegates to affiliating bodies and any other business submitted to the meeting.
- b. **Special General Meeting.**
A Special General Meeting shall be convened whenever 10 fully financial Player and /or Associate Members and/or Life Members, request it in writing, or the Committee considers it necessary to do so. The Ten Player, Associate or Life Members making the written request must be eligible to vote at the meeting so called.
A written request to hold a Special General Meeting must:
 - i. include notification of the date of the meeting.
 - ii. include the agenda subjects for the meeting. Those subjects only shall comprise the Oagenda for the meeting.
 - iii. be lodged at the Club's Tulett Park Office, or at the Club's New Zealand Post, Post Office Box not less than 21 days before the requested date for the Special General Meeting.

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c. **Voting at General Meeting.**

- i. Fully financial Player, Associate and Life Members 18 years of age or over on the date of the meeting are entitled to vote.
- ii. All elections shall be by ballot.
- iii. Voting (except for elections) shall be by a show of hands, or by a ballot if requested by three or more persons entitled to vote.
- iv. Except where otherwise provided, all motions and resolutions moved and put at an Annual or a Special General Meeting, shall be decided by a majority vote of those present and entitled to vote.

d. **Quorum.**

Ten Player, Associate or Life Members eligible to vote at the meeting shall form a quorum at all General Meetings. At all General meetings the Chair shall be taken by the Chairperson, or in their absence the Meeting shall elect a Chairperson.

e. **Notice.**

- i. Printed Notice of all General Meetings shall be given to all Players, Association and Life Members at least seven days before the meeting.
- ii. The notice shall include the agenda of the business which is to be conducted at the Meeting.

(12) OFFICERS.

(a) **Managing Officers and the Management Committee.**

- i. Only Life Members, Financial Player Members and Financial Association Members are eligible to be appointed Managing Officers of the Club.
- ii. The Managing Officers of the Club shall constitute the Management Committee and shall be as follows:

- (1) President
- (2) Imm. Past President
- (3) Vice President
- (4) Secretary
- (5) Treasurer
- (6) Finance Officer
- (7) Convenor/s of the Junior Section
- (8) Convenor of the Women's Section
- (9) Convenor of the Men's Section
- (10) Social Convenor
- (11) Publicity Officer
- (12) Equipment Officer
- (13) Clubrooms Convenor
- (14) Building and Grounds Officer
- (15) Club Captain
- (16) 5 x Ordinary Members.

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(b) Honorary Officers.

The Honorary Officers of the Club shall be:

- i. Patron
- ii. Auditor.

(c) Election of Officers.

The Officers of the Club shall be elected at the Annual General Meeting and shall continue in office until their successors are appointed.

(d) Abnormal Office Vacancy.

Any vacancy during the year shall be filled by the Management Committee.

(e) Eligibility.

No Member under eighteen years of age on the day of the Annual General Meeting shall be eligible to hold office.

(13) MANAGEMENT.

a Management

The club shall be managed by the Management Committee.

b A quorum at any Management committee Meeting shall be at the least, equal in number to half the appointed membership plus one. All quorum members to be personally present.

c. The Management Committee shall have the power to form Sub-Committees. All Sub-Committees shall be subordinate to the Management Committee of the Club. The President, Secretary and Treasurer shall be Ex-officio members of all Sub-Committees.

d. Managing Officers shall have the right to nominate a sub-committee of Members to assist them in carrying out their respective functions. Sub-Committee nominations may be taken at the Annual General Meeting or otherwise and shall be forwarded to the Management Committee for its approval, amendment or rejection prior to any nominee taking up an appointment with a sub-committee.

(14) MANAGEMENT COMMITTEE – POWERS AND AUTHORITIES.

a. At its first meeting the Management Committee shall elect a Chairperson.

b. The Management Committee shall manage the Club's affairs and shall have power to make, alter or rescind policies and procedures not repugnant to the Constitution, and to act for the general comfort and accommodation of members, and all decisions made by the Committee and instructions given by it shall be binding on every Member and Supporter of the Club, until set aside by a General Meeting.

c. The Committee shall have power in the corporate name of the Club to enter into any agreement or agreements, contract or contracts, it may think fit and necessary to progress or ensure the welfare of the Club. And in particular, the Committee shall have power to acquire, lease, sell, rent or otherwise lawfully deal in property and assets to enable it to comply with the Objects of the Club.

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- (d) The Committee shall inform members of all policies and regulations made by it, and report same. It shall also report to the Annual General Meeting on the state of the Club generally.
- (e) **Executive Management Sub-Committee.**
1. The Executive Management Sub-Committee shall comprise:
 - i. President
 - ii. Vice President
 - iii. Secretary.
 - iv. Treasurer.
 2. The sub-committee shall deal with matters of urgency and its actions and decisions shall be submitted for confirmation or otherwise, to the immediately following Management Meeting.
- (f) The Management Committee may declare forfeit, the seat of any committee or sub-committee Member who is absent from three consecutive meetings without reasonable excuse and the consent of the Management Committee.
- (g) Notice posted on the Club's notice board, by the Secretary, on behalf of the Committee, other than those calling an Annual General or Special General Meetings, shall be considered to be sufficient notice to Members.
- (h) Having carried out a reasonable amount of investigation as to suitability and exercised due prudence The Management Committee shall have power to invest the Funds of the Club in any investments of which it may approve.
- (i) The Committee shall have power in the corporate name of the Club to raise money for the benefit of the Club, and for such purpose to mortgage or give security over any real or personal property of the Club.
- (j) Except where otherwise provided, all motions and resolutions moved and put at a meeting of the Committee, shall be decided by a majority vote of those present and entitled to vote.
- (k) Any Member of the committee who at any time divulges the business of the Committee shall render themselves liable to have their seat forfeited.
- (l) The Committee shall have the power to suspend or strike off the roll of the Club any Member whose subscription for the current year is not paid by 30th June.
- (m) Any Member having refused to comply with the Constitution or any instructions of the Club, or having in the opinion of the Management Committee, been guilty of misconduct detrimental to the good character of the Club, may be called upon by the Management Committee to resign.
In the event that the Member refuses to do so, the Management Committee shall have the power to expel the Member and notice of such expulsion shall be immediately sent to the Member by mail, directed to the Member's last known address. Any Member expelled by the Management Committee shall have the right of appeal to a General Meeting of the Club provided notice of intention to appeal be lodged with the Secretary within 14 days from the postal day of the notice of expulsion. Notification of such expulsion shall be notified to the relevant Affiliating Body immediately.

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(15) DUTIES AND POWERS OF OFFICERS.

(a) Chairperson.

The Chairperson of the Club and Management Committee shall:

- i chair General and Management Committee Meetings.
- ii exercise a deliberative vote and in case of equality, a casting vote at General Meetings and Management Committee Meetings respectively.
- iii decide the order of business, to put motions and to declare the result of voting.
- iv adjourn a meeting, or to declare a meeting closed in the absence of a quorum or by resolutions of the meeting.
- v generally do and perform such other lawful things and acts as may be necessary or desirable to carry on the business of a meeting with order and regularity.

(b) President.

The President shall

- i. attend all meetings of the Club and of the Management Committee.
- ii attend and be part of any Sub-committee/s, and Executive Meetings.
- iii report to the Management Committee on any Executive Meetings.
- iv oversee the smooth running of the Management Committee.
- v attend where necessary activities of the Governing Body and act as Club Representative when called upon to do so.
- vi in the absence of the Chairperson, act on behalf of the Chairperson.
- vii delegate and oversee the duties of the members of the Management Committee.

(c) Secretary.

The Secretary shall

- i. call and attend all meetings of the Club and of the Management Committee and take all minutes thereof.
- ii. conduct the affairs and correspondence of the Club.
- iii. keep a register of the names, occupations and addresses of all Members (in terms of Section 22 of the Incorporated Societies Act 1908) with dates of their joining or leaving the Club or death as the case may be.
- iv. prepare, immediately prior to the Annual General Meeting, and for presentation at such meeting, an Annual Report on the business and activities of the Club during the proceeding twelve months.
- v. obey all lawful instructions and acts as may be given or required to be done by a meeting of the Club or of the Committee, or by the affiliating bodies, or by this Constitution.
- vi. perform all such other lawful duties as may usually appertain to the office of Secretary.
- vii. afford the Auditor access to all books and papers of the Club and shall, to the best of their knowledge and ability give the Auditor any information requested.

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(d) Treasurer.

The Treasurer shall

- i. attend Meetings.
- ii. collect and receive all monies due to the Club and to give and arrange to be given an official receipt therefore.
- iii. deposit within seven days all such monies received to the credit of the Club's account with the bank(s) authorised by the Management Committee.
- iv. prepare immediately prior to the Annual General Meeting a Balance Sheet and a Statement of Income and Expenditure for the twelve months ending 31st August and to present such documents to that meeting duly Audited.
- v. forward a Certified Copy of the audited Annual Accounts to the Registrar as required by Section 25 of 'The Incorporated Societies Act 1908'.
- vi. obey all lawful instructions and to do and perform such lawful things and acts as may be required to be done by a meeting of the Club or of the Committee or by this Constitution.
- vii. do and perform such other lawful duties as may usually appertain to the office of Treasurer.
- viii. afford the Auditor access to all books and papers of the Club and shall, to the best of their knowledge and ability give the Auditor any information requested.

(d) Auditor.

The Club shall at each Annual General Meeting appoint a qualified person as Auditor.

- i. The Auditor shall audit the books at least once in each financial year immediately prior to the Annual Meeting and at such other times as the Committee or the Club may require.

(16) CUSTODY AND USE OF THE SEAL.

- a. The Club shall have a Common Seal, which shall be kept in the custody of the Secretary, and shall only be fixed to documents at a meeting of the Management Committee or in pursuance of a resolution of the Management Committee. The affixing of the Seal shall always be attested by at least three members of the Committee.
- b. As regard third parties, the Common Seal shall be deemed to have been duly affixed if the affixing thereof purports to be attested by three members of the management Committee, and that notwithstanding an invalidity in the appointment of any irregularity in the meeting at which the Seal is affixed, or any other matter connected with the affixing of the same.

(17) ALTERATIONS AND ADDITIONS TO THE CONSTITUTION.

- a. No alteration or addition to this Constitution shall be made except at a General Meeting by a resolution, passed at such a meeting, by a majority of the Members present.
- b. Notice of Motion with regard to the alteration of or addition to any of the Constitution must be lodged with the Secretary at least 21 days before such meeting.
- c. Notice of such meeting and of the alteration and/or additions to be proposed there at shall be sent to each Member at least 7 days before the date fixed for the meeting.

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(18) GENERAL.

- a. Proxies shall not be allowed at any meeting of the Club.
- b. Any question which is not provided for in this Constitution shall be decided by the Management Committee until revoked by majority at a General Meeting.

(19) DISSOLUTION.

Should

- a. A majority of members at a Special Meeting called for the purpose in terms of Clause 11 and in accordance with Section 24 of the Incorporated Societies Act 1908 desire to dissolve the Club;
or
- b. The Club becomes defunct and its activities no longer in accordance with Clause 2 of this Constitution;

The Secretary and the Treasurer shall realise the assets and shall pay all liabilities of the Club. If there remains after the satisfaction of all debts and liabilities or any property whatsoever, the same shall not be paid to or distributed amongst the members but shall be given or transferred to some other organisation or body having objects similar to the objects of the society, or to some other charitable or non for profit organisation or purpose within New Zealand.

ASB K. K.

**NOMADS UNITED A.F.C. (INC)
ANNUAL GENERAL MEETING.
MONDAY 24TH November, 2008 7.45p.m.
Clubrooms.**

AGENDA:

Opening and Welcome.

Apologies.

Minutes of 2007 Meeting.

Business arising.

Correspondence:

Reports:

Secretaries Report in Absence of a President's Report.

Reports from all section of the Club.

Final report – Treasurer Presents the Audited Accounts.

Election of Officers:

General Business:

Ratification of Constitutional Changes, from Special Meeting – 14/10/08

Issues taken from the floor if no previous remits Received.

Closure of Meeting.

**minutes of a Special Meeting,
held Tuesday 14th October, 2008 at 8.00p.m.
at the clubrooms, Tulett Park, Claridges Road. Ch.**

Present: Mrs Kingsland, (Secretary) Mr Bull (Club Captain) Mr Batty (Treasurer) Mrs Barnett and Mr Crooks (Junior Convenors) Mr Lambert (Senior Convenor) and 17 Members of the Club.

Apologies: Mr Drake – Accepted.

Introduction: Mrs Kingsland outlined the reason for calling the Special Meeting, a copy of which is attached, but it was General Housekeeping, an attempt to bring the Club Constitution into the 21st Century. She reported to the meeting that she had retyped the whole Constitution, which in its present form was hard to read and not well presented, and that she had had the new version proof read by two outside personnel, and that the updated version would be presented to the AGM in November for ratification and then forwarded to the Incorporated Society for filing.

At this point the alterations required were gone through point by point – an explanation for the alteration being given at the same time. These were as follows:

5 (d) purely for records. Life Members recorded.

11 (a) *Date Change:* to 30th November - This is general housekeeping as well.

12 (a) ii list of officers – these had changed over the times with those having particular significants were
(7) the Junior Section had been broken down and there was now 4 – 5 Junior Convenors.
(16) the 3 original had been extended to 5 – due to people wishing to join the committee but not necessarily wishing to take on a position for the first year, and could do this as a sitting member.

14 (a) Chairman – Chairperson – politically correct.

15 Duties and Power of Officer/s -

(a) President - This section of the constitution did not have a job description for the President, as did the other executive positions of the Committee, and as was discovered, with the appointment of the last year's President, there were no ruling or guidelines to cover the Committee/Club when and issue of an ill appointed President had been elected. Therefore this was just general housekeeping and cover for the committee.

Consequently, with this inserted in the Constitution all the other positions, slipped down. i.e. b becomes c etc.

(e) Auditor - the wording in here not quite correct – Add General i.e. Annual General Meeting.

Mrs Kingsland having gone through the points one by one, asked for questions from the floor and as there were none, requested that someone move a motion to formerly do the business.

Moved: that the corrections to the constitution as set out and explained point by point, along with the retype of the complete proofed constitution be accepted and placed before the AGM in November 08 for ratification, and consequently submitted to the Incorporated Society as required by the act.

Bull/Buchanan. Carried – unanimously.

The only other issue to be dealt with was – that the Secretary this day had been required to make application to the IRD for Tax Exemption Status, on behalf of the Club, and was required to have formal notification, that it was the Club's wish that she be able to act on behalf of the Club. The reason for the requirement, was to enable her to complete a new requirement of making application for Grant Monies to Trusts – enclosing with the application – a certificate of compliance. This was so given – with a letter to be composed and signed by the Chairman on the Club's behalf.

There being no further business those present were thanked for their attendance and reminded of the AGM date of 24th November, 7.45p.m. Meeting closed 8.30p.m.

Signed.....
Dated 24.11.08.....

I hereby confirm that these are a true & accurate record of spec. Mtg held 14/10/08 as ratified at A.G.m 24/11/08 Kate Kingsland (Secy).



nomads united AFC (Inc)

28th November, 2008

Dear Sir/Madam,

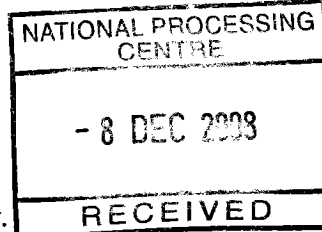
Registration of Revamped Constitution.

Enclosed herewith please find a copy of our club's new updated Constitution. Upon searching our constitution for clarification on a matter, almost 12 months ago, it was apparent to us that it needed some remodelling. To this end I went about doing this, with the approval of our Committee of Management.

Following the identification of items which needed to be changed, altered or added to – a Special Meeting of the Club was called, for ratification of such additions or changes. A copy of the notice of meeting is enclosed, as is a copy of the minutes from that meeting. A copy of our Club's AGM held on Monday 24th November, 2008 were these minutes were signed and agreed to as being a true and correct record of that meeting, is also enclosed. Along with the official details required for the changes, I also report that the Constitution has been prove read, and deemed to be as correct as deems possible.

It is our wish that the old constitution be replaced by this updated version and we trust that all has been done to ensure that this can be done. However, if there is any further information required, please do not hesitate to contact the writer who will be able to assist you in bringing this matter to a successful conclusion.

- Enclosed: Form IS2
- Minutes of Special and Annual General Meeting.
- Notice of Meeting.
- Notice of Alterations intended.
- Copy of proof read NEW Constitution.
- Signatures by 3 Officers of the Incorporated Society.



Yours Faithfully,

Kate Kingsland,
Secretary.

Mr A Batty (President).....

Mr A Bull (Club Captain).....

Mr K Drake (Vice Pres./Chairman).....