



Application to Incorporate a Society

Name

Point Chevalier Amateur Athletic Club Incorporated

- 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

Address for Registered Office

This address must be a physical address
e.g. 6 Anywhere Street,
Somewhereville

Address:

Level 14, 48 Emily Place, Auckland

Email Address for Communication

The Registrar may contact the society
by email. This email address will
not be publicly available.

Email:

ptchevathletics@hotmail.com

Address for Communication

Postal Address (e.g. P O Box) to which
Communications from the Registrar
may be sent.

Address:

P O Box 44-123, Point Chevalier

Contact Person Details (optional)

This will allow the Registrar to have
a direct contact person for your
society. The email address will not
be publicly available.

Name: Pandora Fruean

Position Held: President

Address:

17 Dormer Road, RD 2 Helensville

Email: pat.pandy@slingshot.co.nz

The society's annual general meeting will usually be held in April (month)

Checklist before filing:

- Have you checked that the society's name is available by conducting a Register Search at www.societies.govt.nz?
- Has the application form been signed by 15 members of the society?
- Have all the signatures been witnessed by someone who isn't one of the 15 members signing the form?
- Is a copy of the society's endorsed rules attached to the application?
- Is the fee of \$100.00 included? (Cheques should be made payable to Ministry of Economic Development)
- Has an officer of the society or a solicitor completed the attached certification?

Your Contact
Details

Name and Postal Address:

Pandy Fruean
17 Dormer Road

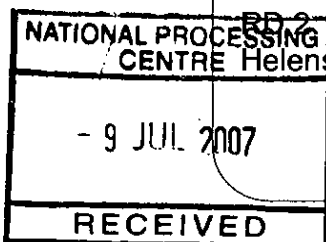
Other Details

Telephone: 09 420 3423

Email: pat.pandy@slingshot.co.nz

Post To

Incorporated Societies Register
Companies Office
Private Bag 92061
Auckland Mail Centre 1020



- 9 JUL 2007
NPC# 03

Incorporated Society Application to Incorporate - Certificate

Society's Name

Point Chevalier Amateur Athletic Club Incorporated

I certify that the rules that are endorsed with this application have been approved by a majority of the members of the society.

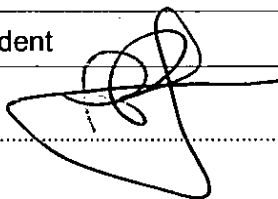
Name

Pandora Fruean

Position

President

Signature



Date

31.5.2007

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.

Note: Section 5 of the Incorporated Societies Act 1908 requires a society's rules to 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.

Your Contact Details

Name and Postal Address:

Pandy Fruean
17 Dormer Road
RD 2
Helensville

Other Details

Telephone: 09 420 3423

Email: pat.pandy@slingshot.co.nz


Post To

Incorporated Societies Register
Companies Office
Private Bag 920SN
Auckland Mail Centre N020


NATIONAL PROCESSING
CENTRE

Name of Incorporated Society Point Chevalier Amateur Athletic Club Incorporated


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.
Dated 01.04.2007

Option 1 Witnessed by (to be completed if there is only one witness for all members signatures):
Name Bruce Fueson Address 17 Bone Rd, Kaitakepaki Signature 

Option 2 Members N-7 (N. Members 8-N 5 are continued on the next page)

1 Name Michael Gerald Signature 

Address 9a Formby Ave, Pt. Chevalier

2 Name Brendan Olaner Signature 

Address 97 Wesserton Ave, Mt. Albert

3 Name John Sumner Signature 

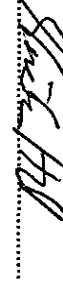
Address 8 Newell St Pt Che

4 Name DAVID BUDGETT Signature 


Address 30 Mt Albert Rd

5 Name Amber Cooper Signature 

Address 29 Target St Pt Chevalier

6 Name Nicola Hill Signature 

Address 28 Formby Ave Pt Che

7 Name Margaret Baker Signature 

Address 88 Voga Ave Mt Albert

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

1 Name _____ Signature

Address _____

2 Name _____ Signature

Address _____

3 Name _____ Signature

Address _____

4 Name _____ Signature

Address _____

5 Name _____ Signature

Address _____

6 Name _____ Signature

Address _____

7 Name _____ Signature

Address _____

Name of Incorporated Society Point Chevalier Amateur Athletic Club Incorporated

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Dated 1.4.07

Option 2 Members 8-15 (continued from previous page)

8 Name A. BARKWELL Signature 

Address 88 HUIA RD, PT CHEV

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

8 Name _____ Signature


Address

9 Name Terry McCarthy Signature 

Address 73 Kiri Rd Pt Chevalier

9 Name _____ Signature


Address

10 Name Simone Nichols Signature 

Address 142 Mt Albert Rd

10 Name _____ Signature

Address

11 Name JANETTE WREED Signature 

Address 16 WINTER TCE, MT ALBERT

11 Name _____ Signature


Address

12 Name Stephen Hill Signature 

Address 28 Fernby Ave Pt Chevalier

12 Name _____ Signature

Address

13 Name Graet Hodder Signature 

Address 48 Meini Ave Pt Chev

13 Name _____ Signature

Address

14 Name GRAVAT CURTIN Signature 

Address 99B KILWARRA AVE + FERNO BAY

14 Name _____ Signature

Address

15 Name Tim Munn Signature 

Address 16 VIKES Tce, Mt Albert, Auckland

15 Name _____ Signature

Address

CONSTITUTION OF THE
POINT CHEVALIER AMATEUR ATHLETICS CLUB -

Dated this 1st day of April 2007

1. NAME

The name of the Club shall be "**The Point Chevalier Amateur Athletics Club Incorporated**" (hereinafter in this constitution called "the Club")

2. AFFILIATION

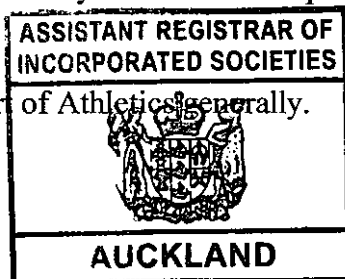
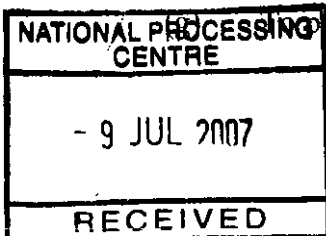
The Club shall affiliate with Athletics New Zealand and the Auckland Centre in which the Club is located (and with their successors).

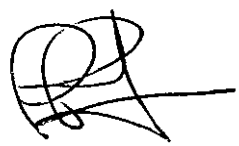
3. OBJECTS

The objects of the Club shall be:-

- (a) To promote, encourage and practise all facets of amateur athletics within the Club and local community.
- (b) To establish maintain and conduct an athletic club and generally afford to its members the accommodation, advantages privileges and conveniences of a Club
- (c) To supply material and human resources, particularly coaching, for the benefit of all Club members.
- (d) To provide facilities for, promote, organise, regulate, hold and conduct Club competitions and competitive amateur athletics meetings and to give, provide, or contribute toward trophies and awards therefor.
- (e) To conduct such social activities as the management Committee may from time to time approve
- (f) To acquire by purchase lease or otherwise any real or personal property or any rights or privileges which may be considered necessary or expedient for attaining the objects of the Club or any of them or for promoting the interests of the Club or its members

to promote the sport of Athletics generally.



X  X

- (h) To use the funds of the Club for and to do all such things as may be incidental or conducive to the attainment of the foregoing objects or any of them

4. COLOURS

The colours of the Club shall be as follows:

- 4.1 Under 7 – White T-shirt with Club strip and Black shorts
- 4.2 7 and over – Green & White Singlet, Green & White Crop Top and black shorts

The design of the uniform, which shall be predominately in the Club colours, shall be on the approval of the Committee (“the Committee”).

5. MEMBERSHIP

- (a) Any person upon approval by the Committee, shall be eligible, by agreeing to pay the annual subscription and to abide by the rules of the Club, to join as a member of the Club and receive all privileges of membership.
- (a) Members on joining shall sign their names in a Register of Members together with their addresses, email addresses and telephone numbers.

6. TERMINATION OF MEMBERSHIP OR EXPLUSION

- (a) Members may resign membership of the Club at any time by written notice to the Committee.
- (b) Except as provided in clause 7 hereof, any member whose annual subscription remains unpaid at the end of the financial year shall, unless an arrangement has been entered into with the Committee, be deemed to have resigned from the Club.
- (c) Any member who shall refuse to comply with the provisions of the Club's constitution, or whose conduct in the opinion of the Committee appears to endanger the character, good order, or welfare of the Club, or be such as may bring discredit, or if, for any other reason it is felt desireable that the member shall cease to be a member of the Club, then that member shall be advised in writing not less than 14 (fourteen) days prior to the date of the hearing. The member may be represented by one or more persons at the hearing. The Committee, after hearing and considering the representations, may request the member to resign. If the member fails to resign or

lodge an appeal as set out in this Clause 6(c) within 1 (one) calendar month after the request then the Committee may expel the Member.

Any member who has had his/her membership terminated as in Clause 6 (b) shall have the right to appeal to a General Meeting of the Club provided notice of his/her intention to appeal is lodged with the Club Captain or Secretary within 7 (seven) days of such termination.

- (d) No resignation or expulsion shall relieve any member from the payment of any monies owing by the member as at the date of such resignation or expulsion, except at the discretion of the Committee. The subscription of any member who shall resign or whose membership has been terminated, shall be forfeited, except at the discretion of the Committee.
- (e) The Centre to which the Club is affiliated shall be notified, within 14 (fourteen) days, of all such terminations and expulsions.

7. SUBSCRIPTIONS AND FINANCIAL YEAR

- (a) Members of the Club shall pay an annual subscription, the amount of which shall be determined at the First Committee Meeting after the Annual General Meeting. The Meeting may provide for different classes of members and the subscriptions payable by each class.
- (b) All such subscriptions shall be paid to the Treasurer who shall issue receipts.
- (c) Any member whose subscription is overdue, shall be ineligible to represent the Club in any inter-club race or have a voice in the business of the Club, until his/her subscription is paid.
- (d) The financial year of the Club shall be from the 1st April to 31st March the following year.

8. OFFICERS

8.1 The Officers of the Club shall be:-

- (a) One or more Life Members
- (a) A President
- (b) A Secretary
- (c) A Treasurer
- (d) Club Captain(s)

(e) An Honorary Auditor

(f) Junior Committee Delegate(s)

- 8.2 At the Annual General Meeting the President, Club Captains, Secretary, Treasurer and Auditor shall be elected and hold office until the ensuing Annual General Meeting.
- 8.3 At the Annual General Meeting, the Delegates to general meetings of the Centre, general meetings of Track and Field Club delegates shall be elected and hold office until the ensuing Annual General Meeting.
- 8.4 No member shall be eligible for election to any office or to vote in an election for any office unless his/her subscription has been paid prior to such elections.
- 8.5 All elections for officers and delegates shall be by nomination at the AGM.
- 8.6 In the event of an equal ballot, the president shall have a casting vote in addition to his/her deliberative vote.

9. COMMITTEES

- 9.1 The Committee shall consist of the President, Club Captain(s), Secretary, Treasurer, Junior Delegate and at least two and not more than eight ordinary Committee members who shall be elected at the Annual General Meeting .
- 9.2 Vacancies arising in the Committee shall be filled by resolution of the Committee and persons so co-opted shall hold office until the next General Meeting when the position shall be filled by election. This clause shall not apply to the office of Club Captain. Vacancies arising in this position may only be filled by election at a General Meeting.
- 9.3 All decisions of the Committee shall be decided by a simple majority.

10. LIFE MEMBERS

Any member or former member of the Club may, for special services rendered, be elected a Life Member of the Club, but only at the Annual General Meeting and by a 75% majority of the members of the Club present and voting. The name of any proposed life member must be first be submitted to and approved by the Committee. A life member shall be entitled to all the privileges of membership, including that of voting at all meetings, but without liability to subscription.

11. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held within 3 (**three months**), of the end of the Clubs Financial Year. The order of business shall be:-

- (a) Reading and confirmation of the minutes of the previous Annual General Meeting ;
- (b) To receive the Presidents Report, the Annual Balance Sheet and Statement of Accounts for the preceding year.
- (c) Election of Committee and Officers as named in clauses 8 and 9.
- (d) Election of Delegates as named in clause 8.3.
- (e) Consideration of any special business, notice of which has been given to the Secretary 20 (twenty) clear days before the date of the meeting.
- (f) General Business.

12. SPECIAL GENERAL MEETING

A Special General Meeting of the Club may be called by the Committee on its own motion, or by the Committee upon receiving a written requisition signed by at least 10 (ten) financial members.

13. NOTICE REQUIRED FOR GENERAL MEETINGS

Notices of General Meetings shall be delivered to all financial members and displayed on all Club noticeboards at least 10 (ten) days prior to the date of the meeting. All such notices shall include an agenda of all business to be conducted at the meeting concerned.

14. QUORUM

At all General Meetings **Twenty(20)** financial members or 20% of financial members which whichever is less shall form a quorum.

15. MANAGEMENT

15.1 The Committee as constituted under clause 9.1 shall manage and control the working of the Club and shall exercise general supervision over its properties effects and funds.

15.2 The Committee shall purchase materials required by the Club and pass accounts for payment, and shall have the accounts audited prior to the Annual General Meeting.

- 15.3 The President or Club Captain, or any 3 (three) other Committee members, shall have power at all times to instruct the Secretary to call a meeting of the Committee.
- 15.4 Any member of the Committee who shall be absent from three duly convened consecutive meetings shall at the discretion of the Committee cease to hold office, unless he/she furnish satisfactory reason for such absence; and any vacancy so caused shall be filled as in clause 9.
- 15.5 Any Club officer or Committee member maybe removed from office by 75% of the votes recorded at a Special General Meeting called for that purpose.

16. PROPERTY AND EFFECTS

- 16.1 The Property and effects of the Club shall be vested in the Club and the funds of the Club shall be controlled by the Committee and shall be utilised in accordance with the objects of the Club after paying such charges as may be incurred in its administration.
- 16.2 The funds and property of the Club from whatever source derived shall be applied solely towards the promotion of the objects of the Club as previously stated.
- 16.3 All monies shall be received by the Treasurer and shall be banked in a Bank Account held in the Club's name and all monies owing shall be paid by cheque from that Bank Account.
- 16.4 The committe shall appoint three (3) persons who shall be authorised to sign cheques. All cheques and withdrawal receipts shall be signed by at least 2 (two) of these persons so authorised

17. CHAIRMAN

- 17.1 At all General Meetings of the Club the President, or in his/her absence any a member appointed by the members present, shall take the chair.
- 17.2 At all Committee meetings the Club Captain shall preside, or in his/her absence a member appointed by the members present.
- 17.3 The chairman at any meeting shall in the case of an equal ballot or vote have a casting vote in addition to his/her deliberative vote.



18. DUTIES OF CLUB OFFICERS

- 18.1 **PRESIDENT** The President shall be a member of all and any sub-Committees appointed for any purpose whatever, and shall at all times exercise such disciplinary powers as the Committee considers essential for the efficiency and good conduct of the Club. The President shall be responsible for preparing the President's Report and this shall be presented to the Annual General Meeting.
- 18.2 **CLUB CAPTAIN(S)** The Club Captain(s) shall plan and ensure that all coaching activities in the Club are suitably integrated so that all members regardless of sex, age, ability, or discipline shall have available to them suitable programmes, expertise and advice as required. The Club Captain shall be responsible for preparing the Club Captain's Report and this shall be presented to the Annual General Meeting.
- 18.3 **COACHING CO-ORDINATOR** The Coaching Co-ordinator shall ensure all information on the coaching and related matters is readily available to all members.
- 18.4 **SECRETARY** the Secretary shall convene all meetings and keep accurate minutes of the proceedings, read and file all inward correspondence, issue notices of meetings, conduct all outward correspondence, keep the register of members, and generally attend to all clerical duties in connection with the Club.
- 18.5 **TREASURER** The Treasurer shall collect and account for all subscriptions and donations etc., and shall dispose of them as directed by the Committee, pay all accounts passed by the Committee, keep proper books of account, and furnish a report of the financial year, together with the duly audited balance sheet and statement of all monies received and paid during the preceding financial year; also the statement of assets and liabilities for presentation at the Annual General Meeting; and generally in all financial matters carry out the directions of the Committee. He/she shall not pay out any monies except by a minute of the Committee.



19. LIABILITY OF OFFICERS

The President, Club Captain, Secretary, Treasurer, and other officers of the Club who may by the authority of the Committee accept or incur any financial liability on behalf of the Club shall be held indemnified by the Club against any personal loss in respect of such liability.

20. EVENTS CONDUCTED BY THE CLUB

All events conducted by the Club shall be conducted under Athletics NZ rules subject to such local conditions as may be decided by the Committee. Such rules so made must not conflict with the rules of Athletics NZ unless approval has been obtained as required under Clause 43 of Athletics NZ rules.

21. EXECUTION OF DOCUMENTS

21.1 The Common Seal of the Club shall be retained by the Secretary

21.2 The documents shall be executed for the Club pursuant to a resolution of the Committee:

- (a) by affixing the Common Seal witnessed by the President or a Club Captain and counter signed by some other member of the Committee, or
- (b) wherever the document is not required by statute to be executed under Common Seal by the President or a Club Captain and some other member of the Committee signing on behalf of the Club.

22. PERCUNIARY PROFIT

No member or person associated with the Club or a Corporate Member shall derive any income, benefit or advantage from the Club where they can materially influence the payment of income, benefit or advantage, except where that income, benefit or advantage is derived from:

- (a) Professional services to the Club rendered in the course of business charged at no greater rate than current market rates; or
- (b) Interest on money lent at no greater rates than the current market rates.



23. WINDING UP

21.1 The Club may be wound up on a motion duly advertised as required in Clause 13, and duly carried by a 75% majority of members present and eligible to vote at a duly convened General Meeting of the Club.

21.2 In the event of the Club being wound up, its property and assets shall be lodged with any organisation recognised as having the same objects and functions as the Club. Any property or assets not transferred within 5(five) years of the winding up may be disposed of at the absolute discretion of the Centre to which the Club has been affiliated immediately prior to it being wound up.

22. ALTERATIONS TO THE CONSTITUTION

22.1 No alterations shall be made to this constitution except at a duly convened General Meeting of the Club. No alteration shall be deemed carried except by a 75% majority of the members present and voting..

22.2 The Centre and Athletics New Zealand shall be notified of any alteration so made and such alterations shall not be effective until approved by both bodies.

23. GENERAL

Any matters which may from time to time arise in the general administration and general business of the Club and which are not specifically provided for by this constitution may be dealt with by the Committee in such manner as it thinks appropriate.