



Application to incorporate a society

Sections 7 and 21, Incorporated Societies Act 1908



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 on the day it is received.

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

CAMBRIDGE GYMNASTICS CLUB INCORPORATED.

2. Address of registered office

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

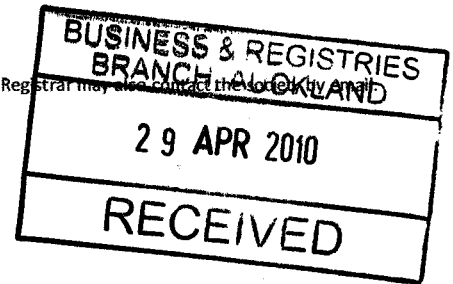
1-211 King St
CAMBRIDGE 3434

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 holder of this address by email. **Note | The email address you provide here will not be publicly available.**

Postal address
PO Box 854
CAMBRIDGE 3434

Email address (optional)



4. Annual General Meeting (AGM) month

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

March

5. Checklist before filing your application

- Have you checked that the society's name is available by conducting a Register Search at www.societies.govt.nz and www.companies.govt.nz?
- Has the application form been signed by 15 members of the society (Pages 2 - 4)?
- Have all the signatures been witnessed by someone who isn't one of the 15 members signing the form (Pages 2 - 4)?
- Is a copy of the society's rules (as approved by the members of the society) attached to the application?
- Has an officer of the society or a solicitor completed the attached certification (Page 5)?
- Is the fee of NZ\$100 included? (Cheques should be made payable to **Ministry of Economic Development**)

P# 28
29 APR 2010

6. Your contact details

Name and postal address
Sheryl Brownee
211 King St
CAMBRIDGE

Email (optional)

Telephone 07-827 8541

Name of society

CAMBRIDGE GYMNASTICS CLUB 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:

- (i) a majority of the members have consented to the application; and
- (ii) the rules that are endorsed with the application are the rules of the society.

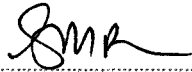
Name

Sheryn Browne

Position

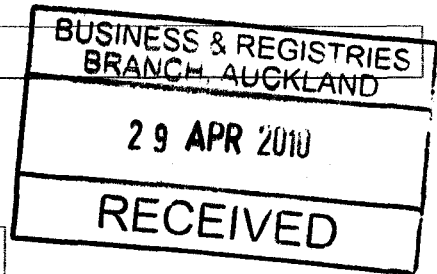
Chairperson

Signature



Date

31 March 2010



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.

Application to incorporate a society (continued)

Name of society

CAMBRIDGE GYMNASTICS CLUB INCORPORATED

Date

31/3/2010

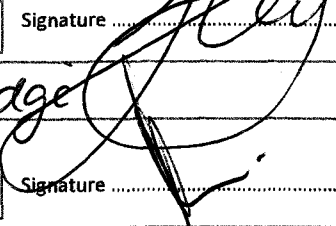
We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the forgoing rules, in accordance with the Incorporated Societies Act 1908.


7. Witnesses


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


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.

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


1 Name Marie Fleming Signature 
 Address 147 King St, Cambridge

2 Name Cathy McNally Signature 
 Address 26 Madison St Cambridge

3 Name Tracey Grant Signature 
 Address 3 Brocke Terrace, Cambridge

4 Name Bronwyn Abbott Signature 
 Address 1095 Cambridge Rd ROS HANQ

Witnessed by

1 Name Anna Heffernan Signature 
 Address 23 Carnation Court Cambridge

2 Name _____ Signature _____
 Address _____

3 Name _____ Signature _____
 Address _____

4 Name _____ Signature _____
 Address _____

Application to incorporate a society (continued)

Name of society

CAMBRIDGE GYMNASTICS CLUB INCORPORATED

Date

31/3/2010

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 5-10 (Note: Details of other members are continued on the next page)

5 Name Danne Miller Signature [Signature]

Address 325 Shakespeare St, Cambridge.

6 Name Paula McUlough Signature [Signature]

Address 13 Burr Street Cambridge

7 Name Gina Kamerbeek-Hunter Signature [Signature]

Address 317 Racecourse Rd RD, Cambridge

8 Name JULIA RAPI Signature [Signature]

Address 4 Housman Place, Cambridge

9 Name Jo Temaro Signature [Signature]

Address 298 Hooker rd R.D.3 Hamilton

10 Name Carmel Stock Signature [Signature]

Address 3A Watkins Rd Camb

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

5 Name _____ Signature _____

Address _____

6 Name _____ Signature _____

Address _____

7 Name _____ Signature _____

Address _____

8 Name _____ Signature _____

Address _____

9 Name _____ Signature _____

Address _____

10 Name _____ Signature _____

Address _____

Application to incorporate a society (continued)

Name of society

Date

CAMBRIDGE GYMNASTICS CLUB INCORPORATED

31/3/2010

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 11-15

11 Name Nicola McKenney Signature [Handwritten Signature]

Address 66A Gray St, Cambridge

12 Name Judy McColl Signature [Handwritten Signature]

Address 26 Kiteroa St. Karapiro RD2

13 Name Dan McLeod Signature [Handwritten Signature]

Address 513 Fawcett Rd Cambridge RD1

14 Name Katie Norvall Signature [Handwritten Signature]

Address 30 Hall St Cambridge

15 Name Kamy Hansen Signature [Handwritten Signature]

Address 11 Jordan Crs.

Witnessed by (to be completed if there is more than one witness)
11 Name [] Signature []
Address []
12 Name [] Signature []
Address []
13 Name [] Signature []
Address []
14 Name [] Signature []
Address []
15 Name [] Signature []
Address []

✓

Cambridge Gymnastics Club Incorporated

Constitution

Adopted at the Annual General Meeting

On 31 March 2010

Commencement date

31 March 2010



© Cambridge Gymnastics Club Incorporated, 2010

Cambridge Gymnastics Club Inc Rules

1

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a cursive name.

RULES OF

Cambridge Gymnastics Club Incorporated

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Rules of Cambridge Gymnastics Club Incorporated

The Club

1.0 Name

- 1.1 The name of the Society is Cambridge Gymnastics Club Incorporated ("the Club").
- 1.2 The Club is constituted by resolution dated 31 March 2010.

2.0 Registered Office

- 2.1 The Registered Office of the Club shall be at such place as determined by the Club Committee from time to time.

3.0 Purposes of Club

- 3.1 The purposes of the Club are limited to New Zealand and are to:
- (a) Be the local body in Cambridge to promote, develop, enhance and protect GymSports as an amateur sports for the recreation and enjoyment of people wishing to participate.
 - (b) Develop opportunities, programmes and facilities to enable, encourage and enhance the participation, enjoyment and performance in GymSporting activities.
 - (c) Make available and enforce the rules of Cambridge Gymnastics
 - (d) Be a Member Club of GymSports New Zealand Incorporated, sharing in its objects and adhering to its rules as the national guardian of Gymsports in New Zealand; thereby acting collectively for the mutual benefit of the sport as a whole.
 - (e) Maintain liason with the Regional Development Board (Midlands) and specifically the GymSports Officer/s for this region in order to be supported in pursuit of the objects of the Club.
- 3.2 Pecuniary gain is not a purpose of the Club.

MANAGEMENT OF THE CLUB

4.0 Managing Committee

- 4.1 The Club shall have a managing committee ("the Committee"), comprising the following persons:
- (a) The Chairperson;
 - (b) The Secretary;
 - (c) The Treasurer; and
 - (d) Other Members as the Club shall decide.
- 4.2 Only Members of the Club may be Committee Members.
- 4.3 There shall be a minimum of three Committee Members.
- 4.4 A quorum of the Committee shall be half of its members plus one.

5.0 Appointment of Committee Members

- 5.1 At a Club Meeting, the Members may decide by majority vote:
- (a) How large the Committee will be;
 - (b) Who shall have the title of Chairperson, Secretary, and Treasurer;
 - (c) Whether any Committee Member may have more than one title;
 - (d) How long each person will be a Committee Member ('the Term').

6.0 Cessation of Committee Membership

- 6.1 Persons cease to be Committee Members when:
- (a) They resign by giving written or verbal notice at a meeting of the Committee.
 - (b) They are removed by majority vote of the Club at a Club Meeting.



(c) Their Term expires.

6.2 If a person ceases to be a Committee Member, that person must within one month give to the Committee all Club documents and property.

7.0 Nomination of Committee Members

7.1 Nominations for members of the Committee shall be called for at least 14 days before a General Meeting. Each candidate shall be proposed and seconded in writing by Members and the completed nomination delivered to the Secretary. Nominations shall close at 5pm on the fifth day before the Annual General Meeting. The Secretary shall post all nominations on a suitable notice board at least two days before the Annual General Meeting. All retiring members of the Committee shall be eligible for re-election.

In the advent that no nominations are forthcoming the Committee reserves the right to call for nominations at the meeting of the Club.

7.2 If the position of any Committee Member becomes vacant between Club Meetings, the Committee shall appoint another Committee Member to fill that vacancy until the next Club Meeting.

7.3 If any Committee Member is absent from three consecutive meetings without leave of absence the Chairperson may declare that person's position to be vacant.

8.0 Role of the Committee

8.1 Subject to the rules of the Club ("The Rules"), the role of the Committee is to:

- Administer, manage, and control the Club;
- Carry out the purposes of the Club, and Use Money or Other Assets to do that;
- Manage the Club's bank accounts;
- Ensure that all Members follow the Rules;
- Decide how a person becomes a Member, and how a person stops being a Member;
- Decide the times and dates for Meetings, and set the agenda for Meetings;
- Decide the procedures for dealing with complaints;
- Set Membership fees, including subscriptions and levies;
- Make regulations.

8.2 The Committee has all of the powers of the Club, unless the Committee's power is limited by these Rules, or by a majority decision of the Club.

8.3 Decisions of the Committee bind the Club, unless the Committee's power is limited by these Rules or by a majority decision of the Club.

9.0 Roles of Committee Members

9.1 The Chairperson's role is to:

- (a) Ensure that the Rules are followed;
- (b) Convene Meetings;
- (c) Chair Meetings, ensure meetings are effectively facilitated;
- (d) Oversee the operation of the Club;
- (e) Give a report on the operation of the Club at each Annual General Meeting;
- (f) Advise the Registrar of Incorporated Societies of any rule changes;
- (g) Advise the Registrar of Incorporated Societies of any alteration to the Rules.

9.2 The Secretary's role is to:

- (a) Record and distribute the minutes of Meetings;
- (b) Keep the Register of Members;
- (c) Hold the Club's records, documents, and books;
- (d) Receive and reply to correspondence as required by the Committee;
- (e) Retain the common seal of the Club, if the Club has a common seal.

9.3 The Treasurer's role is to:

- (a) Collect and receive all payments made to the Club. These payments must be banked within seven days after the Treasurer receives them;
- (b) Keep a true and accurate record in the Club's account book, so that the Club's financial situation can be clearly understood at any point in time;
- (c) Make affiliation fee payments to the National body as per agreed National fee structure;
- (d) Give a financial report and statement of accounts (including an Income and Expenditure Account and Balance Sheet) at each Annual General Meeting, and more often if either the Committee or a majority of the Club decides this in a Meeting.
- (e) Forward the annual financial statements for the Club to the Registrar of Incorporated Societies upon approval by the Members at an Annual General Meeting.

Club Membership

10.0 Types of Club Members

10.1 A Member is either an Ordinary Member or a Life Member, but not an Honorary Member.

10.2 An Ordinary Member has the rights and responsibilities set out in these Rules.

10.3 A Life Member is a person who is acknowledged as a longstanding Member of the Club. A Life Member has all the rights and responsibilities of an Ordinary Member (including the right to vote), but does not have to pay fees, subscriptions, or levies.

10.4 An Honorary Member is a person who is acknowledged as providing or having provided important services to the Club. An Honorary Member has none of the rights or privileges of a Member.

11.0 Admission of Club Members

11.1 To become an Ordinary Member, a person ("the Applicant") must:

- (a) Complete an application form, if the Committee requires this; and
- (b) Supply any other information the Committee requires.

11.2 The Committee may interview the Applicant when it considers Membership applications.

11.3 The Committee shall have complete discretion when it decides whether or not to let the Applicant become an Ordinary Member. The Committee shall advise the Applicant of its decision, and that decision shall be final.

11.4 An Ordinary Member may become a Life Member only if:

- (a) The Committee recommends that the Club should appoint the Ordinary Member as a Life Member; and
- (b) The Club passes a resolution appointing the Ordinary Member as a Life Member by a two-thirds majority of those Members present and voting.

12.0 The Register of Club Members

12.1 The Secretary shall keep a register of Members ("the Register"), which shall contain the names, the addresses and telephone numbers of all Members, and the dates at which they became Members.

12.2 If a Member's address or telephone number changes, that Member shall give the new address or telephone number to the Secretary.

12.3 Each Member shall provide such other details as the Committee requires.

13.0 Cessation of Club Membership

13.1 Any Member may resign by giving written or verbal notice to the Secretary.

13.2 A Member may have his or her Membership terminated in the following way:

- (a) If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Club, the Committee may give written notice of this to the Member ("the Committee's Notice"). The Committee's Notice must:
 - (i) Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Club;

(ii) State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member's Membership.

(iii) State that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership.

(iv) State that if the Committee terminates the Member's Membership, the Member may appeal to the Club.

(b) 14 days after the Member received the Committee's Notice, the Committee may in its absolute discretion by majority vote terminate the Member's Membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Club at the next Meeting by giving written notice to the Secretary ("Member's Notice") within 14 days of the Member's receipt of the Termination Notice.

(c) If the Member gives the Member's Notice to the Secretary, the Member will have the right to be fairly heard at the next Club Meeting. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them ("the Member's Explanation"), and the Member may require the Secretary to give the Member's Explanation to every other Member within 7 days of the Secretary receiving the Member's Explanation. If the Member is not satisfied that the other Club Members have had sufficient time to consider the Member's Explanation, the Member may defer his or her right to be heard until the following Club Meeting.

(d) When the Member is heard at a Club Meeting, the Club may question the Member and the Committee Members.

(e) The Club shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Club's decision will be final.

14.0 Re-admission of former Club Members

14.1 Any former Member who has resigned may apply for re-admission in the same way as a new applicant, but if the former Member's membership was terminated by the Committee or the Club, the Applicant shall not be readmitted without the approval of the Committee by majority vote.

15.0 Obligations of Club Members:

15.1 All Members (including Committee Members) shall promote the purposes of the Club and shall do nothing to bring the Club into disrepute.

Money and other assets of the Club

16.0 Use of Money and Other Assets

16.1 The Club may only Use Money and Other Assets if:

- (a) It is for a purpose of the Club;
- (b) It is not for the sole personal or individual benefit of any Member; and
- (c) That Use has been approved by either the Committee or by majority vote of the Club.

17.0 Joining Fees, Subscriptions and Levies

17.1 The Club shall decide by majority vote at a Club Meeting:

- (a) What a Member must pay to join the Club ("Joining Fee"); and
- (b) What a Member must pay in order to stay a Member ("Subscription") and how often this must be paid.

17.2 The Committee may by majority vote impose a levy or levies on Members up to a maximum total of \$20.00 in any one financial year.

17.3 If any Member does not pay a Subscription or levy by the date set by the Committee or the Club, that Member shall have a further period of seven days to pay the Subscription or levy. After the seven day period, the Member shall (without being released from the obligation of payment) have no Membership rights and shall not be entitled to participate in any Club activity until all the arrears are paid, and the Member's Membership shall be suspended until all arrears are paid in full.

18.0 Additional Powers

18.1 The Club may:

- (a) Employ people for the purposes of the Club;
- (b) Exercise any power a trustee might exercise;
- (c) Invest in any investment that a trustee might invest in;
- (d) Borrow money and provide security for that if authorised by Majority vote at any Club Meeting.
- (e) Consult with and be supported by GymSports NZ when looking to secure organizational and financial support for club activities.

19.0 Financial Year

19.1 The financial year of the Club begins on the first day of March every year and ends on the last day of February of the next year.

20.0 Cheques

20.1 Any Payment made by the Club above a value of twenty dollars must be by Cheque or electronic deposit.

20.2 All Cheques must be signed by the Chairperson or Treasurer, and countersigned by one other Committee Member.

21.0 Appointing an Auditor

21.1 At an Annual General Meeting, the Club may by majority vote appoint someone to audit the Club ("the Auditor"). The Auditor shall audit the Club's accounts, and shall certify that they are correct. The Auditor must be a member of the New Zealand Institute of Chartered Accountants, and must not be a member of the Club. If the Club appoints an Auditor who is unable to act for some reason, the Committee shall appoint another Auditor as a replacement.

Conduct of meetings

22.0 Club Meetings

22.1 A Club Meeting is either an Annual General Meeting or a Special General Meeting.

22.2 The Annual General Meeting shall be held once every year between 1 March and 30 Sept. The Committee shall determine when and where the Club shall meet within those dates.

22.3 Special General Meetings may be called by the Committee. The Committee must call a Special General Meeting if the Secretary receives a written request signed by at least a quarter of the Club Members.

22.4 The Secretary shall give all Club Members at least 14 days written notice of:

- (a) The business to be conducted at any Club Meeting;
- (b) A copy of the Annual Report and Statement of Accounts, if the Club Meeting is an Annual General Meeting;
- (c) A list of Nominees for the Committee, and information about those Nominees if it has been provided. (The Secretary must not provide Members with information exceeding one side of an A4 sheet of paper per Nominee).
- (d) Notice of any motions and the Committee's recommendations about those motions. If the Secretary has sent notice to all Members in good faith, the Meeting and its business will not be invalidated simply because one or more Members do not receive the notice.

22.5 All Members may attend and vote at Club Meetings.

22.6 No Club Meeting may be held unless at least one third of the Club Members attend.

22.7 All Club Meetings shall be chaired by the Chairperson. If the Chairperson is absent, the Secretary shall chair the Club Meeting. If the Secretary is also absent, the Club shall elect another Committee Member to chair that meeting. Any person chairing a Club Meeting has a casting vote.

22.8 On any given motion at a Club Meeting, the Chairperson shall in good faith determine whether to vote by:

- (a) Voices;
- (b) Show of hands; or
- (c) Secret ballot.

However, if any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is held, the Chairperson will have a casting vote.

22.9 The business of an Annual General Meeting shall be:

- (a) Any minutes of the previous Meeting(s);
- (b) The Chairperson's report on the business of the Club;
- (c) The Treasurer's report on the finances of the Club, and the Statement of Accounts;
- (d) Election of Committee Members;
- (e) Motions to be considered;
- (f) Determination of annual membership fee
- (g) The appointment or not of an auditor
- (h) General business; and
- (i) Approval of plans for the balance of the current and next calendar years.

23.0 Motions at Club Meetings

23.1 Any Member may request that a motion be voted on ("Member's Motion") at a particular Club Meeting, by giving written notice to the Secretary at least 28 days before that meeting. The Member may also provide information in support of the motion ("Member's Information"). The Committee may in its absolute discretion decide whether or not the Club will vote on the motion. However, if the Member's Motion is signed by at least a quarter of all Members:

- (a) It must be voted on at the Club Meeting chosen by the Member; and
- (b) The Secretary must give the Member's Information to all Members at least 14 days before the Club Meeting chosen by the Member; or

If the Secretary fails to do this, the Member has the right to raise the motion at the following Club Meeting.

23.2 The Committee may also decide to put forward motions for the Club to vote on ("Committee Motions").

24.0 Committee Meetings

24.1 No Committee Meeting may be held unless more than half of the Committee Members attend.

24.2 The Chairperson shall chair Committee Meetings, or if the Chairperson is absent, the Secretary shall chair the Committee Meeting. If the Secretary is also absent, the Committee shall elect a Committee Member to chair that meeting.

24.3 Decisions of the Committee shall be by majority vote.

24.4 The Chairperson or person acting as Chairperson has a casting vote.

24.5 Only Committee Members present at a Committee Meeting may vote at that Committee Meeting.

24.6 Subject to these Rules, the Committee may regulate its own practices.

Signing of documents

25.0 Signing of Documents

25.1 The Club shall have a common seal. A document shall be executed on behalf of the Club if:

- (a) The common seal is attached to the document; and
- (b) The document is witnessed by any one of the Chairperson, Secretary, or Treasurer, and countersigned by one other member of the Committee.

Altering the rules

26.0 Altering the Rules

26.1 The Club may alter or replace these Rules at a Club Meeting by a resolution passed by a two-thirds majority of those Members present and voting.

26.2 Any proposed motion to amend or replace these Rules shall be signed by at least 15 Members and given in writing to the Secretary at least 28 days before the Club Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.

26.3 At least 14 days before the General Meeting at which any Rule change is to be considered the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has.

26.4 No addition to or alteration or recession of the rules shall be approved if it affects the non-profit aims, personal benefit clause or the winding-up clause.

26.5 The provisions and effect of clause 26.4 shall not be removed from this document and shall be included and implied into any document replacing this document.

26.6 When a Rule change is approved by a General Meeting the Managing Committee shall cause to be filed with the Registrar of Incorporated Societies advice of the Rule changes in the required form. No Rule change shall take effect until this is done.

Winding up

27.0 Winding up

27.1 If the Club is wound up:

(a) The Club's debts, costs and liabilities shall be paid;

(b) Surplus Money and Other Assets of the Club may be disposed of:

(i) according to the commitment reached between the Club and funding or similarly contributing bodies. Such an example is assets purchased using grant monies of a particular locality will remain in the same locality to be utilized for similar objectives of the Club:

(ii) with adherence to (i) above, or by resolution; or

(iii) According to the provisions in the Incorporated Societies Act 1908; but

(c) No distribution may be made to any Member;

(d) Further to the above provisions the Club shall if necessary, advise and seek counsel of GymSports New Zealand Incorporated.

28.0 Definitions

28.1 In these Rules:

(a) "Cheque" means a personal cheque or a bank cheque.

(b) "Committee" means the Committee of the Club.

(c) "Committee Meeting" means a meeting of the Committee.

(d) "Committee Member" means any Member who is on the Committee.

(e) "Majority vote" means a vote made by more than half of the Members who are present at a Meeting and who are entitled to vote and voting at that Meeting upon a resolution put to that Meeting.

(f) "Meeting" means any Annual General Meeting, any Special General Meeting, and any Committee Meeting.

(g) "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the Club.

(h) "Payment" means any transfer of legal tender by cash, electronic transfer, bank cheque, or any other means of paying legal tender, and includes payment by personal cheque.

(i) "Rules" means these rules, being the rules of the Club.

(j) "Club Meeting" means any Annual General Meeting, or any Special General Meeting, but not a Committee Meeting.

(k) "Use Money or Other Assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, Money or Other Assets.

(l) "Written Notice" means hand-written, printed or electronic communication of words or a combination of these methods.