

Incorporated Society Statutory Declaration



10050631148



The Incorporated Societies Act 1908 (Sections 7 and 21) ^{11 06312}
This form is available online at www.societies.med.govt.nz

Use this form when submitting an application to incorporate a society OR when a society files an alteration to its rules.

Name of Society

NATIONAL ORAL HISTORY
ASSOCIATION OF NEW ZEALAND

Society Number

I, MEGAN ALANNAH HUTCHING (name of person making declaration)
of 23 HUDSON ST, ISLAND BAY, WELLINGTON (residential address)

do solemnly and sincerely declare that:

- I am a member of ~~solicitor to~~ (delete one) the above society, and
- The attached ~~rules~~ / alteration to the rules (delete one) comply with section 6 of the Incorporated Societies Act 1908 (see below for list of criteria), and

Either (this option applies to applications to incorporate a society ã delete if not applicable)

- ~~The majority of members of the society consent to this application for incorporation~~

Or (this option applies for alterations to existing rules of an incorporated society ã delete if not applicable)

- The alteration to the rules has been made in accordance with the rules of the society

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

Declared at Wellington (place)

this seventeenth (day) name of society member / solicitor Megan Alannah Hutching

day of March (month) Signature of society member / solicitor [Signature]

20 06 (year)

before me: [Signature] Solicitor / Justice of the Peace / other person authorised to take a Statutory Declaration (delete as applicable) Merissa Mary Barber, Solicitor, Wellington

Note: Section 6 of the Incorporated Societies Act 1908 requires a society's rules to include the following:

- ï The name of the society (ending with the word Incorporated)
- ï The objects for which the society is established
- ï How people become members of the society and stop being members of the society
- ï How meetings of the society will be called and held and how voting will take place
- ï How officers of the society will be appointed
- ï How the society's funds will be controlled and invested
- ï The powers (if any) that the society has to borrow money
- ï How any property of the society will be distributed in the event of the society being wound up and
- ï How the rules of the society can be altered.

Completed by Name and postal address

Megan Hutching
Secretary NOHANZ
P O Box 3819
WELLINGTON

Other details Telephone 04 496 6338

Post to 20 MAR 2006 Registrar of Incorporated Societies
Ministry of Economic Development
Private Bag 92061
Auckland Mail Centre 1020

NATIONAL PROCESSING CENTRE

PH 10
28 MAR 2006

**CONSTITUTION
OF THE NATIONAL ORAL HISTORY ASSOCIATION OF NEW ZEALAND**

1. NAME

The name of the association shall be the National Oral History Association of New Zealand, hereinafter referred to as 'the Association', or as 'NOHANZ'.

2. AIMS

The aims of the Association are:

- (a) to promote the practice and methods of oral history;
- (b) to educate in the use of oral history methods, including the encouragement of an accepted code of ethics and standards in the collection and preservation of material;
- (c) to encourage discussion of all aspects of oral history and associated matters, and to circulate appropriate material regularly;
- (d) to foster the collection and preservation of oral history records and related sound recordings in New Zealand;
- (e) to engage in relevant activities beneficial to members.

3. MEMBERSHIP

- (a) Membership shall be open to all individuals or societies or institutions who are interested in the objects of the Association and who pay the annual subscription.
- (b) Membership may be terminated at any time by written notice to the secretary.
- (c) Membership will be deemed to have lapsed by resolution of the Executive Committee if a member's annual subscription is unpaid within six months of the beginning of the financial year.
- (d) Honorary membership may be conferred by decision of an Annual or Extraordinary General Meeting of the Association.
- (e) Life membership may be conferred by decision of an Annual or Extraordinary General Meeting of the Association.

4. ANNUAL SUBSCRIPTION

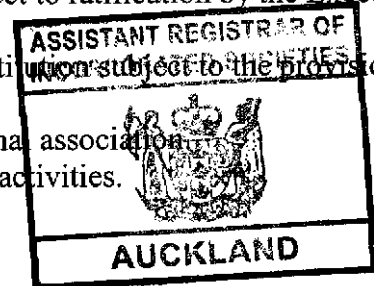
The annual subscription shall be determined by resolution of the Annual General meeting.

5. BRANCHES

- (a) Any group of five or more members of the Association who share some affinity such as origin, locality or interest may form a branch of the Association subject to ratification by the Executive Committee.
- (b) Each branch shall be at liberty to make its own rules and constitution subject to the provisions of this constitution.
- (c) Members of branches must be financial members of the national association.
- (d) Each branch shall have power to levy its members for branch activities.

6. EXECUTIVE COMMITTEE

- (a) An Executive Committee (hereinafter referred to as the Committee) shall be constituted to manage the affairs of the Association.
- (b) The Committee shall consist of a President, Secretary, Treasurer, the immediate past-President, and three other members.
- (c) The Committee shall be elected at an Annual General Meeting and shall have the power to appoint a member to fill any vacancy on the Committee.



AP LE CO
NMS

- (d) At least three Committee meetings shall be held each year.
- (e) A meeting of the Committee may be called at any time by the President on the requisition of any two Committee members.
- (f) The President shall preside at all Committee and Annual General Meetings but in the event of the absence of the President any other committee member may be elected.
- (g) The quorum shall be three.
- (h) The Committee shall have powers to co-opt additional members as it deems fit.

7. ANNUAL GENERAL MEETING

- (a) An Annual General Meeting shall be held at a date and place decided by the Committee.
- (b) The business shall comprise a report, a financial statement, the election of officers, and any other matters as may properly be put before the meeting.
- (c) Notice and agenda of the meeting shall be circulated at least one month beforehand.
- (d) Nominations for office shall be accepted up to the time of and from the meeting.
- (e) The quorum for the Annual General Meeting shall be fifteen financial members.

8. EXTRAORDINARY GENERAL MEETING

The committee may at any time convene an Extraordinary General Meeting and shall do so within one calendar month of a request to the Secretary in writing, specifying the proposed business and signed by fifteen financial members.

9. METHOD OF VOTING

The election of the Committee shall be by recorded vote but other voting at all meetings shall be by show of hands and any motion shall be deemed to be carried by majority vote. If the result is questioned a recorded vote shall be taken.

10. CONSTITUTION AND RULES

- (a) The Committee may at its discretion make Rules concerning the conduct of members and the activities of the Association.
- (b) The Constitution and Rules may be altered, added to, or rescinded by resolution at the Annual General Meeting, or at an Extraordinary General Meeting. Any such motion to alter, add to or rescind shall be notified to the Secretary no less than two months before the meeting and must be set out on the Agenda for the meeting concerned.
- (c) An amendment to the Constitution may be made by a two-thirds majority of financial members attending the Annual General Meeting or an Extraordinary General Meeting provided that no amendment shall be permitted if it in any way affects the non-profit status of the Association.

11. CONTROL OF FUNDS

- (a) The Treasurer shall be authorised to receive money and issue receipts.
- (b) All expenditure shall be authorised by the Committee provided that there shall be no distribution, whether by way of money, property, or otherwise, howsoever, to any member of the Association.
- (c) The Committee shall have authority to operate a bank account or accounts and to invest funds in any Authorised Trustee Investment as shall be decided.
- (d) Any two of the Treasurer, President or Secretary shall be given signing authority to operate the Association's bank accounts and investments.
- (e) The financial year of the Association shall run from 1 April of each year to the following 31 March.

12. REVIEW ENGAGEMENT


The committee shall appoint an appropriately qualified person, who shall not be a member of the Committee, to undertake a review engagement after completion of the annual financial statements. Their opinion shall be part of the financial report to members of NOHANZ. This person will be required to offer their opinion on the financial statements within three months of the end of financial year.


13. FINANCIAL STATEMENTS


An audited statement of Income and Expenditure, a Balance Sheet and a report from the Committee shall be made available to members annually.

14. WINDING UP

In the event of the winding up of the Association, its funds shall be disposed of in accordance with the directions of the Annual General Meeting or failing such directions, be donated to the Jack Hott Oral History Education Fund which is administered by the Alexander Turnbull Library Endowment Trust.


25/08/05


30/8/2005


7/9/2005