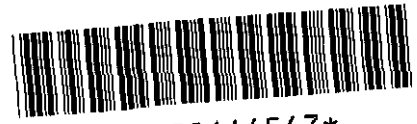


# Incorporated Society Statutory Declaration



\*10050644547\*



The Incorporated Societies Act 1908 (Sections 7 and 21)  
This form is available online at [www.societies.med.govt.nz](http://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

Northwood Residents Incorporated

Society Number

1781201

I, LOIS JESSIE FLANAGAN (name of person making declaration)  
of 20 MISTRAL ROAD, NORTHWOOD, CHRISTCHURCH (residential address)

do solemnly and sincerely declare that:

- 1. I am a ~~member of~~ / solicitor to (delete one) the above society, and
- 2. 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 ñ delete if not applicable)
- 3. 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 ñ delete if not applicable)
- 4. 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 Christchurch (place)

this 1st ~~2nd~~ (day) name of society member / solicitor Lois Flanagan

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

20 06 (year) **Hannah Clare Carey**  
**Solicitor**

before me: [Signature] Solicitor / Justice of the Peace / other person authorised to take a Statutory Declaration  
(delete as applicable) **Christchurch**

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

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

7 MAR 2006

Completed by

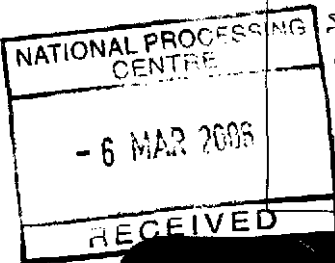
Name and postal address

Lois Flanagan  
20 Mistral Road  
Northwood  
Christchurch

Other details

Telephone 03 323 9148 (H)  
03 379 4383 (wk)

P# 03



Ministry of Economic Development  
Private Bag 92061  
Auckland Mail Centre 1020

# Application to Incorporate a Society



The Incorporated Societies Act 1908 (Section 7)  
This form is available online at [www.societies.med.govt.nz](http://www.societies.med.govt.nz)

Name of Society

Northwood Residents 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 Current Name Search online at [www.societies.med.govt.nz](http://www.societies.med.govt.nz).

Address for Registered Office

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

Address

46 Mounter Avenue  
Northwood  
CHRISTCHURCH

Address for Communication

Postal Address (e.g. PO Box) to which  
communications from the Registrar may be sent.  
The email address will not be available publicly.

Address

as above

Email

Contact Person Details (optional)

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

Address

Lois Flanagan  
20 Mistral Road  
Northwood, CHRISTCHURCH

Email

om

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

Checklist before filing:

- Have you checked that the society's name is available by conducting a Current Name Search at [www.societies.med.govt.nz](http://www.societies.med.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?
- Has the confirmation of rules statutory declaration been completed?
- Are two copies of the society's rules attached to the statutory declaration?
- Is the fee of \$100.00 included? (Cheques should be made payable to Ministry of Economic Development.)

Completed by

Name and postal address

Lois Flanagan  
20 Mistral Road  
Northwood  
CHRISTCHURCH

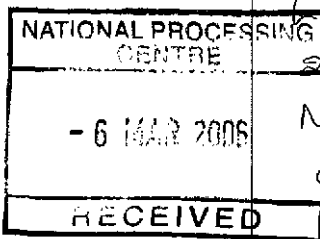
Other details

Telephone 03 323 9148

Email l

Post to

Registrar of Incorporated Societies  
Ministry of Economic Development  
Private Bag 92061  
Auckland Mail Centre 1020







# NORTHWOOD

## Northwood Residents Incorporated – Rules

### 1. Name

- Northwood Residents Incorporated (NRI)

### 2. Objectives of NRI

- To promote and protect the interests of the residents and rate payers of the Northwood area either independently or in collaboration with Belfast Northwood Residents Association
- To liaise with any organisation and or individual on any matter pertinent to this objective
- To promote community spirit and wellbeing by organising activities and events throughout the year

### 3. Membership

- Any resident aged 18 years or over, shall be eligible for membership of NRI.
- Membership may be individual or household. The individual or any household member, aged 18 years or more, permanently residing at the relevant address, shall be eligible to be considered a member for the purposes of voting rights.
- Members may resign from NRI by informing the secretary, in writing.
- Failure to reside in the Northwood area will mean that membership ceases.

### 4. Change to NRI's Rules

- The rules of NRI may only be altered at a Special General Meeting called for the purpose or an Annual General Meeting.
- There must be no less than 10 clear working days notice of the meeting with full details of the proposed alterations/, preferably with an explanatory note.
- Written proxy votes from the members will be accepted provided that they are in the hands of the Secretary prior to the meeting.
- A total number of votes, in support of each alteration representing more than 50% of the votes cast, will carry the motion and, in the event of an inconclusive result the Chairperson will have the casting vote.

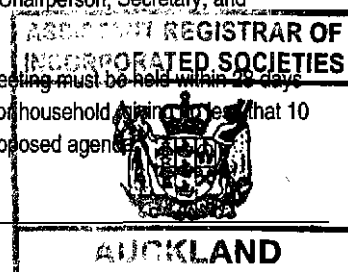
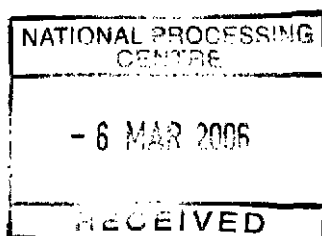
### 5. Meetings

#### **Annual General Meeting**

- The Annual General Meeting of NRI shall be held each year before 31<sup>st</sup> May.
- An attendance of not less than fifteen members will be necessary to form a quorum.
- Each member shall have one vote, except in the event of an inconclusive result; the Chairperson shall have the casting vote.
- Voting will be by a show of hands, or proxy vote, (to be in the hands of the Secretary before the meeting) or on demand of the Chairperson or any member present, by secret ballot.
- Notice of the meeting of at least 10 days, will be delivered to every household in the Northwood area, as well as advertised on Community Notice Boards.

#### **Special General Meetings**

- A Special General Meeting can be called by the Committee, Chairperson, Secretary, and Treasurer or, in writing by any 10 members.
- Upon any such request being received, a Special General Meeting must be held within 20 days and must be preceded by notice delivered to each member or household (in writing) that 10 clear days notice of such a meeting, with full details of the proposed agenda.



---

**Regular Meetings of the Committee**

- The Committee shall meet at such time and date and in such places and in such a manner as it may determine.
  - The quorum for these meetings will be at least 50% of the number of the committee. Only elected or appointed committee members shall be counted in the quorum and entitle to vote.
  - In the event of an inconclusive result the Chairperson shall have the casting vote.
- 

**6. Officers**

- Only members of NRI shall be eligible to hold office.
  - Nomination shall be by a
  - member and seconded by one other, in writing or verbally at an Annual General Meeting. A Committee shall be elected comprising:
    - A Chairperson
    - A Secretary
    - A Treasurer
    - Further members as the meeting may appoint, but no less than five members in total.
  - The committee shall have the power to co-opt further members throughout its term of office.
- 

**7. The Common Seal**

- The Common Seal of NRI shall be held by the Secretary, and its use only authorised by the committee of elected members.
- 

**8. Finance**

- The Treasurer shall be responsible for receipting and banking funds, for keeping books of account for all funds received and expended.
  - The Treasurer and one or two other elected committee members shall be signatories to the Cheque Account.
  - The financial year of NRI shall be 1<sup>st</sup> April to the 31<sup>st</sup> March and the Committee shall appoint a suitable person to audit the accounts in a financial report to the Annual General Meeting.
- 

**9. The Winding up of the Association**

- A resolution in favour of winding up NRI must be passed by the majority of members at a General Meeting,
- The resolution must be confirmed at a subsequent meeting held no earlier than thirty days after the date on which the resolution, so to be confirmed as passed.
- Before any disposal of any remaining property, NRI must first ensure that all costs, debts and liabilities are paid.
- Following these necessary payments, any surplus assets will be used to provide community resources for the residents of Northwood.