



Certificate - Alteration of rules

Section 21 Incorporated Societies Act 1908

1. Name of society

National Oral History Association of New Zealand Incorporated

2. Society number

1106312

I certify that the alteration has been made in accordance with the rules of the society.

Name

Alison Day

Position

Secretary

Signature

Alison Day

27

/01

/2019

3. Complete this checklist before filing your application

- This certification has been completed by an officer of or a solicitor for the society.
- A copy of the rule alteration(s) is attached. **NOTE** | 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.
- The copy of the alteration to rules has been signed by three members of the society.

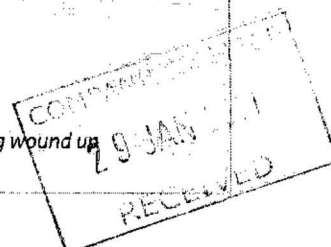
For society name changes --

- This rule alteration also includes a name change for the society, and
- We have checked that the new name of the society is available by conducting Register Searches at both www.societies.govt.nz and www.companies.govt.nz.

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



4. Your contact details

Name and postal address

Alison Day
213 Helston Road
Wellington 6037



NOHANZ

NATIONAL ORAL HISTORY ASSOCIATION OF NEW ZEALAND

NOHANZ
Box 3819
Postal Centre
Wellington

January 2019

New Zealand Companies Office

To Whom it may concern:

The National Oral History Association has made four amendments to its Constitution.

The first was made at the 2014 Conference and concerns item 11 (d).

The remaining three were made at the organisation's Biennial Conference at Waikato University in November 2018. These changes concern items 6 (b), 7 and 11 (f).

It has since been noted that other references to Biennial, rather than Annual, were not corrected at the 2018 general meeting. These will be voted on at the 2019 AGM and submitted to the Companies Office after that. This concerns the following items of the attached Constitution: 3 (d), 3 (e), 6 (c), 6 (f), 10 (b), 10 (c), 10 (f).

Signed: *AS Day, Deborah Dunsford, N. Mable*

name	role	date
<i>Alison Day</i>	<i>Secretary</i>	<i>25 Jan 2019</i>
<i>Deborah Dunsford</i>	<i>Treasurer</i>	<i>25 Jan 2019</i>
<i>Nepia Mahuilka</i>	<i>President</i>	<i>25 Jan 2019</i>

Item 6b previously read

"The committee shall consist of a President, Secretary, Treasurer, the immediate Past-President and three other members."

Item 6b now reads

"The Committee shall consist of a President, Secretary, Treasurer, the immediate Past-President and three to five other members."

The changes were proposed by Sue Monk, seconded by Ruth Low and unanimously approved.



7. **Biennial Annual General Meeting**

(a) An ~~Biennial~~ 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 ~~Biennial~~ Annual General Meeting shall be fifteen financial members. This could be achieved by electronic means.

(f) As soon as possible following each Annual General Meeting, the Treasurer will lodge the set of annual accounts approved at the meeting on the Incorporated Societies website.

The changes were proposed by Lynette Shum, seconded by Sue Monk and passed unanimously.

Item 11. Control of Funds:

(a) The Treasurer shall be authorised to receive money and issue receipts.

(b) All expenditure shall be authorized 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 authorized Trustee Investment as shall be decided.

The following item, 11 (d) was passed at the NOHANZ conference in 2014 and is hereby being added to the Constitution. (Separate letter attached, dated 20 October 2016)

(d) The Treasurer and up to three other nominated Committee members, including preferably the President and Secretary, shall be given signing authority to operate the Association's bank accounts and investments. Any two of these four nominated people must authorise all transactions as previously approved by the Committee.

(e) The financial year of the Association shall run from 1 April of each year to the following 31.

The following motion was passed, as an addition to item 11.

(f) The NOHANZ executive may appoint an assistant to the Treasurer for a trial period of one year at an hourly rate of up to \$40 and a total maximum cost of \$5000. Following that trial, the Executive will report and recommend to the membership on how to proceed in the future.

The amendment 11(f) was proposed by Sue Monk, seconded by Ruth Low and passed unanimously.

Yours sincerely

Alison Day

Secretary

National Oral History Association of New Zealand

NOHANZ

NATIONAL ORAL HISTORY ASSOCIATION OF NEW ZEALAND

NOHANZ
Box 3819
Postal Centre
Wellington

20 October 2016

New Zealand Companies Office

To whom it may concern:

The National Oral History Association of New Zealand has made the following amendment to its constitution.

Clause 11 (d) previously read

"Any two of the Treasurer, President or Secretary shall be given signing authority to operate the Association's bank accounts and investments".

Clause 11 (d) now reads

"The Treasurer and up to three other nominated Committee members, including preferably the President and Secretary, shall be given signing authority to operate the Association's bank accounts and investments. Any two of these four nominated people must authorise all transactions as previously approved by the Committee".

This change was made at the Biennial General Meeting held on 19 September 2014.

Signed:

Name	role	date
<i>[Signature]</i>	President	21.10.16
Belinda De Mays	Nominated member	21.10.16
Schmank	Secretary	21.10.2016

(Ann Packer)
Belinda De Mays
Sue Schmank