

KEY ACTIVITIES REQUIRED FOR COMPLIANCE WITH THE ACT AND INTERACTION WITH THE REGISTRAR OF INCORPORATED SOCIETIES - VERSION 3

ACTIVITY	ACTION STEPS			WHEN	BY WHOM
Rule Amendments	Determine a date and venue for a General Meeting.	Give at least 28 days notice to Clubs/Life Members of the General meeting with a copy of the amendments.	Update Rules with the amendments as approved at the General Meeting.	Upload Amendments & Updated Rules to Registrar within 25 working days after the meeting. (Section 33 of the Act.)	Secretary
To Call, Hold and Minute an AGM	During March select AGM date and confirm venue. Usually PLM.	Confirm date to Clubs at least 56 days before the meeting, requesting nominations, notices of motion and general business within 28 days of AGM.	Prepare & distribute agenda with supporting information at least 14 days before meeting. Record and retain minutes of the meeting in due course.	AGM usually held in June. Must be held within 6 months of balance date and no later than 15 months after last AGM. (Section 84(1) & 84(3) of the Act)	Secretary
Resolutions determined in the absence of an in-person General Meeting	Proposed resolution is forwarded to Clubs, Life members and Exec Committee members entitled to vote	Responses received by scheduled time. Exec Committee reviews and determines outcome of the vote. Requires a 75% yes vote to pass.	Result of the vote reported to all parties who were entitled to vote and to those parties on whose behalf the resolution had been submitted.	Reporting the result must be done within 5 working days of the vote decision. Failure to do so may incur a penalty of \$200. (Sections 89 & 92 of the Act)	Secretary
Maintain Register of Members	Update Committee member and Life Member details as these change at the AGM. (Name, physical address & date of appointment.) Retain details of past members and when they ceased. (7 years)	Obtain Club details following their AGMs. Record Club name and physical address.	Update member details as these change during the year, including the date of the change.	Update the register as we become aware of a change. (Section 79 of the Act)	Secretary
Provide Advice of Committee Member Changes	Obtain a signed nomination form for each person elected or appointed as a Committee member.			Advise Registrar of Officer additions and deletions within 20 working days of when we become aware of the changes. (Section 52(2) of the Act)	Secretary
Register Financial Statements	Early April Exec Committee reviews draft statements. Two Officers to sign balance sheet (usually Treasurer and President).	Accounts reviewed with completion targeted for distribution to Clubs 14 days before AGM.	Reviewer paid nominal sum. Accounts presented and approved at AGM. Reviewer approved for next financial year at the AGM.	Financial statements with Reviewers report uploaded to Registrar within 6 months of balance date. (Section 102(3) of the Act)	Treasurer
Register an Annual Return	Collate the required information to include in the return.	This comprises: (a) name of society, (b) our balance date (31 March), (c) our NZ Business Number (9429042840817), (d) physical address of our registered office (currently 48 Te Pene Ave Titahi Bay), (e) name and contact details of at least one contact person (currently Tom Berryman), (f) name of and physical address of each Officer (g) confirming that (i) we have 10 or more members (each Club counts for 3 plus Officers & Life Members), and (ii) that the information held on the register is correct.	The information is essentially that which arises from the AGM. Officer, registered office and contact person changes where necessary. No changes needed will probably mean just a check box tick that the register is correct.	Annual return details to be submitted on-line to Registrar within 6 months of our balance date. Probably will be done concurrently with the uploading of our financial reports. (Section 109(1) of the Act)	Secretary/ Treasurer
Change of Contact Person	Executive Committee determines who will be contact person at first meeting following AGM. Must be 18yrs or over.	Registrar to be advised if contact person changes. We can have up to three contact persons.		Advise Registrar within 20 working days after a change is made. (Section 116(2) of the Act)	Secretary
Change of Registered Office	Executive Committee uses the address of a contact person as the registered office.	Registrar to be advised of a new address as the need arises.		Advise Registrar within 20 working days after a change is made. (Section 111(3) of the Act)	Secretary

NOTE: Meeting the Registrar's required timings is essential to avoid the risk of incurring financial penalties. Returns submitted up to **25 working** days after the target timings will incur a \$25 penalty. Returns submitted over **25 working** days late will incur a penalty of \$100. Total failure to provide the required information can incur penalties ranging from \$100-\$500 for each instance. (Incorporated Society Regulations 2023 - 67 and Schedule 2.)