



2542397

## 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](http://www.societies.govt.nz) and [www.companies.govt.nz](http://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

AMATEUR REPEATER TRUSTEES ASSOCIATION OF NEW ZEALAND INCORPORATED

### 2. Address of registered office

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

52 CUDBY STREET  
HOWER HUTT 5011

### 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 society by email. **Note** | The email address you provide here will not be publicly available.

Postal address

P.O. BOX 26098  
NEWLANDS  
WELLINGTON 6442

Email address (optional)

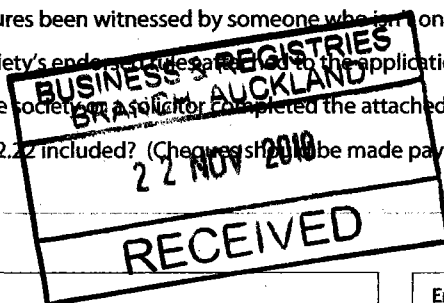
### 4. Annual General Meeting (AGM) month

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

NOVEMBER

### 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](http://www.societies.govt.nz) and [www.companies.govt.nz](http://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 is not one of the 15 members signing the form (Pages 2 - 4)?
- ☒ Is a copy of the society's endowment deed attached to the application?
- ☒ Has an officer of the society or a solicitor completed the attached certification (Page 5)?
- ☒ Is the fee of NZ\$102.22 included? (Cheques should be made payable to **Ministry of Economic Development**)



NPC# 14

22 NOV 2010

### 6. Your contact details

Name and postal address

RICHARD J GREENBANK  
PO BOX 26098, NEWLANDS  
WELLINGTON 6442

Email (optional)

Telephone

# Application to incorporate a society (continued)

Page 2 of 5

Form IS1

## Name of society

AMATEUR REPEATER TRUSTEES ASSOCIATION OF NEW ZEALAND INCORPORATED

## Date

17. NOVEMBER 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 foregoing 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 Richard J Greenbank Signature [Signature]

Address 81 Somers Crescent Newlands Wellington

2 Name Thomas R. Clarke Signature [Signature]

Address 1012 Helston Road Paparangi Wellington

3 Name Gavin E Cross Signature [Signature]

Address 52 Cardby Str Lower Hutt

4 Name Paul R. London Signature [Signature]

Address 254 Ngumutawa Rd - Masterton 5810

## Witnessed by

1 Name Philip J Slater Signature [Signature]

Address 35 Shackleton Lane, WHITBY 5024

2 Name Philip J Slater Signature [Signature]

Address 35 Shackleton Lane, WHITBY 5024

3 Name Philip J Slater Signature [Signature]

Address 35 Shackleton Lane, WHITBY 5024

4 Name Philip J Slater Signature [Signature]

Address 35 Shackleton Lane, WHITBY 5024

# Application to incorporate a society (continued)

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Form IS1

## Name of society

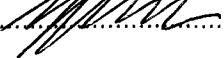
AMATEUR REPEATER TRUSTEES ASSOCIATION OF NEW ZEALAND INCORPORATED

## Date

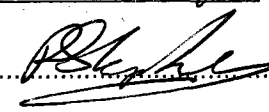
17 NOVEMBER 2010

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.

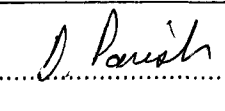
## 8. Members 5-10 (Note: Details of other members are continued on the next page)

5 Name Stephen J Jepson Signature 

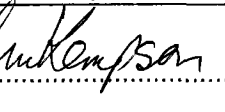
Address 2 Forest Lake Road RD3 OTAKI

6 Name E. R. SIKORUKAS Signature 

Address P.O. Box 7288 Wanganui

7 Name David Parish Signature 

Address 25 Truscott Ave, Johnsonville 6037

8 Name C.M. KEMPSON Signature 

Address 3996 Te Moana Rd, WAIKANAЕ 5036

9 Name Lea Blackley Signature 

Address 46 Tutawickai st Paraparaumu

10 Name Barry Warner Signature 

Address 23 City View Gr. LH


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

5 Name PHILIP J SLATER Signature 

Address 35 Shackleton Lane, WHITBY 5024

6 Name Philip J Slater Signature 

Address 35 Shackleton Lane, WHITBY 5024

7 Name PHILIP J SLATER Signature 

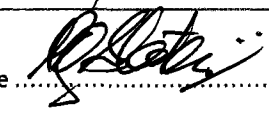
Address 35 Shackleton Lane, WHITBY 5024

8 Name PHILIP J SLATER Signature 

Address 35 SHACKLE LANE, WHITBY 5024

9 Name PHILIP J SLATER Signature 

Address 35 Shackleton Lane, WHITBY 5024

10 Name PHILIP J SLATER Signature 

Address 35 Shackleton Lane, WHITBY 5024

# Application to incorporate a society (continued)

Page 4 of 5

Form IS1

Name of society

Date

AMATEUR REELATER TRUSTEES ASSOCIATION OF NEW ZEALAND INCORPORATED

17 NOVEMBER 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 Jim McKenzie Signature Jim McKenzie

Address 164 Trefler St Lower Hutt

12 Name Peter Cobb Signature P. Cobb

Address 2. Weymouth Gue Wainuiomata

13 Name Randall Prentice Signature R. Prentice

Address 178 George St, Stokes Valley, Lower Hutt

14 Name Peter J. Ford Signature P. J. Ford

Address 19 Redwood Ave, Tawa,

15 Name Jim Dillon Signature Jim Dillon

Address 7 Wilford Street Lower Hutt

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

11 Name Philip J Slater Signature Philip J Slater

Address 35 Shackleton Lane, WHITBY 5024

12 Name Philip J Slater Signature Philip J Slater

Address 35 Shackleton Lane, Whitby 5024

13 Name Philip J Slater Signature Philip J Slater

Address 35 Shackleton Lane, WHITBY 5024

14 Name Philip J Slater Signature Philip J Slater

Address 35 Shackleton Lane WHITBY 5024

15 Name Philip J Slater Signature Philip J Slater

Address 35 Shackleton Lane WHITBY 5024

**Name of society**

AMATEUR REPEATER TRUSTEES ASSOCIATION OF NEW ZEALAND 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.

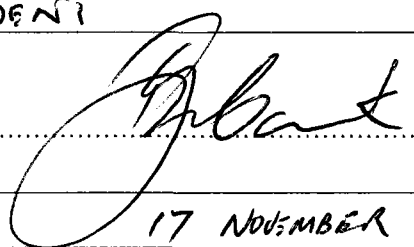
**Name**

RICHARD J GREENBANK

**Position**

PRESIDENT

**Signature**



**Date**

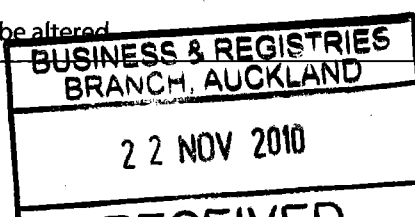
17 NOVEMBER 2010



**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



# ARTANZ

Amateur Repeater Trustees Association of New Zealand

## CONSTITUTION

### 1. NAME

The name of the Association shall be Amateur Repeater Trustees Association of New Zealand Incorporated.

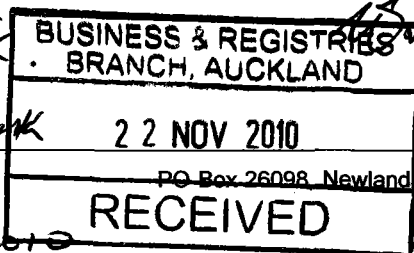
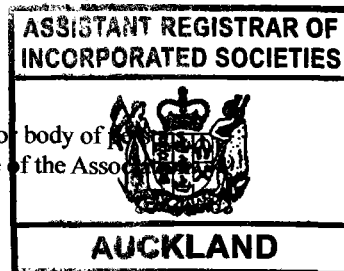
### 2. DEFINITIONS

- a) "Association" means the body established and incorporated as Amateur Repeater Trustees Association of New Zealand Incorporated, (ARTANZ).
- b) "Owners" means any society, association, person, club, or body of persons who establish and maintain licenced amateur radio repeater and beacon installations for the means of communication for purposes of amateur radio, assistance in emergencies, and support of community activities.
- c) "Assets" means the resources owned and employed by the Owners comprising, but not limited to radio licences, site occupancy agreements, site access agreements, radio transmitters, radio receivers, monitors, equipment racks, power supplies (mains supply, auxiliary motor/generator, solar), duplexer filters, antennas, antenna feeders, support poles, gantries, towers, buildings, access roadways, land.
- d) "Trustees" means officers appointed by Owners as licencees of their radio assets.
- e) "Management Committee" means the committee of members established within the Association in accordance with these rules.

### 3. OBJECTS

The purposes for which the Association is established are;

- a) To protect, and further by all lawful means the interests and assets of all owners of licenced amateur radio repeater and beacon stations.
- b) To represent the interests of all owners of licenced amateur radio repeater and beacon stations to the radio licencing authority.
- c) To represent the interests of all owners of licenced amateur radio repeater and beacon stations to site owners.
- d) To assist the Owners establish and maintain licenced amateur radio repeaters and beacon stations.
- e) To promote and to encourage the proper use of amateur radio repeaters for amateur radio, including assistance in emergencies, and community purposes.
- f) To publicise the activities of the Owners amongst members of the general public.
- g) To affiliate or join or act in conjunction with any other Association, Society, person, club, or body of persons whether Incorporated or not, whose objects are altogether or in part compatible with those of the Association.
- h) To obtain and maintain registration under the Charities Act.



PHILIP J SLATER

35 Shackle Lane, Whitby 5024

PO Box 26098, Newlands, Wellington 6442, New Zealand

- i) To do such things that can be done by an incorporated and charitable body to procure funds for the Association including soliciting of donations, bequests, grants and contributions of monies and materials from the general public, trusts, foundations, business houses, companies, Government and like institutions. Such monies and materials shall be applied and accounted for according to these objects and rules at the discretion of the Management Committee.
- j) To invest use and deal with the funds of the Association as the Management Committee thinks fit in furthering or carrying out the objects of the Association.
- k) To do all such things as in the opinion of the Management Committee are conducive to the attainment of the Association's objects.
- l) To make rules and regulations for the carrying out of any of the Association's objects.

#### **4. MEMBERSHIP**

There shall be two classes of membership of the Association, called Members, and Associate Members.

- a) Members shall be the Owners of licenced amateur radio repeater and beacon installations, and their appointed Trustees.
- b) Associate Members shall be any society, association, person, club or body of persons, whether incorporated or not, who are interested in supporting the objects of the Association, who upon application to the Association, and who in the sole discretion of the Management Committee are of good character, may become Associate Members of the Association. An Associate Member shall be entitled to participate in all business proceedings of the Association.
- c) Application for membership must be proposed by a Member and seconded by a further Member.
- d) Application for membership may be submitted to the Management Committee who shall have the right to reject nomination for membership.
- e) The Association may, from time-to-time, at any general meeting, elect one or more honorary member.

#### **5. SUBSCRIPTION**

- a) Each year each Member and Associate Member shall pay to the Association a subscription fee.
- b) Annual subscriptions payable by Members and Associate Members shall be determined at the Annual General Meeting or at any other meeting on notice of motion.

#### **6. CESSATION OF MEMBERSHIP**

- a) Any Member or Associate Member may cease membership by notice in writing to the Management Committee and by payment of outstanding subscriptions due.
- b) The Management Committee may terminate membership of any Member or Associate Member for non-payment of subscriptions, misconduct, or other good reasons at their discretion, and shall declare such expulsion at the next succeeding general meeting and shall give their reasons in writing. Before such expulsion becomes effective the Member or Associate Member shall have the right to be heard by the Management Committee.

#### **7. ALTERATION OF RULES**

- a) The Rules of the Association may be altered, added to or rescinded by a resolution of the majority of financial Members present and voting at a Special General Meeting.

#### **8. MEETINGS**

- a) An Annual General Meeting of the Association shall be held once in each year at a time and place to be fixed by the Management Committee but within two months of the end of the financial year for the following purposes;
  - 1) To receive reports by officers, financial statements for the preceding year, and a budget estimate for the ensuing year,
  - 2) To elect seven members to the Management Committee of the Association for the ensuing financial year.
  - 3) To appoint an auditor for the ensuing financial year.




- b) Ordinary General Meetings of the Association shall be held whenever the Management Committee may consider it necessary, or on a requisition signed by not less than one fifth of financial Members.
- c) Special General Meetings shall be held whenever the Management Committee may consider it necessary and may also be summoned by a requisition signed by not less than one fifth of financial Members.
- d) The quorum for the Annual General Meeting, or a Special General Meeting of the Association shall be fifteen financial Members present in person or represented by proxy.

#### **9. NOTICE OF MEETINGS**

- a) Twenty-one days notice at least of meetings shall be given in writing to all Members and Associate Members and shall give the place, date and time, and the purpose for which it is convened.

#### **10. REPRESENTATIVES TO MEETINGS**

- a) Each Owner may be represented by two of their appointed Trustees, in person or represented by proxy. The appointment of proxies must be in writing to the Management Committee not less than 5 days before the date of the meeting.

#### **11. VOTES OF REPRESENTATIVES TO MEETINGS**

- a) At meetings a resolution put to the vote of the meeting shall be decided by the votes of Trustees.
- b) Voting at a General Meeting or Special General Meeting shall be done by show of hands, unless a ballot is demanded by the Chairman or a Member.
- c) Unless a ballot is so demanded a declaration by the Chairman that a resolution has been carried, by show of hands, been carried or carried unanimously or by a particular majority, or lost and an entry to the effect in the minutes of the proceedings shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against the resolution.
- d) In the case of an equality of votes, whether by show of hands or ballot, the Chairman of the meeting at which the show of hands or ballot takes place shall have a casting vote.
- e) On a show of hands or ballot each Trustee shall have one vote.

#### **12. APPOINTMENT OF MANAGEMENT COMMITTEE AND AUDITOR**

- a) The affairs and business of the Association shall be controlled by a Management Committee consisting of seven Members including the positions of chairman, secretary and treasurer.
- b) The Management Committee shall appoint one of its members to be Chairman of the committee, and the said committee will be responsible for the appointment of the Secretary and Treasurer of the Association.
- c) The Chairman, Secretary and Treasurer shall be the Officers of the Association.
- d) Any casual vacancy occurring in the Management Committee may be filled at the discretion of the Management Committee.
- e) The Secretary shall keep proper minutes and records of all matters and meetings including a register of membership.
- f) The Secretary shall forward to the Registrar of Incorporated Societies each year the Annual Statement required by him.

#### **13. MEETINGS OF THE MANAGEMENT COMMITTEE**

- a) Meetings of the Management Committee may be convened by the Chairman or two other members of the Management Committee and on their instruction the Secretary shall notify all members of the committee by not less than 10 days notice in writing.
- b) At any meeting of the Management Committee four committee members shall constitute a quorum.
- c) In the case of an inequality of voting the Chairman shall have a casting as well as a deliberative vote.
- d) A member of the Management Committee unable to attend a meeting may advise the Secretary to appoint some other person, being a financial member of the Association to act in his stead at such meeting and such appointee shall at the meeting have all powers of the member of the committee so appointing him.



#### **14. COMMON SEAL**

- a) The Association shall procure a Common Seal and affix this to all documents requiring sealing pursuant to a resolution of the Management Committee and in the presence of the Secretary and two other members of the Committee.

#### **15. CONTROL OF FUNDS**

- a) The control of the funds and the financial affairs of the Association shall be the responsibility of the Management Committee.
- b) Proper books of the Association shall be kept by the Treasurer who shall be responsible for keeping such books up-to-date and available for inspection at each general meeting.
- c) All monies received by the Association shall be recorded in a book of accounts.
- d) All cheques shall be signed by the Treasurer and by any one other member of the Management Committee appointed by the committee to operate the accounts.
- e) No Member shall at any time receive any profits from the funds of the Association, provided that these rules shall not prevent members receiving sums in payment for goods or services provided by them or disbursements made on behalf of the Association.

#### **16. BORROWING POWERS**

- a) The Association may with the authority of a resolution of a special general meeting borrow money for the purposes of the Association, and may secure the repayment of all or any of the Association assets of the Association specified in such resolution by way of a mortgage, or charge thereon or otherwise, or upon no security.

#### **17. WINDING UP**

- a) The Association may wind up voluntarily pursuant to a resolution of a special general meeting of which at least 3 months notice of motion has been given. This resolution to wind up must be confirmed at a subsequent meeting held not less than 30 days later pursuant to Section 24 of the Incorporated Societies Act.
- b) Upon the winding up of the Association and after payment of all liabilities has been made the remaining assets shall be disposed of as resolved by special resolution passed at a general meeting at which the special resolution or winding up is confirmed, by transferring the remaining assets to any other Association, Society or Club having similar objects to this Association.

#### **18. REGISTERED OFFICE**

- a) The Registered Office of the Association shall be situated at the residence of the Secretary or at such place as the Management Committee may decide from time-to-time and the postal address shall be PO Box 26098, Newlands, Wellington 6442, New Zealand.

