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Please note that the information in this form should be either  
typewritten or printed or neatly handwritten in block capitals  
When completing this form, please refer to notes overleaf

This form can be obtained from our website at ([http //www companies gov t nz](http://www.companies.govt.nz))

Society Name

CANTERBURY TAMIL

SOCIETY INCORPORATED

Society Number

CH-IS-698996

I, Malathy Naguleswaran  
of 37, Wilfrid Street, Christchurch 2, New Zealand

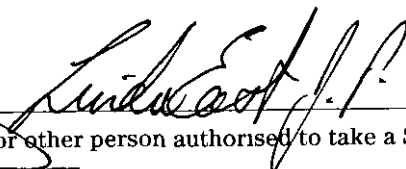
do solemnly and sincerely declare as follows

- 1 That I am\* a member of/the ~~Soleitor to~~ the abovenamed Society
- 2 That annexed hereto and marked with the letter "A" ~~is/are~~ 
  - \*~~(a) the rules, signed or sealed,~~ which have been adopted by the society, a majority of whose members have consented to the ~~application for incorporation, or-~~
  - \*~~(b) the alteration of rules of the society,~~ which alteration has been made in accordance with the rules of the society
- 3 That the rules comply with section 6 of the Incorporated Societies Act 1908

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


Declared at Christchurch

this 2nd ) M. Naguleswaran  
day of July )  
Year 1999 before me )



**Linda M. East**  
Christchurch  
Justice of the Peace

A Soleitor, Justice of the Peace or other person authorised to take a Statutory Declaration

Presented by	ASSISTANT REGISTRAR OF INCORPORATED SOCIETIES	Account No	<input type="text"/>
	 AUCKLAND	Postal Address	<input type="text"/>
			Telephone
		Facsimile	<input type="text"/>

\*Delete whichever is not applicable



4 June 1999

CH IS 698996

Assistant Registrar of Incorporated Societies  
Ministry of Commerce  
Private Bag 4714  
Christchurch

Dear Sir/Madam

## Amendment of Society Rules

CA/698996

Please find enclosed the amended rules of Canterbury Tamil Society Inc, that was registered with you in December 1995. The clauses that have been modified are as follows

- 1 Clause 4 extended with full and associate membership
- 2 Clause 6 amended to allow voting by full members only
- 3 Clause 10 amended to allow addition of Vice President to committee
- 4 Clause 16 (b) amended to allow Vice President to conduct meetings

Thanking you  
Yours Sincerely

M Naguleswaran.

Ms Malalthy Naguleswaran  
President

Ref: 698996/ZZZREJ/SV

5/7/99

Declaration included as requested

M Naguleswaran.

N Malalthy  
President

M Jeyaranjan  
Vice President

S Raveendran  
Secretary

K Nagendran  
Treasurer

# RULES OF THE CANTERBURY TAMIL SOCIETY INCORPORATED

## 1 General.

In these rules, except where a different intention appears

- "Act" means the Incorporated Societies Act 1908
- "Society" means the Canterbury Tamil Society Incorporated
- "Registrar" means the Registrar under the said Act
- "Member" means Financial Member

## 2 Name, Registered Office and place of Meetings:

- The Society shall be known as the Canterbury Tamil Society Incorporated,
- The registered office of the Society shall be situated at the address of the President for the time being or at such other place as shall be decided by the Committee,
- Meetings shall be held at venues as decided by the Committee

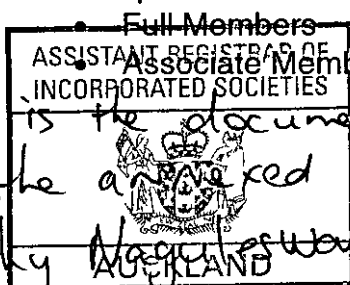
## 3 Objects

- To promote Tamil Language, Education, Culture and Sports,
- To foster improved relationship between the Tamil community and other communities in New Zealand,
- To show solidarity to and support humanitarian causes relating to Tamil speaking communities,
- To help and assist any community or relief organization

## 4 Membership:

- Financial members
  - 1 Individual Membership
  - 2 Family membership
  - 3 Student Membership
- Non Financial Members
- Honorary Members

In addition to the above categories members elect to belong to one of the following membership types at the time of joining the society or at the time of membership renewal



"A" This is the document marked "A" referred to in the annexed declaration of Malathy Nagubasan made at Christchurch this 2nd day of July 1999

M Nagubasan  
2/7/1999

Linda M. East  
Christchurch  
Justice of the Peace

*Linda East J.P.*

## 5 Eligibility for membership:

Anyone who is interested can apply for a membership to the Society. Every application for membership shall be forwarded to the registered office of the Society. It shall be submitted to the next Committee meeting for approval. The Committee reserves the right to approve memberships.

- Financial Members

- 1 Individual Members

The membership is open to anyone over 18 years of age, on application, for an annual fee.

- 2 Family Members

Any person over 18 years of age, and his/her spouse and dependent children, on application may be eligible for family membership.

- 3 Student Membership

Full time students may be admitted as student members at a concessional rate of subscription.

- Non-Financial Members

Any person over the age of 60 years and his/her spouse, on application, may be eligible for non financial membership of the Society.

- Honorary Members

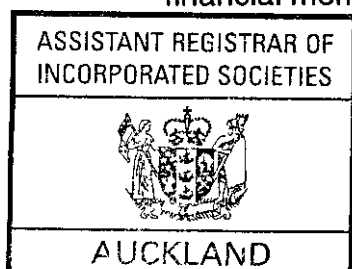
The Society shall have the power to confer by resolution at the Annual General Meeting, the honorary membership of the Society on whomsoever it deems fit.

## 6 Voting:

Any financial member over 18 years of age who has elected to be a full member as in clause 4 shall be eligible to vote.

## 7 Annual Subscription and Other Rules:

- (a) The annual subscription of the society for all three categories of financial members shall be fixed at a general meeting.



- (b)
- (i) The financial year of the Society shall commence on the 1st Day of April each year All fees and subscriptions shall be paid at the time of admission as members of the Society and thereafter within two months of the beginning of the financial year,
  - (ii) Members whose subscriptions are in arrears shall be notified by 1 April of the relevant year and payment of arrears may be accepted till 14 April,
  - (iii) Any member whose subscription is in arrears on 15 April of the relevant year shall forfeit his/her membership as at that date,
  - (iv) Restoration of membership after forfeiture shall be on application and payment of a full year's subscription in arrears, irrespective of when restoration is effected

## **8 Resignation:**

Any member may resign from the Society by giving notice in writing to the Secretary after settling all dues

## **9. Roll Book**

- (a) The name of every financial member and his/her contact address shall be entered in a Roll Book to be kept by the Secretary
- (b) It shall be the duty of the Secretary to produce the Roll Book at the Annual General Meeting or any extra ordinary General Meeting of the Society
- (c) The Roll Book shall be accepted to be the correct and complete list of the members of the society who are entitled to vote
- (d) A member changing his/her address shall notify within thirty (30) days his/her new address to the Secretary who will make the necessary alterations in the Roll Book

## **10. Committee**

The Committee shall comprise the President, the Vice President, the Secretary and the Treasurer

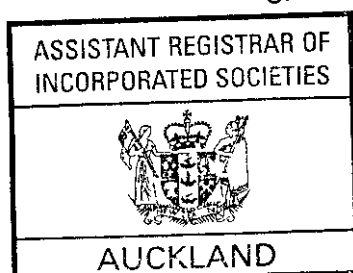


## 11. Sub-Committee.

The Committee may appoint sub-Committees for specific purposes as deemed necessary

## 12 General Meeting:

- (a) The supreme authority is vested in a general meeting of the members At least SEVEN (7) members of the Society shall constitute a quorum,
- (b) If half an hour after the time appointed for the Annual General Meeting, a quorum is not present, the meeting shall be postponed to a date - not exceeding three (3) weeks - to be decided by the Committee, and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day, but they shall not have the power to alter the rules of the Society,
- (c) An Annual General Meeting of the Society shall be held within eight (8) weeks of the close of the financial year on the date and at a time and place to be decided by the Committee The business of the ANNUAL GENERAL MEETING shall be
  - (I) To receive the Committee's report on the working of the Society during the previous year,
  - (II) To receive the Treasurer's report and the accounts of the Society for the previous year,
  - (III) To elect the Committee and to appoint auditors for the ensuing year,
  - (IV) To deal with such other matters as may be put before it,
- (a) A preliminary notice of the Annual General Meeting stating the date, the time and the place and calling for motions for discussion, motions for amendment of the rules and nominations for the election of the Committee shall be sent by the Secretary to all members not later than four weeks before the date fixed for the meeting,
- (b) Nominations for the Committee and motions for discussion at the Annual General Meeting must reach the Secretary at least two weeks before the date of the meeting If no valid nominations are received for any office, nominations shall be accepted at the Annual General Meeting,



- (c) Notice and Agenda of the Annual General Meeting with nominations and motions together with the audited accounts of the Society for the previous year shall be sent one week before the appointed date,
- (d) When more than one nomination is received for any office necessitating an election, the voting shall be by ballot,
- (e) The roll book at the time of issue of notice under the Subclause (d) above shall be the complete list of those eligible to vote at the election of the Committee,
- (f) An extraordinary general meeting shall be convened
  - Whenever the Committee deems it desirable
  - At the joint request in writing of not less than Twelve members stating the objects and reasons for such meeting
- (g) An extraordinary general meeting requisitioned by the members shall be convened within three weeks of the receipt of such requisition,
- (h) Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least one (1) week before the date fixed for the meeting,
- (i) Paragraphs (a) and (b) of this rule regarding the quorum and the postponement of an Annual General Meeting shall apply also to an extraordinary general meeting,
- (j) Only financial members are eligible to vote at meetings,
- (k) Voting at meetings shall be by show of hands unless a ballot is demanded by at least ten members present

### **13. Committee Meetings**

- (a) The Committee shall meet at least 4 times a year, and 14 days notice of each meeting shall be given to its members Any two members acting together may call for a meeting of the Committee to be held at any time At least two Committee members shall constitute a quorum,



(b) Where any urgent matter requiring the approval of the Committee arises and it is not possible to convene a meeting, the Secretary may obtain the views of the Committee members by telephone. The following conditions must be fulfilled before a decision of the Committee is deemed to have been obtained

- The majority decision of the Committee should favour the proposal,
- Any decision obtained by telephone must be followed by a letter confirming the decision and shall be reported by the Secretary to the next Committee meeting

(c) Any member of the Committee who fails to attend three (3) consecutive meetings of the Committee without satisfactory explanation shall be deemed to have resigned from the Committee

#### **14. Filling of Vacancies:**

In the event of the resignation or death of a member of the Committee, the vacancy shall be filled in the prescribed manner at the next general meeting to be held within two months of such occurrence

#### **15 Powers of the Committee:**

(a) The Committee shall give instructions to the Secretary and other officers for the conduct of the affairs of the Society. It may appoint such organizers and such staff as it deems necessary,

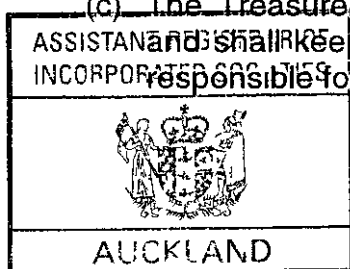
(b) Where there is a difference of opinion in the Committee, a majority decision shall prevail

#### **16. Duties of the Office Bearers:**

(a) The President shall, during his/her term of office preside at all general meetings and all meetings of the Committee, and shall be responsible for the proper conduct of all such meetings. She/He shall have the casting vote and shall sign the minutes of each meeting at the time they are approved,

(b) In the absence of the President, the Vice President shall act as the President. She/He shall then have the rights, powers and duties of the President for the time being,

(c) The Treasurer shall be responsible for the finances of the Society, and shall keep accounts of all its financial transactions and shall be responsible for their correctness,



- (d) The Secretary shall conduct the business of the Society in accordance with its rules, and shall carry out the instructions of the general meeting and of the Committee. He/She shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records. She/He shall attend all meetings and record the proceedings. The common seal of the Society will be held in the custody of the Secretary and will be used in the presence of one Committee member.

**17. Financial Provisions:**

- (a) Subject to the following provisions in this rule, the funds of the Society may be expended for any purpose necessary for the carrying out of its objectives, including the expenses for its administration, allowances and expenses for the Committee and audit of its accounts, but they shall on no account be used to pay the fine of any members,
- (b) The Committee shall have the power to borrow or raise money from time to time on such terms and conditions as it sees fit and with or without security for the purpose of attaining the objectives and promoting the interests of the Society. This requires prior approval of the general meeting,
- (c) The Committee shall have the powers to invest the funds of the Society not immediately required for general purposes in gilt edged securities issued by the New Zealand government and/or in any other investments. The latter requires the prior approval of the general meeting,
- (d) All Society funds shall be banked under a Society account and withdrawal shall require any two of the signatures of the President, Secretary or Treasurer,
- (e) (i) All payments must be approved by the Committee before cheques can be drawn. However, the Committee may authorise the President and/or the Treasurer in conjunction with the Secretary to spend without reference to the Committee individual amounts not exceeding such limits as set by the Committee. All amounts so spent shall be put up for covering approval of the Committee at its next meeting.
- (ii) The Committee shall not make any payment over One thousand dollars (\$1,000) for any single transaction in the normal course of business, other than those payments made for any specific special project undertaken.



- (f) The Treasurer may hold a petty cash advance, not exceeding fifty dollars (\$50),
- (g) As soon as possible after the end of each financial year, a statement of income and expenditure and a balance sheet for the year shall be prepared and audited by the Auditor appointed under Rule 18. The audited accounts shall be submitted for approval at the next Annual General Meeting.

**18. Audit:**

- (a) One or more persons, who shall not be Office Bearers of the Society shall be appointed by the Annual General Meeting as Honorary Auditor(s). They shall hold office for one year and shall be eligible for re-appointment,
- (b) The Auditor(s) shall be required to audit the accounts for the Society for the year, and to prepare a report or certificate for the Annual General Meeting. The person/persons may also be required by the President to audit the accounts of the Society for any period within their terms of office at any date, and to make a report to the Committee.

**19. Affiliation:**


- (a) The Society reserves the right to be affiliated to other organisations,
- (b) Affiliations to other organisations shall be by resolution at a general meeting.

**20. Amendment of Rules:**

These rules may be altered or added to or rescinded or otherwise amended by a resolution passed by two thirds majority of those present and voting at a general meeting and confirmed at the next general meeting held between two (2) and twelve (12) weeks thereafter by two third majority of those present and voting. Every such resolution shall set forth the purport of the amendments. Duplicate copies of the confirmed amendments shall forthwith be delivered to the Registrar in accordance with the requirements of the act. Any such amendments are subject to the following conditions

(a) ~~No addition~~ to or alteration or recession of the rules shall be approved if it affects the personal benefit clause or the winding up clause, or

ASSISTANT REGISTRAR OF  
INCORPORATED SOCIETIES



AUCKLAND

- (b) No addition or alteration of the personal benefit clause or the winding up clause shall be approved without the approval of the IRD

**21. Dissolution**

- (a) The Society shall be voluntarily dissolved by a resolution adopted by not less than two thirds of the total membership at a general meeting. The resolution to wind up, if passed at this meeting has to be confirmed at a subsequent general meeting held not earlier than THIRTY days after the previous meeting,
- (b) In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall not be paid to or distributed among the members of the organisation, but shall be transferred to some charitable organisation or body that have objects similar to that of the Canterbury Tamil Society or for some other charitable purpose within New Zealand

(1) Krshnanandu Ilanko  
6, Wilfrid St  
Christchurch 4

Member

I Krshnanandu

5/7/99

(2) KANDIAH NAGENDIRAM (Treasurer)  
317, RICCARTON ROAD  
RICCARTON  
CHRISTCHURCH

K. Nagendiram,

5/7/99

(3) MANICAVASAGAL JEYARANJAN (VICE PRESIDENT)

