

INCORPORATED SOCIETIES AC

22.2.93 227059

Declaration by a Member of a Society, or a Solicitor, that the Alteration of the Rules is in accordance with the Rules of the Society

I, (1) Bryan Frederick John Manly, of (2) Dunedin

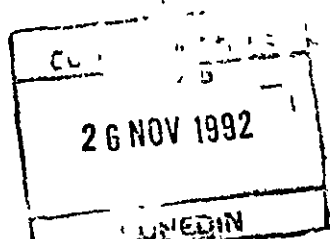
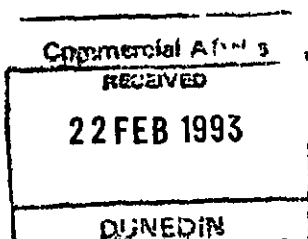
(3) University Professor do solemnly and sincerely declare as follows -

- 1 That I am a (4) member of the society
- 2 That the alteration of the rules of (5) The Otago Branch of the Royal Society of New Zealand Incorporated as set out in the document marked "A" hereto annexed (6) has been made in accordance with the rules of the Society

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

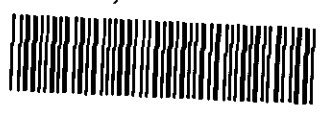
Signed (7) *B.F.J. Manly*

Declared at *Dunedin*, this *24th* day of *November* 19*92*
before me *Ann Barrowclough*



(8) A Justice of the Peace, Post Master, Solicitor, Notary Public or other person authorised to take a Statutory Declaration

- NOTES
- (1) Full name of the person making the declaration
 - (2) Place of abode e.g. Wellington or Dunedin
 - (3) Occupation e.g. Driver or Cleaner or Clerk
 - (4) State whether you are a member of the society or its solicitor
 - (5) The full name of the society
 - (6) The document attached must have written upon it a capital A plus the following
"This is the document marked "A" referred to in the annexed declaration of (1)
made at _____ this _____ day of _____ 19 _____ before me "
 - (7) To be signed by the person making the declaration
 - (8) Statutory Declarations can only be taken by persons specially authorised for the purpose The JP etc. must sign here and complete the exhibit note referred to in note (6) above



SEP RUL

This is the document marked "A" referred to in the annexed declaration of Bryan Frederick John MANLY made at Dunedin this 24th day of November 1992 before me Jim Barrowclough

At the Annual General Meeting of the Otago Branch of the Royal Society of New Zealand (Inc) held on 10 November 1993 the following motions were passed unanimously

Motion 1

The amendments to the Constitution approved on 13 November 1990 are rescinded since the Society now wishes to review its membership and subscription rules and has received legal advice that the amendments have not come into effect because they have not been registered with the Registrar of Incorporated Societies.

Motion 2

Rule 6 of the constitution of the Society will be replaced by the following new rule

Commercial Affairs \$5.50
RECEIVED
22 FEB 1993

6 SUBSCRIPTIONS

The annual subscriptions for Ordinary members for the current financial year shall be decided upon at each annual meeting and shall be payable on or before 31 May in that financial year Failing a decision to change the subscription it shall remain the same as for the previous financial year

Student and Retired members shall pay half of the subscription set for Ordinary members

~~Two Ordinary members~~ residing at one address may apply in writing to pay a Household subscription equal to one and a half times the Ordinary subscription but will then receive only one copy of each notice from the Society

Honorary Life members shall pay no subscription

Before the end of the financial year the Treasurer shall advise in writing all members who are in arrear with their subscriptions A member whose subscription has not been paid by the end of the financial year shall not be a financial member

The Council may on request by any member grant them leave of absence for a period of a year or more The member taking leave of absence shall not have to pay a subscription but will receive no notices from the society for the period of absence

Motion 3

Rule 7 of the constitution of the Society will be replaced by the following new rule

7 TERMINATION OF MEMBERSHIP

A member shall cease to be a member (a) when her/his resignation in writing is received by the Secretary, (b) when the member has not been a financial member for a period of two or more years, (c) on her/his being expelled from the Society after the Council has decided that the member has been guilty of conduct which is detrimental to the interests or status of the Society, provided that the member shall in such case have the right to appear before the Council to explain her/his conduct and also the right to appeal against her/his expulsion at the next meeting of the society

We confirm that the above changes were agreed to at the Annual General Meeting Held on 10 November 1992

SIGNED

[Signature] President 10.1.93 date

[Signature] Secretary 18.1.93 date

[Signature] Treasurer 21/12/92 date

Termination of rules registered, this 22nd
of February 1993
[Signature]
Assistant Registrar of Incorporated Societies



The Incorporated Societies Act 1908
Declaration of
**ADOPTION, ALTERATION
OF RULES**
(Section 7 (b) and 21)

Document Number

[Empty box for Document Number]

(for office use only)

Please note that the information in this form should be either typewritten, printed

Society Name

Otago Branch of the Royal Society of New Zealand

Society Number

227059

I, Jean Fleming
of Dunedin

MINISTRY OF COMMERCE
NOT NEGOTIABLE

do solemnly and sincerely declare as follows

10 FEB 1998

01806 - DUNEDIN

- 1 That I am* a member of/the Solicitor to the abovenamed Society
- 2 That annexed hereto and marked with the letter "A" is/are -

- *(a) the rules, signed and 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

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 Dunedin)
this 5th)
day of February)
1998 before me)

Jean S. Fleming
[Signature]



~~A Solicitor, Justice of the Peace or other person authorized to take a Statutory Declaration~~

Presented by
Postal Address

Jean Fleming
PO Box 6373
Dunedin North

Account No
Telephone
Facsimile

[Empty box for Account No]
479-7320
479-7323

MINISTRY OF COMMERCE
NOT NEGOTIABLE

17 MAR 1998
01806 - DUNEDIN

*Delete whichever is not applicable

A

The Otago Institute



PO Box 6373
Dunedin North

February 26, 1998

Amendment to the Rules of the Otago Branch of the Royal Society of New Zealand Inc.

At the 1997 Annual General Meeting members of the Otago Branch of the Society of New Zealand Inc voted unanimously

THAT Rule 1, the name of the organisation be changed to The Otago Institute Incorporated

Please note that the new name is available for registration and the letter reserving that name is attached

Signatories

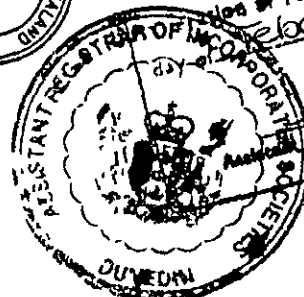
Jean S. Fleming
Scott Robertson
Robert

President
 Treasurer
 Secretary

These are the alterations to the Rules marked A referred to in the annexed declaration of the Otago Branch of the Royal Society of New Zealand Inc made before me this 15th day of March 1998

Signed

R. J. Hodges



copies of rules registered, this 15th day of February 1998
Ben Chace
 Registrar of Incorporated Societies
 Dunedin

227059
10 07 89

INCORPORATED SOCIETIES ACT

Declaration by a Member of a Society, or a Solicitor, that the Alteration of the of the Society

1. (1) TREVOR JOHN SHIELDS, of (2) Dunedin

(3) Solicitor do solemnly and sincerely declare


as follows -

1 That I am a (4) Solicitor to the Society

2 That the replacement to alteration of the rules of (5) THE OTAGO BRANCH OF THE ROYAL SOCIETY OF NEW ZEALAND

INCORPORATED Incorporated as set out in the document marked "A" hereto annexed (6) has been made in accordance with the rules of the Society

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

Signed (7) 

Declared at Dunedin, this 7th day of

MISC C-01 100789 0032 \$11.00
MISC 87 89 \$11.00



A Solicitor of the High Court of New Zealand (S W BARKER)

(8) A Justice of the Peace, Post Master, Solicitor, Notary Public or other person authorised to take a Statutory Declaration

- NOTES
- (1) Full name of the person making the declaration
 - (2) Place of abode e.g. Wellington or Dunedin
 - (3) Occupation e.g. Driver or Cleaner or Clerk
 - (4) State whether you are a member of the society or its solicitor
 - (5) The full name of the society
 - (6) The document attached must have written upon it a capital A plus the following

"This is the document marked 'A' referred to in the annexed declaration of (1) made at this day of 19 before me"

This will be completed and signed by the person taking the statutory declaration (refer to note 8 below)

- (7) To be signed by the person making the declaration
- (8) Statutory Declarations can only be taken by persons specially authorised for the purpose The JP etc must sign here and complete the exhibit note referred to in note (6) above

THE OTAGO BRANCH OF THE ROYAL SOCIETY OF NEW ZEALAND

(Incorporated)

CONSTITUTION

1. NAME:

The name of the Society shall be 'The Otago Branch of the Royal Society of New Zealand Incorporated'.

2. MEANING OF TERMS:

In these rules unless a contrary intention appears:

'Society' means 'The Otago Branch of the Royal Society of New Zealand Incorporated'.

'Council' means the Council for the time being appointed under Rule 8 of these rules.

'Year' or 'Financial year' means the financial year of the Society extending from 1 October to 30 September in the following year.

'Session' means the year of the Society's lecture and social programme as set out in the printed programme of the Society.

'Meeting' means the Society members in general meeting duly called in accordance with these rules.

Words importing the singular number only shall include the plural and vice versa.



3. OBJECTS:

The objects of the Society shall be the promotion of Science, History and Philosophy.

These are the replacements to the Rules marked "A" referred to in the annexed declaration of TREVOR JOHN SHIELDS made at Dunedin this ¹ 7th day of July 1989 before me:

Solicitor of the High Court of New Zealand

(S W BARKER)

4. **NEW MEMBERS:**

The name of any candidate for admission to the Society shall be proposed and seconded in writing by two financial members of the Society, handed to the Secretary, and submitted to the next meeting of the Council for approval. (The Council may, if it thinks fit, reject any proposal without assigning any reason.) When approved by the Council, the name of the new member shall be announced at the next meeting of the Society.

5. **CLASSES OF MEMBERSHIP:**

There shall be the following classes of membership in the Society and every proposal for membership shall show the class of membership the proposed member will join.

- (a) Ordinary members, who must be persons over the age of 18 years.
- (b) Life members, ordinary members who have either compounded their future subscriptions in a manner from time to time determined by the Council or who have been elected to the Fellowship of the Royal Society of New Zealand.
- (c) Student members, who must be over the age of 12 years and pursuing full time study at either a secondary or tertiary educational institution and who shall on attaining the age of 18 years or ceasing to full time students at such an educational institution automatically become ordinary members.
- (d) Honorary Life members elected in recognition of their contribution to the objects of the Society. They shall be elected at the discretion of the Council and only on the unanimous vote of those present and voting at a meeting of the Council.

6. **SUBSCRIPTIONS:**

The annual subscriptions and surcharges for ordinary members for the current financial year shall be decided upon at each annual meeting and shall be payable on or before the last day of May in such financial year. Failing such a decision the annual subscription shall remain the same as that for the preceding year.

Student members shall pay a reduced subscription which shall be fixed from time to time at the discretion of the Council.

Honorary Life members shall pay no subscription.

In the month of August in each year the Treasurer shall advise all members who are in arrear with their subscriptions in writing and thereupon a surcharge shall be payable with each such subscription. A member whose subscription is in arrear shall not be a financial member.

7. **TERMINATION OF MEMBERSHIP:**

A member shall cease to be a member

- (a) when her/his resignation in writing is received by the Secretary;
- (b) on her/his failing to pay the subscription within three months of her/his receiving final written notification thereof from the Treasurer and by the Council then approving her/his name being struck from the roll of members;
- (c) on her/his being expelled from the Society after the Council has decided that the member has been guilty of conduct which is detrimental to the interests or status of the Society, provided that the member shall in such case have the right to appear before the Council to explain her/his conduct and also the right to appeal against her/his expulsion at the next meeting of the Society.

8. OFFICERS AND MANAGEMENT:

The entire management of the Society, its financial and social arrangements and its property shall be deputed to a Council consisting of a President, the Immediate Past-President, a Vice-President, an Honorary Secretary, an Honorary Treasurer, five elected members, a representative from each of the Sections of the Society, the Society's Representative for the time being on the Otago Museum Trust Board, and the local Representative for the time being on the Member Bodies' Committee(s) of the Royal Society of New Zealand.

The Council Members shall hold office from their election or appointment or co-option under these Rules until the taking of office of the Council for the following year.

The Immediate Past-President shall hold her/his position on the Council by virtue of her/his having been President immediately prior to the President for the year. The Society's Representative on the Otago Museum Trust Board shall hold her/his position on the Council by virtue of her/his appointment by the Council as such Representative and the Branch Representative for the time being on the Member Bodies' Committee(s) of the Royal Society of New Zealand shall hold her/his position on the Council by virtue of her/his election to the Member Bodies' Committee(s).

9. ELECTION OF OFFICERS:

The Council members shall be persons who are financial members of the Society and with the exception of the Immediate Past-President, the Otago Museum Trust Board Representative and the Member Bodies' Representative for the time being under the preceding Rule and the Section Representatives under Rule 13 hereof shall be proposed, seconded and elected by members voting at the Annual Meeting, provided that the Council shall have power at its discretion to co-opt to its number in any year up to three extra members who must be financial members of the Society.

10. MEETINGS AND POWERS OF THE COUNCIL:

A meeting of the Council may be called at any time by the President or Honorary Secretary and shall be called within seven days of the receipt by the Honorary Secretary of a requisition signed by two members of the Council.

Notice of meetings of the Council shall be given to all members of the Council by posting the same to their addresses three clear days prior to the date of their meeting.

A quorum at a meeting of the Council shall be four members and in voting at meetings of the Council or of the Society the Chairman shall have a deliberative vote and, if necessary, a casting vote.

The Council shall, in addition to and without limitations of its general powers under Rule 8 hereof, have the power

- (a) to fill any casual vacancy occurring among the elected members of the Council during the year;
- (b) to expel a member under the provisions of Rule 7 hereof;
- (c) to frame and enforce by-laws for the conduct of the Sections of the Society;
- (d) to invest in Trustee securities only any funds of the estate as it deems best in the interest of the Society;
- (e) to appoint from among the members of the Society, including persons who are members of the Council, such representatives to other bodies or Societies as shall from time to time be necessary;
- (f) to conduct all dealings with the Royal Society of New Zealand which

result from the Society being a Branch of the Royal Society of New Zealand, including such arrangements as the Council shall think fit for the transfer of membership between other Branches of the Royal Society of New Zealand and the distribution of publications of the Royal Society of New Zealand and the collection of payment for the same.

11. MEETINGS OF THE SOCIETY:

(a) The annual meeting of the Society shall be held in either October or November in each year and the quorum thereat shall be ten members.

(b) Extraordinary meetings of the Society shall be held within twenty-eight days after the receipt by the Honorary Secretary of a requisition in writing signed by at least eight financial members setting out in the form of resolutions the business which such members propose to move at such meeting and the quorum thereat shall be ten members.

(c) Ordinary meetings shall be held on dates arranged by the Council and notified to members with the annual programme.

Notice of Meetings: The Secretary shall, not less than seven clear days before any annual meeting or extraordinary meeting, send to every member at her/his address shown in the Society's register, a notice setting the day, place and hour of the meeting and the business to be moved thereat.

No notice shall be required of ordinary meetings when the same have been previously notified to members in any printed programme of the Society's session which the Honorary Secretary has forwarded to each member.

12. PROCEDURE AT MEETINGS:

At all meetings the chair shall be taken by the President if present: failing her/him, by the Vice-President if present, and failing her/him, by any member chosen by the meeting.

Unless a quorum is present within half an hour after the time appointed for the meeting, the meeting shall stand adjourned till such a date as the Chairman may direct, to be then held at the same hour and place (if possible) and those present at such an adjourned meeting shall constitute a quorum.

Voting shall be by voice, but if any member so desires, the Chairman shall call for a division which shall be indicated by a show of hands or, if requested, by ballot.

At any meeting where voting by ballot is required the meeting shall appoint two of their number as scrutineers.

13. SECTIONS OF THE SOCIETY:

The Council may at any time and from time to time recognize and authorise the formation or adoption of Sections of the Society. The affairs of each Section shall then be conducted in accordance with by-laws approved by the Council from time to time and which shall require (inter alia) that

- (a) at least three of the members of each Section shall be ordinary members of the Society and in each year the Committee of each Section shall appoint one of such members as its Representative on the Council;
- (b) the Section shall have the right to enrol as Section members persons who are not members of the Society and such Section members shall have only the rights and privileges accorded them by the by-laws governing the Sections;
- (c) the Sections shall present to the Honorary Treasurer not less than seven days before the annual meeting of the Society an audited statement of the annual accounts of the Section funds and assets made up for the previous year and shall ensure that all monies and property held by such section are held in the name of the Section of the Otago Branch of the Royal Society of New Zealand Incorporated and no other

name.

14. AFFILIATED BODIES:

The Council may at any time and from time to time recognize and authorize the affiliation of a local branch of a Member Body of the Royal Society of New Zealand. The Council may at its discretion provide any such affiliated body with a schedule of the year's Ordinary Meetings, any expenses connected therewith to be met by an agreed fee payable by any such affiliated body to the Branch.

15. DUTIES OF OFFICES AND MEMBERS:

(a) Duties of the Honorary Secretary:

The Honorary Secretary shall keep and have the safe custody of:

- i) The Common Seal of the Society which shall not be affixed to any document except by a resolution of the Council and in the presence of three members of the Council.
- ii) Minute Books containing full and correct minutes of all meetings.
- iii) A Register showing the names and addresses of members.

The Honorary Secretary shall keep all entries in such books properly up to date. She/he shall forward to the members of the Society or of the Council all necessary notices for calling meetings, and to the Registrar of Incorporated Societies such notices and returns as the Registrar shall from time to time require. The Honorary Secretary shall deposit all completed Minute Books and correspondence with any value as permanent records in the Hocken Library.

(b) Duties of the Honorary Treasurer:

The Treasurer shall keep the books of account of the Society, a complete and current list of members, the bank pass books and all receipt and cheque books necessary to manage the Society's financial affairs at any time and shall issue all notices for the collection of subscriptions and pay all accounts as authorized by the Council, bank all monies received and together with the President or Honorary Secretary, shall be authorized to operate the accounts of the Society.

The Honorary Treasurer shall produce audited statements of account and a balance sheet for the previous year for posting to each member of the Society with the notice of the annual meeting, and shall table at the annual meeting of the Society the audited annual accounts of any Section of the Society which holds moneys or property.

(c) Duties of Members:

Members shall have the duty to advise the Secretary promptly of all changes of address.

Members shall be subject to the Rules and Regulations of the Royal Society of New Zealand so long as the Branch remains a Member Body of the Royal Society of New Zealand.

16. **RIGHTS OF MEMBERS:**

(a) Members shall enjoy all the privileges accorded to members of the Royal Society of New Zealand so long as the Branch remains a Member Body of the Royal Society of New Zealand.

(b) All members shall have the right to purchase any publication of the Society or of the Royal Society of New Zealand, at the rates and on the terms from time to time determined by the appropriate body.

(c) Members shall have the privilege of the use of the Library of the University of Otago in accordance with the rules from time to time agreed upon between the said University and the Society.

17. HONORARY AUDITOR:

The Honorary Auditor shall be elected at the Annual Meeting but any vacancy occurring during the year shall be filled by a person appointed by the Council.

18. HONORARY SOLICITOR:

The Honorary Solicitor shall be elected at the Annual Meeting but any vacancy occurring during the year shall be filled by a person appointed by the Council.

19. ALTERATION OF RULES:

These Rules or any of them may be altered, added to or rescinded at any Annual Meeting or any Extraordinary Meeting, and notice of any proposed alteration, addition or rescission shall be given in writing to the Honorary Secretary at least twenty-one days before such meeting and notice of the same shall be sent to each member with the notice calling the meeting.

20. WINDING UP:

Upon the winding up of the Society, its property shall be disposed of in accordance with the directions given by any General Meeting of the Society; failing such directions the property shall be realized (if required) and distributed to such other kindred Societies or Institutions as the Council may decide, and if there be no such body, then to the Royal Society of New Zealand.

21. TRANSITIONAL PROVISIONS:

All proceedings commenced under the previous Constitution may be continued as if commenced hereunder. All office bearers holding office at the date of the adoption of this Constitution whether by election, appointment or co-option shall continue to hold office as if they were so elected, appointed or co-opted under this Constitution. The common seal of the Society at the date hereof shall continue as the common seal of the Society unless, and until, it is replaced by a Resolution of the Council.

Anderson, member of the Society, President
John, member of the Society, Secretary
J.S. Allett, member of the Society, Councillor

Alteration of rules registered, this 10th
day of July, 1989.
A.H. Scott
Assistant Registrar of Incorporated Societies
Dunedin

