



# Hamilton Contract Bridge Club Inc.

## 2025 Constitution 4Vg - Supplemental Forms

Hamilton Bridge Club Nomination	-	V4.0	Committee Member President Vice President Treasurer - elected Treasurer – co-opted  <b>N.B. These forms are used as part of the nomination process instead of the IS22-CCO as it could contain possible private information</b>
Incorporated Societies Act 2022	-	IS22-CCO	Consent and certificate of officer
Hamilton Contract Bridge Club Inc.	-	V1.3a	Club Membership form
Hamilton Contract Bridge Club Inc.	-	V2.1	Confirmation of Constitution / Rule change sent to the Registrar of Incorporated Societies from the Hamilton Bridge Club

## Hamilton Contract Bridge Club President Nomination



I \_\_\_\_\_, the undersigned, hereby accept nomination as **President** for the year \_\_\_\_\_ to \_\_\_\_\_

By signing this nomination form I consent to being an **Officer of the Club/Society** and I certify I am not disqualified from being appointed or holding office as an **Officer** by the **Club Rules** or by the applicable parts of the **Incorporated Societies Act 2022**

### **Nominee:**

Name : (Print) \_\_\_\_\_

Signed : \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Verified :

Completed IS22-CCO received

Secretary to initial \_\_\_\_\_

Financial member of the Club

Secretary to initial \_\_\_\_\_

### **Seconded**

### **Member 1:**

Name : (Print) \_\_\_\_\_

Signed : \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Verified :

Financial member of the Club

Secretary to initial \_\_\_\_\_

### **Member 2:**

Name : (Print) \_\_\_\_\_

Signed : \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Verified :

Financial member of the Club

Secretary to initial \_\_\_\_\_

### **The Club:**

Received: \_\_\_\_\_

day of \_\_\_\_\_

20\_\_\_\_

Version 4 – September 2024

Changed to reflect requirement to use the **Incorporated Societies Act 2022** form

Members are financial

Members are required to sign and print names

Secretary to confirm the DATE the COMPLETED nomination received

## Hamilton Contract Bridge Club Vice President Nomination



I \_\_\_\_\_, the undersigned, hereby accept nomination as **Vice President** for the year \_\_\_\_\_ to \_\_\_\_\_

By signing this nomination form I consent to being an **Officer of the Club/Society** and I certify I am not disqualified from being appointed or holding office as an **Officer** by the **Club Rules** or by the applicable parts of the **Incorporated Societies Act 2022**

### **Nominee:**

Name : (Print) \_\_\_\_\_

Signed : \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Verified :

Completed IS22-CCO received

Secretary to initial \_\_\_\_\_

Financial member of the Club

Secretary to initial \_\_\_\_\_

### **Seconded**

### **Member 1:**

Name : (Print) \_\_\_\_\_

Signed : \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Verified :

Financial member of the Club

Secretary to initial \_\_\_\_\_

### **Member 2:**

Name : (Print) \_\_\_\_\_

Signed : \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Verified :

Financial member of the Club

Secretary to initial \_\_\_\_\_

### **The Club:**

Received: \_\_\_\_\_

day of \_\_\_\_\_

20\_\_\_\_

Version 4 – September 2024

Changed to reflect requirement to use the **Incorporated Societies Act 2022 form**

Members are financial

Members are required to sign and print names

Secretary to confirm the DATE the COMPLETED nomination received

## Hamilton Contract Bridge Club Treasurer Nomination



I \_\_\_\_\_, the undersigned, hereby accept nomination as **Treasurer** for the year \_\_\_\_\_ to \_\_\_\_\_

By signing this nomination form I consent to being an **Officer of the Club/Society** and I certify I am not disqualified from being appointed or holding office as an **Officer** by the **Club Rules** or by the applicable parts of the **Incorporated Societies Act 2022**

### **Nominee:**

Name : (Print) \_\_\_\_\_

Signed : \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Verified:

Completed IS22-CCO received

Secretary to initial \_\_\_\_\_

Financial member of the Club

Secretary to initial \_\_\_\_\_

### **Seconded**

On behalf of the Committee - Treasurer is co-opted from the club membership

### **Member:**

Name : (Print) \_\_\_\_\_

Signed : \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Verified:

Financial member of the Club

Secretary to initial \_\_\_\_\_

### **The Club:**

Received: \_\_\_\_\_

day of \_\_\_\_\_

20\_\_\_\_

Version 4 – September 2024

Required to be completed when the Treasurer is co-opted by the Committee from the membership

Changed to reflect requirement to use the **Incorporated Societies Act 2022 form**

Treasurer is financial

Member required to sign and print name

Secretary to confirm information is supplied prior to Treasurer taking office

Secretary to confirm quorum number to co-opt has been met

# Hamilton Contract Bridge Club Committee Nomination



I \_\_\_\_\_, the undersigned, hereby accept nomination for the **Committee** for the year \_\_\_\_\_ to \_\_\_\_\_

By signing this nomination form I consent to being an **Officer of the Club/Society** and I certify I am not disqualified from being appointed or holding office as an **Officer** by the **Club Rules** or by the applicable parts of the **Incorporated Societies Act 2022**

## **Nominee :**

Name : (Print) \_\_\_\_\_

Signed : \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Verified :

Completed IS22-CCO received

Secretary to initial \_\_\_\_\_

Financial member of the Club

Secretary to initial \_\_\_\_\_

## **Seconded**

### **Member 1:**

Name : (Print) \_\_\_\_\_

Signed : \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Verified :

Financial member of the Club

Secretary to initial \_\_\_\_\_

### **Member 2:**

Name : (Print) \_\_\_\_\_

Signed : \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Verified :

Financial member of the Club

Secretary to initial \_\_\_\_\_

## **The Club:**

Received: \_\_\_\_\_

day of \_\_\_\_\_

20\_\_\_\_

Version 4a – September 2024

Changed to reflect requirement to use the **Incorporated Societies Act 2022** form

Members are financial

Members are required to sign and print names

Secretary to confirm the DATE the COMPLETED nomination received

Hamilton Bridge Club – Club Officer Nominations – version 4a

September 2024

## Hamilton Contract Bridge Club Treasurer Nomination



I \_\_\_\_\_, the undersigned, hereby accept nomination as **Treasurer** for the year \_\_\_\_\_ to \_\_\_\_\_

By signing this nomination form I consent to being an **Officer of the Club/Society** and I certify I am not disqualified from being appointed or holding office as an **Officer** by the **Club Rules** or by the applicable parts of the **Incorporated Societies Act 2022**

**Nominee:** \_\_\_\_\_

SIGNED

**Name:** (Print) \_\_\_\_\_

**Date of Signing:** \_\_\_\_\_

**Verified:**

Completed IS22-CCO received

Secretary to initial \_\_\_\_\_

Financial member of the Club

Secretary to initial \_\_\_\_\_

**Seconded**

On behalf of the Committee - Treasurer is co-opted from the club membership

**Member:** \_\_\_\_\_

SIGNED

**Name:** (Print) \_\_\_\_\_

**Date of Signing:** \_\_\_\_\_

**Verified:**

Financial member of the Club

Secretary to initial \_\_\_\_\_

**The Club:**

**Received:** \_\_\_\_\_

day of \_\_\_\_\_

20\_\_\_\_

Version 4 – September 2024

Required to be completed when the Treasurer is co-opted by the Committee from the membership

Changed to reflect requirement to use the **Incorporated Societies Act 2022 form**

Treasurer is financial

Member required to sign and print name

Secretary to confirm information is supplied prior to Treasurer taking office

Secretary to confirm quorum number to co-opt has been met

# Consent and certificate of officer

Section 47 Incorporated Societies Act 2022

Page 1 of 2  
Template IS22-CCO  
Version | October 2023

Society name

Registration number or NZBN (complete this field only if this consent relates to an existing society)

## NOTES FOR OFFICERS

Ensure that you meet the qualification criteria for being an officer of this society before signing this consent form (see the qualification criteria on page 2). By signing this consent, you also consent to these details being added to the Incorporated Societies Register for this society. Your contact address and email address will only be visible to, and used by, the Registrar – they will not be displayed on the public register. Remember to advise the society any time these details change.

## NOTES FOR SOCIETIES

You won't be asked to upload a copy of this consent and certificate to the Incorporated Societies Register but you must keep a copy in your records.

## Officer's details

Provide your full legal name as it appears on a form of identification, such as your driver licence or NZ passport.

First name

Middle name(s)

Last name

Are you a member of this society? ☐ Yes

☐ No

**Contact address** – This must be a street address that you use, it can't be a PO Box or DX address

Street number & name

City

Post code

Country

Contact email address

Date elected or appointed

## Officer's declaration

I consent to be an officer of the above society and certify that I am not disqualified from being appointed or holding office as an officer of a society.

.....  
(Signature)

Date signed

# Consent and certificate of officer

## Qualification criteria

Before signing this consent form, ensure that you meet the qualification criteria set out in [section 47 of the Incorporated Societies Act 2022](#).

1. Every officer of a society must be a natural person.
2. The following persons are disqualified from being elected or appointed or otherwise holding office as an officer of a society:
  - a. a person who is under 16 years of age
  - b. a person who is an undischarged bankrupt
  - c. a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993
  - d. a person who is disqualified from being an officer of a charitable entity under section 31(4)(b) of the Charities Act 2005
  - e. a person who has been convicted of any of the following, and has been sentenced for the offence, within the last 7 years:
    - i. an offence under subpart 6 of Part 4 of the Incorporated Societies Act 2022
    - ii. a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961)
    - iii. an offence under section 143B of the Tax Administration Act 1994
    - iv. an offence under section 22(2) of the Incorporated Societies Act 2022
    - v. an offence, in a country, State, or territory other than New Zealand, that is substantially similar to an offence specified in subparagraphs i. to iv.
    - vi. a money laundering offence or an offence relating to the financing of terrorism, whether in New Zealand or elsewhere.
  - f. a person who is subject to any of the following orders:
    - i. a banning order under subpart 7 of Part 4 of the Incorporated Societies Act 2022
    - ii. an order under section 108 of the Credit Contracts and Consumer Finance Act 2003
    - iii. a forfeiture order under the Criminal Proceeds (Recovery) Act 2009
    - iv. a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act.
  - g. a person who is subject to an order that is substantially similar to an order referred to in paragraph f. under a law of a country, State, or territory outside New Zealand that is a country, State, or territory prescribed by the regulations.
  - h. in relation to the society, a person who does not comply with any qualifications for officers contained in the society's constitution.
3. A natural person who is disqualified from being an officer but who acts as an officer is an officer for the purposes of a provision of this Act that imposes a duty or an obligation on an officer.



# Hamilton Contract Bridge Club Inc.

## Club Membership Form

To be completed by those wishing to apply for Membership to the Hamilton Bridge Club:

The information required in this form is needed to complete requests defined in '**The Incorporated Societies Act 2022**' and by the Club to manage communications between the Club and members.

Please print when filling the list

Name :	<input type="text"/>		
Address :	<input type="text"/>		
Address :	<input type="text"/>		
Suburb :	<input type="text"/>		
City :	<input type="text"/>	Post Code :	<input type="text"/>
Telephone :	<input type="text"/>		
Cell phone :	<input type="text"/>		
Email :	<input type="text"/>		

**As a Member, I agree to provide the information as requested above, pay as required my Subscription Fee and Table Money, abide by the rules of the Club listed in the current Club Constitution Document and Club Programme Book and allow limited personal information to be used for communication with the Club as detailed below.**

Name : \_\_\_\_\_ Date : \_\_\_\_\_

- The Club requires from members information as required by '**The Incorporated Societies Act 2022**', and by the Club to collect and manage this information.
- This information is not made available to any third party and will be stored in a secure location & format.
- All information is retained while a member of the Club but is destroyed when the member resigns from the Club apart from the requirement under the **Act** for the Club to retain for a further 7 years the name of a member, limited contact information and the date of resignation from the Club.
- A member may at any time in writing request from the Club Secretary a copy of the information the Club holds on the member making the application by following as described in the Hamilton Club Constitution.
- Members are required to update their information supplied to the Club if there is any change to the contact details.
- Membership is only confirmed after the payment of the Subscription fee and if required by the member the NZ Bridge affiliation fee and the supplying of information as requested in this document.
- Members can resign from the Club at time having first paid any outstanding fees. Any monies remaining held in Compa\$ by the Club on behalf of the member will be re-paid as well as payment of any Hamilton Bridge Club prizes.
- Members consent that supplied details – name and phone number are used in the Club membership list in the Club Programme Book and the email address may likely be used for communications between the Club and member.
- Nonpayment of subscriptions or table money after NO response or NO response to requests to remedy a payment issue may result in loss of ability to compete in Club or NZ Bridge Events with the possibly of suspension or loss of membership.

Additional information can be found in the [Club Constitution](https://www.hamilton.bridge-club.org/) available on the Hamilton Bridge Club website - <https://www.hamilton.bridge-club.org/> or as printed copy on request and as updated from time to time as required. The Club Programme book with the bridge playing rules and membership list of the Club will be provided to the member when the Subscription Fee for the first year has been paid.



Incorporated Societies Act 1908

# The Hamilton Contract Bridge Club Incorporated

HN/214022

(NZBN: 94290427173)

## ALTERATION OF RULES

We, the undersigned certify these rules have been altered in accordance with the Club's rules and the altered rules as presented (attached) here have been endorsed at a Club Annual General Meeting, a Special General Meeting called for that purpose or under the Act 2022 Section 31 which met both the Club and I.S.Act requirements for a rule change.

**Amendment:** .....

**Location:** ..... **Date of Meeting:** .....

**President:** .....  
SIGNED

**Name:** (Print) ..... **Date of Signing:** .....

**Member:** .....  
SIGNED

**Name:** (Print) ..... **Date of Signing:** .....

**Member:** .....  
SIGNED

**Name:** (Print) ..... **Date of Signing:** .....

**Dated this** ..... **day of** ..... **in the year 20** .....

Version 2.1 – January 2025