#### The Incorporated Societies Act 1908 Application for

## INCORPORATION OF A SOCIETY



\*10044574323\*

(Section 7(a))

Please note that the information in this form should be either typewritten, printed, or neatly handwritten in block capitals.

When completing this form, please refer to notes overleaf.

Name of Proposed	Wellington Improvisation Troupe Incorporated		Name Reservation Number
Society			1383782
Proposed Address of Registered Office	C/- Kensington Swan 89 The Terrace Wellington		
Postal Address to which Communications from the	C/- Kensington Swan PO Box 10 246 Wellington		P# 14
Registrar may be sent			2 6 AUG 2003
We, the several person application for incorporation for incorpora	ons whose names are subscribed hereto, being members pration of the society under the rules accompanying this ap	of the abovemention plication, in accordan	ed society, hereby make ace with the Incorporated
Presented by	Kensington Swan	Account No	
Postal Address	PO Box 10 246 DX SP26517 Wellington	Telephone	(04) 472 7877
	Attention: Nigel Chin	Facsimile	(04) 472 2291



#### APPLICATION FOR INCORPORATION

AG

Name of Proposed Secretary Kah-Mun Mak

APP	LICANTS: The following persons are the applicants of the proposed	d society
	APPLICANT	WITNESS*
	Full Name Nigel Craig Yerming Chin	Full Name AARON UNDSAY SHERRIFF
'	Residential Address 1/205 The Terrace,	Residential Address 39 WHILOWHH STREET/
	Wellinton and	NOMO WELLINGTON / O -1.
	Occupation Solicitar Signature	Occupation SOLICITOR Signature Town
2	Full Name Alistoty Robert Watart	Full Name AARON LINDSAY SHERRIFF
2	Residential Address 1 205 The Terroce	Residential Address 39 WAI KOWHAI STREET
	Wellinston no on	NGAIO WELLINGTON / O W
	Occupation Solfcitor Signature	Occupation SOLIC ITOR Signature Aug here
3	Full Name Kah Mun Mat	Full Name ARRON LINDSRY SHERRIFF
	Residential Address 37 Humber St, Island	Residential Address 79 WALKOWHAL STREET
	Bay, Wellinston D. 1	NGHO WELLINGTON/ O
	Occupation Analyst Signature Kolumn	Occupation SOUCITOR Signature Southers'
4	Full Name BARRY MISCHMANN	Full Name HARON CLINDSAY SHERRIFF
•	Residential Address 7 KANNAI RO	Residential Address 39 WALKOWHAL STREET
	PAREMATA ,	NGAID WELLINGTON / d /,
	Occupation ALE CIVINEER Signature Billywann	Occupation SollCITOR Signature Accus
5	Full Name Villan Samon Wilson	Full Name ATRON LINDSAY SHERRIFF
	Residential Address 29 Constable St,	Residential Address 39 WALCOWHAL STREET
	newtown wellington	NGATIO WELLINGTON / O -/
	Occupation Actor Signature	Occupation Soll c   Tok   Signature   Authority
6	Full Name Linda Many Kilday	Full Name AARON LINDSAY SHERPIFF
l	Residential Address 55 Hawker St	Residential Address 39 WALKOWHAL STREET
	not vic wellington	NOTO WELLINGTON /
	Occupation Traine Signature United	Occupation SOLIC 170R Signature Sand hung
7	Full Name Peter Hodgson	Full Name AARON LINDSAY SHERRIFF  Residential Address 39 WAI KOWAL STREET
ŀ	Residential Address 10 Croydon St	Tiesiderital Address
	Karori wellighin	
	Occupation anguse AP Signature V. Hasque	A A A A A A A A A CALLERA A CCC.
8	Full Name ANTON LEO VAN HELDEN Residential Address 6 A HAN ST, ORIENTAL BAN	Full Name ATRON LINDS STERRIFF Residential Address 39 WALKOWIA1 STREET,
	WELLINGTON. The Land	NO ATO WELLING TON / . d /.
	Occupation SCIENTIST Signature/ Lefteldin	Occupation SOLICITOR Signature farmer
9	Full Name Nicholas Daniel Grove	Full Name AARON LINDSAY SHERRIFF
] "	Residential Address 11 Nonfolk St Nonlinland	Residential Address 39 WAILOWHAI STREET
ŀ	Wellington	NOMO WELLINGTON / O Y
	Occupation Manager Signature Marole	Occupation SOUCITOR Signature Handing.
10	Full Name Clare Frances Kerrison	Full Name AARON LINDSAY SHEKKIFF
	Residential Address F2 / 145A Aro &t Aro Valley	Residential Address 39 WAI KOWHAI STREET
	1 1011 10 11 0 1	NO A10 WELLING TON / ( )
	Occupation Manager Signature Chlerisms	Occupation SOLICITOR Signature Survey
11	Full Name Thomas Hodoson	Full Name AARON LINDSAY SHERRIFF
1	Residential Address 10 Croydan Street	Residential Address 39 WAI KOWHAI STREET
	Karori, Wellington	NO ATO WELL INGTON &
	Occupation 3 Sweets Dicelosignature Office	Occupation SOLICITOR Signature ARRON LIVERY HERRIFF
12	Full Name Ngom: Helen Stephen - Smith	Tull Hame
	Residential Address TF, 105 Salamonca Rd, Kelburn,	Residential Address 39 WALKOWTH STREET  NG-MO WELLING PN / W
	Wellington	Occupation SOLICITOR Signature Have men
<u> </u>	Occupation Policy Analyst Signature Municipality	AAA
13	Full Name RYAN JAMES HARTIGAN	Residential Address 39 WALKOWHAL STREET
]	Residential Address 64 MELBOOFNE ROAD,	NG A10 UELLINGTON
		Occupation SOLICITOR Signature family
	Occupation DIRECTOR Signature  Full Name NICOLA ANN HILL	Full Name AARON LINDSAY SHEERIFF
14	Residential Address 603/8 CHURCH STREET	Residential Address 39 WALKOWHAL STREET
[	WELLINGTON	MAGO, WELLINGTON, OY
	Occupation DIROMAT Signature	Occupation SQUCITOR Signature Authority
15	Full Name Christy Australia	Full Name AMON LINDSAY SHORKIFE
'	Residential Address Nº 1 Karaka 8t	Residential Address 39 WAI KOWHAI STREET
	Bestlowne of	NOMO WELLINGTON/ () -/
	Occupation Heil Nessel Signature	Occupation SOUCITOR Signature Hambury

\*A person who is an applicant cannot be witness to other applicants.

#### The Incorporated Societies Act 1908 Declaration of

## ADOPTION, ALTERATION OF RULES

(Section 7(b) and 21)

Document Number	_
<u> </u>	
(for office use only)	_

Please note that the information in this form should be either typewritten, printed, or neatly handwritten in block capitals.

When completing this form, please refer to notes overleaf.

Society Name	1	IMPROVISATION INCORPORATED		Society Number
1, Alista	ir Robert	Wishart		
of 1205 T	The Terrore	Wellington		
	ber of/t <del>he Solicitor to</del> the ab	•		
*(a) the rules, signed of application for inco	orporation; or	er "A" is/are:- adopted by the society, a majority o <del>ration has been made in accordanc</del>		
	declaration conscientiously	orporated Societies Act 1908.  believing the same to be true and	d by virtue of the pro	ovisions of the Oaths
Declared at Wellin		De W	·	
day of August		Han Smit		AARON SHERRIF Solicitor, Wellington
A Solicitor, Justice of the	Peace or other person auti	norised to take a Statutory Declarat	ion.	
Presented by			Account No	
Postal Address	<del></del>		Telephone Facsimile	
*Delete whichever is not a	applicable.			

PRECEDENT: 2CE56

A''

# WELLINGTON IMPROVISATION TROUPE INCORPORATED

THIS IS THE DOWNENT MARKED "A"
REFERRED TO IN THE ANNEXED
DECLARATION OF ALISTAIR ROBERT
WISHART MADE AT WELLINGTON
THIS 6" DAY OF ALGUST 2003
BEFORE ME:

AARON SHERRIFF Solicitor, Wellington

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#### WELLINGTON IMPROVISATION TROUPE

#### INCORPORATED

#### 1. Name

The name of the society is Wellington Improvisation Troupe Incorporated ("WIT").

#### 2. Objects

- 2.1. The objects of WIT are:
  - (a) To promote, develop and foster the performance of improvised theatre and comedy in the Wellington region.
  - (b) To teach the skills of improvised theatre and comedy through workshops, classes and any other means to members and to the wider Wellington community.
  - (c) To encourage the having of fun and the not taking of oneself too seriously

#### 3. INTERPRETATION

- 3.1. In the interpretation of these rules, unless the context otherwise requires:
  - "Act" means the Incorporated Societies Act 1908 and its subsequent amendments.
  - "Committee" means the Committee elected in accordance with clause 6.1(d).
- 3.2. Words importing the singular number shall include the plural number and vice versa.
- 3.3. Reference to a Rule is to the relevant provision of these Rules.
- 3.4. The word "person" wherever used in these rules shall include any incorporated or unincorporated body.
- 3.5. Should a question at any time arise which is not provided for in these Rules, or should any doubt exist as to the interpretation of these Rules, or should any other matter arise pertaining to WIT, its property or interests, the Committee shall determine the matter, whose decision shall be final.

#### 4. POWERS OF WIT

- 4.1. WIT has the widest powers possible to do all the things it deems necessary in the pursuit of the objects of WIT including, without limitation:
  - (a) To employ or otherwise contract actors, performers, musicians and technicians; and
  - (b) To enter into any negotiations, agreements, or contracts, preliminary, conditional or final, which WIT is empowered to enter into and give effect to, modify, vary or rescind them;



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- (c) To enter into any arrangements with any person that may seem conducive to WIT's objects and to obtain from any such person any rights, privileges and concessions which WIT may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (d) To raise or borrow money in such manner and upon security (if any) as WIT shall think fit;
- (e) To obtain all licences, powers and authorities necessary to carry out any of the objects of WIT; and
- (f) To remunerate any person for services rendered or to be rendered, in or about the organisation for its administration or promotion of WIT or the conduct of its objects.

#### 5. MEMBERSHIP

- 5.1. Membership of WIT shall commence upon the payment of the membership fee (to be set in accordance with clause 6.1(e)) and the entry of the Member's name in the Register.
- 5.2. New Members must be recommended for membership by no less than two existing Members before their names can be entered into the Register. New Members must also be approved by the Committee.
- 5.3. Members may terminate their membership by written notice to the Secretary.
- 5.4. Membership may be revoked by resolution at an Annual or Special General Meeting.

#### 6. GENERAL MEETINGS

- 6.1. Annual General Meeting: An Annual General Meeting of WIT shall be held no later that 31 July in each year, which meeting shall be at a place to be determined by the Committee. The business of the Annual General Meeting shall be:
  - (a) To receive and consider the annual report of the Committee and any other duly constituted committee;
  - (b) To receive, consider and adopt the annual financial statements certified by the Committee as true and correct:
  - (c) To consider any resolution, notice of which shall be given in writing to the Secretary at least 14 days before the date of the meeting;
  - (d) To elect the Committee members for the ensuing term;
  - (e) To set the membership fee;
  - (f) To elect a Member or Members to act as Creative Director or Co-Creative Director (as the case may be) to formulate, effect and administer any creative policy approved in accordance with clause 6.1(g);
  - (g) To consider and approve any policy documents including, without limitation, creative policies, which shall be binding upon WIT and its Members until revoked or amended at a subsequent General Meeting; and



- (h) To consider any other business put before the meeting.
- 6.2. **Special General Meeting:** A Special General Meeting of WIT may be called at any time by the Committee in accordance with the provision of Rule 6.4.
  - (a) Any member may ask the Committee to convene a Special General Meeting provided that:
    - (i) The request is in writing giving details of and the purpose for the meeting; and
    - (ii) It is given to all Committee Members; and
    - (iii) Be signed by at least 5 Members.
  - (b) On receipt of such request the Committee shall instruct the Secretary to call such meeting in accordance with the provisions of Rule 7.4.
  - (c) The date, hour and place at which a Special General Meeting shall be held be determined by the Committee but shall not be less than 7 nor more than 21 days after the receipt by the Secretary of the request.
  - (d) The business to be dealt with at any Special General Meeting shall be limited to the matters stated in the request and/or notice of such meeting.
- 6.3. Quorum: At every Annual or Special General Meeting 15 Members shall form a quorum.
- 6.4. Notice of Meetings: Annual and Special General Meetings shall be notified by email, or any other means the Committee sees fit, no later than 7 clear days prior to the date fixed for the meeting and every such notice shall state the date, time and place of the meeting and the nature of the business to be discussed.

#### 7. VOTING AT GENERAL MEETINGS

- 7.1. Consensus or 75% Majority Vote: Decisions at any Annual or Special General Meeting shall be made by consensus or a 75% majority vote of those Members present.
- 7.2. **Method of Voting:** The method of voting at all meetings of WIT shall, at the option of the chair of the meeting, be on the voices, show of hands, or by poll if demanded by any member of WIT.
- 7.3. Proxies: There shall be no voting proxy at any Annual or Special General Meeting.

#### 8. COMMITTEE

- 8.1. Committee: The affairs of WIT shall be managed by a Committee consisting of the Co-Ordinator, Treasurer, Secretary, the Creative Director or Co Creative Directors (as the case maybe). and up to three other Members, all to be elected and appointed at the Annual General Meeting.
- 8.2. Powers of the Committee: The Committee shall have, and may exercise, all the powers of WIT not otherwise reserved for the General Meeting but in so doing will be bound by any specific directions or resolution of WIT made in Annual or Special General Meetings under these Rules and such powers shall include but not be limited to:

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- (a) **Deciding On Financial Matters:** deciding on financial matters including the control, application and disposition of property;
- (b) Investment and Spending: the investment and spending of funds;
- (c) Borrowing: the borrowing of money;
- (d) Bank Accounts: the operation of the bank accounts;
- (e) Other Powers: exercise such powers as appear in these Rules.

All decisions based on the above must always be decided in a lawful manner in the interests of the Members and in line with the objects of WIT.

- 8.3. **Term:** Each Committee member shall be elected at an Annual General Meeting (or as otherwise provided in these Rules) and shall hold office until the next Annual General Meeting (or as otherwise provided in these Rules).
- 8.4. **Duties of the Committee:** Pursuant to the Act the Committee shall have the following duties:
  - (a) To ensure financial statements are prepared every year and are delivered to the Registrar of Incorporated Societies.
  - (b) To ensure a register of members is maintained.
  - (c) To provide and hold the common seal of WIT.
- 8.5. **Duties and Powers of the Co-Ordinator:** The Co-Ordinator shall have the following powers and duties:
  - (a) Supervision: To supervise the business and affairs of WIT.
    - (i) To attend and preside over all meetings of WIT, to keep order, to conduct the business and to decide all points of order.
    - (ii) To obey all such lawful instructions, and to do and perform all such lawful things and acts as may be given or required to be done by a meeting of WIT or by the Committee or by the Act or by these Rules.
    - (iii) To do and perform such lawful duties as may usually ascertain to the office of Co-Ordinator.
  - (b) Powers at a Meeting: When presiding at a meeting the Co-Ordinator shall have power:
    - (i) To exercise a vote, and in the case of equality of voting, also a casting vote.
    - (ii) To decide the order of business, to put motions and to declare the result of the voting.
    - (iii) To order the removal from a meeting of any person obstructing the business of the meeting or behaving in a disorderly manner, or any person not entitled to be present.



- (iv) By a resolution of the meeting, of in the absence of a quorum, to adjourn a meeting or to declare a meeting closed.
- (c) General Power: Generally to do and perform such other lawful things and acts as may be necessary or desirable to carry on the business of a meeting with order and regularity including any other power or duty referred to in these Rules.
- 8.6. **Public Representation:** The Committee shall from time to time appoint any person to speak publicly for the Committee on matters generally and no member of the Committee shall speak for the Committee in any way or do any act which may infer that he has authority to speak for the Committee without first being appointed to do so.
- 8.7. Removal or Resignation of a Member of the Committee: Membership of the Committee shall cease if the member is dismissed in terms of the provisions of Rule 8.9 below, resigns, dies or by reason of mental or bodily disability which in the opinion of the remainder of the Committee renders such a person incapable of carrying out the duties of the Committee or is absent from three consecutive Committee meetings (except by leave of the Committee).
- 8.8. Casual Vacancies: Where a vacancy or vacancies occur on the Committee, the Committee shall elect a replacement Committee member to hold office until the next Annual General Meeting.
- 8.9. **Dismissal:** The Committee may meet to consider the membership of the Committee and may by a 75% majority vote of the full Committee present in person in any meeting of the Committee dismiss any one or more Committee members where in its absolute discretion it is satisfied that the member has:
  - (a) Committed any act or omission which brings WIT into disrepute; or
  - (b) Displayed conduct or committed any act or omission which has the effect of hindering or defeating the proper process of the business of WIT or the general promotion of its objects.
- 8.10. **No Reappointment:** Any Committee member dismissed pursuant to Rule 8.9 above shall not be eligible for reappointment as a member of the Committee.

#### 9. MEETINGS OF THE COMMITTEE

- 9.1. **Meetings of the Committee:** The Committee shall meet monthly or as otherwise required by the business of WIT, at such places and times as it thinks fit.
- 9.2. **Quorum:** The quorum for a Committee meeting is 4 Committee members.
- 9.3. **Notice of Meetings:** For Committee meetings notice shall be oral or written to each Committee member no later than 2 clear days prior to the day of the meeting.
- 9.4. **Voting:** Any question arising at any meeting of the Committee shall be decided by a majority of votes and in the case of an equality of votes the Co-Ordinator shall have a casting vote.
- 9.5. Method of Voting: All voting of the Committee shall be by voice or show of hands.
- 9.6. **Proxies:** There shall be no voting by proxy.



#### 10. DUTIES AND POWERS OF SECRETARY AND TREASURER

- 10.1. Appointment: The Secretary and Treasurer shall be appointed at the Annual General meeting.
- 10.2. Duties and Powers of the Secretary: The Secretary shall have the following powers and duties:
  - (a) Reporting WIT's Affairs: To provide full and timely reporting of the affairs of WIT, keep proper minutes of the proceedings of all meetings, ensure such minutes shall be signed by the Co-Ordinator, and keep a minute book in which the duly signed minutes shall be affixed or entered.
  - (b) Annual Reports: To prepare immediately prior to the Annual Meeting an annual report on the business and proceedings of WIT during the preceding twelve months, and to present such report to those meetings.
  - (c) Correspondence: To conduct the correspondence and affairs of WIT.
  - (d) Register of Names: To keep a register of the names, occupations and addresses of Members, with the date of their joining WIT, and of their withdrawal or death, as the case may be.
  - (e) Annual Returns: To prepare and forward annual returns of WIT as required by law.
  - (f) All Lawful Instructions: To obey all such lawful instructions and to do and perform all such lawful things and acts as may be given or required to be done by a meeting of WIT, or of the Committee, or by the Act and its amendments, or by these Rules.
  - (g) Other Duties: To do and perform such other lawful duties as may usually appertain to the office of Secretary.
- 10.3. **Duties and Powers of the Treasurer:** The Treasurer shall have the following powers and duties:
  - (a) Collect and Receive Monies: To collect and receive all monies due to WIT, and to give a receipt in a form approved by the Committee, and in no case to hold any such monies without the authority of the Committee for any period exceeding one month, and to bank all such monies in the name of WIT in a bank approved by the Committee.
  - (b) Prepare Financial Statements: To prepare immediately prior to the annual meetings a balance sheet and a statement of income and expenditure for the preceding twelve months and to present such documents to that meeting and to send a copy to the Registrar within 3 months from the end of the financial year or period together with a certificate to the effect that the financial statements have been approved by Members at the Annual General Meeting.
  - (c) **Budget:** To prepare a budget (if appropriate) for presentation to the Committee and thereafter the Annual General Meeting for the financial year following the Annual General Meeting.
  - (d) All Lawful Instructions: To obey all such lawful instructions and to do and perform all such lawful things and acts as may be given or required to be done by a meeting of WIT, or of the Committee, or by the Act and its amendments, or by these Rules.



- (e) Other Duties: To do and perform such other lawful duties as may usually appertain to the office of Treasurer.
- 10.4. **Co-opt Committee Members:** The Committee may co-opt for the purpose of consultation and advice persons who are not Committee members and may terminate such a co-option.

#### 11. FINANCIAL ACCOUNTABILITIES

- 11.1. **Financial Year:** The financial year of WIT shall be from 1 April to 31 March in each year, or as may otherwise be determined by the Committee.
- 11.2. Financial Statements to be Prepared: Every year a financial statement shall be prepared showing all the receipts and expenditure of WIT since the preceding statement, and a general statement of the funds, effects, liabilities and assets of WIT. The statements shall be certified by the Committee as a true and correct record and be laid before the Annual General Meeting. The financial statements are to be delivered to the Registrar in accordance with the provisions of the Act.

#### 12. CONTROL OF FUNDS, INCOME AND PROPERTY

- 12.1. Control of Funds: All funds received by or on behalf of WIT shall be paid into its accounts in a bank nominated by the Committee.
- 12.2. **Two Signatories on Cheques:** All cheques and withdrawal slips shall be signed by persons nominated by the Committee, both signatories to be Committee members.
- 12.3. Income and Property: The income and property of WIT shall be applied solely to further the objects of WIT and no portion shall be paid or transferred directly or indirectly by way of dividends, bonuses or profit to individual Members. This shall not preclude any payment to a Member for services rendered or for goods supplied or by way of rent for premises let or leased to WIT by any Member.

#### 13. COMMON SEAL

- 13.1. WIT shall hold Common Seal: WIT shall hold a common seal which shall be in the custody of the Secretary.
- 13.2. Resolution Required Before Seal Affixed: The seal shall not be affixed to any instrument except pursuant to a resolution of the Committee and/or WIT and in the presence of two Committee members.
- 13.3. Execution Clause: Every such instrument shall have the following execution clause"

"The seal of WELLINGTON IMPROVISATION TROUPE INCORPORATED was hereunto affixed by the authority of the Committee and in the presence
of:"



#### 14. REGISTERED OFFICE

- 14.1. Registrar to be Notified of Registered Office: The registered office of WIT shall be at such place as the Committee may from time to time determine and notice of the registered office and any change thereto shall be notified to the Registrar of Incorporated Societies in accordance with the Act.
- 14.2. WIT's Rules Available for View: A copy of WIT's Rules shall be available for viewing by members at the registered office of WIT during normal office hours, and available by post on request.

#### 15. ALTERATIONS TO RULES

- 15.1 Alterations to Rules: Subject to the provisions of the Act these Rules may be amended, rescinded or added to by a special resolution passed by a 75% majority of Members.
- Notice of Resolution: Notice of such resolution shall be circulated to Members not less than 14 days prior to the meeting at which the resolution will be considered.
- 15.3 Certain Clauses not to be amended: No alterations to the objects, the winding up provisions or the rules against pecuniary gain of WIT members shall be valid until approved in writing by the Inland Revenue Department.

#### 16. WINDING UP

- 16.1. Voluntary Winding Up: WIT may be wound up voluntarily in the manner prescribed by the Act. WIT may only be wound up if the decision to do so is made at two consecutive general meetings, the second of which must be held at least 30 days after the first.
- 16.2. **Disposal of Surplus Assets:** In the event that WIT is wound up then any surplus assets after payment of all costs, debts and liabilities and subject to any trust affecting the same, shall be transferred to such organisation or organisations whose objects include in whole or in part the objects set out in these Rules.
- 16.3. **No Individual Shall Profit:** No individual Member or Members of WIT shall profit by the dissolution of WIT.

#### 17. INDEMNITY

17.1. Committee Members and Officers Indemnified: The Committee members and officers of WIT are indemnified by WIT against all losses and expenses incurred by them in carrying out their duties except when those actions are in breach of the objects of WIT, or otherwise due to their willful neglect.

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