

PRESENTERS



Steven Moe, Parry Field, Christchurch

Steven is a partner based in the commercial team actively supporting clients across the country. He has worked as a lawyer for 20 years including 11 years overseas based in Tokyo, London and Sydney, and since 2016 has been based back in Aotearoa. Steven hosts *seeds podcast* which has a focus on “for purpose” organisations and people doing inspiring things which has 383 episodes and another on governance for the Institute of Directors New Zealand (IOD) called *Board Matters*.



Sophie Tremewan, Parry Field, Christchurch

Sophie is a solicitor who works in the purpose-driven team assisting many charities, incorporated societies, “for purpose” organisations and companies. Her focus is on impact driven clients and she enjoys doing meaningful work that helps clients such as assisting to review rules for Incorporated Societies. Sophie is the co-editor of Parry Field’s *Guide to the Incorporated Societies Act 2022* and regularly advises on structure options and setting up charities of all kinds. She joined Parry Field Lawyers having graduated from the University of Canterbury with an LLB with first class Honours.

CONTENTS

1. INTRODUCTION.....	1
2. PART ONE – THE MAIN CHANGES	3
BRIEF HISTORY	3
MEMBERSHIP	3
<i>Member details</i>	3
GOVERNANCE.....	4
<i>Committee</i>	4
<i>Functions and powers</i>	4
<i>Officers</i>	4
<i>Removal of officers</i>	5
<i>Further requirements</i>	5
<i>Officers’ duties</i>	5
<i>Contact person</i>	6
FINANCIAL REPORTING	6
MEETINGS.....	6
<i>Timing of annual general meetings</i>	6
<i>Procedure at AGMs</i>	7
<i>Resolutions in lieu</i>	7
<i>Notification and quorum</i>	7
AMENDMENT PROCEDURES.....	7
<i>Minor amendments</i>	7
<i>Amalgamation</i>	8
CONFLICTS OF INTEREST	8
<i>Duty of disclosure</i>	8
<i>Consequences of an officer’s interest</i>	8
DISPUTE RESOLUTION	9
ENFORCEMENT AND CRIMINAL OFFENCES.....	10
NAME, PURPOSES AND WINDING UP	10
<i>Name</i>	10
<i>Purposes</i>	10
<i>Winding up</i>	11
3. PART TWO – WHAT YOU SHOULD DO NOW	13
RE-REGISTRATION PROCESS.....	13
WHAT HAPPENS TO YOUR SOCIETY AFTER RE-REGISTERING?.....	13
THE CONSEQUENCES OF INACTION	13
4. PART THREE – WHICH MODEL IS RIGHT FOR YOU?	15
INCORPORATED SOCIETY	15
CHARITABLE TRUST	15
IS THE INCORPORATED SOCIETIES MODEL RIGHT FOR YOUR ORGANISATION?.....	16
5. PART FOUR – FREQUENTLY ASKED QUESTIONS	19