



Circular **034:19**

Date: Thursday 9th May 2019

Subject: Incorporated Society Document Update Reminder

Attention: Club Presidents, Club Administrators

Action: Make sure all your documents are up to date with Incorporated Society Website prior to the club delegates meeting on May 21st 2019

Circulars are available at: <http://lifesaving.org.nz/lifesaving/lifesaving-operations-circulars/>

A reminder to all clubs to check their charitable and incorporated societies information leading in to their AGMS. A recent audit has shown clubs are not all current in the areas of:

- Director's information
- Rules
- Incorporated society status

Please make sure that you have registered your club's full constitution with the amended changes to both authorities, well as the amended changes forms within time requirements. Some clubs have only uploaded the amended rules paperwork and not the amended constitution as well.

If we could please make sure that you get this rectified prior to the Club Delegates meeting on Tuesday 21st May 2019 as we will be doing an audit on this to make sure that it has been completed.