



## Running an incorporated society



Once a society is incorporated it must be run lawfully and in line with the Incorporated Societies Act 1908. Here you will find information on what you must do while running a society.

### [Lawful activities](#)

As with any person or organisation, an incorporated society must comply with the laws of New Zealand.

### [Operating in line with the rules of the society](#)

One of the advantages of being an incorporated society is that the society has a set of rules that determine how it should be run. A society may experience internal problems or disputes about how it is being run or the way in which its rules are being interpreted and applied. These problems need to be dealt with by the society itself.

### [Holding meetings](#)

Societies must hold meetings. Where all members of the society are invited to attend a meeting, it is called a general meeting. A society is required to hold at least one general meeting a year, this is called the annual general meeting (AGM).

### [Restrictions on money-making activities](#)

An incorporated society is a non-profit organisation. The Incorporated Societies Act 1908 specifies that a society must not undertake activities for financial gain (referred to in the Act as 'pecuniary gain').

### [Funding](#)

From time to time incorporated societies may decide to apply for funding to assist with the operation of their organisation. There are many organisations who may be able to assist with funding, each with different criteria to meet.

### [Entering into contracts](#)

An incorporated society is a separate legal entity. It can enter into a contract as if it were a natural person that is, an individual.

### [What records should you keep?](#)

In addition to maintaining a register of members, societies should consider what other types of information or records they need to retain.

### [What documents must you file to keep your society registered?](#)

A society is required to file a number of documents with the Registrar. Some are required each year, others only as changes happen.

### [Updating organisational details](#)

How to update the details of your organisation.

### [How do you change the name of a society?](#)

The name of a society is established by its rules. The process to change the name is the same process used to change other rules of the society.

### [How do you change the rules of a society?](#)

An incorporated society can alter its rules. This must be done according to the procedures outlined in the existing set of rules that govern the society.

### [How does my charitable organisation qualify for a tax exemption?](#)

If an Incorporated Society or Charitable Trust benefits the community in a charitable way and meets certain criteria outlined by Inland Revenue, they may be granted a non-profit tax exemption.