

THE SOCIETY

1.0 Name

1.1 The name of the society is Court Theatre Supporters Incorporated ("the Society").

1.2 The Society was registered on 7 July 1971.

2.0 Registered Office

2.1 The Registered Office of the Society shall be in such place in Christchurch as the Committee may from time to time determine.

3.0 Purposes of Society

3.1 The purposes of the Society are to:

(a) Support the providing of live theatre by The Court Theatre Trust ("the Trust") to audiences in Christchurch and also in Canterbury and New Zealand.

(b) Do anything necessary or helpful to the above purpose.

3.2 Pecuniary gain is not a purpose of the Society.

3.3 Personal Benefit

(a) Any income, benefit or advantage shall be applied to the charitable purpose of the Society

(b) No individual or associated person shall receive any form of private income, benefit or advantage from the operations of the Society.

(c) No member of the Society or any person associated with a member shall participate in or materially influence any decision made by the Society in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.

(d) Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value).

(e) The provisions and effect of this rule shall not be removed from these Rules and shall be included and implied in any document replacing these Rules

MANAGEMENT OF THE SOCIETY

4.0 Managing Committee

4.1 The Society shall have a managing committee ("the Committee"), comprising the following persons:

(a) The Chairperson;

(b) The Secretary;

(c) The Treasurer; and

(d) Such other Members as the Society shall decide.

4.2 The Chairperson, the Secretary and the Treasurer shall be deemed to be the Officers of the Society.

4.3 Only Members of the Society may be Officers or Committee Members of the Society

4.4 There shall be a minimum of three Committee Members in addition to the Officers.

4.5 One of the Committee Members shall be the Membership Secretary

4.6 Notwithstanding the provisions of Rule 4.3 of these Rules, the person employed by the Trust in consultation with the Committee to manage the services provided by members of the Society to the Trust, whether termed the Front-of-House Coordinator or by some other title, shall be ex officio a member of the Committee.

5.0 Appointment of Committee Members

5.1 At a Society Meeting, the Members may decide by majority vote:

- (a) How large the Committee will be;
- (b) Who shall be the Secretary and the Treasurer;
- (c) Whether any Officer or Committee Member may hold more than one position on the Committee;
- (d) Who shall be the Committee Members.

5.2 At its first meeting after an Annual General Meeting, the Committee shall, subject to Rule 5.1(c) of these Rules, elect one of its members to be the Chairperson.

5.3 At its first meeting after an Annual General Meeting, the Committee shall, subject to Rule 5.1(c) of these Rules, elect one of its members to be the Deputy Chairperson. The Deputy Chairperson shall not be an Officer of the Society by virtue of that office alone. The duty of the Deputy Chairperson will be to act for the Chairperson where the Chairperson is, for any reason, unable to act.

6.0 Cessation of Committee Membership

6.1 Persons cease to be Officers or Committee Members when:

- (a) They resign by giving written notice to the Committee.
- (b) They are removed by majority vote of the Society at a Society Meeting.

6.2 If a person ceases to be an Officer or Committee Member, that person must within one month give to the Committee all Society documents and property in their possession or under their control.

7.0 Nomination and appointment of Officers and Committee Members

7.1 Nominations for Officers and Members of the Committee shall be called for at least 21 days before an Annual General Meeting.

7.2 Each candidate shall be proposed and seconded in writing by Members and the completed nomination form, signed by the candidate assenting to the nomination, shall be delivered to the Secretary.

7.3 Nominations shall close at 5pm on the seventh day before the Annual General Meeting.

7.4 All Officers and Members of the Committee shall be eligible for re-election.

7.5 If the position of any Officer becomes vacant between Annual General Meetings, the Committee may appoint another Committee or Society Member to fill that vacancy until the next Annual General Meeting.

7.6 If the position of any Committee Member becomes vacant between Annual General Meetings, the Committee may appoint another Society Member to fill that vacancy until the next Annual General Meeting.

7.7 If any Committee Member is absent from two consecutive meetings without leave of absence the Chairperson may declare that person's position to be vacant.

8.0 Role of the Committee

8.1 Subject to the rules of the Society ("The Rules"), the role of the Committee is to:

- (a) Administer, manage, and control the Society;
- (b) Carry out the purposes of the Society, and use money or other assets to do that;
- (c) Manage the Society's financial affairs, including approving the annual financial statements for presentation to the Members at the Annual General Meetings;
- (d) Set accounting policies in line with generally accepted accounting practice;
- (e) Delegate responsibility and co-opt members where desirable or necessary;
- (f) Make regulations where desirable or necessary;
- (g) Ensure that all Members follow the Rules;
- (h) Decide the times and dates for Meetings, and set the agenda for Meetings;
- (i) Decide the procedures for dealing with complaints;
- (j) Set membership fees, including subscriptions and levies;

8.2 The Committee has all of the powers of the Society, unless the Committee's power is limited by these Rules or by a majority decision of the Society.

8.3 Decisions of the Committee bind the Society, unless the Committee's power is limited by these Rules or by a majority decision of the Society.

9.0 Roles of Officers

9.1 The Chairperson is responsible for:

- (a) Ensuring that the Rules are followed;
- (b) Convening Meetings and establishing whether or not a quorum is present;
- (c) Chairing Meetings, deciding who may speak and when;
- (d) Overseeing the operation of the Society;
- (e) Providing a report on the operations of the Society at each Annual General Meeting.

9.2 The Secretary is responsible for:

- (a) Recording the minutes of Meetings;
- (b) Holding the Society's records, documents, and books except those required for the Treasurer's and Membership Secretary's functions;
- (c) Receiving and replying to correspondence as required by the Committee;
- (d) Forwarding the annual financial statements for the Society to the Registrar of Incorporated Societies upon their approval by the Members at an Annual General Meeting.
- (e) Advising the Registrar of Incorporated Societies of any changes to these Rules;

9.3 The Treasurer is responsible for:

- (a) Keeping proper accounting records of the Society's financial transactions to allow the Society's financial position to be readily ascertained;
- (b) Preparing annual financial statements for presentation at each Annual General Meeting. These statements should be prepared in accordance with the Society's accounting policies;
- (c) Providing a financial report at each Annual General Meeting;
- (d) Providing financial information to the Committee as the Committee determines.

10.0 Role of the Membership Secretary

10.1 The Membership Secretary is responsible for:

- (a) Keeping the Register of Members;
- (b) Rendering accounts for subscriptions and levies

11.0 Committee Meetings

11.1 Committee Meetings may be held via video or telephone conference, or other formats as the Committee may decide;

11.2 No Committee Meeting may be held unless:

- (a) more than half of all the Officers and Committee Members (as one group) are present
- (b) at least one Officer is present.

11.3 All Committee Meetings shall be chaired by the Chairperson. If the Chairperson is not present, the Deputy Chairperson shall chair that meeting. If the Deputy Chairperson is also not present, the Committee shall elect an Officer or a Committee Member to chair that meeting;

11.4 All decisions of the Committee shall be by a majority vote. In the event of an equal vote, the Chairperson or any person acting as Chairperson shall have a casting vote, that is a second, vote;

11.5 Only Officers and Committee Members present at a Committee Meeting may vote at that Committee Meeting.

11.6 Subject to these Rules, the Committee may regulate its own practices;

11.7 The Chairperson or person acting as Chairperson shall adjourn the meeting if necessary.

11.8 Adjourned Meetings: If within half an hour after the time appointed for a meeting a quorum is not present, the meeting, if convened upon requisition of members, shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the Chairperson of the Society and, if at such adjourned meeting a quorum is not present, the meeting shall be dissolved without further adjournments. The Chairperson may with the consent of any Society Meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

PATRON

12.0 Patron

12.1 The Society in General Meeting may elect a Patron for such term and upon such conditions as it may deem fit.

12.2 Any Officer, Committee Member or member may recommend any person to be elected as Patron. Rule 24 of these Rules applies to that recommendation.

SOCIETY MEMBERSHIP

13.0 Types of Members

13.1 There shall be the two types of membership specified in Rules 13.1.(a) and 13.1.(b) and also whatever other type of membership the Society in General Meeting may from time to time resolve.

(a) Ordinary Members, who are members admitted under Rule 14 of these Rules

(b) Life Members

(i) Life Members shall be those persons upon whom the Society has conferred such membership in recognition of the outstanding service rendered by that person to the Society.

(ii) No more than three Life Memberships may be conferred in any one calendar year

(iii) Any Officer, Committee Member or member may recommend any member to be elected a Life Member. Rule 24 of these Rules applies to that recommendation.

(iv) A Life Member shall be entitled to the same rights and privileges as Ordinary Members without having to pay annual subscriptions or any levy.

13.2 From time to time the Committee may create sub-types of ordinary membership that it may consider necessary or desirable and may specify the terms and conditions attached to such sub-types.

13.3 The Membership Year of a member will commence on the first day of the month in which an applicant is accepted into membership of the Society by the Committee and on the anniversary of that date in subsequent years.

13.4 Members have the rights and responsibilities set out in these Rules and whatever privileges the Committee may from time to time decide.

13.5 All Members, Officers, Committee Members and Supporters' Trustees shall promote the purposes of the Society and shall do nothing to bring the Society or the Trust into disrepute.

13.6 No person who is not a Member of the Society may participate in any services provided by the Society to the Trust.

14.0 Admission of Members

14.1 To become a Member, a person ("the Applicant") must:

(a) Complete an application form; and

(b) Supply any other information the Committee requires, and

(c) Attach to the application form the requisite subscription or proof of payment of the subscription having been made by electronic means.

14.2 The Committee may interview the Applicant when it considers Membership applications.

14.3 The Committee shall have complete discretion when it decides whether or not to allow the Applicant to become a Member. The Committee shall advise the Applicant of its decision, and that decision shall be final. The Committee shall not be required to divulge the reasons for its decision.

15.0 The Register of Members

15.1 The Membership Secretary shall keep a register of Members (“the Register”), which shall contain the names, the postal and email addresses and telephone numbers of all Members, and the dates at which they became Members.

15.2 If a Member’s contact details change, that Member shall give the new postal or email address or telephone number to the Membership Secretary.

15.3 Each Member shall provide such other details as the Committee requires.

15.4 Members shall have reasonable access to the Register of Members.

16.0 Cessation of Membership

16.1 Any Member may resign by giving written notice to the Membership Secretary.

16.2 Membership shall be deemed to have lapsed at the expiry of ninety days from the date that a subscription or levy was due for payment and has not been paid. After that date, the Member shall (without being released from the obligation of payment of any sums due to the Society) have no Membership rights and shall not be entitled to participate in any Society activity. Membership shall be reinstated automatically on payment of all arrears and shall take effect from the day that the payment was due.

16.3 Membership may be terminated in the following way:

(a) If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society, the Committee may give written notice of this to the Member (“the Committee’s Notice”). The Committee’s Notice must:

(i) Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society;

(ii) State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member’s Membership.

(iii) State that if, within 14 days of the issuing of the Committee’s Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member’s Membership.

(iv) State that if the Committee terminates the Member’s Membership, the Member may appeal to the Society.

(b) 14 days after the issuing of the Committee’s Notice, the Committee may in its absolute discretion by majority vote terminate the Member’s Membership by giving the Member written notice (“Termination Notice”), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Society at the next Meeting by giving written notice to the Secretary (“Member’s Notice”) within 14 days of the issuing of the Termination Notice.

(c) If the Member gives the Member’s Notice to the Secretary, the Member will have the right to be fairly heard at a Society Meeting held within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them (“the Member’s Explanation”), and the Member may require the Secretary to give the Member’s Explanation to every other Member within 7 days of the Secretary receiving the Member’s Explanation. If the Member is not satisfied that the other Society Members have had sufficient time to consider the Member’s Explanation, the Member may defer his or her right to be heard until the following Society Meeting.

(d) When the Member is heard at a Society Meeting, the Society may question the Member and the Officers and Committee Members.

(e) The Society shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Society’s decision will be final.

SUPPORTERS' TRUSTEES

17.0 Society Representatives on the Board of the Trust ("Supporters' Trustee")

17.1 At each Annual General Meeting of the Society, the Society shall elect one of its members, subject to Rule 17.2 of these Rules, to be a Trustee of the Trust for a term which will end at the third following Annual General Meeting of the Society.

17.2 Any Officer, Committee Member or member may recommend a member who is, at the time the recommendation is made, an Officer, a Committee Member or a Supporters' Trustee, to be elected a Supporters' Trustee. Rule 24 of these Rules applies to that recommendation.

17.3 No Supporters' Trustee once appointed for a term shall be required within that term to relinquish the appointment solely by reason of ceasing to be an Officer or a Committee Member. A Supporters' Trustee who is not an Officer or Committee member shall be ex officio a member of the Committee.

17.4 No member may be appointed to more than six terms as a Supporters' Trustee.

17.5 No member having served three terms as a Supporters' Trustee, whether consecutive terms or otherwise, may be appointed to a fourth term unless such re-appointment will not take effect earlier than the expiry of three years from the date on which such member last ceased to be a Supporters' Trustee.

17.6 For the purposes of Rules 17.3, 17.4 and 17.5 of these Rules, a part-term, whether under Rule 17.7 or otherwise, shall be deemed to be a full term.

17.7 If the position of any Supporters' Trustee becomes vacant, the Committee may appoint an Officer or a Committee Member to fill that vacancy for the remainder of its term.

17.8 If a member ceases to be a Supporters' Trustee, that member must within one month give to the Committee all Society documents and property in their possession or under their control.

18.0 Cessation of Supporters' Trustee

18.1 A Supporters' Trustee may resign that position by giving written notice to the Committee

18.2 A Supporters' Trustee appointment shall be immediately terminated upon the Supporters' Trustee ceasing to be a member of the Society, irrespective of the reason for the cessation.

18.3 A Supporters' Trustee appointment may be terminated in the following way:

(a) If, for any reason whatsoever, the Committee is of the view that a Supporters' Trustee is acting in a manner inconsistent with the purposes of the Society, the Committee may give written notice of this to the Supporters' Trustee ("the Trustee Notice"). The Trustee Notice must:

(i) Explain how the Supporters' Trustee is acting in a manner inconsistent with the purposes of the Society;

(ii) State what the Supporters' Trustee must do in order to remedy the situation; or state that the Supporters' Trustee must write to the Committee within 14 days of the issuing of the Representative Notice giving reasons why the Committee should not terminate the Supporters' Trustee's appointment.

(iii) State that if, within 14 days after the issuing of the Trustee Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Supporters' Trustee's appointment.

(iv) State that if the Committee terminates the Supporters' Trustee's Membership, the Supporters' Trustee may appeal to the Society.

(b) 14 days after the issuing of the Trustee Notice, the Committee may in its absolute discretion by majority vote terminate the Supporters' Trustee's appointment by giving the Supporters' Trustee written notice ("Trustee Termination Notice"), which will take immediate effect. The Trustee Termination Notice must state that the Supporters' Trustee may appeal to the Society at the next Meeting by giving written notice to the Secretary ("Supporters' Trustee's Notice") within 14 days of the issuing of the Trustee Termination Notice.

(c) (i) If the Supporters' Trustee gives the Supporters' Trustee's Notice to the Secretary, the Supporters' Trustee will have the right to be fairly heard at a Society Meeting held within the following 28 days.

(ii) If the Supporters' Trustee chooses, the Supporters' Trustee may provide the Secretary with a written explanation of the events as the Supporters' Trustee sees them ("the Supporters' Trustee's Explanation"), and the Supporters' Trustee may require the Secretary to give the Supporters' Trustee's

Explanation to every Member within 7 days of the Secretary receiving the Supporters' Trustee's Explanation.

(iii) If the Supporters' Trustee is not satisfied that the Members have had sufficient time to consider the Supporters' Trustee's Explanation, the Supporters' Trustee may defer his or her right to be heard until the following Society Meeting.

(d) When the Supporters' Trustee is heard at a Society Meeting, the Society may question the Supporters' Trustee and the Officers and Committee Members.

(e) The Society shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Supporters' Trustee. The Society's decision will be final..

MONEY AND OTHER ASSETS OF THE SOCIETY

19.0 Use of Money and Other Assets

19.1 The Society may only use money and other assets if:

- (a) It is for a purpose of the Society;
- (b) It is not for the sole personal or individual benefit of any member; and
- (c) That use has been approved by either the Committee or by majority vote of the Society.

20.0 Additional Powers

20.1 The Society may:

- (a) Employ people for the purposes of the Society;
- (b) Subsidise, in part or in full, the employment of people by the Trust where that employment has been made in consultation with the Committee
- (c) Exercise any power a trustee might exercise;
- (d) Invest in any investment that a trustee might invest in;
- (e) Borrow money and provide security for that if authorised by Majority vote at any Society Meeting.

21.0 Financial Year

21.1 The financial year of the Society shall be the calendar year.

22.0 Assurance on the Financial Statements

22.1 The Society shall appoint an accountant to review the annual financial statements of the Society ("the Reviewer"). The Reviewer shall conduct an examination with the objective of providing a report that nothing has come to the Reviewer's attention to cause the Reviewer to believe that the financial information is not presented in accordance with the Society's accounting policies.

22.2 The Reviewer must be a suitably qualified person, preferably a member of the New Zealand Institute of Chartered Accountants, and must not be a member of the Committee, or an employee of the Society.

22.3 If the Society appoints a Reviewer who is unable to act for some reason, the Committee shall appoint another Reviewer as a replacement.

22.4 The Committee is responsible to provide the Reviewer with:

- (a) Access to all information of which the Committee is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters
- (b) Additional information that the reviewer may request from the Committee for the purpose of the review; and
- (c) Reasonable access to persons within the Society from whom the reviewer determines it necessary to obtain evidence.

CONDUCT OF MEETINGS

23.0 Society Meetings

23.1 A Society Meeting is either an Annual General Meeting or a Special General Meeting.

23.2 The Annual General Meeting shall be held once every year no later than five months after the Society's balance date. The Committee shall determine when and where the Society shall meet within those dates.

23.3 Special General Meetings may be called by the Committee. The Committee must call a Special General Meeting if the Secretary receives a written request signed by at least 20 Members.

23.4 The Secretary shall:

(a) Give all Members at least 21 days Written Notice of the business to be conducted at any Society Meeting

(b) Additionally, provide, where appropriate:

(i) A copy of the Chairperson's Report on the Society's operations and of the Annual Financial Statements as approved by the Committee,

(ii) Notice of any motions and the Committee's recommendations about those motions.

23.5 If the Secretary has sent a notice to all Members in good faith, the Meeting and its business will not be invalidated simply because one or more Members do not receive the notice.

23.6 All Members may attend and vote at Society Meetings.

23.7 No Society Meeting may be held unless at least 15 eligible Members attend. (This will constitute a quorum.)

23.8 All Society Meetings shall be Chaired by the Chairperson. If the Chairperson is absent, the Society shall elect another Committee Member to Chair that meeting.

23.9 All decisions by the Society in General Meeting shall be by majority vote.

23.10 On any given motion at a Society Meeting, the Chairperson shall in good faith determine whether to vote by:

(a) Voices;

(b) Show of hands; or

(c) Secret ballot.

However, if any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot.

23.11 If a vote by show of hands or secret ballot is held, the Chairperson or the person acting as Chairperson will have a casting, that is a second, vote.

23.12 The business of an Annual General Meeting shall be:

(a) Receiving any minutes of the previous Society's Meeting(s);

(b) The Chairperson's report on the business of the Society;

(c) The Treasurer's report on the finances of the Society, and the Annual Financial Statements;

(d) Election of Officers, Committee Members and Supporters' Trustees;

(e) Motions to be considered;

(f) General business.

23.13 The Chairperson or his nominee shall adjourn the meeting if necessary.

23.14 Adjourned Meetings: If within half an hour after the time appointed for a meeting a quorum is not present the meeting, if convened upon requisition of members, shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the Chairperson of the Society, and if at such adjourned meeting a quorum is not present the meeting shall be dissolved without further adjournments. The Chairperson may with the consent of any Society Meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

23.15 No business shall be transacted at any Special General Meeting other than that specified in the Notice calling that meeting.

24.0 Motions at Society Meetings

24.1 Any Member may request that a motion be voted on (“Member’s Motion”) at a particular Society Meeting, by giving written notice to the Secretary at least 28 days before that meeting. The Member may also provide information in support of the motion (“Member’s Information”). The Committee may in its absolute discretion decide whether or not the Society will vote on the motion. However, if the Member’s Motion is signed by at least ten per cent (10 %) of eligible Members or is a motion under Rules 12.2, 13.1.(b)(iii) or 17.2 of these Rules:

- (a) It must be voted on at the Society Meeting chosen by the Member; and
- (b) The Secretary must give the Member’s Information to all Members at least 14 days before the Society Meeting chosen by the Member; or
- (c) If the Secretary fails to do this, the Member has the right to raise the motion at the following Society Meeting.

24.2 The Committee may also decide to put forward motions for the Society to vote on (“Committee’s Motion”) which shall be suitably notified.

COMMON SEAL

25.0 Common seal

25.1 The Committee shall provide a common seal for the Society and may from time to time replace it with a new one.

25.2 The common seal shall only be used by the authority of the Committee. Every document to which the common seal is affixed shall be signed by two members of the Committee authorised by the Committee to do so.

ALTERING THE RULES

26.0 Altering the Rules

26.1 The Society may alter or replace these Rules at a Society Meeting by a resolution passed by a two-thirds majority of those Members present and voting.

26.2 Any proposed motion to amend or replace these Rules shall be signed by at least ten per cent (10 %) of eligible Members and given in writing to the Secretary at least 28 days before the Society Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.

26.3 At least 14 days before the General Meeting at which any Rule change is to be considered the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has.

26.4 When a Rule change is approved by a General Meeting, that Rule change shall not take effect until the Secretary has filed the changes with the Registrar of Incorporated Societies.

BYLAWS

27.0 Bylaws to govern the Society

27.1 The Committee may from time-to-time make, alter or rescind bylaws for the general management of the society, so long as these are not repugnant to these Rules or to the provisions of law. All such bylaws shall be binding on members of the Society. A copy of the bylaws for the time being shall be available for inspection by any member on request to the Secretary.

WINDING UP

28.0 Winding up

28.1 If the Society is wound up:

- (a) The Society’s debts, costs and liabilities shall be paid; and
- (b) Surplus money and other assets of the Society shall be given or transferred to the Trust or, if this not possible, to some other not-for-profit organisation having objects substantially similar to the Society as

determined by resolution of the members at the time of winding up or, in default thereof, by such Judge of the High Court as may have or acquire jurisdiction in this matter.

(c) No distribution may be made to any Member.

DEFINITIONS

29.0 Definitions and Miscellaneous matters

29.1 In these Rules:

- (a) “Majority vote” means a vote made by more than half of the Members who are present at a Meeting and who are entitled to vote and voting at that Meeting upon a resolution put to that Meeting.
- (b) “Money or other assets” means any real or personal property or any interest therein owned or controlled to any extent by the Society.
- (c) “Society Meeting” means any Annual General Meeting or any Special General Meeting but not a Committee Meeting.
- (d) “use money or other assets” means to use, handle, invest, transfer, give, apply, expend, dispose of or in any other way deal with money or other assets.
- (e) “Written Notice” means communication by post, electronic means (including email and website posting), or advertisement in newspapers or periodicals in the Canterbury region, or a combination of these methods.
- (f) “The Court Theatre Trust” means The Court Theatre Trust (number 2111289) and its successors or assigns.
- (g) It is assumed that
 - (i) Where a masculine is used, the feminine is included
 - (ii) Where the singular is used, plural forms of the noun are also inferred
 - (iii) Headings are a matter of reference and are not a part of the rules
- (h) Matters not covered in these rules shall be decided upon by the Committee. The Committee may obtain whatever advice, including but not limited to legal opinion, it may deem necessary or desirable.