

Arawa Canoe Club Constitution

1. NAME OF THE CLUB

The name of the club shall be the Arawa Canoe Club (Incorporated).

2. OBJECTIVES

- (a) To promote and encourage the sport of canoeing and kayaking.
- (b) To promote and hold amateur championships and club competitions.
- (c) To provide craft and equipment, storage and training facilities for members.
- (d) To maintain an active interest in the preservation of canoeable waterways, as well as the protection of canoeing and kayaking historic sites and relics.
- (e) To promote and encourage high standards of water safety.

3. RACING COLOURS AND REGISTERED OFFICE

- (a) The racing colours of the Club shall be red and black.
- (b) The registered office of the Club shall be the Clubrooms at Kerr's Reach, Christchurch.

4. MEMBERSHIP

No person can be a member, of this Club, unless they are amateur, as defined by the International Canoe Federation.

5. OFFICERS

The Officers of the Club shall be:

- Patron
- President
- Secretary
- Treasurer
- Club Captain
- Racing Officer
- Premises and Equipment Officer
- Membership Officer
- Sponsorship and Marketing Officer
- Media Officer
- Coaching Officer

The Officers shall be elected at the Annual General Meeting or at a Special General Meeting convened for that purpose. Nomination for the Club Officers shall close with the Secretary one day prior to that Meeting. A notice calling for such nominations shall be sent to all members at least four weeks prior to the Annual General Meeting.

If no nominations are received for all or any of the above Officers, then the Annual General Meeting may fill any vacancies. If any position remains vacant after that meeting, then the incoming Committee may co-opt a suitable person.

6. ANNUAL GENERAL AND SPECIAL GENERAL MEETINGS

The Club shall hold the Annual General Meeting no later than the last day of May in each year, and may hold Special General Meetings to be convened as provided for in the Constitution.

7. VOTING

Voting on all matters before the Club shall be on, voices, show of hands or secret ballot, whichever the meeting decides. Only financial and Life members of the Club may vote at a Special or Annual General meeting.

8. QUORUM

The quorum at the Annual or Special General Meeting shall be fifteen financial members, and at Committee meetings shall be five.

9. COMMON SEAL

The Club shall have a Common Seal, which shall be held for the Club by the Secretary and shall be affixed to any document by two members of the Committee in presence of the Secretary, pursuant to a resolution of the Committee.

10. FUNDS

All monies due to the Club shall be paid, to the Treasurer, who shall deposit the same in the Club's bank account to the credit of the Club, or by direct credit to the Club account. All disbursements shall be made by cheque signed by the Treasurer and President or such other Officer as the Committee shall depute for that purpose. All disbursements shall be authorised by a minute of the Club.

Annual subscriptions and fees shall be set at the Annual General Meeting.

11. WINDING UP

In the event of the disbandment or winding up of the Club, the property of the Club shall be realised and the proceeds shall be vested in Trustees to be applied to the encouragement of canoeing and kayaking in New Zealand through recognised charitable canoeing and kayaking clubs in Canterbury or nationwide.

12. ANNUAL GENERAL MEETING

The Business at the Annual General Meeting shall be:

- (a) To accept the Minutes of the previous AGM
- (b) To receive the Annual Report
- (c) To receive the audited Financial Statement for the year ended 31 March.
- (d) To elect Officers of the Club
- (e) To consider notices of motion.
- (f) To appoint an Auditor.
- (g) To set subscriptions and fees.

Notices of the meeting shall be given to all members in writing not less than two weeks before the date of such meeting. A copy of the Annual Report and Financial Statement shall be made available to Club members two weeks prior to the meeting.

A copy of the audited Financial Statement shall be forwarded to the Registrar of Incorporated Societies in compliance with Section 23 of the Act within one month of the meeting.

13. SPECIAL GENERAL MEETINGS

The Secretary shall convene a Special General Meeting at the request of the Committee or on receiving a requisition setting forth objects of such a meeting signed by five members, such a meeting to be held within four weeks of receipt of the requisition, and at least two weeks notice to be given of such a meeting.

14. ALTERATION OF CONSTITUTION

The Constitution or part thereof may be repealed or altered on concurrence of a three-fifths majority of members present at the Annual or Special General Meeting. Notice of any proposed repeal or alteration shall be given to the Secretary in writing not less than four weeks prior to the meeting, and the Secretary shall embody such alterations in the notice calling the Annual or Special General Meeting.

15. NEW MEMBERS

New members may be accepted by the Committee on the club membership application form, and upon payment of moneys due.

16. RESIGNATIONS

Any member of the Club may resign providing the member is not financially indebted thereto. All resignations must be in writing.

17. UNFINANCIAL MEMBERS

a) Any member failing to remain financial for a period of more than three months shall be written off the club records, unless granted a leave of absence by the Committee. If the member has a boat in club storage, it may be removed to safe storage for three months, after which it may be sold for club funds, following due process.

b) The Committee may from time to time impose rules or regulations in respect of unfinancial members regarding access to the clubhouse, equipment and club activities.

18. EXPULSION OR SUSPENSION

The Committee may by a Special Resolution expel or suspend from membership any member wilfully disobeying any of the Club Constitution, Rules or Regulations, or guilty of any conduct rendering them unfit in their opinion to be a member of the Club, provided that before expelling or suspending them the committee shall call upon them for an explanation of their conduct, and shall hear what they may wish to put forward in their defence.

19. Rule 19. HONORARIUMS

All Club Officers shall be given a token honorarium for their services, this being in the form of free membership for the year following their services, plus kayak storage for the year following their services (subject to availability).

20. LIFE MEMBERSHIPS

Life membership may be conferred by the AGM subject to the following conditions:

- (a) The AGM, upon recommendations of the Club Committee may grant Life Membership to any member in recognition of outstanding or meritorious service to the Club, or on behalf of the Club.
- (b) A Life Member shall not be liable to pay any subscription.
- (c) At no time shall Life Membership exceed ten percent of the total Club membership.

21. LOANS AND GRANTS

Only a Special or Annual General Meeting can authorize the Committee to borrow money for capital purposes. Only the Committee may apply for grants or funding, to meet the Objectives of the Club.

22. RULES AND REGULATIONS

The Committee may, from time to time, formulate Rules and Regulations in accordance with the Constitution, also for the use of the clubhouse, craft and equipment owned by the Club. Such rules and regulations will need a simple majority of the Committee to be empowered and shall be displayed on the club noticeboard.

23. PRIVATE PECUNIARY ADVANTAGE

Any income, benefit, or advantage must be used to advance the charitable purposes of the club. No member of the club, or anyone associated with a member, is allowed to take part in, or influence any decision made by the club in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.

Any payments made to a member of the club, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

24 COVERING CLAUSE

Any situation, or incident, not covered by the Club Constitution shall be covered by current New Zealand law.