

Arawa Canoe Club Constitution

1. NAME OF THE CLUB

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

2. OBJECTIVES

- 2.1. To promote and encourage the sport of canoeing and kayaking.
- 2.2. To promote and encourage high standards of water safety
- 2.3. To promote and hold canoeing and kayaking championships and club competitions.
- 2.4. To provide craft and equipment, storage and training facilities for members.
- 2.5. To maintain an active interest in the preservation of canoeable waterways, as well as the protection of canoeing and kayaking historic sites and relics.

3. REGISTERED OFFICE AND RACING COLOURS

- 3.1. The registered office of the Club shall be the Clubrooms at Kerr's Reach, Christchurch.
- 3.2. The racing colours of the Club shall be red and black.

4. MEMBERSHIP

- 4.1. Membership is open to individuals interesting in participating in, promoting and/or supporting the activities of the club.
- 4.2. The Membership Officer, or their delegate will maintain a register of the individual financial members of the club.
- 4.3. All members agree to abide by the rules of laid out in this constitution and those published by the Committee
- 4.4. Arawa Canoe Club is an affiliated member club of Canoe Racing New Zealand (CRNZ). The club and its membership are bound by the rules and regulations of CRNZ.

5. NEW MEMBERS

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

6. LIFE MEMBERSHIPS

- 6.1. Life membership may be conferred by the AGM subject to the following conditions:
- 6.2. 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.
- 6.3. A Life Member shall not be liable to pay any subscription.
- 6.4. At no time shall Life Membership exceed ten percent of the total Club membership.

7. EXPULSION OR SUSPENSION

- 7.1. 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.

8. UNFINANCIAL MEMBERS

- 8.1. 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 after one month of being unfinancial, after which it may be sold to recover outstanding club subscriptions and fees, the balance of any monies shall be returned the former member, following due process.
- 8.2. 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.

9. RESIGNATIONS

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

10. OFFICERS

- 10.1. The Officers of the Club shall be:
 - 10.1.1. Patron
 - 10.1.2. President
 - 10.1.3. Secretary
 - 10.1.4. Treasurer
 - 10.1.5. Club Captain
 - 10.1.6. Racing Officer
 - 10.1.7. Premises and Equipment Officer
 - 10.1.8. Membership Officer
 - 10.1.9. Sponsorship and Marketing Officer
 - 10.1.10. Media Officer
 - 10.1.11. Coaching Officer
- 10.2. The Officers shall be elected at the Annual General Meeting or at a Special General Meeting convened for that purpose.
- 10.3. Nominations for members of the Committee shall be called for at least four weeks before an Annual General Meeting.
- 10.4. Each candidate shall be proposed and seconded in writing by Members and the completed nomination delivered to the Secretary.
- 10.5. Nominations shall close at 5pm, one week prior the Annual General Meeting.
- 10.6. All retiring members of the Committee shall be eligible for re-election.
- 10.7. If no nominations are received for all or any of the above Officers, then the Annual General Meeting may take nominations from the floor to fill any vacancies.
- 10.8. If any position remains vacant after that meeting, then the incoming Committee may co-opt a suitable person.

11. HONORARIUMS

- 11.1. 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).

12. ANNUAL GENERAL AND SPECIAL GENERAL MEETINGS

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

13. ANNUAL GENERAL MEETING

- 13.1. The Business at the Annual General Meeting shall be:
 - 13.1.1. To accept the Minutes of the previous AGM
 - 13.1.2. To receive the Annual Report
 - 13.1.3. To receive the reviewed Financial Statement for the year ended 31 March.
 - 13.1.4. To elect Officers of the Club
 - 13.1.5. To consider notices of motion.
 - 13.1.6. To appoint a Reviewer.
 - 13.1.7. To set subscriptions and fees.
- 13.2. Notices of the meeting shall be given to all members in writing not less than four weeks before the date of such meeting.
- 13.3. A copy of the Annual Report and Financial Statement shall be made available to Club members two weeks prior to the meeting.
- 13.4. A copy of the reviewed Financial Statement shall be lodged with Charities Services within six months of the end of the Financial Year.

14. SPECIAL GENERAL MEETINGS

- 14.1. 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.
- 14.2. Such a meeting to be held within four weeks of receipt of the requisition.
- 14.3. At least two weeks' notice is to be given of such a meeting.

15. VOTING

- 15.1. Voting on all matters before the Club shall be on voices, show of hands or secret ballot, whichever the meeting decides.
- 15.2. A secret ballot shall be held if so moved and seconded by any two qualified members at the meeting.
- 15.3. Only financial and Life members of the Club may vote at a Special or Annual General meeting

16. QUORUM

- 16.1. The quorum at the Annual or Special General Meeting shall be fifteen financial members.
- 16.2. The quorum at Committee meetings shall be five Officers.

17. COMMON SEAL

- 17.1. 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.

18. FUNDS

- 18.1. 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, by direct credit or by direct bank transfer to the Club account.
- 18.2. All disbursements shall be made by "direct bank transfer" or by cheque; signed or authorised 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.
- 18.3. Annual subscriptions and fees shall be set at the Annual General Meeting.

19. LOANS AND GRANTS

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

20. WINDING UP

- 20.1. 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.

21. ALTERATION OF CONSTITUTION

- 21.1. 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.
- 21.2. 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.

22. RULES AND REGULATIONS

- 22.1. 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

- 23.1. Any income, benefit, or advantage must be used to advance the charitable purposes of the club.
- 23.2. 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.

- 23.3. 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

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