

CONSTITUTION OF TAUPO ORIENTEERING CLUB

January 2020

Definitions and Interpretation

Annual General Meeting or AGM; and **Special General Meeting or SGM** all refer to Club meetings and mean as set out in Rule 12;

CDOA refers to Central Districts Orienteering Association if that Association exists;

Chairperson means the Chairperson of the Club (usually the President) or the person who chairs a meeting in the absence of the Chairperson;

Club means Taupo Orienteering Club;

Committee refers to members as in Rule 9 and appointed as in Rule 14;

Elected Officer member means a person elected by the Members of the Club;

Fee means any fee set by the Club as Rule 7;

Financial Year means as set out in Rule 11.3;

Individual Member means an individual person who is a Member of the Club in Rule 4.1;

Life Member means a Member of the Club as in Rule 4.2;

Member means a Member of the Club under Rule 4.1;

Officers refers to members as in the positions as in Rule 8 and appointed as in Rule 14;

ONZ refers to Orienteering New Zealand Incorporated;

Previous Constitution means the Club Constitution which was in place immediately prior to adoption of this Constitution in 2019 (December 2001);

In this **Constitution** the following interpretations apply:

- a. The plural includes the singular and vice versa;
- b. Any reference to any Act, regulation, by-law, policy, deed, code, charter, procedure or document includes any amendment to it and any replacement passed in substitution for it;
- c. Where examples are used they are used to assist understanding, and unless otherwise stated the range of possibilities is not restricted to those examples listed;

CONSTITUTION of TAUPO ORIENTEERING CLUB

This constitution of the Taupo Orienteering Club was adopted by the Club at its Annual General Meeting on the 15th December 2019 to come into effect on the 1st January 2020.

1.0 Name:

- 1.1 The name of the club shall be the 'Taupo Orienteering Club.' (the Club).

2.0 Objectives:

- 2.1 To encourage, stimulate and promote interest and participation in the sport of orienteering in general in the Taupo district.
- 2.2 To organise and conduct orienteering events in the Taupo district.
- 2.3 To respect property and the environment when conducting orienteering events.
- 2.4 To liaise and co-operate with allied organisations.

3.0 Affiliations:

- 3.1 The Club shall be an Affiliated Club to the Orienteering New Zealand Incorporated (ONZ) and may be a member of the 'Central Districts Orienteering Association' (CDOA) if that or similar Association exists.
- 3.2 Members of the Club shall be affiliated as members of the ONZ.

4.0 Membership:

- 4.1 Any person who is accepted as a member by the Club and who pays the annual membership and other fees set by the Club shall be a 'Member'.
- 4.2 Any Member who makes a major contribution to the affairs of the Club for many years may be recommended by the Committee and approved by the Members at an Annual General Meeting to be a 'Life Member'.
Life Members of the Club will not be required to pay the annual Club subscription, fees, or levies as set by the Committee, or pay Club event fees at Club events.
- 4.3 The Committee may cancel the membership of any Member who, in the opinion of the committee, has acted in a manner which has brought the Club into disrepute or has acted in a manner contrary to the objectives of the Club. For the purposes of this Rule the vote of not less than two thirds of the whole Committee shall be necessary. Any Member whose resignation is requested or whose membership is to be terminated shall be entitled to appear personally before the Committee to offer a verbal or written explanation. At least fourteen (14) days notice of the time and date of the appearance before the Committee shall be given to the Member concerned.

5.0 Rights and Privileges of Members:

- 5.1 To elect the Officers and the Committee of the Club.
- 5.2 To receive the annual report and to approve the annual financial statements.
- 5.3 To become an affiliated member of ONZ.
- 5.4 To enter competitions organised by the Club.
- 5.5 To enter Area, National and International orienteering competitions.
- 5.6 To receive a copy of this constitution free of charge.

6.0 Obligations of Members:

- 6.1 To pay the subscriptions, fees and levies which are set by the Committee.
- 6.2 To support the Committee in achieving the objectives of the Club.
- 6.3 To not act in a manner which would bring the name of the Club into disrepute or to act in a manner contrary to the objectives of the Club.

7.0 Membership and Affiliation Fees:

- 7.1 The annual subscription fees for Members will be set at an Annual General Meeting.
- 7.2 The Committee may set such other levies and fees as are appropriate to achieving the objectives of the Club.
- 7.3 The Club will pay the affiliation fees necessary for the Club to be an Affiliated Club to the ONZ and to be a member of the Central Districts Orienteering Association (if the CDOA exists).

8.0 Officers of the Club:

- 8.1 The Officers of the Club shall comprise the following;
 - (a) President. (Who shall preside as Chairperson of General meetings and Committee meetings.)
 - (b) Vice-President. (Who shall undertake the duties of the President in the event that the President is unable to do so.)
 - (c) Secretary.
 - (d) Treasurer.
- 8.2 In the event that no Member is elected to, or appointed to, an Officer position, then that position may remain vacant until such time as it can be filled.

9.0 Club Committee:

- 9.1 The affairs of the Club shall be managed by the Committee.
- 9.2 The Committee shall consist of the Officers of the Club plus other Members elected to the Committee.

10.0 Patron:

- 10.1 The Club may elect a Patron.

11.0 Financial:

- 11.1 The Club shall be a non-profit making organisation.
- 11.2 Monies received from subscriptions, fees, levies, fund-raising and other sources are to be used for Club expenses, the general running of the Club and to further the objectives of the Club.
- 11.3 The Club's financial year shall run from the 1st December of one year to the 30th November of the following year.
- 11.4 The funds of the Club shall be paid into a bank account in the name of the Club and shall be under the control of the Committee and shall be operated on by any two of three members of the Committee. The three signatories to the bank account shall be appointed at the Annual General Meeting or at a Special General Meeting. Payment of all accounts shall be approved by the Committee.
- 11.5 The Committee may borrow or raise or secure the payment of monies for the purpose of the Club's business PROVIDED ALWAYS that such borrowing or securing of money shall first be approved by the Members at an Annual General Meeting or at a Special General Meeting.

12.0 Meetings:

- 12.1 The Annual General Meeting (AGM) shall take place within four months of the close of the Club's financial year. Members shall be given at least four weeks notice of the time and place of the AGM and at least two weeks notice of the agenda items. A quorum shall consist of at least ten (10) members of the Club aged 16 years or over, or half (1/2) the Club membership (aged 16 years or over) which ever is the lessor.
- 12.2 The following business shall be transacted at the Annual General Meeting:
 - (a) to receive the Presidents Report;
 - (b) to receive and if approved to adopt a statement of the club's financial accounts to the end of the preceeding year;
 - (c) to consider and if approved sanction any duly made alteration or alterations to the constitution;

- (d) to appoint the Officers and other members of the Committee;
- (e) to appoint or not appoint an auditor or auditors; and
- (f) approve any appointment of a nominated 'Life Member'.
- (g) to deal with any special matter which the Committee desires to bring before the Members and to receive suggestions from the Members for consideration by the Committee.

12.3 A Special General Meeting may be called by the Committee or by the written request of at least three Members. The Special General Meeting must take place within four weeks of being requested by such Members. Members shall be given at least two weeks notice of the time and place of the meeting and at least two weeks notice of the agenda items. A quorum shall consist of at least ten (10) members of the Club aged 16 years or over, or half (1/2) the Club membership (aged 16 years or over) which ever is the lessor.

12.4 The following business may be transacted at a Special General Meeting:

- (a) to consider and if approved sanction any duly made alteration of the constitution;
- (b) to deal with any special matter which the Committee or Members requiring the meeting may desire to place before the Members.
- (c) to remove any Committee Member or Member from office and to fill any subsequent vacancy.

12.5 The Committee shall meet at least four times per year. A quorum shall consist of at least half the members of the Committee.

12.6 Any Club Member who is not a Committee Member may attend a meeting of the Committee. They may request the right to speak and this may be granted by the Chairman. They shall not be given the right to vote. The Committee may at any stage of a Committee Meeting elect to go "into committee" if it wishes to discuss matters of a sensitive nature and any non-committee members present must retire from the meeting while it is "in committee".

13.0 Voting Rights:

13.1 At the Annual General Meeting and at any Special General Meeting each financial member present shall have a single vote if the member is age 16 years or over.

13.2 At Committee Meetings each member of the Committee present shall have a single vote.

13.3 Decisions at General Meetings and at Committee Meetings, apart from those decisions relating to clauses 4.3 and 20.1, shall be by simple majority. In the event of an equality of votes the Chairperson shall have an additional casting vote.

14.0 Election of Officers and Committee Members:

14.1 *The Officers of the Club and the Members of the Committee shall be elected at the Annual General Meeting. Any position not filled at the AGM may be filled at a later date by the Committee.*

14.2 Nominations for Club Officers and Committee Members shall be in writing and shall be received by the current Secretary at least two weeks before the date of the AGM. These nominations shall be signed by the person making the nomination, by a *seconder and by the person nominated.*

In the event of no nomination being received for a position by the due date then a later written nomination may be accepted.

In the event that no written nominations are received for a position before the AGM commences then verbal nominations may be accepted from the floor of the meeting.

In the event that more than one eligible nomination is received for a position then a vote shall be held.

14.3 In the event that an Officer of the Club or a Committee Member resigns or is removed from office then the Committee may appoint a Member to the vacant position until such time that a new election takes place.

15.0 Club Delegates:

15.1 *The Committee will be responsible for selecting the Club delegate or delegates to*

attend ONZ and CDOA (if this Association exists) meetings and for determining the basis of re-imbursing the delegate's expenses incurred in attending such meetings.

16.0 Remits to General Meetings of ONZ:

16.1 Any remits from the Club to General Meetings of the ONZ must be forwarded through and be approved by the Committee.

17.0 Orienteering Events and Competitions:

17.1 The Committee shall arrange a programme of events, competitions and club activities and publicise these.

17.2 Orienteering competitions organised by the Club shall be conducted according to the current ONZ Competition Rules and Guidelines

18.0 Payments to Members:

18.1 The Committee may approve the payment, re-imbusement or compensation to any Member for any reasonable costs that they have incurred on behalf of the Club.

18.2 No Member or person closely associated with a Member of the Club shall derive any income, benefit or advantage from the Club except where that income, benefit or advantage is derived from professional services to the Club rendered in the course of business charged at no greater rate than current market rates. If any Member receiving such income, benefit or advantage is in a position where they can materially influence the decision on such matters then they must declare their interest in it to the Committee.

19.0 Matters Not Covered by This Constitution:

19.1 The Committee has the authority to deal as it sees fit with any unusual matter or issue which affects the Club and which is not covered by this constitution until such time as the matter or issue may be brought before a Special General or Annual General Meeting.

20.0 Alterations to this Constitution:

20.1 This Constitution may be altered, added to, rescinded or otherwise varied or amended from time to time by a resolution duly passed at a Special General or Annual General meeting of the Club by a two-thirds majority of the persons entitled to vote at such a General Meeting. Any proposed alterations or amendments must be advised to Members at least four weeks before the General Meeting.

20.2 No addition to or alteration or rescission of this constitution shall be approved if it alters the intention of clauses 18.2 or 21.3 in respect of payments, benefits, advantages or distributions to Members.

21.0 Winding up of the Club:

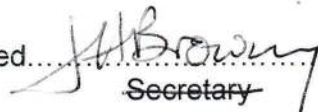
21.1 A resolution in favour of winding up the Club must be passed by a majority of Members at a Special General or Annual General Meeting.

21.2 The resolution must be confirmed at a subsequent Special General or Annual General Meeting held not earlier than thirty (30) days after the date on which the resolution so to be confirmed was passed.

21.3 In the event of the Club being wound up any surplus funds after payment of all liabilities of the Club, and any property of the Club shall be given to such Society, Association, Institute or Organisation as is determined by the members at a Special General or Annual General Meeting of the Club.

21.4 In the event of the Club being wound up no distribution by way of money, property or otherwise shall be made to any Member or office bearer of the Club.

Signed..........Date 29.9.20
Chairperson

Signed..........Date 29.9.20
Secretary
Treasurer