

# **CONSTITUTION OF THE NORTH SHORE TRAMPING CLUB (INCORPORATED)**

## **1. NAME**

North Shore Tramping Club (Incorporated).

## **2. INTERPRETATION**

The following are the meanings of words in this constitution:

- "Club" means the "North Shore Tramping Club (Incorporated)".
- "Committee" refers to that body of members as defined in rule 8(a) either elected at the Annual General Meeting or subsequently appointed to fill a vacancy by Committee or by Special General Meeting.
- "Year" means the financial year of the Club extending from 1 April to 31 March.
- "Member" means a person elected to any class of membership as defined in rule 4 of this Constitution.
- "Membership" is to be read as membership of this Club.
- "Register" means the register of Club members kept by the Club as required by Section 22 of the INCORPORATED SOCIETIES ACT 1908 and Rule 22 of this Constitution.

## **3. OBJECTIVES**

- (a) To encourage on the North Shore of Auckland, the interest of Tramping and associated activities.
- (b) To present the organised opinion of the Club members in all matters concerning them, as part of the Tramping body of New Zealand.
- (c) To foster an interest in the native flora and fauna and their conservation.
- (d) To act in co-operation with the Government or local bodies or with any other Club Committee, Society or Institution to promote our objectives.
- (e) To organise and arrange trips for members in accordance with these objectives as decided upon by the Committee.

## **4. MEMBERSHIP**

- (a) Ordinary membership shall be open to all persons of good character and who have attained the age of 18 years. They shall be known as ordinary members.
- (b) Junior membership shall be open to all persons of good character and who have attained the age of 14 years but are under 18 years. They may attend day trips arranged by the Club but may not attend other trips without the prior approval of the Committee.

- (c) Family membership shall be open to the membership of one family including a minimum of one parent/guardian or a maximum of two parents/guardians and children under the age of 18 years.
- (d) Every candidate for membership must before acceptance, attend at least two organised Club tramping trips which are recognised by the Committee for this purpose.
- (e) Every candidate for membership shall be proposed by a member and seconded by a Committee member. Election shall be subject to approval by vote of the Committee.
- (f) New members must pay subscriptions within one month of acceptance.
- (g) Life members. Existing Life Members shall be entitled to any privileges of Ordinary Members without ever having to pay any further subscription.

## **5. SUBSCRIPTIONS**

The Annual subscriptions for members shall be fixed at the Annual General Meeting. Subscriptions must be paid within one month of the Annual General Meeting. Any members who fail to pay their subscriptions within the time specified above shall be sent notice of default. If such notices are not acted upon within one month the Committee may terminate their membership. All nominees for the Committee must be financial at the 31st of March preceding the Annual General Meeting.

## **6. RESIGNATION**

Any member may resign from the Club by giving in writing a notice of this intention to the Secretary.

## **7. EXPULSION, SUSPENSION AND RESTRICTION**

The Club Committee, having satisfied itself on reliable evidence that any member has knowingly acted in any way unbecoming to the Club, may expel, suspend or restrict such a member for any period. The member will have the opportunity of appearing before the Committee if he/she so desires.

## **8. OFFICERS OF THE CLUB**

- (a) The Officers of the Club shall be President, Vice-President, Secretary, Treasurer and there shall be up to 10 other members. Should the Committee deem it necessary or advisable to increase this number in any year they shall be empowered to co-opt such members on to the Committee as a two-thirds majority shall decide.
- (b) These members shall be elected annually at the Annual General Meeting.
- (c) Any officer anticipating a period of absence of three months or more from Club activities may inform the Secretary of this fact and request that the Committee appoint an acting officer to fill the office.

- (d) The Officers of the Club shall be ex-officio members of all Committees and Sub-Committees.

## **9. COMMITTEE**

- (a) The entire management of the Club and its property shall be deputed to the Committee.
- (b) Nominations for candidates for various elective offices shall be made in writing, with the consent of the nominee and not later than fourteen (14) days before the date fixed for the Annual General Meeting. The Secretary shall send a list of such nominations to members with the notice calling the Annual General Meeting. In case no nomination is received for any office the Annual General Meeting shall elect a member to fill the same. Any unsuccessful candidate for a special office is eligible for all other offices. All retiring members shall be eligible for nomination for re-election
- (c) The committee is empowered to fill any vacancy occurring during the year.
- (d) The President may serve a maximum of three consecutive years in office.
- (e) Social Committee. The management of the social arrangements of the Club shall be deputed to a social committee consisting of a convener who shall be a member of the Committee and other members when the Committee may deem necessary.
- (f) Special Sub-Committees: The Committee shall be able to create a special Sub-Committee for a particular purpose if it so wishes.

## **10. MEETINGS OF THE COMMITTEE**

Arrangements for regular meetings of the Committee shall be fixed by the Committee at the first Committee Meeting after the Annual General Meeting. Notice of any special meeting of the Committee may be called at any time by the President or Secretary.

## **11. NOTICE OF SPECIAL MEETING**

Notice of any special meeting shall be given to every member of the Committee at least forty-eight hours (48) before the time appointed for the meeting with a memorandum of the time and place of such meeting.

## **12. QUORUM**

At each meeting of the Committee six shall constitute a quorum, and the Chairperson shall have a deliberative and casting vote. The President shall be Chairperson and if absent the Vice-President shall act in the position. If both are absent the meeting shall elect another Chairperson.

## **13. ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held not later than two months after the end of the financial year on a date to be determined by the Committee.

**14. EXTRAORDINARY GENERAL MEETING**

The Committee may at any time and shall within ten (10) days after the receipt of a requisition signed by at least ten financial members of the Club (which requisition shall set out in the form of resolution the business proposed to be transacted at such meeting) convene an Extraordinary General Meeting for any specific purpose or purposes.

**15. NOTICE OF GENERAL MEETING**

The Secretary, not less than ten (10) days before any General Meeting shall send to all members a notice stating the day, place, hour of meeting and the business to be transacted thereat.

**16. PROCEDURE AT GENERAL MEETING**

At all General Meetings, the Chair shall be taken by the President or Vice President or if they are not present by some other member chosen by the Meeting. Every member shall have one vote and in case of equality of votes, the Chairperson shall have a second or casting vote. Voting shall be by voice but if any member desires, the Chairperson shall call for a division which shall be indicated by a show of hands, or if requested by a ballot. The quorum at any Annual Meeting (General) or Special General Meeting shall be twelve (12) members. Junior members are eligible to vote.

**17. APPOINTMENT OF SCRUTINEERS**

At any Meeting where voting by ballot is required by the Meeting the Chairperson shall appoint two members as scrutineers.

**18. ALTERATIONS OF CONSTITUTION**

These rules may be repealed, altered or added to by a resolution at a General Meeting, the notice of which shall have specified the proposed repeal, alteration or addition, but nothing in this rule shall prohibit the amendment by the General Meeting of any proposal which has been specified in the notice. No such repeal, alteration or addition of these rules shall come into effect until approved by the Inland Revenue Department.

**19. NOTICE OF MOTION**

No vote shall be taken on any motion concerning rules and finance at any General Meeting unless notice shall have been given in writing to the Secretary fourteen (14) days before such a meeting.

**20. REGULATIONS**

Any General Meeting or Committee Meeting shall have the power to make such regulations deemed necessary for the purpose of carrying out these rules.

**21. COMPLAINTS AND SUGGESTIONS**

Any complaints or suggestions shall be made in writing to the Secretary and shall be brought before the Committee for consideration.

## **22. DUTIES OF THE SECRETARY**

The Secretary shall ensure the following are maintained:

- (a) A Minute record containing full and correct minutes of all general and committee meetings.
- (b) A register showing the names and addresses, occupation, class of membership and joining date of members.
- (c) A document containing the current Club Regulations.

## **23. DUTIES OF THE TREASURER**

- (a) The Treasurer shall keep such records of accounts as the Committee may from time to time require.
- (b) The Treasurer shall keep all records properly up to date.
- (c) The Treasurer shall annually forward to the Registrar of Incorporated Societies such notices and returns as the Registrar shall from time to time require.

## **24. DUTIES OF COMMITTEE MEMBERS**

The committee will define the roles and duties of its members.

## **25. BANK ACCOUNTS**

The funds of the Club except for those provided for in clause 32, shall be lodged with a trading and/or savings bank. A record of accounts shall be produced at each regular meeting of the Committee. The signatories shall be the Treasurer and three other members appointed by the committee. All withdrawals require two of these signatures.

## **26. FINANCIAL YEAR**

The financial year of the Club shall end on 31 March, to which date the accounts shall be balanced.

## **27. FINANCIAL REVIEWER**

A Financial Reviewer shall be elected at the Annual General Meeting but any vacancy occurring during the year shall be filled by someone elected by the Committee. Current committee members are ineligible for the role of Financial Reviewer.

## **28. FINANCIAL STATEMENTS**

The financial statements, comprising a Statement of Financial Performance and a Statement of Financial Position shall be prepared and reviewed at the end of the financial year.

**29. DUTIES OF MEMBERS**

It is the duty of each member of the Club to act in a manner that is not detrimental to the good name of the Club and in accordance with the objectives of the club. Every member shall inform the Secretary of any change of his or her address and all notices sent to such addresses shall be considered to be duly given.

**30. COMMON SEAL**

The Common Seal of the Club shall be kept by the Secretary and shall not be affixed to any documents except by the resolution of the Committee and in the presence of two members of the Committee and the Secretary.

**31. BORROWING POWERS**

The Committee shall have power to borrow such amounts and on such terms as it thinks fit and to give as security therefore and interest thereon such security as the Committee may determine.

**32. INVESTMENTS**

If the Committee so determines, any part of the funds of the Club may be invested in the manner provided by the "Trustee Act 1956" or any Act amending or replacing the same.

**33. WINDING UP**

Upon the winding up of the Club its property shall be disposed of in accordance with the directions given by any General Meeting of the Club, subject to the requirement that members cannot benefit personally. Failing such directions the property shall be realised (if required) and donated to Federated Mountain Clubs of NZ (Inc) - or its successor.