

## **RULES OF CANOE SLALOM BAY OF PLENTY**

### **THE SOCIETY**

#### **1 Name**

- 1.1 The name of the society is Canoe Slalom Bay of Plenty Incorporated ("the Society").
- 1.2 The Society is constituted by resolution dated 10th September 2008.

#### **2 Registered Office**

- 2.1 There shall be a Registered Office of the Association, which will be at 2 Waikaraka Drive, Te Puna, Tauranga, or such other address as is from time to time appointed by the Committee.
- 2.2 Any change of address must be registered with the Registrar of incorporated societies within fourteen days of any change.

#### **3 Purposes of Society**

- 3.1 The purposes of the Society are to:
- 3.2 To promote and support the development of canoe slalom in the Bay of Plenty region;
- 3.3 To provide support for the development of canoe slalom athletes who have originated from or reside in the Bay of Plenty region. This includes providing support for athletes paddling for fun or competing locally, nationally and internationally.
- 3.4 To provide and support the development of canoe slalom coaches and officials
- 3.5 Pecuniary gain is not a purpose of the Society.

### **MANAGEMENT OF THE SOCIETY**

#### **4 The Committee**

- 4.1 The society shall have a managing committee ("the committee") comprising the following persons:
  - (i) The Chairperson;
  - (ii) The Secretary;
  - (iii) The Treasurer; and

(iv) At least two other Members as the Society shall decide.

4.2 Only Members of the Society may be Committee Members

4.3 There shall be a minimum of five Committee members

4.4 The quorum for a meeting is three.

## **5 Appointment of Committee Members**

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

- (i) How large the Committee will be;
- (ii) Who shall have the title of Chairperson, Secretary, and Treasurer;
- (iii) Whether any Committee Member may have more than one title;
- (iv) How long each person will be a Committee Member (“the Term”).

## **6 Nomination of Committee Members**

6.1 Nominations for members of the Committee shall be called for, by email, at least 14 days before a General Meeting. Each candidate shall be proposed and seconded in writing by Members and the completed nomination delivered to the Secretary. Nominations shall close at 5pm on the fifth day before the Annual General Meeting. The Secretary shall post all nominations by email at least 2 days before the Annual General Meeting. All retiring members of the Committee shall be eligible for re-election.

## **7 Cessation of Committee Membership**

7.1 Persons cease to be Committee Members when:

- (i) They resign by giving written notice to the Committee.
- (ii) They are removed by majority vote of the Society at a Society Meeting.
- (iii) Their Term expires.

7.2 If a person ceases to be a Committee Member, that person must within one month give to the Committee all Society documents and property.

7.3 If the position of any Committee Member becomes vacant between Society Meetings, the Committee shall appoint another Committee Member to fill that vacancy until the next Society Meeting.

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

## **8 Role of the Committee**

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

- (i) Administer, manage, and control the Society;
- (ii) Carry out the purposes of the Society, and use money or other assets to do that;
- (iii) Manage the Society's bank accounts;
- (iv) Ensure that all Members follow the Rules;
- (v) Decide how a person becomes a Member, and how a person stops being a Member;
- (vi) Decide the times and dates for Meetings, and set the agenda for Meetings;
- (vii) Decide the procedures for dealing with complaints and discipline;
- (viii) Set Membership fees, including subscriptions and levies;
- (ix) Make regulations, policies and procedures.

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 Roles of Committee Members**

**9.1 The Chairperson's role is to:**

- (i) Ensure that the Rules are followed;
- (ii) Convene Meetings;
- (iii) Chair Meetings, deciding who may speak and when;
- (iv) Oversee the operation of the Society;
- (v) Give a report on the operation of the Society at each Annual General Meeting;
- (vi) Advise the Registrar of Incorporated Societies of any rule changes;
- (vii) Advise the Registrar of Incorporated Societies of any alteration to the Rules.

## **9.2 The Secretary's role is to**

- (i) Record the minutes of Meetings;
- (ii) Keep the Register of Members;
- (iii) Hold the Society's records, documents, and books;
- (iv) Receive and reply to correspondence as required by the Committee, which includes the completion of funding applications for the Society.
- (v) Retain the common seal of the Society, if the Society has a common seal.

## **9.3 The Treasurer's role is to:**

- (i) Collect and receive all payments made to the Society. These payments must be banked within seven days after the Treasurer receives them;
- (ii) Keep a true and accurate record in the Society's account book, so that the Society's financial situation can be clearly understood at any point in time;
- (iii) Give a financial report and statement of accounts (including an Income and Expenditure Account and Balance Sheet) at each Annual General Meeting, and more often if either the Committee or a majority of the Society decides this in a Meeting.
- (iv) Forward the annual financial statements for the Society to the Registrar of Incorporated Societies upon approval by the Members at an Annual General Meeting

## **10 Sub Committees**

10.1 The Committee may establish and convene sub-committees to carry out any tasks associated with its responsibilities. The Committee may:

- (i) Delegate to a sub-committees such powers and authorities as it thinks necessary to carry out an appointed task;
- (ii) Appoint Members onto the sub-committee who are not members of the Committee

## **SOCIETY MEMBERSHIP**

### **11 Types of Members**The membership categories shall be:

- (i) Athlete Member
  - (ii) Non-Athlete Member
  - (iii) Associate Member
  - (iv) Life member
  - (v) Honorary Member
- 11.2 An Athlete Member is a canoe slalom athlete who has originated from, or is based in, the Bay of Plenty Region
- 11.3 A Non-Athlete Member is not a canoe slalom paddler
- (i) One parent or guardian of each Athlete Member shall be named a Non Athlete Member of the Society up until the end of the financial year the Athlete Member turns 18.
  - (ii) Non athletes who are not parents or guardians of an athlete may be members if they provide a supporting role to the purposes of the Society
- 11.4 An Associate Member is a canoe slalom paddler, who may reside outside the Bay of Plenty but has none of the rights or privileges, including voting rights, of other Members.
- 11.5 A Life Member is a person who is acknowledged as a longstanding Member of the Society. A Life Member has all the rights and responsibilities of other Members (including the right to vote), but does not have to pay fees, subscriptions, or levies.
- 11.6 An Honorary Member is a person who is acknowledged as providing, or having provided, important services to the Society. An Honorary Member has none of the rights or privileges of a Member.

### **13 Admission of Members**

- 13.1 To become a Member, a person ("the Applicant") must:
- (i) Complete an application form, if the Committee requires this; and
  - (ii) Supply any other Information the Committee requires.
- 13.2 The Committee may interview the Applicant when it considers Membership applications.

13.3 The Committee shall have complete discretion when it decides whether or not to let the Applicant become a Member. The Committee shall advise the Applicant of its decision, and that decision shall be final.

13.4 Any Member may become a Life Member only if:

- (i) The Committee recommends that the Society should appoint the Member as a Life Member; and
- (ii) The Society passes a resolution appointing the Member as a Life Member by a two-thirds majority of those Members present and voting.

**14 The Register of Members** The Secretary shall keep a register of Members ("the Register"), which shall contain the names, the addresses (including email) and telephone numbers of all Members.

14.1 If a Member's address (including email) or telephone number changes, that Member shall give the new address or telephone number to the Secretary.

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

**15 Cessation of Membership** Any Member may resign by giving written notice to the Secretary. This does not release the former member from the obligation of payment of any outstanding monies.

**16 Suspension from membership**

16.1 Any member may be suspended from the Society, at the discretion of the Committee, for being a Non-Financial member

16.2 Any member may be suspended from the Society for any cause deemed by the Disciplinary Committee to bring the sport or the Society into disrepute.

16.3 The Disciplinary Committee shall be established according to the Disciplinary Policy published by the Committee

## **17 Expulsion from membership**

- 17.1 Any suspended member may be expelled from the Association by vote at any General Meeting for any cause the meeting deems sufficient. Any motion to expel a member must be notified as an item of business in accordance with the required timeframes for that General Meeting and any person who is the subject of such motion shall be entitled to address the meeting and/or submit written material to address the motion at the meeting.
- 17.2 Any person expelled may apply at subsequent AGM for re-admission.

## **18 Re-admission of former Members**

- 18.1 Any former Member who has resigned may apply for re-admission in the same way as a new applicant, but if the former Member's membership was terminated by the Committee or the Society, the Applicant shall not be readmitted without the approval of the Committee by majority vote.

## **19 Obligations of Members:**

- 19.1 All Members (and Committee Members) must abide by the Society's Rules and Code of Conduct; pay all fees, subscriptions and levies; promote the purposes of the Society and shall do nothing to bring the Society into disrepute.

## **MONEY AND OTHER ASSETS OF THE SOCIETY**

- 20 Use of Money and Other Assets** 20.1 The Society may only use money and other assets if:
- (i) It is for a purpose of the Society;
  - (ii) It is not for the sole personal or individual benefit of any Member; and
  - (iii) That use has been approved by either the Committee or by majority vote of the Society.
  - (iv) No member of the organisation or any person associated with a member shall participate in or materially influence any decision made by the organisation in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever. 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). The provisions and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

**21 Fees, Subscriptions and Levies** 21.1 The Society shall decide by majority vote at a Society Meeting:

- (i) What a Member must pay to join the Society ("Joining Fee"); and
- (ii) What a Member must pay in order to stay a Member ("Subscription") and how often this must be paid.

21.2 The Committee may by majority vote impose a levy or levies on Members up to a maximum total of \$50.00 in any one financial year.

21.3 If any Member does not pay any fee, subscription or levy by the date set by the Committee or the Society, at the discretion of the Committee, the Member may be deemed a Non Financial Member. A Non Financial Member will have their Membership rights suspended, including canoe slalom training, until all the arrears are paid. Subsequent cessation or expulsion from membership does not remove the obligation to pay any outstanding monies owed.

**22 Additional Powers** 22.1 The Society may:

- (i) Employ people for the purposes of the Society;
- (ii) Exercise any power a trustee might exercise;
- (iii) Invest in any investment that a trustee might invest in;
- (iv) Borrow money and provide security for that if authorised by majority vote at any Society Meeting.

**23 Finance**

23.1 The financial year of the Society begins on 1 January of every year and ends on 31 December of the next year.

23.2 The Committee is responsible for the financial management of the Society with the assistance of the Treasurer



- 23.3 The Committee must adopt a financial management policy which must include authorisations and methods by which the payment of funds in and out of the Society will be managed.
- 23.4 At an Annual General Meeting, the Society may by majority vote appoint someone to audit the Society ("the Auditor"), The Auditor shall audit the Society's accounts, and shall certify that they are correct. The Auditor must be a member of the New Zealand Society of Accountants, and must not be a Member of the Society. If the Society appoints an Auditor who is unable to act for some reason, the Committee shall appoint another Auditor as a replacement.

## **CONDUCT OF MEETINGS**

### **24 Society Meetings**

- 24.1 A Society Meeting is either an Annual General Meeting or a Special General Meeting.
- 24.2 The Annual General Meeting shall be held once every year between 1 March and 31 May. The Committee shall determine when and where the Society shall meet within those dates.
- 24.3 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 a quarter of the members.
- 24.4 The Secretary shall give all members at least 14 days written notice of:
- (i) The business to be conducted at any Society Meeting;
  - (ii) A copy of the Annual Report and Statement of Accounts, if the Society Meeting is an Annual General Meeting;
  - (iii) A list of Nominees for the Committee, and information about those Nominees if it has been provided. (The Secretary must not provide Members with information exceeding one side of an A4 sheet of paper per Nominee).
  - (iv) Notice of any motions and the Committee's recommendations about those motions. If the Secretary has sent 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.
- 24.5 All Members may attend and vote at Society Meetings.

- 24.6 No Society Meeting may be held unless at least seven Members attend. This shall be the quorum.
- 24.7 All Society Meetings shall be chaired by the Chairperson. If the Chairperson is absent, the Secretary shall chair the Society Meeting. If the Secretary is also absent, the Society shall elect another Committee Member to chair that meeting. Any person chairing a Society Meeting has a casting vote.
- 24.8 On any given motion at a Society Meeting, the Chairperson shall in good faith determine whether to vote by;
- (i) Voices;
  - (ii) Show of hands; or
  - (iii) Secret ballot.
- 24.9 If any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is held, the Chairperson will have a casting vote.
- 24.10 The business of an Annual General Meeting shall be:
- (i) Any minutes of the previous Meeting(s);
  - (ii) The Chairperson's report on the business of the Society;
  - (iii) The Treasurer's report on the finances of the Society, and the Statement of Accounts;
  - (iv) Election of Committee Members;
  - (v) Motions to be considered;
  - (vi) General business; and
  - (vii) Approval of plans for the balance of the current and next calendar years.

## **25 Motions at Society Meetings**

- 25.1 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 a quarter of all Members:

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

25.2 The Committee may also decide to put forward motions for the Society to vote on ("Committee Motions").

## **26 Committee Meetings**

26.1 No Committee Meeting may be held unless at least 3 of the Committee Members attend.

26.2 The Chairperson shall chair Committee Meetings, or if the Chairperson is absent, the Secretary shall chair the Committee Meeting. If the Secretary is also absent, the Committee shall elect a Committee Member to chair that meeting.

26.3 Decisions of the Committee shall be by majority vote.

26.4 The Chairperson or person acting as Chairperson has a casting vote.

26.5 Only Committee Members present at a Committee Meeting may vote at that Committee Meeting.

26.6 Subject to these Rules, the Committee may regulate its own practices.

## **SIGNING OF DOCUMENTS**

### **27 Signing of Documents**

27.1 The Society shall have a common seal.

- (i) The common seal shall be kept in such custody and affixed in such manner as the Committee shall determine.
- (ii) When the common seal is attached to a document the document must be signed by any one of the Chairperson, Secretary, or Treasurer, and countersigned by one other member of the Committee.

## **ALTERING THE RULES**

### **28 Altering the Rules**

- 28.1 No addition to or alteration of the aims/objects, payments to members clause or the winding up clause shall be approved without the approval of the Inland Revenue. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.
- 28.2 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.
- 28.3 Any proposed motion to amend or replace these Rules shall be signed by at least 15 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.
- 28.4 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.
- 28.5 When a Rule change is approved by a General Meeting the Managing Committee shall cause to be filed with the Registrar of Incorporated Societies advice of the Rule changes in the required form. No Rule change shall take effect until this is done

## **WINDING UP**

### **29 Winding up**

- 29.1 If a decision made to wind up or dissolve the club and any property remains after the settlement of the Society's debts and liabilities, that property must be used to further a charitable purpose or purposes as defined in section 5(1) of the Charities Act 2005.

## **30 Definitions**

### **30.1 In these Rules:**

- (i) "Cheque" means a personal cheque or a bank cheque.
- (ii) "Committee" means the Committee of the Society.
- (iii) "Committee Meeting" means a meeting of the Committee.
- (iv) "Committee Member" means any Member who is on the Committee.

- (v) "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.
- (vi) "Meeting" means any Annual General Meeting, any Special General Meeting, and any Committee Meeting.
- (vii) "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the Society.
- (viii) "Payment" means any transfer of legal tender by cash, electronic transfer, bank cheque, or any other means of paying legal tender, and Includes payment by personal cheque.
- (ix) "Rules" means these rules, being the rules of the Society.
- (x) "Society Meeting" means any Annual General Meeting, or any Special General Meeting, but not a Committee Meeting.
- (xi) "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.
- (xii) "Written Notice" means hand-written, printed or electronic communication of words or a combination of these methods. All members shall provide the Society with an email address, and any communication sent by email to that address shall be deemed sufficient notice of its contents. It shall be the responsibility of the member to update that email address with the Society.
- (xiii) "Canoe Slalom Athlete" means a Member of the Society who partakes in canoe slalom activities for the purpose of their paddling development.