

# Club Constitution

(As ratified 21 November 2017.)

## Name

- 1 The name of the Club shall be “**Christchurch Avon Athletic Club (Incorporated)**” formed from the amalgamation of the Christchurch Athletic Club and the Avon Amateur Athletic and Harrier Club (Inc.) dating from 23rd August 1989.

## Objects

2. The objects of the Club shall be to encourage the sport of athletics and running.
3. The Club shall be affiliated to Athletics New Zealand Incorporated. (hereinafter referred to as “Athletics NZ”).

## Club Executive, Officers and Roles

4. a) The Executive Committee (Executive) shall be responsible for the overall leadership and direction of the Club ensuring that it is effectively managed, complies with its constitution and is kept financially sound. The Executive will comprise the President; the Secretary; the Treasurer; four Club Captains; and two Member Representatives.

b) The President shall chair the Executive Committee and the Annual General meeting or nominate another Executive Member if unavailable. The President shall ensure the Club is represented at local, regional and national levels; and that planning and budgeting for the future is carried out consistent with the interests of Members and the Club’s Objects.

c) The Secretary shall attend all General and Executive meetings, keep minutes of the proceedings, read and file letters and other papers, issue notices of meeting when directed, conduct the correspondence and keep copies of the same, compile and keep a complete list of the Members of the Club and otherwise fulfil the duties pertaining to this office.

d) The Treasurer shall collect and account for all subscriptions, fees or other monies due to the Club, pay all accounts under authority of the Executive, furnish a Statement of Accounts and Balance Sheet at the Annual General Meeting and at any other time when requested so to do by the Executive. The Treasurer shall attend all

Executive meetings, produce evidence showing the true financial position of the Club, together with a complete list of Club Members.

e) The four Club Captains shall comprise a Winter Senior and Junior, and Summer Senior and Junior Captain. The primary role of each Club Captain is to organise, lead and promote the activities of their respective athlete groups, including interclub events and Club runs. They shall attend Committee meetings to report on activities in their area and be informed on any upcoming related activities. They shall participate in the functioning of the Executive as a full member.

5. The Executive may appoint sub-committees for purposes as it may think fit and may delegate its powers subject to conditions as it thinks fit. The Executive may also co-opt other members to the Committee as it deems necessary to obtain specific skills or expertise to achieve its goals.

6. The Club Officers shall be:

- a) The Patron.
- b) The President.
- c) The Secretary.
- d) The Treasurer.
- e) The Winter Club Captain.
- f) The Summer Club Captain.
- g) The Winter Junior Club Captain.
- h) The Summer Junior Club Captain.

7. The following Roles are functions normally required for proper operation of the club that may be included as part of Officers' or Members' duties and shall be appointed at the discretion of the Executive including but not limited to:

- a) Race Secretary and
- b) Up to three Winter selectors/handicappers.
- c) Delegates to Committees of Athletics Canterbury Incorporated and Canterbury Children's Athletic Association Incorporated.
- d) The Publicity and Communications Convener.
- e) The Registrations Convener/Assistant Treasurer

- f) The Honorary Auditor.
- g) Buildings and Grounds Convener
- h) Coaching Convener
- i) Fundraising Convener
- j) Equipment, House Keeping and Bookings Convener
- i) Recruitment Convener
- k) Health and Safety Officer

8. a) The Club Offices of Patron, President, Treasurer and Secretary shall be nominated before or at and elected at the Annual General Meeting. The Summer and Winter Club Captains shall be nominated and elected annually by a fair and transparent process overseen by the Executive before the start of their respective seasons. The two Member representatives shall be nominated before, or at, and elected at the Annual General Meeting and will be expected to fulfil Roles as required by the Executive. The Member Representatives shall be regarded as Officers.

b) Appointments to Club Roles and Sub Committees and any other co-opted tasks shall be made by the Executive as and when required.

9. Any Officer or Committee Member may resign office by notice in writing to the Secretary and any Officer or Committee Member who is absent from three consecutive meetings without an accepted apology shall at the President's discretion be deemed to have forfeited his or her office.

## **Membership**

10. Membership Categories shall be:

- a) Life Members.
- b) Honorary Members (the Patron and Vice-Presidents).
- c) Registered Interclub Members who are registered with Athletics NZ and are eligible to participate in all Club and all Interclub events.
- d) Active Members who are registered with Athletics NZ and are eligible to participate in all Club and certain Interclub events.
- e) Supporter Members who are normally not actively competing in events.

11. All Members shall abide by the rules of Athletics NZ and shall comply with the Club Code of Conduct and all Club polices and rules.
12.
  - a) Life Membership may be conferred upon any person for special services to the Club and a Life Member may be elected only by a three-quarter majority vote taken by secret ballot at a General Meeting.
  - b) Nominations in writing for Life Members shall be submitted to the Secretary at least fourteen days before a General Meeting and these nominations shall then be circulated to Members.
13. Anyone wishing to join or renew membership of the Club shall complete and agree to the Club's application process. Any membership is at the discretion of the Executive.
14. The Executive shall not accept as a Member of the Club any person who has previously been a Member of another club affiliated to Athletics NZ unless that person can show that all payments properly due to that club have been paid and the correct Athletics NZ procedures have been adhered to.

## **Uniform**

15.
  - a) The official Club uniform shall be worn on all occasions when competing for the club.
  - b) The Club singlet shall be made up of royal blue with a horizontal orange band with the Club name Christchurch Avon on the chest and full Club name on the back. The club shorts shall be black.
  - c) The Executive may give permission for a Club Member to wear a uniform other than as listed in 15b upon application to the Executive for each occasion.

## **Subscriptions**

16.
  - a) An annual Club subscription shall be payable by all Members except Life Members and Honorary Members. In addition, registration and race entry fees shall be paid by all Members as appropriate
  - b) Each year the Executive shall fix the subscriptions for the following year which shall separately specify amounts for the various categories of Member. Where practicable the intent on subscriptions will be informed at the Annual General Meeting and member comment invited.

17. The annual subscription shall fall due on the first day of the Club Financial year except in the case of a new Member whose subscription shall fall due on the date of acceptance of their application for Membership. Financial Members are those who have paid their Club Membership fee for that financial year and are thus eligible for full Club privileges during that year.

## **Club Year**

18 a) The Club's financial year is from the first day of April to the thirty first day of March. The standard membership term ceases at the end of the respective financial year. Members who join or renew shall have club privileges for that financial year provided their fees are paid. Members who join during the financial year shall be Financial Members upon payment of fees with full Club privileges until the end of that financial year. Summer only members who have not resigned from the Club shall retain voting rights only for the following AGM and selection of the Summer Captain positions.

b) The opening day and the closing day of the Summer and Winter seasons shall be on dates decided by the Executive.

## **Resignations**

19. a) A Member may resign by delivering a written resignation to the Secretary. Before a resignation can be accepted, all Club subscriptions and dues must be paid.

b) Any Member whose subscription is twelve months or more overdue may be deemed as resigned by the Executive and if so will be informed that their Membership has ceased.

c) If transfer to another Club is involved, Athletics NZ's procedures must be adhered to.

## **Discipline and Expulsion**

20. a) If any Member is expelled by Athletics NZ, that Member shall be deemed to have been expelled from the Club and shall have no redress to the Club regarding that decision.

b) Any Member who commits serious or repeated breaches of the Club Code of Conduct or who otherwise brings the Club's good name into disrepute may be suspended or expelled. Any Member who is accused of such breaches shall be informed in writing of the concerns and granted an opportunity to respond in person, in writing or both; and to have their response duly considered before any decision is made.

c) Where expulsion of a Member(s) is recommended from Clause 20 (b) it shall be decided at a General meeting and shall require approval by a two-thirds-majority vote of those in attendance. The Member(s) may attend the meeting and argue their case, or have it presented for them by another Financial Member. The decision of the General Meeting shall be final, and no subsequent appeals allowed.

## **Meetings**

21. An Annual General Meeting (AGM) shall be held no later than the 30th day of September each year. For that meeting the President shall provide a report outlining the Club's activities during the previous year; the Treasurer shall present a statement of the Club's accounts for the previous year, together with a Balance Sheet showing the Club's financial position as at the end of the Club's year, both duly audited. The respective Club Captains will also provide a report on their past season's highlights and any plans for the forthcoming season.

22. Special General Meetings of the Members of the Club may be convened at any time by:

a) The President and the Secretary; or

b) The Executive; or

c) The Secretary upon receipt of a request signed by not less than twenty Financial Members of the Club stating the purpose for the Special meeting. The Secretary shall then notify Members and convene a Special Meeting within twenty-eight days after the day on which the request was received by the Secretary.

d), No business other than that stated in the Notice of Meeting shall be considered at any Special General Meeting, unless agreed by a three-quarter majority vote of the Financial Members present

23. a) Not less than fourteen days before any General Meeting the Secretary shall post or cause to be delivered to all Members a Notice stating the date, place, time and purpose of the meeting.

b) Notice of the date of the Annual General Meeting and a call for remits to be considered at that meeting shall be printed in the Club's programs and displayed on the Club Notice Board which may be an electronic board.

24. a) Notices of Motion in writing of any intended alteration to the Constitution of the Club to be considered at any General Meeting of the Club shall be given to the Secretary at least fourteen days before the meeting and shall be included in the Notice to the Members of the meeting.

b) No addition to or alteration or recession of the rules shall be approved if it affects the non-profit aims, personal benefit clause or winding up clause. 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.

## **Quorum**

25. a) The quorum for the Annual General Meeting or Special General Meetings shall be (20) twenty Financial Members of the Club. If a quorum of eligible Members is not present within 15 minutes of the scheduled starting time no business may be conducted and the meeting may be adjourned to another date as determined by the President.

b) The quorum for every meeting of the Executive be four Executive Officers including two of the President, Treasurer and Secretary.

c) In addition to the quorum numbers defined in 25a) and 25b) which require physical presence the Executive may at its discretion provide for methods such as virtual/electronic access and proxy voting.

## **Voting**

26. a) At any General Meeting of the Club all Financial Members as laid out in Clauses 17 and 18 a) aged 16 years and over on the day have voting rights. Financial Members under 16 years may be represented by a parent/guardian who may vote on their behalf.

b) Each person attending meetings may exercise only one vote on any one issue.

c) At all General and Special Meetings voting shall be on a voice-vote unless otherwise decided by the meeting or as provided for under Clause 25c). The Chairman, which shall be the President or their nominee, shall have a deliberative as well as a casting vote.

## **Financial**

27. a) The Club Officers shall hold Club money and property for the Club and shall deal with or dispose of it only as the Executive or a General Meeting may direct.

b) All monies becoming the property of the Club shall be banked and all payments shall be made by electronic transfer or cheque unless the Executive otherwise directs.

c) Bank accounts shall be operated on by the signatures of any two jointly of the President, Secretary, Treasurer or a Club Captain currently in office.

### **Authority to Borrow Money**

28. The Executive may borrow upon the security of its real or personal security such moneys as may from time to time be required for carrying on the business of the Club or for providing more facilities for its Members either in the improvements of the grounds or Club house, or any other purpose, and may execute any and all such mortgages, pledges or securities as may be necessary to secure the repayment thereof. Full details of the proposal shall be notified to Members in writing.

### **Common Seal**

29. The Club shall have a Common Seal which shall be kept in the custody of the Secretary and shall only be affixed to any document pursuant to a resolution of the Executive and in the presence of the President, the Secretary and another Officer of the Club who shall subscribe their names to any document to which the Seal has been affixed.

### **Winding Up**

30. a) The Club may be wound up or dissolved by resolution of the simple majority of Financial Members present at a Special General Meeting, requiring a quorum of twenty (20). The President shall have casting vote in the event of a tie. Full details of the proposals shall be notified to Members in writing at least fourteen clear days before the meeting. All surplus funds after payment of liabilities, together with all equipment and other assets shall be transferred to Athletics Canterbury except an asset in joint ownership with an organisation other than Athletics Canterbury where the Club's share in the joint ownership of that asset will be given to the other joint owner. The Clubhouse building shall be offered to Burnside High School

b) In the event that Athletics Canterbury is no longer in existence, all surplus funds, equipment and other assets, except where that asset is given to a joint owner, shall be given or transferred to some other organisation or body having objects and aims similar to the objects and aims of the Christchurch Avon Athletic Club (Inc), or to some other charitable organisation or purpose, within New Zealand.)