

The Upper Hutt Walking & Tramping Club (Incorporated) Constitution

November 2011 Edition

1. The Name

The name of the society shall be the "The Upper Hutt Walking and Tramping Club" hereinafter referred to as "the club".

2. Objects

- a) To impart an appreciation of the outdoors and provide the opportunities to learn the skills necessary for organised recreation in bush and on mountains.
- b) To protect native flora and fauna, natural features and facilities and accommodation found within such country.
- c) To provide opportunities for the development of leadership, fellowship and tolerance.
- d) To subscribe or co-operate with any other club, society or institution having similar objectives.

3. Membership

- a) Every candidate for full membership shall be proposed by one and seconded by another full member of the club.
- b) The membership of any person may be cancelled at any time by a resolution of the Committee provided that the Committee shall call upon such person for an explanation in defence of their membership and that the Secretary shall advise in writing to that person the determination of the Committee giving reason(s) thereof.
- c) Any member may resign from the club by giving notice to the Secretary and paying any outstanding debts due to the club.
- d) A register of members showing names, addresses, dates at which they became members and such other information the Committee may from time to time determine necessary shall be kept by the Committee. Members shall advise the Secretary of a change of address in all instances.

4. Management

- a) The management of the club shall be deputed to the Committee consisting of a President, Secretary, Treasurer, Chief Guide and up to 6 other members as may be determined at any Annual General Meeting (AGM) and shall hold office for 1 year, but on retiring shall be eligible for re-election.
- b) The Committee shall be elected at the AGM and shall hold office from the first day of April of that year but may fill any casual vacancy by appointing a member of the Club.
- c) Fifty per centum of the Committee members shall form a quorum for a meeting of the Committee.
- d) The Executive of the club shall consist of the President, Secretary and Treasurer and the quorum at any meeting shall be 3 and they shall attend to such matters as may be required

and shall have its actions confirmed at the next Committee meeting. The Chairperson may be the President, but in his/her absence the Committee shall delegate a Chairperson.

- e) The common seal of the club will be kept by the Secretary and may only be affixed in the presence of the President and Secretary and one other Executive member. The common seal will be affixed with the signatures of 2 persons designated by the club.
- f) The Committee may from time to time invest moneys in such forms of investment as are authorised for trust moneys.
- g) The Committee may from time to time for the purposes of the club raise or borrow such sum or sums of money as it may think fit, necessary or expedient with or without security therefore and may secure the payment of such sums by mortgage or sub-mortgage of any property real or personal belonging to the club or by bonds, debentures, mortgage debentures, or other securities or by bills of exchange, promissory notes or other negotiable instruments and may contain such covenants, powers, conditions, agreements and obligations as it may think fit, and any such action must first be approved by the Committee on a two-thirds majority.
- h) The club shall not take part in controversial matters of a party-political racial or sectarian nature.
- i) The Committee shall appoint an auditor for the club who shall not be a member of the Committee.
- j) Any member of the club shall have the right to attend such Committee meetings as the Chairperson of that meeting may allow.
- k) The Committee shall meet at least monthly to attend to such business as is required and the venue, date and time shall be set at the preceding meeting.
- l) The club's Constitution shall be reviewed yearly at the October monthly meeting before being presented to the club at the AGM in March.

5. Finance

- a) The annual full member subscription shall be such sums as shall be fixed by the General Meeting of the club and shall be in the following categories:
 - i. Persons 16 years and over as at 1st June provided that if any such person is undergoing full time schooling they be eligible for category ii.
 - ii. Persons under 16 years as at 1st June.
- b) The subscription year shall be from the 1st day of January to the last day of December and shall be paid within 1 calendar month of invoice date provided also that the first subscription of a new member elected from the first day of June of any year shall be half the full subscription.
- c) To have voting rights or to be a member of the Committee, a member must be a financial member after 3 outings with the club.
- d) Bank accounts may be opened in the club's name and all payments over NZ\$50 shall be made by cheque or internet banking and signed by one of either, the Treasurer, Secretary or President.
- e) The financial year of the club shall end on the 31st day of December in each year and an audited Statement of Income and Expenditure for 12 months, a Balance sheet and a Statement detailing any mortgages or securities affecting any property of the club shall be circulated to members at the AGM and copies of such documents shall be forwarded by the Secretary to the Registrar of Incorporated Society immediately after such meeting.
- f) Reconcile Statements shall be signed off at each meeting by the President or Chairperson of the club.

6. Meetings

- a) The Chairperson of any meeting shall have a deliberative vote and a casting vote and voting members shall have 1 deliberative vote only.
- b) The Chairperson of the club, Committee and General Meetings in the first instance shall be the President, in the second instance shall be the Secretary, in the third instance the Treasurer and in their absence the Chairperson shall be elected by the Committee.
- c) A quorum for any General Meeting shall be 50% of the financial full members of the club at the date of that meeting.
- d) Every question submitted to any meeting shall be decided in the first instance on the voices, in the second instance when a decision is in doubt the Chairperson or any member may call for a show of hands and a declaration by the Chairperson that a resolution has been carried or not shall be sufficient.
- e) Minutes shall be kept of the proceedings of all meetings of the club and Committee by the Secretary and signed by the Chairperson when confirmed.
- f) An AGM shall be held on some day during the month of March in each year as determined by the Committee and the Secretary shall send to every member at least 7 days before a notice stating the venue, date, time, any nominations for Committee and any business to be brought before the meeting shall be given 21 days before the meeting.
- g) All nominations shall be in writing moved and seconded by full members and endorsed by the nominee and be in the hands of the Secretary at least 14 days prior to the AGM and in the case where no nomination is received for any office the AGM may elect a member to fill such vacancy.
- h) Any business for consideration by the AGM shall be in the hands of the Secretary at least 14 days prior to that meeting.
- i) Upon written requisition from the President, or any 5 Committee members, or any 15 full members of the club stating the purpose the Secretary shall convene a Special General Meeting within 14 days and shall send to every member at least 7 days before a notice stating venue, date, time and purpose of such meeting.

7. Alteration of Rules

- a) The rules governing the club may be altered, added to or rescinded by a two-thirds majority of those members present and voting at any General Meeting of which due notice has been given as prescribed in Clauses 6 i) or 6 f) and 6h).
- b) Any such action shall be submitted by the Secretary in duplicate to the Registrar of Incorporated Societies immediately after approval and shall be accompanied by a statutory declaration that the action has been made in accordance with the rules of the club.

8. Dissolution

- a) The club shall be wound up if at a General Meeting of which due notice has been given as prescribed in Clause 6 i) a majority of those members present and voting pass a resolution to this effect.
- b) Provided that all the liabilities of the club have been duly discharged there remains any property whatsoever the same shall be given or transferred to some other society or societies within the Dominion of New Zealand with substantially similar objects of the club as determined by the members present at the General Meeting described in Clause 8 a) and in default thereof in such manner of trust for the improvement and construction of facilities in the Tararua Ranges.

9. General

- a) No member shall receive or obtain any pecuniary gain.
 - b) In the event of any questions to the construction or application of any of these rules, the matter shall be decided by the Committee and the Committee's decision shall be final.
 - c) No member or group of members shall make any public or press statement purporting to be made by or on behalf of the club except by or with the written authority of the President of the club.
-

Notes and Amendments: