



## CONSTITUTION

### 1 NAME

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- 1.1 The name of the Club shall be AUCKLAND UNIVERSITY CANOE CLUB (INCORPORATED), hereinafter referred to as AUCC and/or the Club.

### 2 AIMS AND OBJECTS

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- 2.1 The promotion and encouragement of kayaking and associated activities, including:
- i. White-water canoeing, kayaking and rafting;
  - ii. Canoe polo;
  - iii. Sea and surf kayaking; and
  - iv. Other aquatic sport or activities for the recreation of its members as the Club may determine.
- 2.2 To maintain an active interest in the preservation of canoeable waterways.
- 2.3 The promotion of access to waterways and preservation of white-water resources.
- 2.4 To promote and encourage high standards of water safety
- 2.5 To benefit The University of Auckland student community by providing challenging and rewarding activities, and encourage camaraderie.

### 3 MEMBERSHIP

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- 3.1 Membership shall be open to anyone who pays the category-respective Club membership fee and completes the membership form prescribed by the Committee.
- 3.2 An annual membership fee is payable by each member and shall be determined from time to time at a General Meeting.
- 3.3 At any time, the Club shall have no fewer than 20 student members, and at least 70% of its membership shall be current students of The University of Auckland.
- 3.4 Categories of Membership:
- 3.4.1 Student Members:
    - 3.4.1.1 must be a current student of The University of Auckland;
    - 3.4.1.2 have voting rights at General Meetings
    - 3.4.1.3 will pay an annual membership fee in excess of Instructor and Seconder membership
  - 3.4.2 Non-Student Members:
    - 3.4.2.1 have the same rights as Student Members
    - 3.4.2.2 pay a higher membership fee than student members
  - 3.4.3 Instructor and Seconder Members:
    - 3.4.3.1 be named as an Instructor or Seconder in accordance with the AUCC Safe Operating Plan
    - 3.4.3.2 pay a membership fee that is less than the Student Members
    - 3.4.3.3 Committee members pay the same membership fee as Instructors and Seconders
  - 3.4.4 Life Members
    - 3.4.4.1 Shall have the same rights as other membership categories and pay no membership fee
    - 3.4.4.2 All current and former Presidents of AUCC shall have Life Membership.
    - 3.4.4.3 Any other person may be granted Life Membership by a motion passed at a General Meeting.

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- 3.5 The Secretary shall keep a register of Members and their contact details.
- 3.6 Any member whose membership subscription has expired and has not been renewed shall be deemed to be non-financial. Non-financial members will not receive any benefits of membership, except at the discretion of the Committee.

## 4 RESIGNATION

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- 4.1 A member may voluntarily resign from AUCC at any time by giving written notice of resignation to the Secretary. Resignation will not be accepted until all amounts owing by that member to the Club are paid in full.

## 5 EXPULSION

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- 5.1 The Committee shall have the power to expel any member from AUCC for any reason which it may deem sufficient but only after a full enquiry and by a two thirds majority.
- 5.2 The Committee must give any member whom it intends to expel notice of the reasons for their proposed expulsion and the right to make a submission to the Committee before any vote is taken on the matter.

## 6 REGISTERED OFFICE

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- 6.1 The Registered Office of the Club shall be at Campus Life in Clubs Central at The University of Auckland

## 7 AFFILIATION

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- 7.1 AUCC shall be affiliated with Campus Life at The University of Auckland or other such future organisation which performs the same functions as Campus Life.
- 7.2 The Club shall endeavour to meet any conditions required by Campus Life in order to maintain its affiliation.
- 7.3 AUCC shall hold a club membership with Whitewater NZ Incorporated.

## 8 OFFICERS

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- 8.1 The Officers of AUCC shall consist of a President, an Administrative Vice-President, River Vice-President, a Secretary, and a Treasurer, all of whom shall be elected at the Annual General Meeting.
- 8.2 Any two offices may be filled by a single person, apart from the following exceptions:
  - 8.2.1 River Vice-President and River Safety Officer may not be the same person;
  - 8.2.2 The President may not hold another office.
- 8.3 The President of AUCC shall be a University of Auckland student unless the outgoing Committee decides that having a non-student President in the upcoming year is in the best interests of the Club.

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## 9 COMMITTEE

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- 9.1 The control of AUCC shall be vested in a Committee, the number of members to be determined each year at the Annual General Meeting (AGM). The officers of AUCC shall also be deemed to be members of the Committee.
- 9.2 The Committee shall be elected at the AGM and shall remain in office until the conclusion of the succeeding AGM except as hereinafter provided.
- 9.3 The Committee shall consist of a minimum of 10 members including the elected Officers.
- 9.4 The President or in their absence one of the members of the Committee appointed to act in his/her stead shall be chairman of the Committee and in case of an equality of votes shall have a second or casting vote.
- 9.5 A Committee member may resign from the Committee by giving written notice to the President.

## 10 COMMITTEE MEETINGS

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- 10.1 The Committee shall meet at any such time as it may deem fit and a meeting may be summoned at any time by member of the Committee.
- 10.2 It shall be necessary to have a quorum of at least half the committee positions present at any Committee meeting including two Officers, of whom one shall be the President, Administrative Vice-President or River Vice-President. Any business conducted at an inquorate meeting shall be null and void.
- 10.3 All Committee members are to be given reasonable notice of Committee meetings.
- 10.4 The Secretary shall keep a true record of the proceedings of the Committee and of all General Meetings of AUCC and the Treasurer shall keep a true record and account of all the receipts and payments of AUCC.
- 10.5 Committee members may be designated areas of responsibility by the committee as a whole.
- 10.6 A motion in writing or by email signed or assented to by all Committee members is as valid and effective as if it had been passed at a Committee meeting duly convened and held. A copy of such motion must be kept with other minutes of Committee proceedings.
- 10.7 The Committee may grant any person the right to speak, but not to vote at a Committee meeting.

## 11 POWERS OF THE COMMITTEE

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- 11.1 The Committee has full powers to deal with matters relating to the aims and objects of the Club except where control is vested in a General Meeting as outlined in this Constitution. These powers include, but are not limited to:
  - 11.1.1 To make regulations governing the activities of AUCC, and its members when engaged in such activities, subject to this Constitution;
  - 11.1.2 To purchase, lease, hire or otherwise acquire any real or personal property on behalf of AUCC;
  - 11.1.3 To sell, let out, or hire and/or otherwise dispose of or deal with any of the property or assets of AUCC;
  - 11.1.4 To open and operate bank accounts on behalf of AUCC, with the exception that the Committee shall not obtain or operate an overdraft or credit facility.
  - 11.1.5 To raise money, other than by borrowing.

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## 12 ELECTION OF OFFICERS AND COMMITTEE

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- 12.1 Elections shall occur at the AGM of the Club, or at a SGM called for that purpose.
- 12.2 The Officers and Committee shall be elected by ballot held in the following order and manner:
- i. President
  - ii. River Vice-President
  - iii. Administrative Vice-President
  - iv. Treasurer
  - v. Secretary
  - vi. Committee Members (by ballot for individual positions as determined by the General Meeting)
- 12.3 A call for nominations shall accompany the notice of the meeting sent to members.
- 12.4 Every candidate shall be nominated by some member of AUCC and seconded by another member at the meeting.
- 12.5 No person may be elected for a position against their will.
- 12.6 Every member present shall be entitled to vote. The candidate who receives the most votes shall be declared elected and in the event of two or more candidates receiving an equal number of votes, the procedure for selection of the successful candidate shall be determined by reference to the meeting.
- 12.7 All elections shall be effective from the closure of the meeting
- 12.8 If a vacancy occurs among the officers or on the Committee the remaining members of the Committee shall have the power to appoint any member of AUCC to fill such vacancy but the proceedings of the Committee shall not be invalidated by reason only of the continuation of any such vacancy.

## 13 GENERAL MEETINGS

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- 13.1 Annual General Meeting (AGM)
- 13.1.1 The Annual General Meeting of AUCC shall be held prior to the end of The University of Auckland's semester two at such time and place as shall be decided by the Committee and shall be held for the following purposes:
- i. To accept the Minutes of the previous AGM
  - ii. To receive the President's Annual Report
  - iii. To receive the Financial Accounts for the preceding year
  - iv. To elect the Officers and Committee
  - v. To consider notices of motion
  - vi. To set membership fees
  - vii. To set gear hire fees

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- 13.1.2 Notice of the meeting shall be given to Club members, by email to the Club member email list, not less than 14 days' before the date of such meeting.
- 13.1.3 AGMs may only resolve matters of which the Secretary has been given 7 days' notice in writing. Amendments to these motions do not require such written notice.
- 13.1.4 The chairperson has the discretion to allow the resolution of certain minor matters at the AGM without notice, notwithstanding the above provision.
- 13.2 Special General Meeting (SGM)
  - 13.2.1 The Committee may call an SGM at any time and for any purpose. 14 days' notice of the meeting shall be given to Club members by email to the Club member email list
  - 13.2.2 The Committee shall call an SGM within 21 days of receiving a written request signed by ten (10) of the paid up members of the Club. If the Committee does not give notice of such a meeting within 14 days of receiving the request, the requisitioners may call the meeting.
  - 13.2.3 SGMs may only resolve matters of which the Secretary has been given 7 days' notice in writing. Amendments to these motions do not require such written notice.
- 13.3 Every motion at a General Meeting shall be moved by one member and seconded by another member. Except as required by this constitution, any resolution may be moved and passed without any previous notice having been given.
- 13.4 Every member present at a general meeting shall have one (1) vote and in the case of an equality of votes the chairman shall have a second or casting vote.
- 13.5 Voting on any motion shall normally be taken by show of hands. If a motion requesting a secret ballot is passed by a two-thirds majority, a secret ballot shall be held.
- 13.6 The quorum at any General Meeting shall be at least fifteen (15) members. Any business conducted while the meeting is inquorate shall be null and void.
- 13.7 The President or, in their absence, any member appointed by the meeting, shall be chairman at any general meeting.

## 14 FINANCE

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- 14.1 The funds of AUCC shall be in the control of the Committee and shall be kept in such bank or savings bank as the Committee shall determine.
- 14.2 The Committee shall appoint a minimum of two signatories, at least two of whom are students of The University of Auckland. Any two signatories may jointly operate, on behalf of AUCC, the bank account(s) of AUCC on the instructions of the committee.
- 14.3 The Treasurer shall keep a true and accurate record of all the funds and assets of the Club and shall prepare a financial report for the period starting on the first day of January and ending on the last day of December. This shall be presented at the AGM and approved by the Committee.
- 14.4 The Club shall conform to the financial reporting and/or auditing requirements of Campus life to maintain affiliation with The University of Auckland or any future organisation that fulfils this role.
- 14.5 AUCC may make requests for grants of such sum and from such sources as the Committee think proper and justified.
- 14.6 A copy of the Financial Accounts shall be forwarded to the Registrar of Incorporated Societies following the AGM.

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## 15 PAYMENT TO MEMBERS

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- 15.1 No member of the Club or any person associated with a member shall participate in or materially influence any decision made by the Club in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever.
- 15.2 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 provision and effect of this clause shall not be removed from this Constitution and shall be included and implied into any document replacing this Constitution.

## 16 INTERPRETATION

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- 16.1 The Committee shall be the sole authority for the interpretation of these rules, and the decision of the Committee upon any question of interpretation or upon any matter affecting AUCC and not provided for in these rules shall be final and binding on members, subject only to a right of appeal to the Committee.

## 17 COMMON SEAL

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- 17.1 The common seal shall be held for the Club by the Secretary and shall be fixed only by order of the Committee and in the presence of two other members of the Committee who shall sign their names as witnesses.

## 18 DISSOLUTION

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- 18.1 The Club may be dissolved by a resolution passed by a two-thirds majority at a General Meeting, providing that written notice of the motion has been given to the Secretary at least 7 days prior to the meeting.
- 18.2 If a quorum cannot be obtained at four successive General Meetings, the Club will be deemed to be dissolved.
- 18.3 **In the event that the Club ceases to operate, the whole of the funds and assets of AUCC shall be transferred and held in trust by The University of Auckland and Whitewater NZ incorporated for the benefit of any charitable society or club which shall have substantially similar aims and objects to the present Auckland University Canoe Club Inc.**

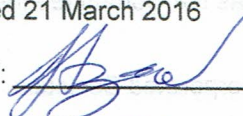
## 19 AMENDMENTS

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- 19.1 Any part of this Constitution may be amended at a General Meeting by a two-thirds majority. Notice of any such change shall be given to the Secretary in writing not less than 14 days' prior to the meeting, and the Secretary shall embody such alterations in the notice calling the General Meeting.

Adopted 21 March 2016

Signed:



Name: Jacqueline Tizard  
Member of AUCC  
President.



Shayna Bridger  
Member of AUCC  
Administrative Vice  
President



Zoe Klomp  
Member of AUCC  
Secretary