

6. MEMBERSHIP**A) General**

The Club shall consist of the following six classes of membership:

- i) Life Members
- ii) Competitive Members
- iii) Non Competitive Members
- iv) Associate Members
- v) Honorary Members
- vi) Parent/Guardian Members
- vii) Mid week only Members
- viii) Social Members

Membership of any individual will be subject to the approval of the Management Committee. Application for membership shall be made by completion of a registration form and payment of a registration fee to the Club Treasurer.

Where the term Member appears, this is deemed to be a Financial Member.

The age sixteen (16) years is determined by the age of the Member on the first day of the subscription year.

B) Definitions

- i) Life Members - Life membership may be conferred upon any Member for special services rendered to the Club. Nominations for life membership should be submitted in writing, with the support of three Members, to the Secretary. Any such nominee shall be elected only by a majority ballot of two thirds or more of the Committee and be submitted to an Annual or Special General Meeting for approval. Life Members shall be exempt from payment of the annual subscription but shall be bound by all other rules of the Club. Life Members shall personally pay all Athletics Auckland & Athletics N.Z. subscriptions as required.

- ii) **Competitive Members** - Competitive Members are those who qualify by age to compete in any of the grades operated by the Club. Grades for track and field and harriers shall be in accordance with those operated by Athletics Auckland Incorporated, of Athletics New Zealand. Competitive Members shall be divided into two categories.

Competitive Members 1.

Are those fully registered with Athletics Auckland & Athletics N.Z. and are eligible to compete at outside events.

Competitive Members 2.

Are those who have club only registration and are not eligible to compete at events outside of the club. These members only pay Athletics Auckland Inc. the social membership fee.

- iii) **Non Competitive Members** - Non Competitive Members are Club members who do not take part in Club athletic events as an athlete. Non-competitive members may include Club supporters, administrators, coaches or helpers. Non-competitive members may serve on committees and vote at the club Annual General Meeting.
- iv) **Associate Members** - Associate Members are those who are registered with another club and who compete with Club Members at Club events. Associate Members shall compete in the official uniform of the club with which they are registered and shall abide by all rules of the Club. Associate Members cannot be eligible to win Club trophies.

Honorary Members - Honorary Membership shall be conferred upon the Patron(s) for the duration of office.

- vi) **Parent/Guardian Members** - A Parent/Guardian Member is one named parent or guardian of a financial child Member under the age of sixteen (16) years. This Parent/Guardian is eligible to seek election and vote at all sectional General Meetings and take part in all non-competitive sectional activities. Parent/Guardian Members are eligible for election to the Management Committee or to vote at the Club Annual or Special General Meetings. One Parent or Guardian per financial child Member, to a maximum of two Parent(s) or Guardian(s) per family, is entitled to voting rights

vii) **Mid Week Only Membership** Mid week only members are those registered at a reduced annual subscription, with the Joggers & Walkers Section. These members are not permitted to compete in any other section of the Club, but have voting rights at the Club Annual General meeting.

viii) **Social Membership** Social Membership is available to non-competing persons over the age of 18 years, who only wish to use the bar facilities. This is to comply with the liquor licensing laws.

7. REGISTER OF MEMBERS

There shall be a Register of Members -The Register shall contain the names, addresses and occupations of Members and the dates at which they became Members. At all times the Register of current Members of the Club shall be kept at the meeting place of the Management Committee. Such Register of current Members shall be made available upon request to the Management Secretary.

8. SUBSCRIPTIONS

- a) Subscriptions shall be fixed annually at a meeting of the Management Committee to be held before 1st of April each year. Prior to this meeting, a combined meeting of the Management Committee, the five Sectional Committee Chairman and Treasurers is to be held, solely to discuss subscriptions.
- b) The term of subscription shall be in accordance with Athletics New Zealand regulations.
- c) No athlete may compete at Club meetings unless a Member of the Club.
- d) Financial Members of other athletic and harrier clubs visiting the area may be deemed to be Members of the Club and therefore eligible to compete at the Club meetings for a maximum of four (4) consecutive weeks. Thereafter the Associate Membership fee must be paid for continued participation in Club events

9. OFFICERS OF THE CLUB

The Officers of the Club shall be :

Patron(s)
 President
 Vice President
 Secretary
 Treasurer
 Immediate Past President

There may also be co-opted, at the discretion of the Management Committee, an Assistant Secretary and/or an Assistant Treasurer.

10. MANAGEMENT COMMITTEE

The affairs of the Club as a whole shall be managed by a committee to be known as the Management Committee. The Committee shall comprise not more than seventeen (17) Members, including:

President
 Vice President
 Secretary
 Treasurer
 Immediate Past President

Chairpersons of sub committees as specified in Clause 11, or the sub committee's nominee, and further Members as defined in Clause 6 B), i), ii) and iii), nominated and elected in accordance with Clause 12.

All members of the Management Committee, irrespective of their club membership, shall be bound by the Club's Constitution and Policies and Procedures.

11. SUB COMMITTEES

There shall be sub committees administering ,

- a) Senior Track and Field
- b) Junior Track and Field
- c) Senior Cross Country & Road
- d) Junior Cross Country & Road
- e) Joggers & Walkers

Such committees shall comprise:

Chairperson
 Secretary
 Treasurer (the office of Secretary and Treasurer may be combined)
 Further members as required
 President and Vice President of the Club

These sub committees to be elected at the sectional annual general meetings and ratified at the next Club Annual General Meeting.

All members of sub committees, irrespective of their club membership, shall be bound by the Club's Constitution and Policies and Procedures.

12. ELECTIONS

Nominations for all elective positions of the Club must be received by the Secretary of the Club at least twenty-eight (28) days prior to the date of the respective Annual General Meetings. Nominations must bear the signatures of two (2) Members and the consent of the Member nominated.

In the event of insufficient nominations being received for the various positions those Members correctly nominated shall be ratified by a majority vote at the Annual General Meeting. Further nominations for any remaining vacancies shall be called for from the floor at the Annual General Meeting. In the event of nominations from the floor exceeding the remaining vacancies the result shall be determined by ballot.

13. MEETINGS

- A) **Annual General Meeting**
- i) The Club Annual General Meeting shall be held not later than the 31st day of May each year. The business of the Annual General Meeting shall be:
- a) To receive the Annual Report, Statement of Accounts and Balance Sheets.
 - b) To elect the Officers for the ensuing year.
 - c) To consider remits and notices of motion.
 - d) General business.
- ii) A notice to be displayed on the front door of the clubrooms and also a notice to be placed in the public notices of the “Courier” and “Howick & Pakuranga Times” newspapers, advising of –
- a) The time and place of the Annual General Meeting.
 - b) That a list of nominations for all elective positions, plus a list of all remits and notices of motion to be considered at the meeting are available from the clubrooms fourteen (14) days prior to the Annual General Meeting.
 - c) Copies of the Financial Statements shall be available at the Club rooms seven (7) days prior to the Annual General Meeting
- iii) The quorum shall be twenty (20) Members over the age of sixteen (16) years. In the event that a quorum is not present at an Annual General Meeting the meeting shall be adjourned for one week and those present at that meeting will form the quorum.

At the Annual General Meeting the chair shall be taken by the President or in his/her absence, the Vice President. In the absence of both these Officers a Member chosen by those present shall occupy the chair. The Chairperson of all meetings shall have a casting as well as a deliberative vote.

A Returning Officer and two Scrutineers shall be appointed to conduct the elections at the Annual General Meeting.

B) Special General Meetings

Special General Meetings shall be called by the Secretary on the receipt of a written application signed by not fewer than twelve (12) Members of the Club. Such requests must state the object or objects for which the Special General Meeting is being convened. Meetings must be convened within twenty-eight (28) days of the written application.

The Secretary shall give fourteen (14) days notice to all Members as per Clause 13 A) ii).

The notice calling a Special General Meeting shall specify the time and place of the business to be transacted and no business other than that specified in the notice shall be dealt with except with the consent of three fourths of the Members present. At any Special General Meeting the quorum shall be twenty (20) Members over the age of sixteen (16) years. In the event that a quorum is not present at a Special General Meeting the meeting shall become null and void.

C) Sectional Annual General Meetings

Sectional Annual General Meetings shall be held at least fourteen (14) days prior to the Club Annual General Meeting. The Secretary shall give every Member recorded as having participated in the organised activities of that Section the previous season, fourteen (14) days notice of the Sectional Annual General Meeting. A notice shall also be displayed in a prominent position at the Club rooms for a like period.

At these Meetings the appropriate sub committee chairperson shall present a report of that section covering the past twelve months. At any sectional Annual General Meeting the quorum shall be fifteen (15) Members over the age of sixteen (16) years. Where a quorum is not present the start of the meeting shall be delayed thirty (30) minutes when those then present shall form the quorum. In no case shall the quorum be less than six (6) Members.

14. COMMITTEES**A) Management Committee**

- i) At all Management Committee Meetings the quorum shall be five (5) Members.
- ii) The Chair shall be taken by the President or in his/her absence the Vice President.

- iii) Any Member of the Management Committee who is absent without leave for three (3) consecutive meetings shall forfeit his/her seat on the Committee
- iv) The Management Committee has control over all sectional committees and has the power to co-op Members to all committees if the need arises.
- v) The Management Committee shall have the power to create sub committees of a permanent or semi permanent nature over twelve (12) months. Their status would require ratification by an Annual or Special General Meeting together with normal election of officers.
- vi) The Secretary shall keep a record of all decisions at Club meetings in a Minute Book which shall be signed by the President at the next meeting. The Secretary shall also handle all correspondence of the Club and keep general records intact.
- vii) The Treasurer shall submit a statement of receipts and payments to each meeting of the Management Committee and shall have proper accounts drawn up to be presented at the Annual General Meeting. All moneys received shall be banked in the Club's bank account. Accounts may be passed for payment by resolution of the Management Committee or in the case of urgency by the Treasurer and one or other of the President, Vice President or Secretary. The Treasurer shall with the President, Vice President or Secretary have the power to operate the Club's bank account.
- viii) Any disputes arising out of or relative to competitions shall be settled by the Management Committee or its appointees
- ix) The Management Committee shall meet as often as necessary but not less than eight (8) meetings per year.
- x) It shall be the duty of the Secretary to call Management Committee meetings.
- xi) All Members of the Management Committee shall act in an honorary capacity but out of pocket expenses as approved by that Committee shall be reimbursed where incurred on Club business.
- xii) Officers or Members of the Management Committee may only be removed by a vote at a Special General Meeting except in the case of Clause 14 A) iii).

B) Sectional Committees

- i) At all Sectional Committee Meetings the quorum shall be five (5) Members.

- ii) The Chair shall be taken by the Chairperson or in his/her absence a Member chosen by those present.
- iii) Any Member of the Committee who is absent without leave for three (3) consecutive meetings shall forfeit his/her seat on the Committee.
- iv) The relevant Sectional Committees shall appoint delegates to the various associated sections pertaining to the sport e.g. Athletics New Zealand, Athletics Auckland Incorporated, Junior Track & Field sub Committee Athletics Auckland Incorporated, Senior Track & Field sub Committee Athletics Auckland Incorporated, Cross Country & Road sub Committee Athletics Auckland Incorporated, Masters Track & Field sub Committee Athletics Auckland Incorporated, Counties Manukau Childrens Athletics.
- v) Appointment of officials to run Club meetings shall be in the hands of the relevant Sectional Committees.
- vi) The relevant Sectional Committees shall draw up regulations covering Club competitions.
- vii) All Members of Sectional Committees shall act in an honorary capacity but out of pocket expenses as approved by that committee shall be reimbursed where incurred on Club business.
- viii) It shall be the duty of any Sectional Committee to present at the Management Committee Meetings an up to date statement of the activities and financial aspects of their sections.
- ix) Delegates appointed from the Club to represent that body at any meeting shall submit to the relevant Sectional Committee Meeting a report of all meetings attended.
- x) Any Interest Accounts operated by the Sectional Committees shall be operated by the Sectional Committee Treasurer and Chairperson or Secretary.
- xi) Officers or Members of Sectional Committees may only be removed by a vote at a Special General Meeting except in the case of Clause 14 B) iii).

15. VOTING AT GENERAL MEETINGS

a) The Club General Meetings - all Members over the age of sixteen (16) years, except those excluded by Clause 6 B) vi) will be entitled to vote either by ballot, show of hands or voice.

b) Sectional General Meetings- All Members over the age of sixteen (16) years shall be entitled to vote either by ballot, show of hands or voice.

c) At all General Meetings the majority of votes shall decide all questions unless otherwise stated in the Constitution of the Club.

d) Proxy and postal votes are not allowed

The Chairperson of all meetings shall have a casting as well as a deliberative vote.

16. AUDITOR

The accounts and books of the Club shall be audited by an Auditor appointed at the previous Annual General Meeting. Such Auditor shall hold no other office in the Club.

17. RESIGNATIONS

Any Members wishing to resign may do so by giving notice in writing to the Secretary. Unless such notice is given the Member is liable to a subscription for the ensuing year. In the event that a subscription is unpaid for more than one (1) year the Member is deemed to have resigned and shall be removed from the Register of Members.

18. EXPULSIONS

- a) A Member shall cease to be a Member of the Club by committing any act of professionalism as defined by the rules of Athletics New Zealand.
- b) Any Member who acts or causes others to act against the constituted authority of the Club in any field whatsoever will, on the information of a Member of the Management Committee, be called to account to the Management Committee for his/her actions. Should the Committee consider it necessary that the offenders cease to be a Member of the Club he/she may be suspended pending ratification by an Annual or Special General Meeting.

19. THE FINANCIAL YEAR

The Financial Year shall commence on the first day of April each year.

20. CHILDREN'S CAPTAINS

A male and female competing athlete sixteen (16) years of age or under may be selected by the Chairperson, Secretary and Club Captain of the relevant section at the commencement of that section's season. The Children's Captains shall not be entitled to voting rights but shall act as positive communicators expressing the view of Junior Athletes to the relevant committees

21. INVESTMENT & BORROWING POWERS

The Management Committee shall have the power to borrow money from any bank or from any other body or persons whether by ordinary or secured loan or by overdraft or in the form of debentures, at such a rate of interest and upon and subject to such terms and conditions generally as the Management Committee shall think fit. Any borrowing over Five Thousand Dollars (\$5,000) shall be approved by two thirds (2/3) of Members present at an Annual or Special General Meeting. Any borrowing of money shall be for any purpose or object in the furtherance of or consistent with the objects of the Club.

The Management Committee shall have the power to invest money with any banking institution at any rate of interest.

22. PROHIBITION OF PECUNIARY GAIN

No member of the Club may derive private pecuniary gain from the Club in their capacity as a member. Members may be reimbursed for expenditure incurred and paid reasonable remuneration for services rendered.

23. ALTERATION TO CONSTITUTION

This Constitution may be added to, repealed, amended or substituted by a resolution at a Club Annual or Special General Meeting. Proposed changes in writing, duly proposed and seconded, shall be in accordance with Clauses 13 A) or 13B) whichever is applicable. Changes require the majority of two thirds (2/3) of the Members attending the Meeting for approval.

24. COMMON SEAL

The Club shall have a Common Seal to be known as the COMMON SEAL OF THE PAKURANGA ATHLETIC CLUB INCORPORATED. The Common Seal shall be kept in the safe custody of the Club Secretary with the President and any one (1) of the following officers authorised to execute the Seal:

President
Vice President
Secretary
Treasurer

Any affixing of the Seal shall be pursuant to a resolution of the Management Committee.

25. WINDING UP

In the event of the Club winding up all assets shall be realised and all monies given to Athletics Auckland Incorporated - Athletics New Zealand.

DATED This the 7th day of June 2007

Signed by:

..... **Member**

..... **Member**

.....**Member**

Certified by;

.....**Officer**