

RULES OF ORIENTEERING HUTT VALLEY

1. NAME

- (a) The name of the Club shall be ORIENTEERING HUTT VALLEY INCORPORATED

2. OBJECTS

- (a) The furtherance of the objects of Orienteering New Zealand Incorporated (ONZ) as set out in its rules, at the club level
- (b) To enjoy, promote and popularise all forms of orienteering, including traditional foot orienteering, MTBO, and rogaining in the Hutt Valley Area, both as competitive sports and as family recreation
- (c) To increase the standard of all forms of orienteering within the Hutt Valley Area in particular and in the wider New Zealand.
- (d) Generally to do all other such things whatsoever directly or indirectly which are incidental to these objects.
- (e) Pecuniary gain is not a purpose of the Club.

3. MEMBERSHIP

- (a) (i) Membership is open to all persons.
- (ii) Children below the age of 13 years or who will not attain the age of 13 years in the then current subscription year shall be eligible for junior membership without the right to hold office or to exercise the power of voting.
- (iii) No member or junior member who has joined the Club shall be entitled to the privileges of membership until payment of the first annual subscription or part thereof as approved by the Executive Committee.
- (b) (i) In order to become a member of the Club each prospective member shall complete a subscription form and return it with the appropriate payment.
- (ii) An individual who is a member of the Club makes application through the Club to ONZ for Individual Membership of ONZ. Upon completion of the application process by the Club the individual is then an Individual Member of ONZ.
- (iii) Every member and junior member shall, on or before the 31st day of March in each year pay to the Club an annual calendar year subscription as recommended by the Executive Committee and approved at the Annual General Meeting.
- (iv) If the annual subscriptions have not been paid by the 31st day of March in each year, the defaulter shall cease to be a member of the Club unless an extension has been granted by the Executive Committee.

(c) The Executive Committee shall have power to recommend as honorary members without payment of any further subscriptions any member of not less than 3 years standing who in the opinion of the committee has rendered significant services to the club but such election shall not take effect unless and until the same is confirmed at the Annual General Meeting next ensuring the date of such elections.

(d) The executive committee shall have the power to recommend as an Honorary Member any person who in the opinion of the committee will benefit the Club by virtue of such membership but such election shall not take effect unless and until the same is confirmed at the next Annual General Meeting.

(e) Personal Benefit

Any income, benefit or advantage shall be applied to the objectives of the organisation. 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 shall be reasonable and relative to that which would be paid in an arm's length transaction (being open market value). And 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

4. RESIGNATION

(a) Any member may resign his or her membership by giving to the Secretary notice in writing to that effect.

(b) Winding Up

If upon winding up or dissolution of the organisation there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of the organisation but shall be given or transferred to some other organisation or body with similar objects to the first organisation that also has an income tax exemption or for some other charitable purpose, within New Zealand.”

5. EXPULSION

(a) The Executive Committee shall have the power to request any member to resign or to terminate any membership with full explanation but for the purpose of this rule a vote in support of such request by not less than two-thirds of the whole Executive Committee shall be necessary.

(b) Upon the termination of membership under this rule the subscription paid for the current year may be returned to the member wholly or in part at the discretion of the Executive Committee.

(c) Any member expelled under this rule shall have the right to request a special committee meeting to review that decision in their presence.

6. GENERAL MEETINGS

(a) There will be one Annual General Meeting and such other Extra-ordinary General Meetings as may be required in each calendar year.

(b) The Secretary of the club shall advise all club members in writing of the day, place and hour of any general meeting together with notice of the business to be transacted thereat not less than 20 days before such meeting.

(c) Notice shall be deemed to have been given to a member if posted or delivered to the address as recorded in the Club's register of members. Delivery by electronic means to an address provided by a member shall satisfy these rules unless the member has stated otherwise.

(d) The failure to provide the correct notice to any member of a general meeting shall not render the business transacted at that meeting invalid.

(e) (i) At all general meetings the chair shall be taken by the President. If the President is absent or declines the chair it shall be taken by some other member chosen by the meeting.

(ii) Every member present shall be entitled to one vote exercised in person or by Postal Vote on every motion and in the case of an equality of votes the President shall have a casting vote in addition to a deliberative vote.

(iii) Voting shall be by voice but if any member desires the President shall call for a division which shall be indicated by a show of hands or if required by a secret ballot.

(iv) Postal Vote means a method of casting a vote, not by being present at a meeting, but by such other method as determined by the Executive Committee and which by way of example may be by post and/or by electronic means;

(f) At all general meetings 10 per centum of the club members entitled to vote on resolutions shall constitute a quorum.

(g) No business requiring a vote of members may be transacted at a general meeting that fails to reach a quorum except that the Annual General Meeting is permitted to receive reports, approve accounts, elect officers and executive committee members, and set subscription levels without a quorum being present.

7. ANNUAL GENERAL MEETING

(a) The Annual General Meeting shall be held at a time and place fixed by the Executive Committee for the following purposes:

(i) To receive a report on the activities of the Club from the President.

- (ii) To receive a financial report, balance sheet and statement of accounts for the preceding year, and an estimate of the receipts and expenditure of the ensuing year.
- (iii) To elect members to the Executive Committee for the ensuing year.
- (iv) To fix the subscriptions on the recommendation of the Executive Committee for the following calendar year.
- (v) To decide on any resolution which has been duly submitted to the Executive Committee and notified to members as business to be transacted at the meeting.

8. EXTRA-ORDINARY GENERAL MEETING

- (a) The Executive Committee may at any time and shall within ten days after receipt of a requisition by members representing in total at least 20 per centum of the club members convene an Extra-ordinary General Meeting for any specific purpose or purposes.
- (b) A requisition by members for an Extra-ordinary General Meeting shall be delivered to the Secretary or to any other member of the Executive Committee and shall set out in the form of a resolution or resolutions the business to be transacted at the meeting.

9. MANAGEMENT

- (a) The affairs of the club shall be conducted by an Executive Committee which shall consist of a President, a Secretary and a Treasurer, together with such other persons as are nominated by the Annual General Meeting of the Club being not less than three and not more than six additional persons.
- (b) A failure of the Annual General Meeting to elect persons to each of the positions specified as officers of the Club or to elect a full complement of members to the Executive Committee shall not limit the powers of those Officers and Executive Committee members duly elected.
- (c) It shall be the duty of the Executive Committee generally to conduct the affairs of the Club, to maintain a register of members, to collect all subscriptions and to keep usual and proper books of accounts properly posted up and other records of business of the club and to prepare and submit to the annual general meeting a report balance sheet and statement of accounts for the preceding year.
- (d) The Executive Committee shall meet and act as required for the efficient conduct of the club's business but in any event not less than once per year.
- (e) A quorum shall consist of not less than one half of the total strength of the Executive Committee.
- (f) At meetings of the Executive Committee each member shall be entitled to one vote.
- (g) Fourteen days notice shall be given of all Executive Committee meetings unless it agrees otherwise. An agenda shall, where possible, accompany this notice.

(h) Should any member of the Executive Committee be absent without explanation from three consecutive meetings, he may be required to vacate his position and another member co-opted in his stead.

(i) If any vacancy should occur amongst the members of the Executive Committee the Executive Committee shall have the power to fill the post until the next Annual General Meeting.

(j) No officer shall serve for more than five consecutive years in the one appointment.

(k) The Executive Committee shall have power to co-opt extra members and form sub-committees as required. Those members shall not have a vote.

(l) Any financial member of the club shall have the right to attend meetings of the Executive Committee, but shall not have the right to vote. They may be granted speaking rights at the discretion of the President.

(m) The President shall preside at all Executive Committee meetings. In the absence of the President, the meeting shall elect a President. The meeting President shall have both a deliberative and a casting vote.

(n) The Secretary shall maintain a minute book and record in it the business of all meetings and the names of those present.

(o) The Treasurer shall keep the club funds under the supervision of and in such place and manner as shall be determined by the Executive Committee. The Executive Committee shall have power to expend the Club funds in such manner as they think fit in accordance with the rules and objects of the Club.

(p) The Treasurer shall keep in their possession the cheque book(s) of the Club and any cheque written in the Club's name shall bear the signature of two of the Executive Committee members. The Club can make electronic bank transactions, which must be authorised by two of the Executive Committee members. Three members of the Committee shall have cheque signing authority and electronic banking transaction authority, to be decided at an appropriate committee meeting.

(q) Any funds that are deemed by the Executive Committee to be surplus in the immediate future of the club shall be kept in a approved bank account approved by the Executive Committee

(r) The Treasurer shall forward the annual financial statements for the Club to the Registrar of Incorporated Societies upon approval by the Members at an Annual General Meeting.

(s) The Executive Committee shall maintain a register of all members of the Club including any member in default of his or her subscription until the Executive Committee formally agrees his or her removal from the register.

10. BORROWING POWERS:

(a) The Executive Committee shall have power to borrow up to \$1000.00 and on such terms as it thinks fit and to give such security therefor and interest thereon as the Executive Committee may determine subject to two-thirds of the Executive Committee approving any such resolution or resolutions.

(b) Any borrowing in excess of \$1000.00 in total must be approved by a simple majority vote at a general meeting of the Club.

11. INDEMNITY OF OFFICERS

(a) No officer of the Club shall be liable for the acts or defaults of any other officer or for any loss occasioned by any error of judgement on his part or any other misfortune which shall happen in the execution of his office unless the loss occurs through his own wilful default.

12. ALTERATION OF RULES

(a) These rules may be rescinded, altered or added to by a resolution by a simple majority vote at the Annual General Meeting or any Extra-ordinary General Meeting that may be called under clause 8 provided that no amendment to the rules shall be permitted if it in any way affects that non-profit status of the Club in accordance with that definition in the Income Tax Act 1976.

(b) Any proposed rescission, alteration or addition to the rules shall be proposed in writing to the Secretary at least 10 days before notice of the Annual General Meeting or any Extra-ordinary General Meeting is sent to members.

(c) Any proposed rescission, alteration or addition to the rules shall be notified to all members in writing by the Secretary at least 20 days before the Annual General Meeting or Extra-ordinary General Meeting at which such change is to be considered.

(d) No addition to or alteration of the non-profit aims, personal benefit clause or the winding up clause shall be made which effect the tax exempt status. The provisions and the effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

13. DISTRIBUTION OF PROPERTY, MONEY OR OTHERWISE

(a) The Club and any of the Executive Committee, officers, or members acting for the Club are hereby prohibited from making any distribution, whether by way of money, property, or otherwise howsoever, to any proprietor, member or shareholder of the Club.

14. DISSOLUTION

(a) A majority of the members present at an Extra-ordinary General Meeting convened for the purpose, may, provided that all the liabilities of the Club have been duly discharged, resolve that the Club be duly wound up as from a date to be named in such resolution.

(b) The meeting shall also direct the method of disposition of the funds and property of the Club in a manner in keeping with the objects of the club provided that no funds or property whatsoever shall be paid to or distributed among the members of the Club.

15. USE OF THE COMMON SEAL

The club shall have a common seal. A document shall be executed on behalf of the club if:

(a) The common seal is attached to the document; and

(b) The document is witnessed by any one of the President, Secretary, or Treasurer, and countersigned by one other member of the Committee.

15. INTERPRETATION

(a) Words importing only the masculine gender shall include the feminine and vice versa.

=== End of Rules ===