



# Constitution of Victoria University Rowing Club

A club registered with the Victoria University of Wellington Students' Association and Te Ropu Taurira o te Kura Wananga o te Upoko o te Ika a Maui Incorporated.

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Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Name \_\_\_\_\_ [President]

Signature \_\_\_\_\_

Name \_\_\_\_\_ [Vice-President]

Signature \_\_\_\_\_

Name \_\_\_\_\_ [Club Captain]

Signature \_\_\_\_\_

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## **1. Name**

The name of the Club is “Victoria University Rowing Club” (hereinafter called “the Club”).

## **2. Objects**

The Objects of the Club are:

- (a) To promote rowing at Victoria University of Wellington and in New Zealand.
- (b) To encourage participation of rowing amongst students of Victoria University of Wellington, and New Zealand tertiary students in general.
- (c) To provide appropriate coaching, plant and facilities to achieve the aims of promotion and encouragement of rowing.
- (d) To promote good fellowship amongst its members, members of other university clubs, and members of the general community.

These Objects shall not be inconsistent with the constitution, rules and goals of the Victoria University of Wellington Students' Association and Te Ropu Tauira o te Kura Wananga o te Upoko o te Ika a Maui Incorporated (hereinafter called “the Association”).

## **3. Powers**

The Club has the following Powers, subject to the constitution and rules of the Association:

- (a) To purchase, lease, hire, or by any other means acquire property necessary or convenient to achieve the Objects of the Club.
- (b) To sell, hire, exchange, improve, manage, develop, or otherwise deal with any or all property of the Club.
- (c) To promote, hold, manage and conduct such regattas, races, competitions, gatherings or conferences the Club deems desirable. This power may be exercised in collaboration with any other club, union, association, society or organisation.
- (d) To engage any person whose services are necessary or desirable to achieve the Objects of the Club. The Club may pay what is reasonable and relative to what would be paid in an arm's length transaction for these services. No member of the Club, or any person associated with a member, shall participate in or materially influence any decision of the Club relating to the payment, benefit or conferment of advantage to or on behalf of that member or associated person.
- (e) To hold any money of the Club not immediately required for its Objects in any trading bank of New Zealand.
- (f) To elect or remove any person as an Honorary Life Member of the Club.

These rules shall not be used inconsistently with the constitution and rules of the Association.

#### **4. Registration**

The Club is registered with the Association in accordance with part VI, section 1(1) of the Association's constitution.

The Club shall re-register every year by the date set by the Executive of the Association in accordance with part VI, section 1(2) of the Association's constitution.

In the event of the Club not re-registering with the Association within six months of the date set:

- The Club shall cease to function.
- The Association will hold all assets and property of the Club in trust for a further six months.
- Unless the Club re-registers within that time the assets and property will become assets and property of the Association.

#### **5. Membership**

There shall be two types of Members of the Club – Ordinary Members and Honorary Life Members.

Any person is eligible to become an Ordinary Member of the Club who pays the Membership Fee set in clause 8 of this Constitution and:

- (a) Is a current student of Victoria University of Wellington; or
- (b) Not being a current student of Victoria University of Wellington, has their application for membership approved by the Executive of the Club

A person may be elected or removed as an Honorary Life Member by unanimous motion at any General Meeting. Honorary Life Membership carries all the privileges, benefits and responsibilities of Ordinary Membership. Honorary Life Members do not need to pay the Membership Fee set in clause 8 of this Constitution.

#### **6. Management**

The affairs of the Club are managed by a Committee in a manner consistent with achieving the Objects of the Club. The Committee can exercise the powers of the Club in accordance with the rules set in this Constitution.

The Committee is comprised of the following Officers:

- (a) President
- (b) Vice-President
- (c) Club Captain
- (d) Secretary
- (e) Treasurer
- (f) Communications Officer

- (g) Up to five General Officers, as the Club may from time to time determine.

The Committee is elected at each Annual General Meeting and holds office until the next Annual General Meeting.

Where there is more than one nominee for a position on the Committee, voting for that position shall be conducted by secret ballot. Tied votes are resolved by the casting vote of the President holding office immediately prior to the Annual General Meeting.

Where there is one nominee for a position on the Committee, the nominee may be elected to that office by acclamation of the Annual General Meeting.

If any Committee Officer should die, resign, or be absent without leave from three consecutive meetings of the Committee, the Committee has the power to appoint any other Member to that position.

It shall be a condition of holding any position on the Committee that an Officer will resign from the Committee if called upon to do so by a simple majority of a General Meeting of the Club.

The quorum for any Committee meeting is three Committee Officers.

## **7. Duties and responsibilities of Committee Officers**

### **(a) President**

- To ensure the Club achieves its Objects.
- To support, guide and oversee all Club activities.
- To be ultimately responsible to Members of the Club and to the Association for the management of the affairs of the Club.
- To sign cheques in conjunction with one of the other Trustees of the Club's bank account.

### **(b) Vice-President**

- To assist the President in the discharge of his or her duties and responsibilities.
- To stand in for any Committee Officer in his or her temporary absence. However, if the Vice-President is not a Trustee of the Club's bank account, he or she may not sign cheques on behalf of a Trustee.

### **(c) Club Captain**

- To oversee the on-water activities of the Club. This includes training times, training camps and allocation of boats and other rowing equipment.

- To, where appropriate, provide information to athletes on New Zealand University crews and other high performance opportunities.
- To manage the Club's crews at any regattas attended by the Club.

(d) Secretary

- To keep the Club's records, including minutes of all meetings of the Committee and General Meetings of the Club.
- To keep a record of all Members and their current contact details.
- To arrange and distribute any general communication with Members.
- To ensure the Club is at all times registered with the Association.

(e) Treasurer

- To keep the Club's financial records.
- To prepare all financial information required by the Association and relevant Government agencies.
- To sign cheques in conjunction with one of the other Trustees of the Club's bank account.

(f) Promotions and Social Officer

- To coordinate the Club's promotion and marketing at appropriate occasions such as competitions, events and Clubs Week.
- To coordinate the Club's social activities and functions.
- To coordinate the Club's efforts to attract sponsorship, grants, gifts and bequests.
- To maintain the Club's website, Facebook page and Twitter account.

(g) General Officer

- To oversee and carry out tasks as required by the Committee.

## **8. Finance**

The Club's financial year starts on the first day of January and ends on the thirty-first day of December the same year.

The Trustees of the Club's bank account are the President, the Treasurer and two other Committee Officers, as the Committee may from time to time determine. Any two of these Trustees may sign cheques on the Club's behalf.

Any money of the Club not immediately required for pursuing the Club's Objects shall be deposited into the Club's bank account.

All Club debts shall be approved for payment by all four Trustees, or by the Club Committee. All debts shall be paid by cheque whenever possible.

The Club shall promptly inform the Association of the Club's bank account number, its location and its current balance on the request of the Association.

The base Membership Fee of the Club is NZ\$10 per annum. Additional fees may be set by the Committee to meet the cost of events, competitions and the general maintenance of the Club's finances. Members must discharge all financial obligations to the Club to be eligible to participate in any activity organised, run or coordinated by the Club.

The Club shall not incur any substantial liability without the express consent of the Executive of the Association.

## **9. General Meetings**

An Annual General Meeting of the Club shall be held each year. At least seven full days notice shall be given to Members and the Association.

The regular business of the Annual General Meeting shall be:

- (a) To receive the Club's financial information and any other reports.
- (b) To elect the Club Committee in accordance with clause six of this Constitution.

The Committee or any five Members of the Club may call a Special General Meeting at any time. At least seven full days notice shall be given to Members and the Association. The notice shall include the reason(s) for calling the Meeting.

The quorum for any General Meeting is ten Members of the Club.

## **10. Branding and imagery**

Only images appearing in schedule one may be used in or on any publication, broadcast, clothing or any other display to represent the Club.

Any image in schedule one must be used according to guidelines set out for that image.

## **11. Alterations to this Constitution**

The Club may add new clauses to this Constitution at any General Meeting. The Club may amend any clause of this Constitution, except this clause (clause 11) and the following clause (clause 12), at a General Meeting of the Club. Any alteration or addition shall not be valid until ratified by the Executive of the Association. At least seven full days notice of any proposed alterations or additions shall be given in advance of the General Meeting that is to consider them.

No alteration or addition to the non-profit aims, the personal benefit clause or the winding up clause shall be valid without the additional approval of the Inland Revenue Department or other relevant Government agencies.

The provisions and effect of this clause (clause 11) shall not be removed from this Constitution and shall be included and implied into any constitution replacing this Constitution.

## **12. Interpretation of this Constitution**

In all respects this Constitution is subject to the constitution of the Association, and where it conflicts with it, it shall be null and void in that respect.

Should any dispute as to the interpretation of this Constitution or any part of it arise, the dispute shall be referred to the Executive of the Association, who shall determine the dispute. The decision of the Executive of the Association in determining the dispute shall be final.

## **13. Winding up**

The Club shall be wound up either:

- (a) By the vote of two-thirds of those Members voting at a General Meeting; or
- (b) Twelve months after failing to re-register as set out in clause 4 of this Constitution, unless the Club is re-registered before that time.

In the event of the Club being wound up, all funds and assets of the Club shall pass to the Association to dispose of at its absolute discretion.