



Last Updated: April 2016

## Constitution

### 1. NAME

The name of the organisation shall be Norwest OHV Club Incorporated, here in after referred to as "the Club".

### 2. OBJECTIVES

- (i) To promote an organisation comprising members interested in the owning and driving of Off Highway Vehicles (OHV's).
- (ii) To assist and guide any and all members in the driving, maintenance and running of their OHV's.
- (iii) To organise such events as trips, Club trials, social functions and meetings to facilitate wider knowledge and enjoyment from the owning of OHV's.
- (iv) To assist with the afore-mentioned objectives by co-operating with any other organisations or bodies as shall be deemed beneficial and/or necessary by the Club committee. To appoint delegates or representatives as necessary for said bodies or organisations.

### 3. MEMBERSHIP

(i) Joining the Club - Membership shall be open to any persons wishing to engage in the activities for which the Club is being incorporated. Membership numbers are to be unlimited. Prospective members shall apply to the Club for admittance and will be required to attend three active runs within a three month period before applying for full active membership. In doing so they agree to be bound by the decision of the committee. Active members shall attend at least three official club events per year to retain their membership status. An event may be: a Club meeting, Club run (driver or spectator), helping with a special event or any event that is agreed to by the committee. If this rule is not adhered to your active membership shall become void.

(ii) Subscriptions - A fee of \$80 shall be payable upon membership being accepted. This fee may be reviewed by the Club at an Annual General Meeting (AGM). All subscriptions shall become due at the closing of the AGM and shall be paid not later than one month from said meeting. Any members failing to do so shall be deemed to be non-financial and thus shall void their rights. If members can show good reason to be temporarily in default then the Club committee may, at its discretion, allow the member to maintain their active membership for a maximum period of one further month before renouncing their rights if subscriptions remain unpaid. Existing members who are renewing their membership will incur a \$10 penalty fee for every month that the subscription remains unpaid and overdue. Subscriptions are deemed to be unpaid and overdue if monies haven't been received by one month from said AGM. New members who are subscribing to the Club during the last four months of the Clubs financial year will only need to pay the NZFWDA fee to become a financial member of the Club. Full subscription will be due at the following AGM.

(iii) Leaving the Club - A member may resign from the Club and/or committee by presenting written confirmation to the Secretary. Such resignations shall be recorded in the minutes of the next Club meeting. Any property held by the resigning member shall be immediately returned to the Club and all rights accorded to members shall be forfeited. The resigning member shall forfeit any interest which they may hold in the Club property.

(iv) The Club Committee reserves the right to decline any membership or renewal application. Any decision made must be unanimous. Should a unanimous decision not be reached membership will be granted.

#### **4. CLUB OFFICERS**

(i) Officers of the Club shall be President, Vice President, Secretary, Treasurer and a committee of two, provided that, for every thirty financial members in excess of thirty as at the end of the Club financial year the number of committee members shall increase by two. In addition the immediate Past President shall be an extra voting member of the committee.

(ii) All officers and committee members shall be elected annually at the AGM. All nominations for Club officers and committee members shall be received, in writing, by the Secretary not less than fourteen days prior to the AGM. Said nominations shall include the signatures of the mover and seconder and the nominee, which shall signify the nominee's acceptance of the proposal. All such movers, seconders and nominees shall be full financial members at the time of proposal; else said nominations shall be void.

(iii) The committee shall, as part of their duties, organise Club runs and present a report at each AGM on the activities and working of the Club during the previous year.

(iv) Sub-committees may be appointed for particular duties at the discretion of the committee.

(v) The officers and/or the committee shall not be able to take disciplinary action without the majority consent of members.

(vi) The Club Secretary shall, with assistance from the Treasurer, be responsible for the keeping of minutes of all meetings, maintaining a database of Club members, conducting all correspondence, receiving any monies due to the Club, paying any debts incurred by the Club, keeping a true and accurate record of accounts and presenting, at each AGM, an Income and Expenditure Balance Sheet. The Secretary shall also be responsible for renewing and maintaining such insurances as deemed necessary by the committee.

(vii) If and when necessary, the Club shall appoint a Quartermaster whose duties shall include maintaining an inventory of all Club assets and their location.

(viii) At each AGM, the annual accounts of the Club shall be available on request by any financial member to audit them.

(ix) Any monies received by the Club shall be deposited into an account kept at a bank as approved by the Club. Any cheques drawn on this account shall require signing by either two of the President, Secretary or Treasurer.

(x) The Club President position can be held by the same Member for a maximum of three consecutive terms.

## **5. FINANCIAL YEAR**

The financial year of the Club shall start on the first day of April each year and finish on the last day of March in the subsequent year

## **6. MEETINGS**

(i) The AGM of the Club shall be held in the month of April each year. Not less than fourteen days' notice shall be given of an AGM.

(ii) Ordinary general meetings shall be held at a time and place as advised by the Club committee, with not less than one weeks' notice.

(iii) The quorum for an ordinary general meeting shall be 30% of financial members personally present.

(iv) Committee meetings shall be held one week prior to a general meeting at such time and place as advised to committee members by the Secretary.

(v) The quorum for a committee meeting shall be four committee members personally present and for the quorum purposes, the President, Secretary, Vice President and Treasurer shall be deemed to be committee members.

(vi) Special general meetings may be convened by the Secretary, with the approval from the President, or in the President's absence, by the Vice President. Such special general meetings may also be convened on receipt of written requisition signed by not less than ten members of the Club. Such special general meetings shall be advised to members not less than one week prior to the meeting date.

(vii) All notices of Club meetings shall be in writing and posted to the last known address of the member and/or emailed to the members last known email address.

(viii) At any Club meeting, each active member present shall be entitled to one vote. The President shall have, in addition to their deliberative vote, a casting vote should a decision be equal.

(ix) Any voting at any meeting shall be conducted in an open forum with a show of hands. There shall be no secret ballots.

(x) Any delegates or representatives of the Club to other organisations or bodies shall be duly elected at a meeting of the Club.

## **7. VISITORS**

The Club shall, at its discretion allow for honorary members to be accepted into the Club for a period as determined by the committee. Honorary members shall have no voting rights. The Club shall also be entitled to allow participation in its activities by financial members of other clubs.

## **8. REGISTERED OFFICE**

The Registered Office of the Club shall be situated in Auckland or its suburbs as decided by the committee. The registered address shall appear on all official correspondence and notices to members.

## **9. DISCIPLINE**

- (i) At such a time as the Club may receive a written complaint from one or more members the following procedures shall be adhered to. The member about which the complaint has been made shall be notified, in writing by the Secretary, of the charges made against them and shall be given the opportunity to respond to the charges at the next general meeting of the Club, which shall be not less than one week from member's receipt of the letter. It shall be advised that attendance at that meeting is mandatory unless written notice is received showing good cause for failing to comply. Failure to attend said meeting may, at the Club's discretion result in the case against the member being decided in their absence.
- (ii) The Club may, after hearing of any charges and with a majority decision suspend or expel the member for a period determined at the time of the meeting.
- (iii) The member shall be advised in writing of the decision and/or any actions being taken by the Club. If expulsion has been agreed upon, the member shall be advised that they will not be able to apply for readmission to the Club for a period of at least one calendar year.
- (iv) In the event of suspension or expulsion the Club shall not be required to refund or otherwise reimburse the member for any subscriptions paid.

## **10. ALTERATIONS TO THE CONSTITUTION**

Any additions or other amendments to this Constitution may only be made at an AGM or at a special general meeting convened for the purpose. Notices of intent to revise the Constitution shall be published not less than two weeks prior to any meeting where these revisions shall be voted on. Such notice shall be posted/emailed to the last known address of each Club member. Any revisions shall be carried following a majority vote. It shall be requisite upon the Secretary to publish the results of the meeting in the Club bulletin. Members should be advised to alter their copies of the Constitution to bring them up-to-date, unless the revision is deemed so large as to necessitate a complete reprinting of the Constitution and subsequent posting to all members.

## **11. CLUB MAGAZINE**

At intervals the Club shall publish a newsletter or magazine for members.

**12. COMMON SEAL**

There shall be a Common Seal approved and provided by the Club. Such a seal shall be affixed to documents by order of the committee only. Said seal shall be kept in the custody of the Secretary.

**13. MEMBERS BOUND BY RULES**

All members of the Club shall have a copy of these Rules. In doing so they shall be deemed to have accepted the Rules and thus consent to be bound by them and all decisions made by the Club. Such decisions shall be final and not able to be appealed by any court or body outside the Club.

**14. DISSOLUTION**

The Club shall not dissolve except by Special Resolution passed in accordance with the provisions of Section 24 of the "Incorporated Societies Act 1908". Upon winding up of the Club, the assets shall, after payment of all liabilities be disposed of to a charity or charities as the Club, at a general meeting of all its members, shall by resolution determine.

**15. CLUB TRIP RULES**

(i) All Club Trip Rules are to be followed at all times on Club Trips. Failure to do so can result in disciplinary action.

(ii) Club Trip Rules can be changed by way of sending a Remit to the Secretary no less than two weeks prior to a Club Meeting. Rule changes are to be voted on at Club Meetings and will pass or fail with a majority vote.