

CANTERBURY MASTERS FIGURE SKATING CLUB INC

CONSTITUTION

(Incorporated under the incorporated Societies Act 1908)

1 NAME

The name of the society shall be the "Canterbury Masters Figure Skating Club Incorporated" (hereinafter called "the Club").

2 REGISTERED OFFICE:

The registered office of the Club shall be situated at such address as may be determined from time to time by the Club Committee (hereinafter called "the committee").

3 COMMON SEAL:

There shall be a Common Seal of the Club which shall be kept in safe custody of the Club Secretary and, only pursuant to a resolution of the Committee, shall be fixed to any document or writing by the Club Secretary in the presence of either the President or Vice President of the Club.

4 OBJECTIVES:

The objectives of the Club shall be the promotion and encouragement of active participation and support of all aspects of masters figure skating and other social activities

To achieve this the Club shall:

- a. encourage members to actively participate at regular skating sessions
- b. offer instruction to enable members skaters to improve their skills
- c. make available to its members videos and other publications on figure skating
- d. hold competitions or activity days for all members
- e. encourage members to compete in competitions and events

5 ACTIVITIES:

The activities of the Club may include:

- a. organising and conducting competitions and activity days
- b. organising seminars, development study groups or courses for Absolute and Future Masters
- c. organising social activities for members and/or their families
- d. working in close co-operation with other figure skating clubs, sub-associations and the New Zealand Ice Figure Skating Association to maximise opportunities for members.

6 MEMBERSHIP:

- 6.1 Membership of the Club shall be open to all persons who are interested in its objectives
- 6.2 Membership shall run from 1 January to 31 December in any one year
- 6.3 Memberships shall be renewed annually upon payment of a subscription fee
- 6.4 Membership shall be provisional until ratified by the Committee
- 6.5 A member may resign at any time by forwarding a letter or email of resignation to the Club Secretary.
- 6.6 Membership is divided into three different age categories based on the members age on 1 January of the membership year:
 - Absolute Masters - 25 years and over
 - Future Masters - 16 – 24 years
 - Mini Masters - 15 years and below

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Membership will be classified as follows;

- Individual Membership – Paid membership open to Absolute and Future Masters
- Family Membership – Paid membership open to families made up of one Absolute or Future Master and any combination and number of additional Absolute, Future and Mini Masters.
- Honorary Member – Unpaid membership with all the benefits afforded to paid members. Refer Section 12 of this Constitution for the criteria for awarding of Honorary Membership.
- Life Members – Unpaid membership with all the benefits afforded to paid members. Refer Section 12 of this Constitution for the criteria for awarding of Honorary Membership.
- Friends of CMFSC – unpaid membership for past members, supporters and coaches of CMFSC skaters (including those who reside overseas) who want to receive newsletters and updates. Friends of CMFSC are not eligible for club member discounts for skating activities and are not considered members for the purposes of determining membership numbers or eligibility for entry into competitions.

- 6.7 Any person acting in a manner considered detrimental to the interests of the Club may be expelled from the Club by a unanimous decision of the Committee which shall give the member concerned at least ten (10) days written notice of the charges and shall permit the member to be heard in defense either in person or by a representative

7 MANAGEMENT

7.1 Club Committee

The control and management of the affairs of the Club shall be vested in a Committee which shall consist of up to 10 Club Officers, as below;

- a President
- a Vice President
- a Secretary
- a Treasurer
- a Test and Competition Secretary
- up to 5 Committee Members

Each committee member shall be elected at the AGM of the Club and shall remain in office until the next AGM.

7.2 Elections

- a) nominees for the Committee must be current financial members of the Club
- b) if nominations for any position or positions are greater than the number required to fill the positions then selection shall be by way of secret ballot.

7.3 Vacancies

The office of a Committee member shall become vacant:

- a) if the member fails to attend three (3) consecutive committee meetings without tendering a prior apology.
- b) if the member resigns or dies or becomes disqualified from membership of the Club.
- c) if the Club in General Meeting shall pass a resolution declaring the member's seat vacant or appointing some other person to that seat.

Any casual vacancy occurring on the Committee may be filled by the Committee and pending the filling of such casual vacancy the remaining members of the Committee shall have full power and authority to carry on the business of the Committee.

7.4 Appointment of Privacy Officer

The committee will appoint a Privacy Officer from within the Committee at their first meeting following the AGM

7.5 Honorary Patron

An Honorary Patron may be appointed from time to time. Individuals appointed to this role are entitled to attend Club Committee and General Meetings but have no voting rights at Club Committee Meetings.

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7.6 **Appointed Support Roles**

The Club Committee may appoint;

- A Newsletter Editor
- A Membership Administrator
- An Honorary Solicitor

These appointments shall be made at their first meeting following the AGM and shall remain in office until the next AGM.

Unless the individuals appointed to these roles are already an elected member of the Club Committee, the appointed individuals are not deemed to be part of the Club Committee. However, they may be invited to attend Club Committee Meetings and shall be entitled to speak but have no voting rights at Club Committee Meetings.

8 PROCEEDINGS OF THE COMMITTEE

8.1 **Notice of Meeting**

On the direction of the President or any four (4) members of the committee, the Secretary shall summon a meeting of the Committee at any time

provided that

at least seven (7) days clear days notice in writing by email shall be given of all meetings of the Committee.

8.2 **Conduct of Meetings**

- a) Meetings may be in person or via video or audio-conference
- b) Four (4) members present shall constitute a quorum at all meetings of the Committee
- c) All meetings of the Committee shall be chaired by the President, the Vice President or a Committee member
- d) At any meeting motions shall be decided by a simple majority of votes and in the event of an equality of votes the Chairperson for the time being shall have a second or casting vote.

8.3 **Sub-Committees**

The committee may from time-to-time delegate to a sub committee of its members or of Club members, any of its powers and authorities and may make such rules, regulations and bylaws as it may deem desirable for the conduct of the business of such a sub committee. Such delegation may be revoked by the Committee at any time. The President and Secretary shall be "ex Officio" members of any sub-committee so appointed.

9 POWERS, AUTHORITIES AND DUTIES OF THE COMMITTEE

- 9.1 The Committee may make such rules (not inconsistent with this Constitution) for the conduct of its business and the general management and control of the affairs of the Club, for the custody and protection of the assets of the Club and for the disciplining of members:

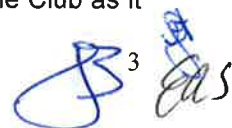
provided that

any such rule may be rescinded by a simple majority resolution of a General Meeting of the Club.

- 9.2 The Committee shall cause proper records to be kept of its proceedings and the proceedings of the Club including a register of its members.

- 9.3 Without prejudice to the general powers hereby conferred, it is hereby expressly declared that the Committee shall have the power to do all or any of the following:

- a) institute, conduct, defend, compromise, refer to arbitration and abandon any legal or other proceedings by and against the Club and the Committee and officers of the Club and otherwise relating to the affairs of the Club;
- b) appoint or employ any solicitor or solicitors in relation to the affairs of the Club;
- c) enter into such negotiations, contracts and agreements and rescind, vary and execute all such acts, deeds, matters and things in the name and on behalf of the Club as it

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may consider expedient for or in relation to any of the matters aforesaid or otherwise for the purposes of the Club:

- d) with authority given at a General Meeting of the Club, purchase, lease or otherwise acquire any land or property that may be necessary or convenient for the purposes of the Club and hold, manage, demise, let, sell, improve and deal therewith;
- e) purchase, lease or otherwise acquire equipment that may be necessary or convenient for the purposes of the Club and hold, manage, sell, improve and deal therewith;
- f) with authority given at a General Meeting of the Club, borrow any money for the object of the Club in any form which the Committee may think proper.

10 GENERAL AND SPECIAL MEETINGS

10.1 Notice of Meeting

- a) Notice of all general meetings of the Club shall be emailed to each member at least fourteen (14) days before the date fixed for the meeting and such notice shall be deemed to be duly given if such notice is emailed to the last known email address of each member or member family.
- b) The accidental omission to give any member, or non-receipt by any member, of such notice shall not invalidate any resolution passed at the meeting to which such notice related.

10.2 Annual General Meeting

- a) The annual general meeting of the Club shall be held no later than the 15th of March on a date to be set by the committee.
- b) The business of the AGM shall be:
 - to receive and consider the annual statement of accounts
 - to receive and consider the report of the President
 - to elect officers and committee members for the ensuing year
 - to set the subscriptions for the ensuing year
 - to transact any other business which lies within the objects of the Club

10.3 Special General Meetings

Special general meetings of the Club may be convened by the President or at the request of not less than four (4) members of the committee or at the request of not less than twelve (12) members of the Club.

The notice of any such meeting shall indicate the nature of the business to be considered.

10.4 Conduct of Meetings

- a) Meetings may be in person or via video or audio-conference
- b) Twelve (12) voting members present shall constitute a quorum at all special general meetings or AGM's.
- c) If within one half hour past the time appointed for the meeting a quorum is not present, the meeting if convened by the requisition of members shall be dissolved. In any other case the meeting shall stand adjourned to the same day in the following week at the same time and place, and if at the adjourned meeting a quorum is not present it shall be adjourned sine die.
- d) The Chairperson may, with the consent of the meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

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- e) Only those members who have attained the age of sixteen (16) years on or before the date of a meeting shall be eligible to vote at that meeting. A family membership will be entitled to a maximum of two votes at any meeting.
- f) Voting: Every question submitted to the meeting shall, unless otherwise covered by this constitution be decided on a simple majority by show of hands or ballot as directed by the Chairperson provided however that if in respect of any question three or more members present and voting so demand, a ballot shall be held to decide that question.
- g) Votes may be executed by proxies authorised in such form as the Committee from time to time prescribe, but no person shall be permitted to act as a proxy who is not a Club member in such person's own right and further no person shall be entitled to act as a proxy for more than one other member at any meeting.
- h) In the case of an equality of votes on any question the Chairperson shall have an additional casting vote on that question.

11 FINANCE

- 11.1 The Committee shall cause to be kept accounts of the assets and liabilities and of income and expenditure of the Club and these books of account shall be held at such places as the Committee shall decide.
- 11.2 The financial year of the Club shall end on 31 December.
- 11.3 No review or audit of the annual financial statements is required unless a review or audit is requested by 5% of the members at any properly convened CMFSC AGM or SGM
- 11.4 The funds of the Club shall be devoted solely to the furtherance of the objectives of the Club as set out in the Constitution and shall be under the sole control of the Committee.
- 11.5 The funds of the Club shall be lodged to the credit of the Club with such bank as the Committee may from time to time determine and all sums approved for payment by the Committee shall be drawn on that Bank Account.
- 11.6 The Trustees of the Club bank account shall be the President, Secretary &/or Treasurer and one other committee member if the Secretary/Treasurer position is held by one person. The signature of any two shall be required on all documents required by the bank. Electronic bank payments are to be set up by one trustee and authorized by a second trustee.
- 11.7 All funds not needed immediately for the purposes of the Club may be invested in the name of the Club in such manner as the Committee may determine.

12 AWARDS

12.1 Life Membership

On the unanimous recommendation of the Committee, any person may be elected a Life Member of the Club at any AGM in recognition of outstanding services rendered to the Club. Any resolution proposing an election to life membership shall require the assent of 75% of the votes cast on the matter. A Life Member shall be entitled to all the privileges of Club Membership without payment of annual subscriptions or any special payment for life membership. Ten (10) years of service would be considered to be a minimum requirement for a Life Membership Award.

12.2 Honorary Membership

The Committee may elect any person as honorary Club Member in recognition of services rendered to the Club. Each election to honorary membership shall be for a period of up to one (1) year and will expire on and from the day after the AGM following election. An honorary member shall be entitled to all the privileges of Club membership without payment of an annual subscription.



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13 DISPOSITION OF PROPERTY ON WINDING UP

If upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to some other Club or organisation having similar charitable objects to the objects of the Canterbury Masters Figure Skating Club.

14 INDEMNITY

No member of the Committee, the Patron or the Auditor will be liable for any loss or expense happening to the Club unless such loss or expense arises from that person's willful default.

15 ALTERATION OF CONSTITUTION

This constitution or any part thereof may be altered, added to or rescinded by resolution passed at any AGM or any Special General Meeting of the Club by a two-thirds majority of the members present or represented by proxy and voting at such meeting provided no amendment, addition or rescission shall be approved if it affects the amateur sports aims, personal benefit clause or winding-up clause without the approval of Inland Revenue.

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.

16 IRD STANDARD PECUNIARY PROFIT

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.

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 rule shall not be removed from this document and shall be included and implied into any document replacing this document.

MW:CMFSCConst18August2004

Amended 25/2/05

Amended 16/8/05


Amended 6/3/07


Amended 31/1/09


Amended 12/3/2013

Amended 03/03/2015

Amended 02/03/2021


President
Jeanne Beggs


TREASURER
LIZ SARJEANT


SECRETARY
VANESSA ANDERSON