

# Constitution of the Canterbury University Tramping Club Incorporated

As updated on 1 March 2017

*Clause 5.5 amended and Clause 6.6 inserted as per decision at SGM, 1 March 2017.*

## **1. Name**

- 1.1. The name of the club shall be “Canterbury University Tramping Club Incorporated”, hereinafter referred to as the “Club”.

## **2. Objects**

- 2.1. The objects of the Club shall be:
  - 2.1.1. to promote safe enjoyment of tramping and the outdoors; and
  - 2.1.2. to encourage the learning of tramping and outdoor skills; and
  - 2.1.3. to further the cause of conservation of areas for tramping and outdoor recreation
- 2.2. The objects of the Club shall be read and construed as widely as liberally as possible and shall all be read and construed as far as possible as principal objects

## **3. Powers**

- 3.1. The Club shall be given the widest possible powers to do all things that may be necessary in the pursuance of the Club’s objects, including, but not limited to,
  - 3.1.1. to purchase or otherwise acquire, sell or otherwise dispose of, exchange, maintain, improve, lease, hire, control, invest, reserve or otherwise deal with any assets of the Club; and
  - 3.1.2. to seek sponsorship or financial support from any appropriate organisation; and
  - 3.1.3. to allow affiliation of or to affiliate to any other organisation which helps further the objects of the Club; and
  - 3.1.4. to delegate any of its powers to any individual member of the Club or to any sub-committee consisting of members; and
  - 3.1.5. to discipline a member, and to suspend or remove a person from membership of the Club.
- 3.2. The Club shall not have the power to borrow money or place itself in debt.

## **4. Membership**

- 4.1. There shall be three categories of membership: Ordinary Membership, Honorary Membership and Life Membership.
- 4.2. A person shall be eligible for Ordinary Membership if the person
  - 4.2.1. undertakes to conform to the rules of the Club; and
  - 4.2.2. agrees to such conditions for Ordinary Membership as set by the Committee of the Club; and
  - 4.2.3. completes a membership form as required by the Committee; and
  - 4.2.4. pays the relevant fee for Ordinary Membership as set by the Committee; and
  - 4.2.5. is not currently suspended or barred from membership to the Club.
- 4.3. Ordinary Membership shall be for a set period of time as determined by the Committee, normally until the end of February of the following year.

- 4.4. Honorary Membership may be awarded by the Committee where such an award
  - 4.4.1. brings a person of significant prestige to the Club; or
  - 4.4.2. retains a person of significant value to the Club; or
  - 4.4.3. honours a person of seniority within the Club.
- 4.5. Honorary Membership shall be awarded for a set period of time as specified by the Committee, or for one year in the absence of any period of time being specified.
- 4.6. Life Membership may be awarded by a General Meeting of the Club upon recommendation of the Committee where such an award is to a person
  - 4.6.1. who has made a significant and outstanding contribution to the Club over an extended period of time, performing such service to the Club that is considered to be far above and beyond that which was expected of them; or
  - 4.6.2. who has made a significant and outstanding contribution to tramping on a regional, national or international level, which has been consistent with the objects of the Club and is considered worthy of such an award.
- 4.7. A recipient of Honorary Membership or Life Membership shall be able to exercise the full rights of Ordinary Membership for the duration of such membership, providing that they complete such membership forms as required by the Committee on an annual basis, and shall not be liable to pay any membership fee associated with Ordinary Membership.
- 4.8. A person shall cease to be a member of the Club
  - 4.8.1. at the end of the membership period as set by this Constitution or the Committee; or
  - 4.8.2. if the person forwards a written resignation of membership to the Secretary; or
  - 4.8.3. if the person is suspended or removed from membership; or
  - 4.8.4. if the person dies.
- 4.9. The Committee or their representative may suspend or remove a person from membership of the Club if, in the opinion of the Committee or their representative, that, person has
  - 4.9.1. breached any rule of the Club or condition of membership; or
  - 4.9.2. acted in a manner unbecoming of a member of the Club.
- 4.10. The Committee or their representative shall provide fair and reasonable opportunity for any person who may be suspended or removed from membership of the Club to make representations in defence of their conduct.

## **5. General Meetings**

- 5.1. There shall be at least two general meetings of the Club in each year,
  - 5.1.1. an Annual General Meeting held within the first term of the academic year of the University of Canterbury; and
  - 5.1.2. a Half Annual General Meeting held within the last term of the academic year.
- 5.2. A Special General Meeting may be called at any time
  - 5.2.1. by the Committee; or
  - 5.2.2. by a written petition from twenty members to the Secretary of the Club.
- 5.3. At least one week's notice shall be given for any General Meeting.
- 5.4. All members of the Club shall be entitled to vote at a General Meeting.
- 5.5. The quorum for a General Meeting shall be the lesser of
  - 5.5.1. five percent of members of the Club; or
  - 5.5.2. twenty-five members.

- 5.6. Unless otherwise provided by this Constitution, at every General Meeting every question, matter or resolution shall be decided by a General Resolution, which is a motion that requires greater than fifty percent of those present and entitled to vote to be passed.
- 5.7. Any General Meeting shall be chaired by the Club Captain or a Committee member nominated by the Club Captain. The chairperson shall have a deliberate and casting vote.
- 5.8. The business to be transacted at General Meetings shall include
  - 5.8.1. the approval of a financial report prepared by the Treasurer of the Club; and
  - 5.8.2. the election of members into Committee positions where these are insufficiently filled as deemed by the Committee; and
  - 5.8.3. any other business that has been brought to the attention of the Committee before the General Meeting.

## **6. The committee**

- 6.1. The Committee of the Club shall be responsible for the activities and affairs of the Club in accordance with this Constitution. The Committee may exercise any power vested in the Club, provided that
  - 6.1.1. such power is not otherwise required by these rules to be exercised by a General Meeting of the Club; and
  - 6.1.2. the exercising of any power is not contrary to a decision of a General Meeting.
- 6.2. The Committee shall consist of an Executive of
  - 6.2.1. President; and
  - 6.2.2. Club Captain; and
  - 6.2.3. Secretary; and
  - 6.2.4. Treasurer.
- 6.3. The Committee may additionally consist of any number of general positions as determined from time to time by the Committee, which may include, but shall not be limited to: Trips Officer, Safety Officer, Instruction Officer, Social Officer, Membership Officer, Publicity Officer, Gear Locker Officer, Environmental and Avoca Hut Officer, Newsletter Editor, Webmaster, and TROG Editor.
- 6.4. Members of the Committee may be elected at any General Meeting. Any member of the Club is eligible to stand as a Club Officer. A Committee position may be shared between two or more members, and a person may hold more than one Committee position.
- 6.5. All members of the Committee shall retire from office after they have served a maximum period of one academic year, but shall be eligible for re-election. Members of the Committee may also resign after a shorter period of time by notifying a member of the Executive.
- 6.6. If a committee member resigns, a General Meeting will be called as soon as practicable for election of a new member. The position will be informally covered by the Committee until re-election.

## **7. Meetings of the Committee**

- 7.1. A meeting of the Committee may be called at any stage by the President of the Club, the Club Captain, or any three other members of the Committee. Notice of a Committee meeting shall be given at least two days before the meeting.
- 7.2. All Club members shall be welcome to attend and be heard at all Committee meetings.

- 7.3. The quorum for a meeting of the Committee shall be one third of current Committee positions. Each Committee position shall be entitled to exercise one vote, provided that no natural person shall be entitled to exercise a vote, or part thereof, for more than one Committee position.
- 7.4. The Club Captain or a Committee member nominated by the Club Captain shall chair Committee meetings and shall have a deliberate and casting vote.
- 7.5. Meetings of the Committee shall be conducted in accordance with such procedures determined from time to time by the Committee.

## **8. Alteration of the Constitution**

- 8.1. This Constitution may be amended, rescinded or added to from time to time by a Special Resolution at any Annual General Meeting, which is a motion that requires at least two thirds of those present and entitled to vote to be passed.
- 8.2. Notice of such motion to amend, rescind or add to this Constitution shall be given at least one week prior to the meeting at which the motion will be considered.
- 8.3. No addition or alteration or recession of this Constitution shall be approved if it affects the personal benefit (profit) clause or the winding up clause.

## **9. Affiliation**

- 9.1. The Club may affiliate with any organisation which helps further the objects of the Club as deemed by the Committee. In particular, the Club shall affiliate each year with the University of Canterbury Students Association Incorporated unless a motion not to affiliate is passed by the Committee.

## **10. Finances**

- 10.1. The Treasurer of the Club shall be responsible for the administration of the Club's finances and maintenance of financial records. As soon as practicable after the end of each financial year set by the Committee, the Treasurer shall prepare a financial statement consisting of information on income, expenditure, assets and liabilities for the financial year ended.
- 10.2. Signatories for the bank account of the Club are the President, Club Captain and Treasurer. Any of the signatories may sign cheques jointly.
- 10.3. The Club shall be a non-profit organisation.
- 10.4. 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 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.

## **11. Common Seal**

- 11.1. The Committee shall determine when the common seal of the Club is used. The common seal shall remain in the safe custody of the President and only be affixed to any document in the presence of three members of the Executive.

## **12. Registered Office**

- 12.1. There shall be a registered office of the Club which shall be at the address appointed by the Committee.

## **13. Records**

- 13.1. The Secretary shall be responsible for the administration of the Club's documents, correspondence, minutes and records. This shall include, in particular, the current

Constitution and any other documents which set out the Club's policy and Committee position descriptions, as determined by the Committee from time to time.

#### **14. Privacy Act**

- 14.1. Personal information collected from members upon joining the Club may be used as follows:
  - 14.1.1. Names shall be given to the University of Canterbury Students Association Incorporated with the annual affiliation data if applicable.
  - 14.1.2. Unless requested otherwise, names, emails and phone numbers of members shall be available to the committee.
  - 14.1.3. Personal and medical information supplied on trip forms may be used by the President, the Captain, the Safety Officer, the trip leader and/or Trips Officer, and the base contact person to assess safety and undertake risk management.
- 14.2. Any member of the Club may inspect or correct their personal information held by the Club.

#### **15. Winding Up**

- 15.1. The Club may only be wound up voluntarily at a Special General Meeting attended by at least fifty percent of the members, upon the passing of a unanimous vote that the Club cease to operate.
- 15.2. 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 or distributed among the members of the Club, but shall be held in trust by the University of Canterbury Students Association Incorporated for disbursement to any organisation having similar objects to the ones of this Club. If no such organisation is established within four years, the assets will be disposed of by the University of Canterbury Students Association Incorporated and all proceeds will be placed in the University of Canterbury Students Association Incorporated clubs account.