

# COLLEGE RIFLES BADMINTON CLUB CONSTITUTION

## 1.0 NAME:

The name of the Club is College Rifles Badminton Club Incorporated hereinafter referred to as the "Club".

## 2.0 OBJECTS:

The objects of the Club are:

- 2.1 To foster, control and advance the game of badminton;
- 2.2 To provide and control facilities for the playing of badminton to the benefit and enjoyment of club members;
- 2.3 To provide means for club members to enter into badminton competitions for the benefit and enjoyment of club members;
- 2.4 To acquire, invest, control and dispose of funds in such a manner as may be considered of benefit to the members and to badminton;
- 2.5 To raise money from time to time for the purposes of the Club;
- 2.6 To do all such other things as in the opinion of the Club Management Committee may be incidental or conducive to the attainment of any of the foregoing objectives.

## 3.0 PROPERTY OF THE CLUB:

The Club must apply all property and income of the Club towards the promotion of the objects or purposes of the Club and no part of that property or income is to be paid or otherwise distributed, directly or indirectly, to members of the Club except in good faith in the promotion of those objects or purposes.

## 4.0 POWERS OF THE CLUB:

- 4.1 To acquire, hold, deal with, and dispose of any real or personal property;
- 4.2 To open and operate bank accounts;
- 4.3 To invest its money –
  - (i) In any security in which trust moneys may be invested; or
  - (ii) In any other manner authorised by the rules of the Club;
- 4.4 To borrow money upon such terms and conditions as the Club thinks fit;
- 4.5 To give such security for the discharge of liabilities incurred by the Club as the Club thinks fit;
- 4.6 To appoint agents and employees to transact any business of the Club on its

behalf for reward or otherwise;

- 4.7 To build, construct, erect, maintain, alter and repair any premises, building or other structure of any kind and to furnish equip and improve the same for use by the Club;
- 4.8 To accept donations and gifts in accordance with the objects of the Club;
- 4.9 To print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the Club;
- 4.10 To provide gifts and prizes in accordance with the objects of the Club;
- 4.11 To organise social events for Members and the promotion of the Club; and
- 4.12 To enter into any other contract the Club considers necessary or desirable.

## 5.0 MEMBERSHIP:

- 5.1 Membership shall be open to any person who wishes to further the interests of the Club;
- 5.2 Any person seeking membership shall make application to the Secretary;
- 5.3 Each person admitted to membership shall be;
  - 5.3.1 Bound by the Constitution and By-laws of the Club
  - 5.3.2 Liable for such fees and subscriptions as may be fixed by the Club
  - 5.3.3 Entitled to all advantages and privileges of membership

## 5.4 MEMBERSHIP CATEGORIES:

### 5.4.1 SENIOR MEMBER:

A senior member is fully affiliated to the Auckland Badminton Association or other affiliated body and has the right to attend club nights, is entitled to vote and hold any office.

### 5.4.2 CASUAL SENIOR MEMBER:

A casual senior member is casually affiliated to the Auckland Badminton Association or other affiliated body and has the right to attend club nights, is entitled to vote and hold any office.

### 5.4.3 MID-WEEK MEMBER:

A mid-week member is fully affiliated to the Auckland Badminton Association or other affiliated body and has the right to attend club days, is entitled to vote and hold any office.

### 5.4.4 CASUAL MID-WEEK MEMBER:

A casual mid-week member is casually affiliated to the Auckland Badminton Association or other affiliated body and has the right to attend club days, is entitled to vote and hold any office.

5.4.5 INTERCLUB ONLY MEMBER:

An interclub only member is someone who wishes to play interclub and not attend club days/nights. Interclub only members shall have no voting rights nor be entitled to hold any office.

5.4.6 SUMMER MEMBER:

A summer member only joins the club for the purpose of playing over the summer. Summer members shall have no voting rights nor be entitled to hold any office.

5.4.7 JUNIOR AND INTERMEDIATE MEMBER:

Any person from the age of nine years may become a junior member and will move to the intermediate section of juniors once they reach the age of 15 years and until 18 years. Junior and intermediate members shall have no voting rights nor be entitled to hold any office.

5.4.8 HONORARY MEMBER:

An honorary member is someone who is interested in promoting the Club, but who does not at present wish to participate in any playing activities. Honorary members shall have no voting rights but may hold any office.

5.4.9 ASSOCIATE MEMBER:

An associate member is someone who belongs to another club that plays at College Rifles and wishes to get a court lighting card. Associate members shall have no voting rights nor be entitled to hold any office.

5.4.10 Any other category of membership that the Management Committee may from time to time recommend to the Annual General Meeting.

5.5 NON-PAYING MEMBERSHIP CATEGORIES:

5.5.1 LIFE MEMBERSHIP:

The Management Committee may nominate any member as a Life Member who has given outstanding service to the Club. Any member may nominate a person to the Management Committee for consideration for Life Membership. Life Members shall have voting rights.

5.5.2 HONORARY VICE-PRESIDENT:

The Management Committee may nominate any member or other person as an Honorary Vice-President who has given meritorious service to the Club. Any member may nominate a person to the Management Committee for consideration as an Honorary Vice-President. Honorary Vice-Presidents shall have voting rights.

5.5.3 PATRON:

The Club may, at its discretion, elect a patron/s or vice patron/s of the Club for such period as may be deemed necessary. Such patron/s or vice patron/s shall have voting rights.

- 5.6 The Management Committee shall direct the secretary to maintain an up to date register of members of the Club.
- 5.7 A member may at any reasonable time with management approval inspect the records and documents of the Club.

6.0 SUBSCRIPTIONS:

- 6.1 The annual subscriptions for the above categories (where applicable) shall be set at the Annual General Meeting of the Club.

7.0 TERMINATION OF MEMBERSHIP:

- 7.1 Any person's membership may be terminated by the following events:
  - 7.1.1 Resignation
  - 7.1.2 Expulsion
  - 7.1.3 A member's annual membership fee remaining unpaid three months after falling due
- 7.2 The Management Committee, after having undertaken due inquiry, shall have the power to suspend or expel any member of the Club for:
  - 7.2.1 Any of the events in Item 7.1
  - 7.2.2 False or inaccurate statements made in the member's application for membership of the Club
  - 7.2.3 Breach of any rule, regulation or by-law of the Club; or
  - 7.2.4 Carrying out any activity detrimental to the Club
- 7.3 Any member who is expelled, suspended or has their membership terminated shall have the right to appeal against their suspension or expulsion by presenting their case to a General Meeting called for such purpose, and the decision of the General Meeting shall be final.

## 8.0 CLUB STRUCTURE:

The Club consists of three or more sections, including but not limited to:

- (i) The senior club for adults
- (ii) The mid-week club for adults
- (iii) The junior club for players under the age of eighteen years

- 8.1 Each of the above sections is organised and operated by its own committee, which is elected at each section's Annual Meeting.
- 8.2 The Annual Meetings of the three operating sections are to be held prior to the Annual General Meeting of the Club.
- 8.3 Fourteen (14) days notice of each of these meetings shall be given to all financial members of these club sections.
- 8.4 Overall control of the Club, in particular general planning and financial control, is vested in the Management Committee.

## 9.0 MANAGEMENT COMMITTEE:

- 9.1 Management of the Club shall be vested in the Management Committee elected by the members at the Annual General Meeting and consisting of;
  - 9.1.1 President
  - 9.1.2 One or more Vice Presidents
  - 9.1.3 Immediate Past President
  - 9.1.4 Secretary (which may be a paid position)
  - 9.1.5 Treasurer
  - 9.1.6 Senior Club Convenor or representative
  - 9.1.7 Mid-week Convenor or representative
  - 9.1.8 Junior Convenor or representative
  - 9.1.9 Publicity Officer
  - 9.1.10 Up to three additional Committee Members
- 9.2 A person shall cease to be a member of the Management Committee at the conclusion of the Annual General Meeting which follows his/her election and he/she will be eligible for re-election.
- 9.3 A quorum of the Management Committee shall be half of its members plus one.
- 9.4 If the President or Vice President is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.

- 9.5 If the Management Committee considers it necessary, it may co-opt a non-member as advisor to join the committee for a specific purpose. This person shall not have voting rights on the Management Committee.
- 9.6 Any position may only be a paid position if voted on at an Annual General Meeting or Special General Meeting.

#### 10.0 POWERS OF THE MANAGEMENT COMMITTEE:

- 10.1 The Management Committee shall carry out the day-to-day running of the Club and shall have the power to:
  - 10.1.1 Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account;
  - 10.1.2 Fix the manner in which such banking accounts shall be operated, providing the Management Committee passes all payments;
  - 10.1.3 Fix fees and court hire rates payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof;
  - 10.1.4 Adjudicate on all matters brought before it which in any way affects the Club;
  - 10.1.5 Cause minutes to be made of all proceedings at meetings of the Committee and General Meetings of members;
  - 10.1.6 Make, amend and rescind rulings and By-Laws;
  - 10.1.7 Have the power to form and appoint any sub committee/s as required for specific purposes;
  - 10.1.8 At their discretion employ a person or persons to carry out certain duties required by the Club at salaries or remunerations for such period of time, as may be deemed necessary;
  - 10.1.9 Appoint an interim successor to fill any vacant position on the Management Committee. This appointment shall lapse at the next Annual General Meeting;
  - 10.1.10 Appoint officer/s or agent/s of the Management Committee to have custody of the Club's records, documents and securities;
  - 10.1.11 Appoint delegates to the sport's controlling bodies.

#### 11.0 AUDITOR:

- 11.1 The Annual General Meeting shall elect or appoint an Auditor or Auditors if required.
- 11.2 The Auditor/s shall examine and audit/review all the books and accounts of

the Club annually if required, and have the power to call for all books, papers, accounts, receipts etc. of the Club and report thereon to the Annual General Meeting.

## 12.0 GENERAL MEETINGS:

### 12.1 Annual General Meeting

12.1.1 The Annual General Meeting of the Club shall be held in November within two months of the end of the club's financial year.

12.1.2 The Secretary shall give at least fourteen (14) days' notice of the date of the Annual General Meeting, to members.

12.1.3 All financial members may attend the Annual General Meeting.

12.1.4 The quorum at the Annual General Meeting shall be a minimum of twelve members. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there be no quorum, the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.

12.1.5 The Annual General Meeting shall receive and approve the names of those elected to the committees of the three or more sections.

12.1.6 The agenda for an Annual General Meeting shall be;

- Opening of Meeting
- Apologies
- Confirmation of Minutes of previous Annual General Meeting
- Matters arising from the Minutes
- Presentation of Annual Report
- Adoption of Annual Report
- Presentation of Treasurer's statement
- Election of New Officers and appointment of Auditor and Solicitor, if required
- Presentation of Awards
- Determination of Annual Membership Fees
- Notice/s of Motion
- General Business
- Closure

### 12.2 Special General Meeting

12.2.1 Special General Meetings may be called by the Management Committee or at the request of the President or on the written request of twelve members from any of the sections of the Club.

12.2.2 The Committee of each section also shall have the power to call a

Special General Meeting to discuss an important matter of concern to members.

- 12.2.3 The Secretary shall give at least seven (7) days' notice, in writing, of the date of the Special General Meeting to the members. Notice of Special General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that Special General Meeting.
- 12.2.4 The quorum at the Special General Meeting shall be a minimum of twelve members.
- 12.2.5 In addition, ten financial members from any of the sections may requisition through their committee a Special General Meeting of that section. That committee will without delay call the Special General Meeting by giving seven (7) days' notice to members of that section.

### 13.0 VOTING:

#### 13.1 Voting powers at the Annual General Meeting & Special General Meetings:

- 13.1.1 The President or meeting chair shall be entitled to a deliberative vote and, in the event of a tied vote; the President shall exercise a casting vote.
- 13.1.2 Each eligible member (as defined in clause 5.4) present shall have one (1) vote.

#### 13.2. Voting powers at Management Committee Meetings;

- 13.2.1 The President or meeting chair shall be entitled to a deliberative vote, and, in the event of a tied vote, the President or meeting chair shall exercise a casting vote.
- 13.2.2 Each individual committee member present shall have one (1) vote.

### 14.0 FINANCE:

- 14.1 All funds of the Club shall be deposited into the Club's accounts at such bank or recognised financial institution as the Management Committee may determine.
- 14.2 All accounts due by the Club shall be paid by cheque or electronic banking after having been passed for payment at the Management Committee Meeting. If immediate payment is necessary, account/s shall be paid and the action confirmed at the next Management Committee Meeting.
- 14.3 Any electronic transfer must be approved by two signatories.
- 14.4 The Secretary shall not spend more than a set amount of Petty Cash without the consent of the Management Committee, and shall keep a



record of such expenditure in a Petty Cash Book.

- 14.5 A statement showing the financial position of the Club shall be tabled at each Management Committee Meeting by the Treasurer.
- 14.6 Financial statements shall be submitted to the Annual General Meeting.
- 14.7 The auditor's/reviewer's report shall be attached to such financial statements if an audit is deemed required.
- 14.8 The financial year of the Club shall commence on 1 October each year. The accounts, books and all financial records of the Club shall be audited/reviewed each year.
- 14.9 The signatories to the Club's account/s will be the Treasurer and up to any four from the following;
  - President
  - Vice President
  - Secretary
  - Management committee member or approved person
- 14.10 Signatories will be authorised at the first meeting of the incoming Management Committee after the Annual General Meeting.
- 14.11 All property and income of the Club shall be applied solely to the promotion of the objects of the Club and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

#### 15.0 COMMON SEAL:

The common seal of the Club shall be kept in the care of the Secretary. The seal shall not be used or affixed to any deed or document except pursuant to a resolution of the Management Committee and in the presence of at least the President and two members of the Committee, both of whom shall subscribe their names as witnesses.

#### 16.0 ALTERATIONS TO THE CONSTITUTION AND BY-LAWS:

- 16.1. No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or Special General Meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a Special General Meeting called for such purpose.
- 16.2 The Secretary shall forward such notices of motion to each Management Committee member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a Special General Meeting.
- 16.3 Alterations to the By-laws can be made only at Management Committee

Meetings provided notice of the proposed alteration/s has been duly notified to Committee Members.

- 16.4 Such motions, (called Special Resolutions), or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority of those present and entitled to a vote at the Annual General Meeting, Special General Meeting or Management Committee Meeting, as the case may be.
- 16.5. Within one month of the passing of a Special Resolution, the Secretary shall notify the Registrar of Incorporated Societies.
- 16.6 Any amendments to the constitution must have prior written approval of the Auckland Badminton Association or other affiliated body.

#### 17.0 DISSOLUTION:

If, on the winding up of the Club, any property of the Club remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that property shall be distributed by transferring any assets:

- (a) To the Auckland Badminton Association or
- (b) To any other incorporated society for sports, charitable or benevolent purposes as shall be determined by resolution of those members attending the winding up general meeting.