

**CONSTITUTION
OF
THE WELLINGTON ARCHERY ASSOCIATION
INCORPORATED
2007**

As amended in Annual General Meeting, 17 September 2006

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1 NAME

The name of the Association shall be "The Wellington Archery Association Incorporated".

2 TERMS

Unless the text of this constitution states otherwise:

- "Association" shall mean The Wellington Archery Association Incorporated.
- "Member" shall mean a currently affiliated, paid-up member of the Association.

All references are to clauses of this Constitution.

3 OFFICE

The Office of the Association shall be the business or private address of the secretary.

4 OBJECTS

The objects of the Association shall be:

- a To foster and encourage archery.
- b To encourage individual, inter-club or group competitions.
- c To control all competitions for Association trophies.
- d Generally to act for the welfare of the clubs and members.

5 AFFILIATION

The Association may affiliate with any other organization, including those related to archery.

6 MEMBERSHIP

Membership of the Association may be Ordinary or Club membership.

Ordinary members are those individuals or members of clubs who affiliate to the Association by payment of the annual affiliation fee (except as provided for under Honoraria).

Club membership is available to all Archery clubs situated in the Wellington Archery District. Clubs may become members of the Association by applying in writing, and making payment of the fee prescribed, if such a fee applies.

A member of the Association shall cease to be a member:

- a On forwarding a written resignation to the Secretary, or
- b By non-payment of the annual subscription, or
- c By expulsion for misconduct.

A Club may cease to be a member club on forwarding a written notice of resignation to the Secretary, or by expulsion for misconduct.

7 SUBSCRIPTIONS AND FEES

All fees and other subscription terms shall remain unchanged, until changed in General Meeting. The

General Meeting may change fees for the year after the coming year so that member clubs can set their fees.

Affiliation fees are payable by individual members, generally through their clubs. They become due on the first day of October each year, and shall be paid before the last day in November in the same year. Until these dues have been paid, no person shall be entitled to take part in any tournament under the jurisdiction of the Association or of any Association to which this Association is affiliated.

Joining fees for clubs shall be set from time to time by the Association in General Meeting.

At the discretion of the member involved, the Association may waive affiliation fees for the President, Secretary, Treasurer and Field Secretary.

8 RIGHTS OF MEMBERS

Members of the Association shall be entitled to:

- a Compete at Association tournaments and Open tournaments conducted by member clubs and win trophies and titles.
- b To speak and have a deliberative vote on any issue at General Meetings.
- c Be considered for membership of teams representing the Association.
- d Have the Association determine any grievance or complaint.

Affiliated Clubs shall be entitled to receive notices of meetings, and any other notices that the Association provides, to have their ranges considered for Association competitions, and be eligible to organise tournaments on behalf of the Association.

9 COMPLAINTS AND MISCONDUCT

Any member may lodge a complaint about any matter relating to any Association competition or any act which, in the opinion of the complainant, may adversely affect the interests of Archers, or which contravenes the provisions of this Constitution.

Any such complaint shall be made to the Executive in writing, and shall state fully the grounds of the complaint.

The Executive shall have the power to investigate the complaint and shall have jurisdiction in respect of the complaint. It may dismiss the complaint if it sees fit, but shall then state its reasons in writing to the complainant.

The Executive shall make every endeavour to determine any complaint within three months of receipt of the complaint.

If the Executive should dismiss a complaint, the complaint may be referred to a General Meeting of the Association for consideration.

If the Executive considers that there may be foundation for the complaint, the club or member against whom the complaint is laid shall be given the opportunity to answer the allegations, either in writing, in person, or both.

If a complaint is lodged against a member or members of the Executive, jurisdiction shall lie with the remaining members of the Executive, but should the number of members of the Executive available to determine the complaint be fewer than seven, the complaint shall be determined at a Special General Meeting of the Association called for the purpose.

The Executive, if satisfied that the complaint is proved, may impose any or all of the following penalties:

- a Warn or censure the offending club or member.
- b Suspend the membership of the offending club or member for any period it may see fit, without refunding any affiliation fees.
- c Expel the offending club or member without refunding any affiliation fees.

- d Remove from office any offending Officer of the Association.
- e Disqualify any offending member or Officer from holding office within the Association and/or member bodies of the Association for whatever period it thinks fit.
- f Inform the New Zealand Archery Association or any other body it believes appropriate.

The Executive shall have power to remit or alter any penalty imposed.

Any disciplined member or club shall have the right of appeal to the Association in General meeting.

The Association shall convene a Special General Meeting within a period of three months to consider such an appeal. The meeting may remit or alter any penalty imposed and the decision of the meeting will be binding on all parties.

10 OFFICE BEARERS

The Officers of the Association are:

- Immediate Past President;
- President (who may not serve a term of more than three years consecutively);
- Vice-President;
- Secretary;
- Treasurer;
- Field Secretary;
- Coaching Convener;
- Athletes Commission member.

11 EXECUTIVE

In addition to the above Officers, a number of members may be elected so that there will be an Executive Council of not more than thirteen members.

The President and Vice-President may hold no other office in the Association. Any other Officer may hold not more than two offices.

A member of the Executive who has been absent without leave from three consecutive Executive meetings shall cease to be a Member of the Executive.

12 MANAGEMENT

The management and control of the affairs, funds and investments of the Association shall be vested in the Executive.

The Executive shall in all things be accountable to the Association in General Meeting.

The Executive shall have all the powers of the Association except those which are required to be exercised in General Meeting.

The Executive shall make, amend and delete Rules with regard to the affairs, funds and investments of the Association, including Association competitions. These Rules shall apply in addition to the Constitution, but may not contravene the Constitution or any decision made by the Association in General Meeting. The Association in General Meeting may direct the Executive to make specific additions, amendments or deletions.

The Executive shall have the power to carry out all contracts entered into by the Association.

The Executive shall have the power to form sub-committees, and may delegate to a sub-committee power to carry out contracts entered into by the Association. Any Sub-committee shall include at least one member of the Executive Council.

The Executive shall have power to fill any vacancies occurring in the Officers during the year. However, where relevant, any vacancy will be filled by the person who polled next highest to those elected during the election of Officers.

13 QUORUM

- a At all meetings of the Executive a quorum shall comprise at least five members of the Executive, who shall include members of at least three affiliated clubs.
- b That the quorum for the WAA AGM shall be 20, or 50% of Members entitled to vote, whichever is the smaller.

14 NOTICE OF MEETINGS

- a For all General Meetings of the Association, written notice of not less than sixty clear days shall be given.
- b This notice shall be addressed to the Secretaries of all affiliated clubs, and shall:
 - i Clearly state the date, time and venue for the meeting and the nature of the business to be transacted.
 - ii Call for any nominations for office or any resolutions to be considered by the meeting, these to be in writing and in the hands of the Secretary forty days before the date of the meeting.
 - iii The secretary shall notify all member clubs of any remits or notices of motion proposed at least thirty days before the date of the meeting.
 - iv Remits, or notices of motion may be made to the Annual General Meeting by any member or by the Executive Committee of any affiliated Club.
- c The standard rules of meeting procedure will apply unless this Constitution states otherwise.
- d If a quorum is not present within one hour after the time fixed for the commencement of the meeting, or if the voting strength falls below that of a quorum, then the meeting shall be considered to be adjourned and this shall be clearly noted in the minutes. After the members present are informed of this, and that all decisions from that point on will need to be ratified by postal ballot, the meeting will continue.
- e In the case of an adjourned meeting, any business which was transacted whilst a quorum was present shall be deemed to have been lawfully and legally transacted.
- f In the case of an adjourned meeting, any business which was transacted after a quorum was not present shall be ratified by a postal ballot of all individual members:
 - i If the election of an officer or member of the Executive was one of the decisions not transacted while in quorum, then the previous officer or member shall continue in that role until the election of the new officer or member is ratified.
 - ii Within thirty days of the Meeting, the Secretary (past or new, according to the clause above) shall circulate the minutes of the Meeting and a voting form to the Secretaries of the member Clubs with the request that they in turn circulate it to all their members.”
 - iii The voting form shall allow each decision to be individually voted on.
 - iv The voting forms shall be returned to the Secretary within thirty days of being circulated.
 - v The Secretary shall announce the results within a further seven days.”
- g Should the Secretary fail to call a General meeting as required by this constitution, the President shall call the meeting. Should the President then fail to call the meeting, the Presidents of any three affiliated clubs may call the meeting. At such meetings, if the President and Vice-President are not present, or decline to preside, the meeting may elect any member present to preside at the meeting, and the meeting shall be deemed to have been lawfully conducted.

- h Where evidence of posting is given, notices shall be deemed to have been delivered in the normal course of the post, and non-receipt or delay in receipt will not invalidate determination of the relevant motions.
- i The accidental omission to give notice of a meeting to any member shall not invalidate the proceedings at any meeting.

15 PROCEDURE AT ANNUAL GENERAL MEETINGS

- a The Minutes of the previous Annual General Meeting shall be read, and any business arising transacted.
- b The President shall report to the members on the year's activities.
- c The Annual Report and Statement of Accounts shall be received.
- d The election of the Executive shall take place. Those elected shall take office after the conclusion of the meeting.
- e The Association's fees may be amended for the year after the coming year.
- f An auditor, who shall be a Chartered Accountant, shall be elected.
- g Remits of which notice has been given shall be considered.
- h General business relating to the affairs of the Association shall be transacted.

16 ELECTION OF OFFICERS AND COMMITTEE

Each club shall be entitled to designate a member of that club, who is also a member of the Association, to be one of the executive committee, whether or not the member is in attendance.

Any member so designated shall be eligible, if nominated from the floor, to be elected an officer of the Association.

The remainder of the committee shall be elected from members proposed from the floor in the normal manner.

17 VOTING

- a Voting at Executive meetings shall be by voice, show of hands, or electronic means.
- b Voting at General meetings shall be on voices or show of hands. All members present and over the age of fifteen have the right to one vote. Where not otherwise specified, a simple majority is requested to carry a motion.
- c The President shall have a Casting vote at all meetings, and shall cast this vote to preserve the status quo.
- d Any remit attempting to amend this constitution shall require a two thirds majority of members present and eligible to vote.
- e A ballot shall be taken on any issue if demanded by two or more members present at the meeting, and the meeting shall appoint scrutineers for the purposes of the ballot. The outcome of the ballot shall be made known, but the detail of voting shall not be disclosed, and the ballot papers shall be destroyed immediately, after the result is announced.

18 FINANCIAL YEAR

The Financial Year of the Association shall commence on the first day of August and close on the thirty-first day of July in the following year.

19 SEAL

The common seal of the Association shall be held in the custody of the Secretary, and wherever the common seal is required to be affixed to any instrument, it shall be affixed pursuant to a resolution of either the Executive or the Association in General Meeting, and in the presence of the Secretary, and the President or one other executive member.

Both shall sign the document to which the seal is affixed.

20 NOTICE OF EXECUTIVE MEETINGS

The Secretary shall convene all meetings of the Executive Council as and when deemed necessary, and shall give notice of each meeting to each Council member at least seven days prior to the meeting.

21 SPECIAL GENERAL MEETINGS

On receipt of a written request the Secretary shall call a Special General Meeting.

The request must be from at least six members representing at least two clubs and must state the purpose for which a Special General Meeting is being called.

22 SHOOTING RULES

The shooting rules of the Association shall be those of Archery New Zealand except as otherwise decided by the Association.

23 MATTERS NOT ELSEWHERE COVERED

If any matter should occur which is not, or which it is alleged is not provided for elsewhere in this Constitution, it shall be determined by the Executive, and their decision shall be submitted for confirmation at the first General Meeting thereafter.

24 WINDING UP

- a The Wellington Archery Association may be wound up by the passing of a resolution for this purpose, by a two thirds majority, at a Special General Meeting called for this purpose, and confirming the resolution at a subsequent Special General Meeting held not earlier than thirty (30) days after the date on which the resolution to be confirmed was passed.
- b A panel of three (3) financial members shall be appointed at the Special General Meeting to administer and dispose of all costs, debts, and liabilities in accordance with the Incorporated Societies Act 1908 and subsequent amendments.
- c The above panel shall administer and dispose of all surplus assets as directed by the Special General Meeting and the Constitution.
- d Such surplus funds shall be transferred to Clubs according to the ratios calculated as per (e) below.

- e The above panel and the Secretary will list all paid up members at both of the previous consecutive two financial year-ends. These archers shall be tallied: [A] per Club, and [B] in total. Ratios shall be: [A] / [B].”
- f Trophies to be held in trust by a designated existing affiliated Club. These can be called upon in future as and when required by consent.

25 ALTERATION OR REPEAL

The constitution of the Association shall not be repealed or altered or have additions made to it unless the proposed alterations have been duly notified and are passed by a two thirds majority of members entitled to vote at a General Meeting of which due notice has been given.

26 ADOPTION

The existing Constitution of The Wellington Archery Association (Inc.) is hereby repealed and this Constitution (2007) shall be the Constitution of the Association from 1 January 2007.