

Marlborough Orienteering Club

Incorporated

Rules

(Reviewed 2014)

1. Club Name

The club shall be called the Marlborough Orienteering Club Incorporated, hereafter referred to as 'the Club'.

2. Objectives

The objectives of the Club shall be:

- a. To organise and run orienteering events.
- b. To promote the sport of orienteering.
- c. To encourage people to participate in the sport of orienteering.
- d. To provide facilities so to enable its members to participate in the sport of orienteering.
- e. To coach and train members and prospective members in the sport of orienteering.
- f. To represent the interests of its members in the sport of orienteering.
- g. To facilitate access to orienteering sites.
- h. To co-operate with regional, national or international organisations for the best interests of the sport of orienteering and Club members.

3. Membership

- a. Any person who wishes to become a member of the Club shall make an application in such manner as shall from time to time be acceptable to the Committee. The Committee shall have the sole discretion to accept or refuse any application for membership.
- b. In making an application to become a member of the Club, the applicant shall be deemed to have agreed to comply with and be bound by these rules.

- c. The Committee will be updated on new members at each Committee meeting.
- d. The Committee shall have the power to provide for different categories of membership.

4. Termination of Membership

- a. Any member may resign from the Club at any time by giving notice either verbally, by electronic mail or in writing to the Club Committee, but such resignation shall not relieve members from liability for payment of any outstanding subscriptions or other monies payable to the Club.
- b. If a member's subscription remains unpaid 90 days after the subscription fell due, the membership is deemed to be lapsed, and is no longer eligible to rights and privileges of membership.
- c. The Club Committee may terminate membership of any person if the Club Committee is satisfied that the member has acted in a way unsuitable for a Club member, provided that the Club Committee has given the member the opportunity to appear before them to explain their misconduct.

5. Subscriptions

- a. A member's initial subscription falls due upon application for membership, and then on the first day of July every year.
- b. Any member joining the Club during or after January, but before June of that year, is required to pay only 50% of that subscription.
- c. The rates of subscriptions shall be determined at a General Meeting of the Club prior to the day the subscriptions fall due.
- d. No subscription shall be struck for Honorary members.

7. General Meetings

- a. The Club shall meet for an Annual General Meeting in the month of September or October each year.
- b. The Club Committee may call a General Meeting.
- c. The Club Committee shall give notice of a General Meeting within 7 days of it receiving a requisition to that effect from the greater of 5 members or 10% of the Club's membership. The General Meeting must be held within 28 days of the Committee receiving the requisition. Any requisition is to be in writing.
- d. Notice of a General Meeting is to be given to all members of the Club in writing and is to be sent to the last known email address of the member no less than 14 days prior to the General Meeting.
- e. Notice of any General Meeting is to contain the date, time and place of the meeting, and details of the business of the meeting. In the case of an Annual General Meeting, the notice is to contain the Presidents Report and Annual Accounts.
- f. No business shall be conducted at any General Meeting unless there is a minimum of the greater of 5 members, or 10% of the membership at any stage of the proceedings.
- g. If no business can be conducted due to the effects of Rule 7(f), the Club Committee shall call another General Meeting within 28 days without issuing notice.

- h. At all General Meetings the President shall chair the meeting. If the President is not present after half an hour has elapsed from the commencement time as stated on the notice, the Members may elect a Chair from the floor.
- i. Each member is entitled to one vote at the General Meeting, except for Family membership, where a maximum of two votes is allowed. In the case of equality of votes, the Chairperson is entitled to a casting vote.
- j. Any member who will not be present at a General Meeting may submit a proxy giving their voting rights to another member. All proxies shall be by email or in writing and are to be in the hands of the Secretary no later than 24 hours prior to the meeting.
- k. Voting is to be conducted by a show of hands, but if at least 10% of members present at the General Meeting request, the vote is to be conducted by secret ballot.

8. Club Rules

- a. The rules may be repealed, altered or added to by resolution of a General Meeting.
- b. Any change to the rules are first to be submitted to the Club Committee for their recommendations.
- c. Any proposed alterations are to be included with the notice of meeting and shall be accompanied by the Club Committee's recommendations.
- d. No addition or alteration of the personal benefit clause (15c) or the winding-up clause (16b) shall be made without the approval of Inland Revenue.

9. Club Officers

- a. At every Annual General Meeting the following positions shall be elected:
 - i. President
 - ii. Secretary
 - iii. Treasurer
 - iv. Three or more Club Committee members
- b. No person can hold more than one of the positions specified in section (a) of this rule.
- c. No person may hold any of the positions specified in section (a) of this rule if they are not a member of the Club.
- d. No person may be elected to any of the positions specified in section (a) of this rule unless they have been nominated by two other members.
- e. If any position falls vacant before the next Annual General Meeting the Club Committee may appoint a member to that position.

10. Club Committee

- a. The Club Committee consists of all members elected to the positions as defined in rule 9(a).
- b. The Club Committee may make all decisions for the good management of the Club that are not otherwise specified in these rules.
- c. Notice of any Committee meeting is to be given at least 48 hours prior to the meeting.
- d. The Club Committee is to meet within 7 days of the Club Secretary receiving a requisition in writing from three Club Committee members.

- e. The Club Committee may not conduct any business unless three committee members are present.
- f. The Club Committee may co-opt any other Club member, but this co-opted Committee member may not vote on decisions.

The Club Committee may make or alter policies for the purpose of good management of the Club.

11. President

- a. The President convenes meetings of the Club and ensures that the rules are followed.

12. Secretary

- a. The Secretary shall keep :
 - i. A Minute Book of the business of Club meetings.
 - ii. A Minute Book of the business of the Club Committee,
 - iii. A register of all members..
 - iv. File the annual financial statements with the Registrar of Incorporated Societies after each Annual General Meeting.
- b. The Secretary is to send out all notices required by these rules, and any other communications as required by the Club Committee.
- c. The Club Committee may grant an honorarium to the Secretary at the completion of each financial year.

13. Treasurer

- a. The Treasurer shall:
 - I. Have in their possession the Club cheque book and any Club floats.
 - II. Keep proper financial records of the Club.
 - III. Bank all monies received by the Club.
 - IV. Pay all accounts approved by the Committee.
 - V. Prepare the annual accounts.
 - VI. Collect any monies owing to the Club.

14. Finances

- a. The Club shall operate a bank account and all monies paid to the Club shall be deposited into that bank account. All monies paid by the Club shall be by cheque or direct credit from that bank account. All cheques and direct credits must be approved for payment by two members of the Club Committee. Two signatures/direct credit approvals will be required for all payments.
- b. The bank accounts of the Club shall be operated by any two of:
 - i. The President.
 - ii. The Secretary.
 - iii. The Treasurer.
- c. The Financial Year of the Club shall end on the 30th day of June each year.
- d. The Annual Financial Statements for the financial year of the Club shall consist of the following:
 - i. A Statement of Income and Expenditure.
 - ii. A Balance Sheet.
 - iii. A Statement of Bequests, Funds and Reserves, plus summaries of any movements in these during the year.

- e. The Annual Financial Statements are to be prepared, audited and submitted to the Annual General Meeting of the Club.
- f. The Club Committee may resolve to invest surplus funds prudently, and in a manner most beneficial to its members.
- g. Upon the direction of a General Meeting, the Club may from time to time borrow money and issue securities against its property.

15. The Club Reviewer or Auditor

- a. The Club shall appoint an Auditor or reviewer at an Annual General Meeting.
- b. The holder of this position shall not be a member of the Club Committee, but may be a member of the Club.
- c. If the position falls vacant prior to the next Annual General Meeting, the Club Committee may appoint a person to the position.

16. Common Seal

- a. The Club shall have a Common Seal, which shall be kept by the Secretary.
- b. The Seal shall be affixed under resolution of the Club Committee in the presence of the Secretary and two Club Committee members appointed by the Club Committee.
- c. The Seal shall contain the words 'The common Seal of the Marlborough Orienteering Club Incorporated' located in the centre of a circle.

17. Members Duties

- a. All members are required to communicate any change of their name, address or email contact details.
- b. Every member shall observe the rules of the Club and any policies adopted by the Club Committee.
- c. No Club member shall make a pecuniary gain from any of the activities of the Club.

18. Winding up of the Club

- a. Upon the winding-up of the Club, its property and funds shall be disposed of in accordance with the directions of a General Meeting to another Orienteering Club, or failing such, to the New Zealand Orienteering Federation (Inc).
- b. No property or funds are to be distributed to the members of the Club for pecuniary gain.