



Rules of
Victoria University Rowing Club Incorporated

Table of Contents

The Club	4
1. Name	4
2. Registered Office	4
3. Purposes of Club	4
Management of the Club	4
4. Managing Committee	4
5. Term of Committee	5
6. Election of Officers	5
7. Election of other Committee Members	5
8. Cessation of Committee Membership	6
9. Vacancies	6
10. Role of the Committee	6
11. Role of Officers	7
12. Committee Meetings	8
Club membership	9
13. Types of Members	9
14. Ordinary membership	9
15. Honorary Life Membership	10
16. Register of Members	10
17. Cessation of Membership	10
18. Obligations of Members	11
Money and Other Assets of the Club	11
19. Authorised Officers	11
20. Use of Money and Other Assets	12
21. Subscriptions and Levies	12
22. Additional Powers	12
23. Financial Year	12
Conduct of meetings	13
24. Club meetings	13
25. Motions at Club Meetings	14

Common seal	15
26. Common seal	15
Altering the Rules	15
27. Altering the Rules	15
Bylaws	16
28. Bylaws to govern the Club	16
Winding up	16
29. Winding up	16
Definitions	16
30. Definitions and Miscellaneous matters	16

The Club

1. Name

1.1. The name of this Club is Victoria University Rowing Club Incorporated (“the Club”).

2. Registered Office

2.1. The Registered Office of the Club is Wellington Rowing Club, Taranaki Street Wharf, Wellington.

3. Purposes of Club

3.1. The Purposes of the Club (“the Purposes”) are to:

- (a) Promote rowing, and participation in rowing, at Victoria University of Wellington;
- (b) Promote rowing, and participation in rowing, in New Zealand generally;
- (c) Provide appropriate coaching, plant and facilities to achieve the other Purposes;
- (d) Do anything necessary or helpful to the above Purposes.

3.2. Pecuniary gain is not a Purpose of the Club.

Management of the Club

4. Managing Committee

4.1. The Club shall have a managing committee (“the Committee”), comprising the following Officers:

- (a) President;
- (b) Vice-President;
- (c) Club Captain;
- (d) Treasurer;
- (e) Secretary; and
- (f) Promotions and Social Officer.

4.2. In addition, the Committee may also comprise up to five other Committee Members.

4.3. Only Members of the Club (“a Member”) may be Committee Members.

5. Term of Committee

- 5.1. A Committee's Term is from the conclusion of the Club Meeting at which it is elected to the conclusion of the Club Meeting at which a new Committee is elected.

6. Election of Officers

- 6.1. The Chair shall conduct the election of each Officer separately.
- 6.2. The Chair shall seek nominations for the position. A nomination is valid if it is:
- (a) Moved by a Member present at the Club Meeting;
 - (b) Seconded by another Member present at the Club Meeting; and
 - (c) Accepted by the nominee.
- 6.3. If there is more than one nomination the Chair shall:
- (a) Give each nominee the opportunity to make a brief statement;
 - (b) Direct the nominees to remove themselves from the room;
 - (c) Conduct a vote by show of hands or secret ballot for the position;
 - (d) (If there is a Majority vote for a nominee) Declare that nominee elected; or
 - (e) (If there is no Majority vote for any nominee) Eliminate the nominee with the lowest number of votes and repeat the voting process.
- 6.4. If there is only one nomination the Chair shall declare the nominee elected upon the acclamation of the Club Meeting.
- 6.5. If the final two nominees for any position receive the same number of votes, the Chair shall have a casting vote.

7. Election of other Committee Members

- 7.1. The Chair shall seek nominations for the positions. A nomination is valid if it is:
- (a) Moved by a Member present at the Club Meeting;
 - (b) Seconded by another Member present at the Club Meeting; and
 - (c) Accepted by the nominee.
- 7.2. If there are more than five nominations the Chair shall:
- (a) Give each nominee the opportunity to make a brief statement;
 - (b) Allocate each nominee a number (beginning at one and increasing sequentially);
 - (c) Distribute a voting slip (see Appendix 1) to each Member present at the Club Meeting;

- (d) Explain that the numbers on the voting slip correspond to the numbers given to the nominees;
- (e) Direct each Member present to place a mark beside up to five numbers on the voting slip;
- (f) Collect the completed voting slips and tally the number of votes given to each nominee; and
- (g) Declare the five nominees with the highest number of votes elected.

7.3. If there are fewer than five nominations, the Chair shall declare the nominees elected upon the acclamation of the Club Meeting.

7.4. If two or more nominees receive the same number of votes, and that number of votes would be sufficient to be declared elected except for the limit of five other Committee Members, the Chair shall have a casting vote.

8. Cessation of Committee Membership

8.1. Persons cease to be Committee Members when:

- (a) They resign by giving written notice to the Committee.
- (b) They are removed by Majority vote of the Club at a Club Meeting.
- (c) Their Term expires.

8.2. If any Committee Member is absent from three consecutive Committee Meetings without leave of absence the President may declare that person's position to be vacant.

8.3. If a person ceases to be a Committee Member, that person must within one month give to the Committee all Club documents and property in their possession.

9. Vacancies

9.1. If the position of any Officer becomes vacant between Club Meetings at which the Officer was elected, the Committee may appoint another Committee Member to fill that vacancy until the next Club Meeting.

9.2. If the position of any Committee Member becomes vacant between Club Meetings, the Committee may appoint another Member to fill that vacancy until the next Club Meeting.

10. Role of the Committee

10.1. Subject to the Rules of the Club ("the Rules"), the role of the Committee is to:

- (a) Administer, manage, and control the Club;

- (b) Carry out the Purposes of the Club, and Use Money or Other Assets to do that;
 - (c) Manage the Club's financial affairs, including approving the annual financial statements for presentation to the Members at the Annual General Meetings;
 - (d) Delegate responsibility to Members where necessary;
 - (e) Ensure that all Members follow the Rules;
 - (f) Accept or decline applications to join the Club;
 - (g) Decide the procedures for dealing with complaints;
 - (h) Decide the times and dates for Meetings, and set the agenda for Meetings;
 - (i) Set Membership fees, including subscriptions and levies;
 - (j) Make bylaws.
- 10.2. The Committee has all of the powers of the Club, unless the Committee's power is limited by these Rules, or by a Majority vote of the Club.
- 10.3. Decisions of the Committee bind the Club, unless the Committee's power is limited by these Rules or by a Majority vote of the Club.

11. Role of Officers

- 11.1. The President is responsible for:
- (a) Ensuring that the Rules are followed;
 - (b) Ensuring the Club fulfills its Purposes;
 - (c) Convening Committee Meetings and establishing whether or not a quorum (half of the Committee) is present;
 - (d) Chairing Committee Meetings, deciding who may speak and when;
 - (e) Overseeing the operation of the Club;
 - (f) Providing a report on the operations of the Club at each Annual General Meeting;
- 11.2. The Vice-President is responsible for assisting the President in the discharge of his or her duties and responsibilities;
- 11.3. The Club Captain is responsible for:
- (a) Overseeing the on-water activities of the Club. This includes training times, training camps and allocation of boats and other rowing equipment;
 - (b) Providing, where appropriate, information to Members on New Zealand University crews and other high performance opportunities;
 - (c) Managing the Club's crews at any regattas attended by the Club.

11.4. The Secretary is responsible for:

- (a) Recording the minutes of Meetings;
- (b) Keeping the Register of Members;
- (c) Holding the Club's records, documents, and books except those required for the Treasurer's function;
- (d) Receiving and replying to correspondence as required by the Committee;
- (e) Forwarding the annual financial statements for the Club to the Registrar of Incorporated Societies upon their approval by the Members at an Annual General Meeting.
- (f) Advising the Registrar of Incorporated Societies of any rule changes;
- (g) Ensuring the Club is registered with the University annually.

11.5. The Treasurer is responsible for:

- (a) Keeping proper accounting records of the Club's financial transactions to allow the Club's financial position to be readily ascertained;
- (b) Preparing annual financial statements for presentation at each Annual General Meeting;
- (c) Providing a financial report at each Annual General Meeting;
- (d) Providing financial information to the Committee as the Committee determines.

11.6. The Promotions and Social Officer is responsible for:

- (a) Coordinating the Club's promotion and marketing at appropriate occasions such as competitions, events and Clubs' Week;
- (b) Coordinating the Club's social activities and functions;
- (c) Coordinating the Club's efforts to attract sponsorship, grants, gifts and bequests;
- (d) Maintaining the Club's website, Facebook page and Twitter account.

12. Committee Meetings

12.1. No Committee Meeting may be held unless five or more Committee Members, of whom at least two are Officers, attend;

12.2. The President shall chair Committee Meetings. If the President is absent, the Committee shall elect a Committee Member to chair that meeting;

12.3. Decisions of the Committee shall be by Majority vote;

- 12.4. The President or person acting as Chair has a casting vote in the event of a tied vote;
- 12.5. Only Committee Members present at a Committee Meeting may vote at that Committee Meeting.
- 12.6. Subject to these Rules, the Committee may regulate its own practices;
- 12.7. The President or the Chair shall adjourn the meeting if necessary.
- 12.8. If within half an hour after the time appointed for a meeting a quorum is not present the meeting shall stand adjourned to a day, time and place determined by the President.

Club membership

13. Types of Members

- 13.1. There shall be two types of membership of the Club:
 - (a) Ordinary Members; and
 - (b) Honorary Life Members.
- 13.2. All Members have the rights and responsibilities set out in these Rules.

14. Ordinary membership

- 14.1. To become an Ordinary Member of the Club, an applicant must provide his or her:
 - (a) Full name;
 - (b) Postal address;
 - (c) Email address;
 - (d) Mobile number; and
 - (e) Student ID number (if any); and
 - (f) Any other information the Committee requires.
- 14.2. The Committee shall have complete discretion when it decides whether or not to allow an applicant to become a Member, however no decision shall be made on the basis of age, sex, sexual orientation, race, religion or disability. The Committee shall advise the applicant of its decision, and that decision shall be final.

15. Honorary Life Membership

- 15.1. A person may be elected or removed as an Honorary Life Member by unanimous motion at any Meeting.
- 15.2. A person elected as an Honorary Life Member must accept membership before any rights or responsibilities set out in these Rules apply.

16. Register of Members

- 16.1. The Secretary shall keep a register of Members (“the Register”), which shall contain the names, postal addresses, email addresses, mobile numbers and student ID numbers of all Members, and the dates at which they became Members.
- 16.2. If a Member’s contact details change, that Member shall give the new postal or email address or mobile number to the Secretary.
- 16.3. Each Member shall provide any other information the Committee requires.
- 16.4. Members shall have reasonable access to the Register of Members.

17. Cessation of Membership

- 17.1. Any Member may resign by giving written notice to the Secretary.
- 17.2. Membership may be terminated in the following way:
 - (a) If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the Purposes of the Club, the Committee may give written notice of this to the Member (“the Committee’s Notice”). The Committee’s Notice must:
 - (i) Explain how the Member is breaching the Rules or acting in a manner inconsistent with the Purposes of the Club;
 - (ii) State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member’s Membership.
 - (iii) State that if, within 14 days of the Member receiving the Committee’s Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member’s Membership.
 - (iv) State that if the Committee terminates the Member’s Membership, the Member may appeal to the Club.

- (b) 14 days after the Member received the Committee's Notice, the Committee may in its absolute discretion by Majority vote terminate the Member's Membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Club at the next Meeting by giving written notice to the Secretary ("Member's Notice") within 14 days of the Member's receipt of the Termination Notice.
- (c) If the Member gives the Member's Notice to the Secretary, the Member will have the right to be fairly heard at a Club Meeting held within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them ("the Member's Explanation"), and the Member may require the Secretary to give the Member's Explanation to every other Member within 7 days of the Secretary receiving the Member's Explanation. If the Member is not satisfied that the other Club Members have had sufficient time to consider the Member's Explanation, the Member may defer his or her right to be heard until the following Club Meeting.
- (d) When the Member is heard at a Club Meeting, the Club may question the Member and the Committee Members.
- (e) The Club shall then by Majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Club's decision will be final.

18. Obligations of Members

- 18.1. All Members (and Committee Members) shall promote the Purposes of the Club and shall do nothing to bring the Club into disrepute.

Money and Other Assets of the Club

19. Authorised Officers

- 19.1. The following Officers shall have shared authority over the Club's bank account(s)
- (a) The President;
 - (b) The Vice President;
 - (c) The Treasurer; and
 - (d) The Secretary.

19.2. Club cheques must be co-signed by at least two of these authorised Officers.

20. Use of Money and Other Assets

20.1. The Club may only Use Money and Other Assets if:

- (a) It is for a Purpose of the Club;
- (b) It is not for the sole personal or individual benefit of any Member. However, this does not limit the Club's ability to apply Money or Other Assets to the expenses of a Member, where such an application would further a Purpose of the Club; and
- (c) That use has been approved by either the Committee or by the Majority vote of the Club.

21. Subscriptions and Levies

21.1. If any Member does not pay a subscription or levy by the date set by the Committee or the Club, the Secretary will give written notice that, unless the arrears are paid by a nominated date, the Membership will be terminated. After that date, the Member shall (without being released from the obligation of payment of any sums due to the Club) have no Membership rights and shall not be entitled to participate in any Club activity.

22. Additional Powers

22.1. The Club may:

- (a) Employ people for the Purposes of the Club;
- (b) Exercise any power a trustee might exercise;
- (c) Invest in any investment that a trustee might invest in;
- (d) Borrow money and provide security for that if authorised by Majority vote at any Club Meeting.

23. Financial Year

23.1. The financial year of the Club begins on 1 January of every year and ends on 31 December of the same year.

Conduct of meetings

24. Club meetings

- 24.1. A Club Meeting is either an Annual General Meeting or a Special General Meeting.
- 24.2. The Annual General Meeting shall be held once every year no later than five months after the Club's balance date. The Committee shall determine when and where the Club shall meet within those dates.
- 24.3. Special General Meetings may be called by the Committee. The Committee must call a Special General Meeting if the Secretary receives a written request signed by at least 10% of the Members.
- 24.4. The Secretary shall:
 - (a) Give all Members at least 14 days Written Notice of the ordinary business to be conducted at any Club Meeting
 - (b) Provide, where appropriate:
 - (i) A copy of the President's Report on the Club's operations and of the Annual Financial Statements as approved by the Committee;
 - (ii) Notice of any motions and the Committee's recommendations about those motions.
- 24.5. If the Secretary has sent a notice to all Members in good faith, the Meeting and its business will not be invalidated simply because one or more Members do not receive the notice.
- 24.6. All Members may attend and vote at Club Meetings.
- 24.7. No Club Meeting may be held unless at least 15 eligible Members attend. (This will constitute a quorum.)
- 24.8. All Club Meetings shall be Chaired by the President. If the President is absent, or is a candidate for a position, the Club shall elect another Committee Member to Chair that part or whole of the Meeting. Any person Chairing a Club Meeting has a casting vote.
- 24.9. On any given motion at a Club Meeting (which does not include election of the Committee Members), the Chair shall in good faith determine whether to vote by:
 - (a) Voices;
 - (b) Show of hands; or
 - (c) Secret ballot.

24.10. However, if any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is tied, the Chair will have a casting vote.

24.11. The business of an Annual General Meeting shall be:

- (a) Receiving any minutes the previous Club Meeting(s);
- (b) The President's report on the business of the Club;
- (c) The Treasurer's report on the finances of the Club, and the Annual Financial Statements;
- (d) Election of Committee Members;
- (e) Motions to be considered;
- (f) General business.

24.12. The Chair shall adjourn the meeting if necessary.

24.13. If within half an hour after the time appointed for a meeting a quorum is not present, the meeting:

- (a) if convened upon requisition of Members, shall be dissolved;
- (b) in any other case, shall stand adjourned to a day, time and place determined by the President

24.14. The Chair may, with the consent of any Club Meeting, adjourn the Club Meeting to a different day, time or 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.

25. Motions at Club Meetings

25.1. Any Member may request that a motion be voted on ("Member's Motion") at any particular Club Meeting, by giving written notice to the Secretary at least 21 days before that meeting. The Member may also provide information in support of the motion ("Member's Information"). The Committee may in its absolute discretion decide whether or not the Club will vote on the motion. However, if the Member's Motion is signed by at least 10% of eligible Members:

- (a) It must be voted on at the Club Meeting chosen by the Member; and
- (b) The Secretary must give the Member's Information to all Members at least 14 days before the Club Meeting chosen by the Member; or If the Secretary fails to do this, the Member has the right to raise the motion without notice at that Club Meeting.

- 25.2. The Committee may also decide to put forward motions for the Club to vote on (“Committee Motions”) which shall be suitably notified.

Common seal

26. Common seal

- 26.1. The Committee shall provide a common seal for the Club and may from time to time replace it with a new one.
- 26.2. The Secretary shall have custody of the common seal, which shall only be used by the authority of the Committee. Every document to which the common seal is affixed shall be signed by the President and countersigned by another Officer of the Club.

Altering the Rules

27. Altering the Rules

- 27.1. The Club may alter or replace these Rules at a Club Meeting by a resolution passed by a two-thirds majority of those Members present and voting.
- 27.2. Any proposed motion to amend or replace these Rules shall be signed by at least 10% of eligible Members and given in writing to the Secretary at least 7 days before the Club Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.
- 27.3. At least 5 days before the General Meeting at which any Rule change is to be considered the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has.
- 27.4. When a Rule change is approved at a Club Meeting, no Rule change shall take effect until the Secretary has filed the changes with the Registrar of Incorporated Societies.

Bylaws

28. Bylaws to govern the Club

- 28.1. The Committee may from time to time make, alter or rescind bylaws for the general management of the Club, so long as these are not repugnant to these rules or to the provisions of law.
- 28.2. All such bylaws shall be binding on members of the Club.
- 28.3. A copy of the bylaws for the time being, shall be available for inspection by any member on request to the Secretary.

Winding up

29. Winding up

- 29.1. If the Club is wound up:
 - (a) The Club's debts, costs and liabilities shall be paid;
 - (b) Any surplus Money or Assets must be given or transferred to another organisation that is charitable under New Zealand law and has similar purposes to the Club.

Definitions

30. Definitions and Miscellaneous matters

- 30.1. In these Rules:
 - (a) "Majority vote" means a vote made by more than half of the Members who are present at a Meeting and who are entitled to vote and voting at that Meeting upon a resolution put to that Meeting.
 - (b) "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the Club.
 - (c) "Club Meeting" means any Annual General Meeting, or any Special General Meeting, but not a Committee Meeting.
 - (d) "Use Money or Other Assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, Money or Other Assets.

- (e) “Written Notice” means communication by post, electronic means (including email, and website posting), or a combination of these methods.
- (f) Matters not covered in these rules shall be decided upon by the Committee.



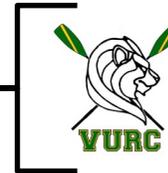
Victoria University Rowing Club

Voting ballot

Instructions

- Each nominee has been allocated a number. That number corresponds to a number on this sheet.
- You may vote for up to, and including, five nominees. Ballots with more than five votes will not be counted.
- The five nominees with the most amount of votes will be elected, subject to the Rules of the Club.

Nominee #1	<input type="radio"/>	Nominee #8	<input type="radio"/>
Nominee #2	<input type="radio"/>	Nominee #9	<input type="radio"/>
Nominee #3	<input type="radio"/>	Nominee #10	<input type="radio"/>
Nominee #4	<input type="radio"/>	Nominee #11	<input type="radio"/>
Nominee #5	<input type="radio"/>	Nominee #12	<input type="radio"/>
Nominee #6	<input type="radio"/>	Nominee #13	<input type="radio"/>
Nominee #7	<input type="radio"/>	Nominee #14	<input type="radio"/>



Victoria University Rowing Club

Voting ballot

Instructions

- Each nominee has been allocated a number. That number corresponds to a number on this sheet.
- You may vote for up to, and including, five nominees. Ballots with more than five votes will not be counted.
- The five nominees with the most amount of votes will be elected, subject to the Rules of the Club.

Nominee #1	<input type="radio"/>	Nominee #8	<input type="radio"/>
Nominee #2	<input type="radio"/>	Nominee #9	<input type="radio"/>
Nominee #3	<input type="radio"/>	Nominee #10	<input type="radio"/>
Nominee #4	<input type="radio"/>	Nominee #11	<input type="radio"/>
Nominee #5	<input type="radio"/>	Nominee #12	<input type="radio"/>
Nominee #6	<input type="radio"/>	Nominee #13	<input type="radio"/>
Nominee #7	<input type="radio"/>	Nominee #14	<input type="radio"/>