

CONSTITUTION
OF
AUCKLAND ICE FIGURE SKATING CLUB (INCORPORATED)
OCTOBER 2015

1. **NAME:** The name shall be Auckland Ice Figure Skating Club (Incorporated).
2. **INTERPRETATION:** In these rules, unless inconsistent with the text, "Club" shall mean "Auckland Ice Figure Skating Club (Incorporated)"; "Committee" shall be defined in Rule 10: "Year" shall mean the financial year of the Club as Defined in Rule 29.
3. **OBJECTS AND PURPOSE:**

The objects for which the Club is formed are:
The playing and promotion of the amateur sport of ice figure skating.

 - (a) To promote competitions in the various classes of Figure Skating.
 - (b) To set test standards and award medals, certificates and trophies.
 - (c) To enjoy group tuition during private club sessions.
 - (d) To foster Ice Skating as a family sport.
 - (e) To encourage young people to participate in the sport.
 - (f) To provide trophies for Figure Skating.
 - (g) To provide amenities for Social activities.
 - (h) To encourage social and competitive contact with other Clubs.
 - (i) To promote an interest in, sponsor, control, or conduct carnivals and such similar social events as the Committee may decide.
 - (j) (Reserve).
4. **CLUB COLOURS AND BADGE:**

The club colours shall be Blue, Silver and Gold and the Club Badge shall depict two ice-figure skates on a blue background and the words "Auckland Ice Figure Skating Club" on the outer periphery to be in silver.
5. **MEMBERSHIP:**

Senior membership is open to persons fourteen (14) years of age and over as at 31st October of the current financial year. Junior membership is open to persons who are under the above age. Family memberships are open to adults and their direct dependents. There is to be no restriction with regard to race, creed or colour.

ASSOCIATE MEMBERSHIP:

Persons wishing to support the Club but who may be non-skaters, on application to the General Committee may be elected as Associate members of the Club and shall pay such subscriptions as are fixed annually for Associate Membership at the Annual General Meeting.

HONORARY LIFE MEMBERSHIP:

Persons who have been active in promoting the welfare of the Club may be elected to Honorary Life Membership of the Club at a Special General Meeting or at an Annual General Meeting of the Club in accordance with the Honorary Life Membership Policy, with full voting rights.

6. SUBSCRIPTIONS:
The Annual subscription for members shall be fixed at the Annual General Meeting and shall become due at the closing of the Annual General Meeting. If any member shall fail to pay the Annual subscriptions on or before the 1st day of May after it becomes due, the Treasurer shall send notice to the member calling attention thereto. If such subscription be not paid within fourteen days after the notice, the Committee may innate the membership by resolution to that effect but the members shall remain liable for all subscriptions due.
7. RESIGNATION:
Any member may resign from membership by giving to the Secretary notice in writing to that effect.
8. EXPULSION:
The Committee may suspend from or terminate the membership of any member whose conduct either in or out of the Club is deemed by it after suitable enquiry to be injurious to the character and interests of the Club.
9. OFFICERS OF THE CLUB:
- (a) The Officers of the Club shall be the President, Vice-President, Secretary, Treasurer, and Immediate Past President.
 - (b) The President, Vice-President, Secretary, Treasurer, Treasurer - Synchro shall be elected annually at the Annual General Meeting.
 - (c) Any officer anticipating an absence of three months or more must inform the Secretary of this fact. The Committee shall have the power to fill the vacancy if required.
 - (d) The President and/or Secretary shall be ex-officio members of all Committees and Sub-Committees.
10. COMMITTEE:
- (a) The entire management of the Club and its property shall be deputed to a Committee consisting of: The Officers of the Club as specified in Rule 9 (a) and five Committee members as follows:
 - (i) Test Secretary and Competition Secretary.
 - (ii) Any other committee members are resolved and elected at the Annual General Meeting.
 - (iii) Other Committee members as the Committee shall co-opt during the year at a properly constituted meeting of the Committee should it be deemed necessary or advisable to do so.
 - (b) No office holder of another Ice Figure Skating Club shall be an office holder of the Auckland Ice Figure Skating Club (Incorporated).
11. MEETINGS OF COMMITTEE:
A meeting of the Committee may be called at any time by the President or Secretary.
12. NOTICE OF MEETING:
Notice of any meeting shall be given to every member of the Committee at least forty-eight (48) hours before the meeting.

13. QUORUM:
At each meeting of the Committee five shall constitute a Quorum and the Chairperson being the fifth person to have a deliberate and casting vote.
14. CHAIRMAN:
At all meetings the President shall preside and in his absence the Vice-President. If neither of these officers is present the meeting shall elect a Chairman for the duration of that meeting.
15. ANNUAL GENERAL MEETING:
The Annual General Meeting shall be held during the month of November each year the date to be determined by the Committee.
16. NOTICE OF GENERAL MEETINGS:
The Secretary, not less than twenty-eight (28) days before any General Meeting, shall send to a member at his address in the Club register a notice stating the day, place, hour of meeting and the business to be transacted thereat.
17. PROCEDURE AT GENERAL MEETING:
At all General Meetings, the Chair shall be taken by the President or if he is not present by the Vice-president or some financial member chosen by the Meeting. Every member shall have one vote, and in the case of equality of votes, the Chairman shall have a second or casting vote. Voting shall be by voice, but if any member so desires, the Chairman shall call for a division which shall be indicated by a show of hands or if requested by a ballot. The Quorum at any Annual General or Special General Meeting shall be twenty (20) members.
18. APPOINTMENT OF SCRUTINEERS:
At any meeting where voting by ballot is required the Meeting shall appoint two (2) of their members as scrutineers.
19. ALTERATIONS OF CONSTITUTION:
These rules may be repealed, altered or added to by a resolution at a General Meeting, the notice of which shall have specified the proposed repeal, alteration or addition; but nothing in this rule shall prohibit the amendment by the General Meeting of any proposal which has been specified in the notice.

No addition to, or alteration or deletion of the amateur sports objects, Personal Benefit clause, Payments To Members clause or the Winding Up clause shall be made without the approval of the Inland Revenue Department (or it's statutory successor in the approval of amateur sports promoters).

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.
20. NOTICE OF MOTION:
No vote shall be taken on any motion concerning rules and finance at any General Meeting unless notice shall have been given in writing to the Secretary fourteen (14) days before such meeting.
21. COMPLAINTS AND SUGGESTIONS:
Any complaints or suggestions shall be made in writing to the Secretary and shall be brought before the Committee for consideration.

22. DUTIES OF SECRETARY:

The secretary shall keep and have custody of:

- (a) A Minute Book containing full and correct Minutes of all Meetings.
- (b) A register showing the names, addresses, and occupations of all members and the dates at which they became members.

23. DUTIES OF TREASURER:

- (a) The Treasurer shall keep such books of accounts as the Committee may from time to time require.
- (b) The Treasurer shall keep all entries in such books properly up-to-date.
- (c) The Treasurer shall forward to the Registrar of Incorporation Societies such notices and returns as the Registrar shall from time to time require.

24. AUTHORITY OF SUB-COMMITTEES

- a. The Committee may appoint a sub-committee consisting of such persons and for such purposes as it sees fit. The sub-committee must exist for a defined period of time or purpose.
- b. Unless otherwise resolved by the Committee, the sub-committee:
 - i. Shall consist of a minimum of 2 full committee members and 2 society members.
 - ii. Shall not act on behalf of AIFSC without the express authority of the full Committee.
 - iii. Shall provide accurate minutes of the sub-committee meetings to the next full committee meeting.
- c. The full Committee may delegate the authority to make relevant management decisions to the sub-committee in accordance with Clause 24(b) above.
- d. The Committee shall not delegate the authority for decisions on financial matters affecting the society to the sub-committee.
- e. The Committee shall not delegate the authority to enter into contracts for the procurement of services to the sub-committee.

25. BANK ACCOUNTS:

The funds of the Club shall be lodged with a Trading or Savings Bank. The Bank Passbooks, together with the Club Books of Accounts, shall be produced by the Treasurer at each meeting of the Committee.

26. INVESTMENTS:

If the Committee so determines, any part of the funds of the Club may be invested in the manner provided by the "Trustee Act 1908" or any act amending or replacing the same.

27. WINDING UP:

The Club shall be wound up in accordance with Clause 24 of the "Incorporated Societies Act 1908" or relevant clause in any subsequent legislation. If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities any funds or property whatsoever, the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to some other amateur sports promoter or charitable organisation.

28. CONTROL OF FUNDS:

- (a) The Club's bank account shall be operated upon the signature of any two of the following: President, Secretary or Treasurer.
- (b) All accounts shall be passed for payment by the Committee provided that in the case of urgency or for an amount not exceeding \$10 the President may

authorise payment. A schedule of amounts so authorised shall in each case be submitted to the next meeting of the Committee.

29. FINANCIAL YEAR:
The financial year of the Club shall end on the 31st October in each year, to which date the accounts shall be balanced.
30. AUDITOR:
No review or audit of the annual financial statements is required unless a review or audit is requested by 5% of the Members at the AGM or other special meeting.

Should the Members request a review or audit then the Committee shall nominate a suitable candidate (preferably a member of the New Zealand Institute of Chartered Accountants, who must not be a member of the Committee, or an employee of AIFSC) to complete this on the annual financial statements. The review or audit shall be undertaken in accordance with NZICA best practice.
31. BALANCE SHEET:
A statement of Accounts and a Balance Sheet shall be prepared and audited, and a copy shall be given to each member of the Club at the Annual General Meeting.
32. COMMON SEAL:
The Common Seal of the Club shall be kept by the Secretary and shall not be affixed to any documents except by the Resolution of the Committee and in the presence of two members of the Committee and of the Secretary.
33. BORROWING POWER:
The Committee shall have power to borrow such amounts and on such terms as it thinks fit, and to give as security therefore and interests thereon such security as the Committee may determine.
34. DISPUTES:
Any dispute at or in regard to any Club matter or at any competition shall be referred to the Committee whose decision shall be final. No member except for the purpose of pleading his own case shall take part in the determination of any dispute in which he is personally involved.
35. POLICY MATTERS:
No member of the Club or Associate Member shall make public statements on behalf of the Club, or appear to do so, unless previously authorised by the Executive.
36. PATRON:
A Patron shall be elected at the Annual General Meeting.
37. DELEGATES:
Delegates representing the AIFSC (Inc) at the Biennial and General Meetings of the NZIFSA shall be chosen and elected at a properly constituted Annual General Meeting of the AIFSC (Inc). Should any of the elected delegates be unable to attend the abovementioned meetings, the Committee shall be empowered to elect a replacement(s).
38. FINANCIAL ISSUES:
(a) *Personal Benefit*

Notwithstanding anything expressed or implied in these rules, the activities of the Club shall not be carried on for the personal pecuniary profit or personal pecuniary benefit of any member or individual or associated person.

(b) *Payments to Members*

No member of the Club or any person associated with a member shall participate in or materially influence any decision made by the organisation 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 shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value).

39. CONFLICT OF INTEREST

The Committee members (including sub-committee members) shall declare a conflict of interest and withdraw from discussions and voting in all circumstances where a Committee member or their immediate family may personally benefit (financially or otherwise) from a Committee decision. The conflict of interest shall be documented in the minutes of the Committee meeting.

40. CONTRACT FOR PROFESSIONAL SERVICES

The Committee may enter into a professional services contract for the purposes procuring coaching services where:

- a. A formal contract document has been authorised by the Committee, and
- b. The authorised contract sets out the conditions of contract, including as a minimum, the number of hours, role/scope, payment, termination notice and identifies the contractual terms in accordance with AIFSC Constitution.
- c. The terms of the contract are deemed to have been accepted by both parties once the first payment has been made and received for services.


41. MINUTES OF MEETINGS

A record of each committee and sub-committee meeting shall be recorded in the form of minutes. The minutes of each meeting shall be made available to the members prior to the next meeting. The minutes should be placed on the AIFSC website.

Dated this 10th day of December 2015



President



Secretary