

**CONSTITUTION OF
ARCHERY NEW ZEALAND
INCORPORATED**

Amended January 2012

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**CONSTITUTION OF
ARCHERY NEW ZEALAND INCORPORATED**

1 NAME

1.1 The name of the Association is the Archery New Zealand Incorporated.

1.2 It may also be known as "Archery New Zealand", "ArcheryNZ" or, for the purposes of the Constitution and Rules, "the Association."

2 OBJECTIVES AND POWERS

2.1 Archery New Zealand will act as the governing body in all matters pertaining to archery in New Zealand.

2.2 It will develop archery to provide continuing opportunities for success in all aspects of the sport, recreational through to international competition.

2.3 The Association is a non-commercial, non-profit-making and representative sporting organization

2.4 Powers of the Association include:

(1) all the powers of natural persons for the conduct of its own affairs.

(2) Without prejudice to the generality of subclause (1) the powers of the Association will include the power –

(a) to purchase, lease or otherwise acquire any land or other property of any tenure and any interest therein as will be necessary to fulfil the objectives of the Association;

(b) to sell or otherwise dispose of any such land or other property as will have become unnecessary to fulfil the objectives of the Association;

(c) to employ or engage or appoint servants, agents and professional advisers, on such terms and conditions as are approved by the Board;

(d) with the prior consent of the AGM, to borrow money, with or without security, for the promotion of the objectives of the Association;

(e) with the prior consent of the AGM, to pledge in security the whole or any part of the assets of the Association, or to grant guarantees;

(f) to procure charitable or tax-exempt status for the Association.

3 MEMBERSHIP

3.1 Full membership is available to those archers domiciled in New Zealand or New Zealand citizens overseas who, having been accepted as a member by Archery New Zealand, pay the appropriate affiliation fee. Full membership includes that granted to those young persons aged 14 years and over who qualify as "Juniors" within the rules of Archery New Zealand.

3.2 Administrative membership is available at a reduced fee to those assisting clubs or the Association but who are not active archers.

3.3 Life Membership may be granted to members who have given at least ten (10) years outstanding service to archery on a national level. There will be no more than eight Life Members at any one time.

3.4 Details of classes of members are contained in the Rules.

4 CESSATION OF MEMBERSHIP

4.1 Any member of the Association will cease to be a member if:

- that member resigns,
- her/his affiliation fee is not paid by the set date,
- she/he is expelled by the Board following a disciplinary hearing, and an appeal if any.

4.2 Any member suspended for a period of time by the Board will lose all rights and obligations of membership for that period of time.

5 ANNUAL GENERAL MEETING

5.1 The Annual General Meeting of the Association will take place during the period of the Outdoor National Championships and in the same locality.

5.2 The date, time and venue of the AGM will be advised to clubs and affiliated members at least three calendar months before the meeting.

5.3 Full, Administrative and Life members will each be eligible to exercise one vote. The President (or the appointed chairperson in the absence of the President)

will exercise a casting vote in the case of a tie

5.4 Voting will be by voice, show of hands or secret ballot. A simple majority of eligible voters present at the meeting will determine all issues except constitutional resolutions which will require a two-thirds majority of the votes cast

5.5 The President (or the appointed chairperson in the absence of the President) will conduct the Annual General Meeting in accordance with the commonly accepted rules

for the conduct of meetings in New Zealand.

5.6 The quorum for the Annual General Meeting will be at least 40 currently affiliated members eligible to vote at the meeting.

6 THE BUSINESS OF THE AGM

The business of the AGM will include to:

- receive the annual report of the Association:
- approve the annual accounts and adopt the balance sheets:
- elect officers as required:
- amend/approve the strategic plan:
- amend the constitution:
- set the affiliation fee(s) and other levies:
- accept (written) reports from officers of the Association:
- make recommendations to the board of Archery New Zealand and /or any of the Commissions:
- determine other matters of which due notice has been given or which are approved for discussion by the meeting.

7 OFFICERS OF THE ASSOCIATION

7.1 The key officers of the Association are:

- President
- Vice President
- Secretary

- Treasurer
- Coaching convenor
- Athletes' convenor
- JAMA convenor
- Judges' convenor

7.2 The term of office for these positions is two years and incumbents are eligible for re-election/re-appointment.

7.3 To be elected at the appropriate Annual General Meeting are:

- President,
- Vice President,
- Secretary,
- Treasurer.

7.4 The President and Treasurer will be elected in the same year, each alternate year from 1997. The Vice President and Secretary will be elected in each alternate year from 1998.

7.5 The Athletes', Coaches', JAMA, and Judges' Commissions, meeting at the Outdoor National Championships, will elect their respective convenors on 2-yearly cycles. Judges' and Athletes' Commissions elect their convenors in alternate years from 1997; JAMA and Coaches' alternate years from 1998.

7.6 The convenor of selection will be appointed by the Board of Management for a two year period.

8 OTHER OFFICERS

8.1 Patron

The Patron of the Association will be elected at an Annual General Meeting and for a specified period of time.

8.2 Auditor The auditor will be appointed by the Board of Management for a period of one year.

8.3 Representative(s) to the New Zealand National Olympic Committee. These representative(s) will be appointed by the Board for a four year period from 1997.

8.4 Editor, Registrar

The Editor of the NZ Archer and the Registrar will each be appointed by the Board of Management for a one year period.

9 BOARD OF MANAGEMENT

9.1 The Board of Management is made up of the

- President,
- Vice President,
- Secretary,
- Treasurer, and
- Convenors of Athletes', Coaching, JAMA, and Judges' Commissions.

9.2 Each person will exercise one vote. The President, or person acting as the President, will also have a casting vote wherever votes on any issue are tied.

9.3 Other affiliated members may attend meetings, speak on request but may not vote.

9.4 The functions of the Board include:

- Oversight of the routine activities of the officers.

- Forward planning to promote the sport of archery, including strategic plans and applications for funding.
- Implementing the policy decisions/recommendations of the AGM.
- Appointment of the Editor, Registrar, Convenor of the Selection Panel, representative(s) to the New Zealand National Olympic Committee, SPARC and other officials as required
- Coordination of the work of the commissions.
- Amendments to the Rules of the Association.
- Recommendations on the level of affiliation fees and any other levies.
- Establishment of an Appeals Committee as set out in the Rules.
- Conduct disciplinary hearings, impose any penalty including expulsion of any member and/or group of members, through the disciplinary committee as set out in the Rules.
- Conduct any other business not dealt with by the Annual General Meeting.
- Establishing sub-committees to carry out any of its functions.

9.6 The Board and its subcommittees will meet as frequently as required. Meetings may be face to face, by audio conference or any other appropriate method.

9.7 A quorum for full Board meetings will be 5 of the eligible members including at least two of the following officers -President, Vice President, Secretary or Treasurer.

10 FINANCE

10.1 The Board is responsible for the conduct of the financial activities of the Association.

10.2 The financial year of the Association will be from 1 October in any one year to 30 September the following year.

10.3 All monies received by the Association will be deposited in a bank or banks determined by the Board.

10.4 No member, or person associated with a member, may participate in or attempt to influence a decision of the Association in relation to any income, benefit or advantage whatsoever to that member or associated person. Any such income paid will be reasonable and in line with that paid on the open market.

10.5 The Board may not borrow money and/or use the assets of the association as security without the prior approval of the Annual General Meeting, Special General Meeting or postal ballot of members.

10.6 All withdrawals and cheques will be co-signed by two of any three officers appointed by the Board for the purpose.

10.7 The accounts will be audited annually by an independent financial consultant appointed by the Board.

11 SPECIAL GENERAL MEETING

11.1 Special General Meetings of the Association may be called by the National Secretary on the request of the majority decision of the Board or at the request of at least three (3) clubs whose members comprise not less than 20% affiliated members eligible to vote in Association matters.

11.2 Clubs must receive a minimum of one calendar month's notice of the date, time and venue of the meeting and details of the purpose of the meeting.

11.3 Voting at the Special General Meeting will be by all full, administrative and Life Members of the Association. Decisions will be decided by a simple majority of eligible voters present at the meeting, except that changes to the Constitution will require a two-thirds majority of valid votes cast. Voting will be by show of hands unless a secret ballot is called for.

11.4 A quorum for the Special General Meeting will be at least 40 of currently affiliated members eligible to vote at the meeting.

12 POSTAL BALLOT

12.1 The Board may request the National Secretary to conduct a postal ballot as and when it deems it necessary.

12.2 Two Life Members and/or Board members will be the scrutineers of the ballot,
the details for which are contained in the Rules of the Association.

13 AMENDMENTS TO THE CONSTITUTION

13.1 The Constitution can only be altered, added to or rescinded at an Annual General Meeting or Special General Meeting called for the purpose or by postal ballot. However, the provisions and the effect of clause 10.4 will not be removed from the Constitution and will be included and implied into any subsequent replacement document.

13.2 Resolutions to amend the Constitution may be submitted to the National Secretary by the Board or by clubs whose members are affiliated to the Association.

13.3 The text of the proposals will be circulated to all clubs at least six weeks before the AGM.

13.4 Changes to the Constitution require a two-thirds majority of the valid votes cast on each resolution.

14 CASUAL VACANCIES

14.1 In the event of a vacancy occurring during the specified term of any officer, the Board may fill that vacancy until the next Annual or Special General Meeting.

15 COMMON SEAL

15.1 The Common Seal of the Association will be kept by the National Secretary and will not be affixed to any document except by the instruction of the Board of Management and in the presence of two of its members.

15.2 Those Board members witnessing the use of the Common Seal will also sign the document on which the Seal is affixed on behalf of the Board.

16 REGISTERED OFFICE OF THE ASSOCIATION

16.1 The registered office of the Association will be that address used by the National Secretary.

17 INTERPRETATION

17.1 The Board, (*in consultation with the Judges' Commission*), will determine any matter not provided for in the Constitution or Rules of the Association or for which there is no clear interpretation.

18 WINDING UP OF THE ASSOCIATION

18.1 In the event of the Association being wound up in accordance with section 24 of the Incorporated Societies Act 1908, all assets remaining after the settlement of

legitimate claims, will be given to the New Zealand National Olympic Committee to be used as it sees fit for the benefit of Olympic sports.

18.2 No addition of the non-profit aims, personal benefit clause or winding up clause will be approved by the Association without the approval of Inland Revenue. The provisions and the effect of this clause will not be removed from the Constitution and will be included and implied into any subsequent replacement document.