

CONSTITUTION OF ARCHERY NEW ZEALAND INCORPORATED

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Andrew Russell
Chairperson



Vincent McCartney
Deputy Chairperson



Leonie Hunter-Smith
Board Member

1 NAME

1.1 Archery New Zealand Incorporated (Archery NZ, "ANZ")

2 DEFINITIONS AND INTERPRETATION

2.1 In this Constitution:

Affiliated Club	means a Club which is affiliated to Archery New Zealand in the manner set out in the Rules of ANZ.
Arbalism	Means sport undertaken with a crossbow
Archery New Zealand	means Archery New Zealand Incorporated (the National Sporting Organisation)
Board	means the governing body of Archery New Zealand
Board Member	means a member of the Archery New Zealand Board
Club	means a legally-defined group of individuals who participate in the sport of archery in New Zealand, e.g. an incorporated society
District	means an independent association which is responsible for the administration of elements of the Sport within a region (e.g. ADAA, ECBOPAA, WAA, SIDAA).
General Meeting	means an Annual General Meeting or a Special General Meeting
Independent Member	means an archer who has affiliated directly with Archery New Zealand (not through an Affiliated Club). They may reside locally or overseas.
International Body	means the world governing body for Archery currently known as World Archery ("WA")
Members	means any member either existing or new, being a member of Archery New Zealand
Sport	means both recreational and competitive archery and arbalism
Welfare	means the wellbeing of members, especially relating to safety and protection from all forms of misconduct or harm
World Archery Oceania	The International Body's continental association

2.2 In this Constitution:

- (a) the plural includes the singular and vice versa;
- (b) words of one gender include the other genders; and
- (c) Any references to statutes or regulations are references to any statute or regulation as updates or as replaced.

2.3 This Constitution should be read in conjunction with the latest published Archery New Zealand Rules and Regulations, Procedures and Policy documents.

3 OBJECTIVES AND PURPOSES

3.1 The objectives of Archery New Zealand Incorporated are:

- (a) to preserve, promote, develop and administer the sport of archery in New Zealand;
- (b) to conduct and/or co-ordinate programmes for archery development and competition within New Zealand, at all levels of the sport;
- (c) to be the rule-making body;
- (d) to support development of Affiliated Club infrastructure and processes;
- (e) to conduct, co-ordinate and control National Championships and other important National and International events;
- (f) to develop, own and maintain equipment and facilities as necessary to support archery activities in New Zealand;
- (g) to select athletes to represent New Zealand at international competitions other than Olympic, Paralympic and Commonwealth Games and others covered by NZOC and Paralympics NZ;
- (h) to nominate athletes to represent New Zealand at Olympic, Paralympic and Commonwealth Games and others covered by NZOC and Paralympics NZ;
- (i) to hold all official records pertaining to the Sport;
- (j) to uphold the rights and interests of archers and to communicate those interests to governmental and other authorities and to the public;
- (k) to provide fair representation directly or by affiliation, for all individuals and organisations who participate in the Sport; and
- (l) to affiliate to and co-operate with kindred and other organisations, including the International Body, World Archery Oceania, Sport New Zealand, NZOC, Paralympics NZ, Drug Free Sport NZ and District archery organisations.

3.2 Archery New Zealand shall:

- (a) recognise and support the equality and welfare of its members;
- (b) promote uniformity in the governance and delivery of the Sport;
- (c) promote health and safety education for its members;
- (d) seek and negotiate sponsorship and funding for Archery New Zealand and its activities;
- (e) celebrate the sport of archery; and
- (f) assist its members and promote them in competition where appropriate.

3.3 Archery New Zealand shall have the following additional powers:

- (a) to withdraw, suspend or terminate membership as set out in this Constitution;
- (b) to implement disciplinary procedures and impose sanctions and penalties, as set out in the Disputes and Disciplinary Policy;
- (c) to establish tribunals, conduct hearings and hear appeals, as set out in the Disputes and Disciplinary Policy, Appeals Policy and Selection Policy;
- (d) to develop drug testing and other policies and associated disciplinary procedures and/or enter into agreements with other organisations such as the NZ Drug agencies or their successor;
- (e) to lend, invest, borrow, raise or secure the payment of money in such manner as the board thinks fit, in line with financial policies;
- (f) to raise in such manner as the board thinks fit, funds, by subscriptions, levies, donations and other means;
- (g) to effect insurance, including insurance over property, employees and athletes, where appropriate;
- (h) to enter into and/or terminate contracts with athletes, staff, members, sponsors, media and other persons, agencies and organisations at all times complying with New Zealand employment law and Archery New Zealand Rules and Policies;
- (i) to delegate duties, co-opt or appoint sub-committees or individuals;
- (j) to acquire by purchase, lease or grant any property or property rights and to manage, let, sell, exchange or otherwise deal with property matters, where supported by a prior decision of a General Meeting;
- (k) to disseminate private or other information about members with their consent, via written declaration, and subject to the purpose being in accordance with the objects of Archery New Zealand and in accordance with The Privacy Act 2020 and any other relevant legislation;
- (l) to make, alter or rescind by-laws, regulations and policies consistent with the objectives of Archery New Zealand; and
- (m) to do all such other things as are incidental or conducive to the attainment of the objectives of Archery New Zealand.

3.4 No member or person associated with a member of Archery New Zealand shall derive any income, benefit or advantage from Archery New Zealand where he or she can materially influence the payment of the income, benefit or advantage, except where that income benefit or advantage is derived from:

- (a) professional services rendered to Archery New Zealand in the course of business, charged at no greater than current market rates; or
 - (b) interest on money lent to Archery New Zealand at no greater than the current market rate.
- 3.5 Any member who may be interested or concerned directly or indirectly in any matter before the Board shall disclose the nature and extent of their interest to the Board, and shall take no part in the matter before the Board other than as a member of the Board and shall not vote on the matters except with the Board's explicit approval.

4 MEMBERSHIP

- 4.1 The members of Archery New Zealand shall comprise:
- (a) Affiliated Clubs;
 - (b) Full Individual Members
 - (i) Shooting (including shooting club members of Affiliated Clubs, shooting Independent Members, and Life Members);
 - (ii) Non-Shooting (including non-shooting club members of Affiliated Clubs, and non-shooting Independent Members); and
 - (c) Archery in Schools Individual Members
- 4.2 All members must comply with current Archery New Zealand Rules, Regulations, Procedures and Policies.
- 4.3 Any Archery New Zealand membership covered in 4.1 may be withdrawn, suspended or terminated following a resolution passed by a two-thirds majority of votes at a meeting of the Board, if an Archery New Zealand Disciplinary Panel, in line with the Archery NZ Disputes & Disciplinary Policy, has found the member:
- (a) is awaiting trial for or convicted of any offence under the Crimes Act 1961 punishable by a term of imprisonment of two (2) or more years (whether or not a term of imprisonment is imposed);
 - (b) fails to comply with any provision of this Constitution or the Rules and Policies of Archery New Zealand; or
 - (c) acts in a manner considered to be injurious or prejudicial to the character or interests of Archery New Zealand.

5 AFFILIATED CLUBS

- 5.1 Each Affiliated Club shall ensure that its Constitution and Rules do not conflict with this Constitution.
- 5.2 Affiliated Clubs shall forward membership information to Archery New Zealand for such purpose as membership clarification, funding applications and reporting.

6 BOARD

6.1 The Board shall consist of up to seven (7) members comprising the following:

- (a) Five (5) Elected Board members, who shall:
 - (i) be elected at an Annual General Meeting of Archery New Zealand; and
 - (ii) hold office from the conclusion of the Annual General Meeting at which they are elected until the conclusion of the Annual General Meeting three years from the date they were elected, unless they retire earlier.
- (b) Two (2) co-opted Board Members, each of whom:
 - (i) shall be co-opted by Board decision to ensure diversity in skill and thought;
 - (ii) may be independent of Archery New Zealand;
 - (iii) must comply with the Constitution, Rules and Policies of Archery New Zealand; and
 - (iv) except for not being a bona-fide financial member of Archery NZ, must comply with the requirements set out for Elected Board Members, as set out in 7.2

6.2 The Chair and the Deputy Chair of the Board shall:

- (a) be elected by the Archery New Zealand Board from among all board members as soon as is practical following the Annual General Meeting; and
- (b) hold office from their election until the conclusion of the next Annual General Meeting, unless one of them ceases office earlier, in which case a new Chair or Deputy Chair shall be elected from among board members as soon as practical.

6.3 The term of office for a Board member is three (3) years. Incumbents are eligible to be re-elected or co-opted for a second term. After two consecutive full terms elected members must step down but are eligible for re-election after one year stepped down (from the Annual General Meeting when they step down to the following Annual General Meeting).

6.4 The following schedule shall be used for elections and appointments, and shall repeat on a three-yearly cycle:

- (a) 2022 – Two elected Board Members
- (b) 2023 – Two elected Board Members and one co-opted
- (c) 2024 – One elected Board Member and one co-opted

6.5 If any member of the Board ceases office before completion of their term, the remaining members of the Board may appoint a replacement person to fill the vacancy and that person shall hold office for a time specified by the board but not beyond the conclusion of the next Annual General Meeting. Where a person is elected following a vacancy appointment, the period of that elected role shall end at the same time as the original election for that role, so as not to change the cycle of elections in 6.4.

- 6.6 All members of the Board may attend all meetings of the Board and vote at such meetings unless otherwise disqualified or compromised (conflicts of interest).
- 6.7 Four (4) Board Members present (in person, by audio/visual means, or by a combination of both) shall form a quorum for meetings of the Board. If a quorum is not present at any stage, no motions or resolutions can be passed.
- 6.8 If the membership of the Board falls below the number required for a quorum, any remaining member of the Board may call a Special General Meeting for the purpose of electing additional members to complete the period until the Annual General Meeting. Until a quorum is re-established, the remaining members of the Board may temporarily co-opt Board members, until sufficient Board positions have been filled.
- 6.9 All members of the Board shall be eligible for reimbursement of all reasonable travel and accommodation expenses as preapproved by the board and incurred in travelling to Board meetings.
- 6.10 The Board shall have full authority to take such actions as it deems necessary to administer the Sport within the context of this Constitution and Administrative Rules and Regulations of Archery New Zealand
- 6.11 The Board may consider whether or not to remove a Board Member, if the Board member is alleged to have seriously breached their duties as specified in the Constitution, Board Charter or Policies, such as a breach of trust, unethical behaviour, or serious misconduct. The Board may choose to provisionally suspend the Board Member by way of a 2/3 majority vote of the remaining Board Members.

The principles of natural justice shall apply, with the Board Member provided with a copy of the allegations and evidence. They shall be given at least 10 working days to respond in writing to allegations, prior to a Board meeting being held to consider the issue. Termination of a Board Member requires a 2/3 majority vote of the remaining Board Members.

7 ELECTION OF BOARD MEMBERS

- 7.1 A call for nominations shall be issued prior to the Annual General Meeting, or Special General Meeting or electronic ballot called for that purpose.



7.2 All nominees for the elected positions must be bone fide Full Individual Members (Shooting or Non-Shooting) of Archery New Zealand, aged 18 years or over at the time of the Annual General Meeting or date of appointment. Nominees must not:

- be disqualified from acting as an officer of a society, under the provisions of the Incorporated Societies Act 2022;
- be awaiting trial for or convicted of any offence under the Crimes Act 1961 punishable by a term of imprisonment of two (2) or more years (whether or not a term of imprisonment is imposed)

If any of the above conditions are instigated during a Board Member's term, they must notify the organisation immediately and cease office as a Board Member.

7.3 Nomination of candidates for all Board positions must be made on the prescribed form, signed either paper or electronically, by the nominating Affiliated Club or Full Individual Member of Archery New Zealand and by the nominee as acceptance of the nomination. Nominations must be returned by the date specified by the Board.

7.4 If insufficient nominations are received to fill all available positions or if the nominations received are rejected for any reason as set out in the Rules and Regulations, additional nominations may be called for by the Chair of the General Meeting.

7.5 All nominations for Board positions shall be submitted to a vote by ballot in person or electronically. The ballot shall be secret unless agreed otherwise by those present at the General Meeting.

7.6 The electronic means of voting will be advised to Full Individual Members prior to the General Meeting, along with notification of the period within which they must submit their electronic vote.

7.7 Board members will be elected as follows:

- (a) Nominees shall be listed in a secret ballot, and Full Individual Members may vote for one or more nominees;
- (b) The nominees with the most votes shall be elected to the number of open positions;
- (c) Where elections are being held for terms of different lengths, the nominee(s) with the highest votes (most preferred) shall be allocated the longer term(s);
- (d) The nominees, together with number of votes, shall be recorded in the Minutes;
- (e) In the event of a tie the sitting chair of the General Meeting shall have the casting vote. In the case of the sitting chair of the General Meeting being a nominee, they shall vacate the chair for that vote and a surrogate be appointed by the General Meeting.

8 ANNUAL GENERAL MEETINGS

- 8.1 An Annual General Meeting shall be held in such place, including online, and at such time as may be decided by the Board, but no later than six months after the end of the most recent financial year-end.
- 8.2 Written notice of each Annual General Meeting shall be forwarded to all members at least 60 days prior to the meeting, such notice to include the agenda.
- 8.3 All other notices of business and remits must be received by the Board thirty-five (35) days prior to the Annual General Meeting.
- 8.4 The order of business for the Annual General Meeting shall be determined by the Board but shall typically include presentation of the:
- Annual Report of the Association;
 - Financial Statements and Auditor's Report;
 - Consideration of Notices of Motion, remits and items for discussion;
 - Election of Board Members;
 - Appointment of other positions as may be necessary from time-to-time; and
 - Any other items considered necessary by the Board.
- 8.5 An irregularity in notice of the Annual General Meeting will not invalidate the Annual General Meeting if the majority of the Full Individual Members attending the meeting do so without protest as to the irregularity, or if they agree to the waiver.

9 SPECIAL GENERAL MEETINGS

- 9.1 A Special General Meeting may be convened following resolution of:
- (a) The Board, or
 - (b) A minimum of 60% of the Affiliated Clubs, or
 - (c) A minimum of 20% of Full Individual Members
- 9.2 The written request shall state the purpose for which the Special General Meeting is called, and no other business shall be considered at the meeting.
- 9.3 The procedure for a Special General Meeting shall, as far as applicable, follow that of the Annual General Meeting.



- 9.4 Written notice of every Special General Meeting including time, venue and business to be transacted, shall be forwarded to members at least thirty-five (35) days prior to the meeting.

10 PROCEDURES FOR GENERAL MEETINGS

- 10.1 Full Individual Members (both Shooting and Non-Shooting) may attend and have a single vote each at General Meetings. Unless a different number is specified in the Constitution and Rules, motions shall be determined by a simple majority of votes.
- 10.2 A minimum of 10% current bona-fide Full Individual Members shall form a quorum at any General Meeting in person or online. If a quorum is not present at any stage, the meeting shall be adjourned. For Annual General Meetings only, if the stated quorum has not been attained, the number of Full Individual Members in attendance 30 minutes after the scheduled start of the meeting shall be deemed a quorum.
- 10.3 The Chair or, in the Chair's absence, the Deputy Chair, shall chair all General Meetings. If neither is present at a General Meeting, then the Full Individual Members present shall elect one of their number to chair the meeting. The Chair of the General Meeting shall have a casting vote should the number of votes on any issue be tied.
- 10.4 Current Co-opted Board Members, persons contracted to Archery New Zealand, and persons involved in administering the event, may attend General Meetings and have speaking rights, but shall not vote, unless they are also a Full Individual Member.
- 10.5 Except where declared a secret ballot, voting at General Meetings shall be by either electronic voting, or a show of hands, as declared by the Chair of the General Meeting. Where a show of hands is used, the Chair will announce the decision on a motion and ask for any objections; if there are objections, a count of hands will be conducted.
- 10.6 Matters which would normally be determined at a General Meeting may, if so decided by the Board, be determined by way of an electronic ballot, in which case the procedures in the Administration Rules shall apply.
- 10.7 Minutes shall be kept for all General Meetings.

11 FEES

- 11.1 The Board shall set the fees for the ensuing year.

- 11.2 Annual Membership Fees will be due on the first day of October (except for Archery in Schools which is as determined by the Board) and are payable within thirty (30) days of the notification date.
- 11.3 Members not complying with Rule 11.2 shall automatically be suspended without notice until such fees are paid.
- 11.4 Fees that may be set include (without limitation) annual membership fees that are payable by Affiliated Clubs and individuals, fees for appeals, protests and reinstatements, levies, penalties, and fines.

12 MEMBERSHIP

- 12.1 The duration of annual membership for members shall be from 1 October to 30 September of the following year, except for Archery in Schools Individual members, which shall be 1 January to 31 December. Alternative durations of membership may be offered as set out in the Administration Rules and Regulations.
- 12.2 Members shall have a right to access financial reports presented to Annual General Meetings, and access to minutes of previous General Meetings.
- 12.3 Archery New Zealand shall maintain a register of members, including but not limited to the members' name, contact, address details and other relevant information as may be required from time to time in accordance with Administration Rules and Regulations. Affiliated Clubs shall forward additions and updates to this information to Archery New Zealand on a monthly basis or as requested.

13 FINANCES AND ACCOUNTS

- 13.1 The Board shall set accounting policies in line with generally accepted accounting practice.
- 13.2 Archery New Zealand's financial year shall, unless otherwise determined by a General Meeting, end on 31 March in any year.
- 13.3 Archery NZ shall appoint an auditor to audit the annual financial statements. The auditor must be a suitably qualified person, and preferably be a member of the New Zealand



Institute of Chartered Accountants, and must not be a member of the Board, or an employee of Archery New Zealand.

14 REGISTERED OFFICE

- 14.1 The Registered Office of Archery New Zealand shall be in New Zealand, and at such place as may be decided from time to time by the Board, and changes to the Registered Office shall immediately be notified to the Registrar of Incorporated Societies in a form and as required by the Statute.

15 WINDING UP OF THE ASSOCIATION

- 15.1 In the event of the Association being wound up in accordance with the Incorporated Societies Act, 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.
- 15.2 No addition to the non-profit aims, personal benefit clause or winding up clause will be approved by the Association without the approval of Inland Revenue.
- 15.3 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.

16 ADDITIONS AND AMENDMENTS TO CONSTITUTION, RULES AND REGULATIONS, PROCEDURES AND POLICIES

- 16.1 This Constitution may be amended by a two-thirds affirmative majority vote at a General Meeting of Archery New Zealand or electronic ballot called for this purpose, provided that no addition or rescission of this Constitution shall be made if it affects Rule 3.4. The amendment process shall follow the Administration Rules.
- 16.2 Any Rules and Regulations, Procedures and Policies of Archery New Zealand may be amended by a simple majority vote at a Board meeting, and ratified by a simple majority at a General Meeting. Unless specified in the motion, the amendments will take effect from the Board decision.
- 16.3 If any matters arise which are not provided for in this Constitution, the Board is authorised to determine the matter.