



ARCHERY NEW ZEALAND INCORPORATED

Constitution

March 2018

Incorporating Board changes from September 2017 meeting.
December 2017 ballot for change to Treasurer role put on hold pending outcome of
restructure review agreed to at Association AGM January 2018

Colin Mitchell
President

A handwritten signature in blue ink, appearing to read "Colin Mitchell".

Robyn Denton
National Secretary

A handwritten signature in black ink, appearing to read "Robyn Denton".

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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", "Archery NZ" or, for the purposes of the Constitution and Rules, "the Association."

2. OBJECTIVES AND POWERS

- 2.1. Archery New Zealand is 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, community sport through to international competition.
- 2.3. The Association is a non-commercial, non-profit-making 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. Membership classes

The following membership classes are available within the Association:

- Full members
- Life members
- Administrative member
- Postal Event member
- Social member

- Associate membership
- 3.2. Full details of the classes of members are contained in the Administration Rules.

4. CESSATION OF MEMBERSHIP

- 4.1 Any member of the Association will cease to be a member if:
- that member resigns,
 - their membership fee is not paid by the set date,
 - they are 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, Postal Event, Social 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 and needs a simple majority to be adopted.
- 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

- 6.1 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 executive members as required:
 - amend/approve the strategic plan:
 - amend/approve the financial plan for the next financial year:
 - 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 Commission Convener
- Athletes' Commission Convener
- Youth Commission Convenor
- Judge's Commission 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 'odd' year.

7.5 The Vice President and Secretary will be elected in each alternate 'even' year.

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 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 Board appointed roles

The following roles will be appointed by the Board for a two year period:

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Even Years	Odd Years
Financial Officer (#1)	Financial Officer (#2)
Representatives Coordinator	Membership Secretary
Editor	Ranking Administrator
Awards Registrar	NZ Postal League Administrator
Youth Awards Registrar	Archery in Schools Coordinator
Trophy Steward	Records Officer
Ballot Officer	Webmaster
Strength and Conditioning Coach	Youth Postal League Coordinator
	Privacy officer

8.5 Selection Panel

The Selection Panel Convener will be appointed by the Board for a period of 4 years commencing in 2018.

9. BOARD OF ARCHERY NEW ZEALAND

9.1 The Board is made up as follows:

- a) an Executive, comprising the four Officers elected by the members in General Meeting, namely the President, Vice President, Secretary and Treasurer, and
- b) the Convenors of Athletes', Coaching, Youth 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 Executive Committee shall be responsible for the day-to-day administration, including financial matters, of the Society.

9.5 The role of the Board includes:

- Oversight of the routine activities of the officers
- Forward planning to promote the sport of archery, including strategic (Business, Operational and Financial) and applications for funding.
- Implementing the policy decisions/recommendations of the AGM.
- Appointment of the officers
- Appointment of representative(s) to the New Zealand National Olympic Committee, Sport New Zealand, Paralympics NZ, Drug Free Sports NZ and other officials as required

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- Coordination of the work of the commissions.
- Amendments to the Rules of the Association.
- Make editorial amendments to the Constitution such as re-numbering, correcting the names of other organisations and similar matters which do not alter any rule or policy of Archery New Zealand Inc
- Recommendations on the level of affiliation fees and any other levies.
- Establishment of an Appeals Committee as set out in the Rules.
- Set and impose any penalty including expulsion of any member and/or group of members, as a result of recommendation from the disciplinary committee or complaints 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.
- Appoint officers for the purpose of approving payments on behalf of the Association.

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, Treasurer or Secretary.

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 July in any one year to 30 June 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 an electronic ballot of members.

10.6 All withdrawals will be authorised 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

10.8 At each AGM the Board provide its proposed budget for the following financial year for approval by members.

11. SPECIAL GENERAL MEETING

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- 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 months' 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 Postal Event, Social and Life Members of the Association. Decisions will be decided by a simple majority of eligible voters present at the meeting. Voting will be by voice, show of hands or secret ballot.
- 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 Ballot Officer to conduct an electronic ballot as and when it deems it necessary.
- 12.2 Two Life Members and/or independent parties 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 a Special General Meeting called for the purpose or by an electronic 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 individual members by clubs whose members are affiliated to the Association.
- 13.3 The text of the proposals will be circulated to all members and clubs one month prior to electronic ballot.
- 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 Archery New Zealand 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 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 to the non-profit aims, personal benefit clause or winding up clause will be approved by the Association without the approval of Inland Revenue.
- 18.3 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.

19. Amendments Record

The following amendments record includes all amendments made to the Constitution since AGM 2009.

Section / Clause amended	Amendment (shown as <i>underlined red italics</i>)	Date Amendment Resolved
Whole document	Remove "Board of Management" wherever it appears replace with "Board of Archery New Zealand Inc "or "Board"	AGM January 2013
Section 3 Membership Clause 3.1	3.1 Full membership is available to those archers domiciled in New Zealand, New Zealand citizens overseas <i>or non-New Zealand citizens living overseas who meet criteria set from time to time by the Board,</i> 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.	AGM January 2013
Section 7 Officers of the Association Clause 7.6	Delete clause 7.6 The convenor of selection will be appointed by the Board for a two year period.	AGM January 2013
Section 9 Board of Archery NZ Clause 9.4	Existing bullet point amended: <ul style="list-style-type: none"> Appointment of the Editor, Registrar, Convenor of the Selection Panel, representative(s) to the New Zealand National Olympic Committee, <i>Sport New Zealand</i> and other officials as required. <p>Following bullet point added:</p> <ul style="list-style-type: none"> <i>Make editorial amendments to the Constitution such as re-numbering, correcting the names of other organisations and similar matters which do not alter any rule or policy of Archery New Zealand Inc.</i> 	AGM January 2013
Section 10 Finance Clause 10.2	10.2 The financial year of the Association will be from <u>1 July</u> in any one year to <u>30 June</u> the following year	AGM January 2014
Section 9 Board of Archery NZ Clause 9.1 (a) Clause 9.1 (b) Clause 9.4	9.1 The Board is made up <i>as follows</i> : - (a) <i>an Executive Committee, comprising the four Officers elected by the members in General Meeting,</i> namely the President, Vice President, Secretary, <i>and</i> Treasurer, and (b) <i>the</i> Convenors of Athletes', Coaching, JAMA, and Judges' Commissions.	AGM January 2016

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	9.4 <u><i>The Executive Committee shall be responsible for the day-to-day administration, including financial matters, of the Society.</i></u>	
Section 3 Membership Clause 3.3 Clause 3.4 Clause 3.5 Clause 3.6	3.3. <u><i>Postal event membership</i></u> 3.4. <u><i>Social membership</i></u> 3.5. <u><i>Associate membership</i></u> 3.6. 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 <u><i>ten</i></u> Life Members at any one time.	Ballot September 2016
Section 5 Annual General Meeting Clause 5.3	5.3 Full, Administrative, <u><i>Postal Event, Social</i></u> 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.	Ballot September 2016
Section 6 The Business of the AGM Clause 6.1	Delete bullet point • <u><i>amend the constitution:</i></u>	Ballot September 2016
Section 11 Special General Meeting Clause 11.3	11.3 Voting at the Special General Meeting will be by all full, administrative <u><i>Postal Event, Social</i></u> 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.	Ballot September 2016
Section 13 Amendments to the Constitution Clause 13.3	13.3 The text of the proposals will be circulated to all clubs at least six weeks before the AGM <u><i>or one month for a SGM, postal or electronic ballot.</i></u>	Ballot September 2016
Full document	Amendment record added	December 2016
Section 7 Officers of the Association	Delete clause 7.6 <u><i>The Vice President will be the convenor of the Selection Panel</i></u>	Ballot April 2017
Section 2 Objectives and Powers	2.1. Archery New Zealand will act as <u><i>is</i></u> 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 <u><i>community sport</i></u>	Board meeting September 2017

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	<p>through to international competition.</p> <p>2.3. The Association is a non-commercial, non-profit-making and representative sporting organization</p>	
Section 3 Membership	<p><u>3.1 Membership Classes</u></p> <p><u>The following membership classes are available within the Association:</u></p> <ul style="list-style-type: none"> • <u>full members</u> • <u>life member</u> • <u>administrative member</u> • <u>postal event member</u> • <u>social member</u> • <u>associate member</u> <p>3.1 Full membership is available to those archers domiciled in New Zealand, New Zealand citizens overseas or non-New Zealand citizens living overseas who meet criteria set from time to time by the Board, 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.</p> <p>3.2 Administrative membership is available at a reduced fee to those assisting clubs or the Association but who are not active archers</p> <p>3.3 Postal Event membership</p> <p>3.4 Social membership</p> <p>3.5 Associate membership</p> <p>3.6 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 ten Life Members at any one time.</p> <p><u>3.2 Full details of the classes of members are contained in the Administration Rules.</u></p>	Board meeting September 2017
Section 4 Cessation of Membership	<p>4.1 Any member of the Association will cease to be a member if:</p> <ul style="list-style-type: none"> • that member resigns, • her/his affiliation <u>their membership</u> fee is not paid by the set date, • she/he is <u>they are</u> expelled by the Board following a disciplinary hearing, and an appeal if any. 	Board Meeting September 2017

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Section 5 Annual General Meeting	Voting will be by voice, show of hands or secret ballot and needs a simple majority to be adopted. 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	Board meeting September 2017												
Section 6 The Business of the AGM	The following bullet points in clause 6.1 amended: <ul style="list-style-type: none">• elect officers executive members as required:• <u>amend/approve the financial plan for the next financial year:</u>	Board meeting September 2017												
Section 7 Officers of the Association	The following bullet points in clause 7.1 amended: <ul style="list-style-type: none">• Coaching <u>Commission</u> Convener• Athletes' <u>Commission</u> Convener Commission representative• <u>JAMA-Youth Commission</u> Convener• Judge's <u>Commission</u> Convener 7.4 The President and Treasurer-will be elected in the same year , each alternate 'odd' year from 1997 . 7.5 The Vice President and Secretary will be elected in each alternate 'even' year from 1998 .	Board meeting September 2017												
Section 8 Other Officers	8.4Editor, Registrar The Editor of the NZ Archer and the Registrar will each be appointed by the Board for a two year period. <u>8.4 Board appointed roles</u> <u>The following roles will be appointed by the Board for a two year period:</u> <table><tr><th>Even Years</th><th>Odd Years</th></tr><tr><td>Representatives Coordinator</td><td>Membership Secretary</td></tr><tr><td>Editor</td><td>Ranking Administrator</td></tr><tr><td>Awards Registrar</td><td>NZ Postal League Administrator</td></tr><tr><td>Youth Awards Registrar</td><td>Archery in Schools Coordinator</td></tr><tr><td>Trophy Steward</td><td>Records Officer</td></tr></table>	Even Years	Odd Years	Representatives Coordinator	Membership Secretary	Editor	Ranking Administrator	Awards Registrar	NZ Postal League Administrator	Youth Awards Registrar	Archery in Schools Coordinator	Trophy Steward	Records Officer	Board meeting September 2017
Even Years	Odd Years													
Representatives Coordinator	Membership Secretary													
Editor	Ranking Administrator													
Awards Registrar	NZ Postal League Administrator													
Youth Awards Registrar	Archery in Schools Coordinator													
Trophy Steward	Records Officer													

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	<table><tr><td>Ballot Officer</td><td>Webmaster</td></tr><tr><td>Strength and Conditioning Coach</td><td>Youth Postal League Coordinator</td></tr><tr><td></td><td>Privacy officer</td></tr></table> <p><u>8.5 Selection Panel</u></p> <p><u>The Selection Panel Convenor will be appointed by the Board for a period of 4 years commencing in 2018.</u></p>	Ballot Officer	Webmaster	Strength and Conditioning Coach	Youth Postal League Coordinator		Privacy officer	
Ballot Officer	Webmaster							
Strength and Conditioning Coach	Youth Postal League Coordinator							
	Privacy officer							
Section 9 Board of Archery New Zealand	<p>9.1(c) the Conveners of Athletes', Coaching, JAMA Youth and Judges' Commissions</p> <p>The following bullet points in clause 9.5 amended:</p> <ul style="list-style-type: none">• Forward planning to promote the sport of archery, including strategic plans (<u>Business, Operational and Financial</u>) and applications for funding.• Appointment of the officers Board- Editor, Registrar, Convenor of the Selection Panel• <u>Appointment of</u> representative(s) to the New Zealand National Olympic Committee, Sport New Zealand, <u>Paralympics NZ, Drug Free Sports NZ</u> and other officials as required• Conduct complaints and/or disciplinary hearings, Set and impose any penalty including expulsion of any member and/or group of members, <u>as a result of recommendations from</u> through the disciplinary committee or <u>complaints committee</u> as set out in the Rules.	Board meeting September 2017						
Section 10 Finance	<p>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 <u>an electronic postal</u> ballot of members.</p> <p>10.6 All withdrawals and cheques or payments will be co-signed <u>authorised</u> by two of any three officers appointed by the Board for the purpose.</p>	Board meeting September 2017						
Section 11 Special General Meeting	<p>11.3 Voting at the Special General Meeting will be by all full, administrative, Postal Event, Social 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 <u>voice</u>, show of hands or <u>secret ballot</u>. unless a secret ballot is called for.</p>	Board meeting September 2017						

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Section 12 Postal Ballot	<p>12.1 The Board may request the <u>Ballot Officer</u> National Secretary to conduct <u>an electronic</u> postal ballot as and when it deems it necessary.</p> <p>12.2 Two Life Members and/or <u>independent parties</u> Board members will be the scrutineers of the ballot, the details for which are contained in the Rules of the Association.</p>	Board meeting September 2017
Section 13 Amendments to the Constitution	<p>13.1 The Constitution can only be altered, added to or rescinded at an Annual General Meeting, Special General Meeting called for the purpose or by <u>an electronic</u> 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.</p> <p>13.2 Resolutions to amend the Constitution may be submitted to the National Secretary by the Board, <u>individual members</u> or by clubs whose members are affiliated to the Association.</p> <p>13.3 The text of the proposals will be circulated to all <u>members and</u> clubs one month for a SGM, postal or prior to electronic ballot.</p>	Board meeting September 2017
Section 17 Interpretation	<p>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.</p>	Board meeting September 2017
December 2017 Ballot resolved to remove the Treasurer role and replace with two financial officers as Board appointed roles. The following changes to the Constitution were put on hold following a decision at the Association AGM January 2018 for a Restructure Review to be undertaken.		
Section 7 Officers of the Association	<p>The following bullet point in clause 7.1 to be removed:</p> <p>• Treasurer</p> <p>The following bullet point in clause 7.3 to be removed:</p> <p>• Treasurer.</p> <p>The following clause to be amended:</p> <p>7.4 The President and Treasurer will be elected alternate 'odd' year.</p>	Ballot December 2017
Section 8 Other Officers	Add the following roles to the table in clause 8.4 Board appointed roles	Ballot December 2017

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	Even Years	Odd Years	
	<u>Financial Officer (#1)</u>	<u>Financial Officer (#2)</u>	
Section 9 Board of Archery New Zealand	<p>9.1 The Board is made up as follows:</p> <p>a) an Executive, comprising the four Officers elected by the members in General Meeting, namely the President, Vice President, and Secretary and Treasurer, and</p> <p>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 or Secretary. or Treasurer.</p>		Ballot December 2017