

TAKAPUNA AMATEUR ATHLETIC & HARRIER CLUB

CONSTITUTION

February 1980

NAME: The name of the Club shall be "The Takapuna Amateur Athletic and Harrier Club Incorporated" (hereinafter termed the Club).

OBJECTS: The objects of the Club shall be the encouragement and practice of amateur athletics.

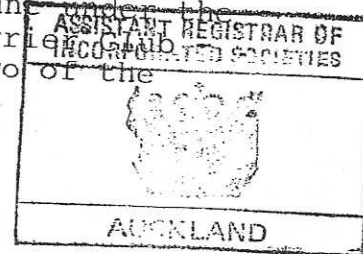
AFFILIATION: The Club shall be affiliated to the Auckland Centre of the New Zealand Amateur Athletic Association.

EMBLEM: The emblem of the Club shall be "The Rampant Heraldic Lion".

UNIFORM: The uniform of the Club shall consist of a yellow singlet with a horizontal blue stripe approximately ten cms. wide across the centre front and back, with the word TAKAPUNA in blue above the stripe on front and back. The shorts shall be royal blue with one or more vertical gold stripes down either side. Females may wear royal blue shorts without stripes.

MANAGEMENT:

- (a) The Club shall be formed into two sections, the TRACK AND FIELD section and the HARRIER section.
- (b) Each section shall have the authority to manage its own affairs in all matters pertaining solely to its own section, including finances (excluding borrowing as in Rule 21).
- (c) All matters which may affect both sections of the Club, shall be referred to both sections for discussion and then referred back to the Management Committee for a decision.
- (d) The Management Committee shall consist of the Chairmen, Secretaries and one other member from each section.
- (e) The Chairman, Secretary and Treasurer of the Track and Field Section shall be deemed the President, Secretary and Treasurer of the Club and the Chairman of the Harrier Section shall be deemed Vice-President.
- (f) The Annual General Meeting of the Track and Field Section shall be deemed the Annual General Meeting of the Club.
- (g) The Track and Field Section shall operate a bank account under the name of "The Takapuna Amateur Athletic and Harrier Club", the signatories being any two of the President, Secretary or Treasurer.
- (h) The Harrier Section shall operate a bank account under the name of "The Takapuna Amateur Athletic and Harrier Harrier Section", the signatories being any two of the Chairman, Secretary or Treasurer.



- (i) The Chairman and Secretary of one section shall be ex officio members of the executive of the other section.
- (j) The Chairman of each section shall be an ex officio delegate to either the Auckland Centre, the Auckland Centre Children's Committee or the Auckland Centre Harrier Committee.
- (k) Each section shall supply a copy of the minutes of all its meetings to the secretary of the other section.
- (l) At the Annual General Meeting of each section, the Chairman of the other section shall provide a brief annual report of his section's activities for the season.

7. RULES: The following rules apply equally to both sections unless otherwise specified and where appropriate (e.g. procedural rules) also to the Management Committee.

8. MEMBERSHIP: The Club shall consist of the following classes of members:-

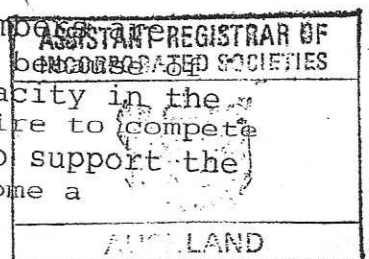
- (a) Life Members
- (b) Competitive Members
- (c) Non-Competitive Members
- (d) Honorary Members
- (e) Associate Members

(a) Life Members: Life Membership may be conferred upon any member at any time for special services rendered to the Club. The said member must have rendered exceptional services to one of the sections of the Club.

Nominations for Life Membership shall be approved by 3 financial members of the Club and shall be in writing received by the said Secretary not later than one calendar month prior to the respective Annual Meeting and then referred to the Management Committee for discussion. Such nominee shall be elected only by a majority ballot of four-fifths or more of financial members, or others entitled to vote, present at the Annual Meeting. Life Members shall be exempt from payment of the annual subscription of either section, but shall be bound by all other rules of the Club.

(b) Competitive Members: Competitive members are those who, qualified by age to compete in one or other grades operated by the Club, apply in writing for membership and have their applications approved by either section of the Club. Grades for Track and Field and for Harriers shall be in accordance with those operated by the Auckland Centre N.Z.A.A.A.

(c) Non-Competitive Members: Non-Competitive members are those elected by either section of the Club, who have a genuine interest in a non professional capacity in the affairs of the Club, yet with no wish or desire to compete in athletic events. Any person who wishes to support the Club, may on payment of a membership fee become a non-competitive member.



(d) Honorary Members: Honorary members are those elected each year at either Annual Meeting for services rendered to the Club. Honorary membership will be conferred upon the Patrons for the duration of their office.

(e) Associate Members: Associate members are those who, being members of other amateur athletic and/or harrier clubs, become members of this Club for the purpose of competing in amateur athletic and/or harrier events. Such members shall not hold office, be eligible for Club trophies, hold a Club championship or have a vote or a voice in the management of the Club.

9. OFFICERS OF THE CLUB: The Club at the Annual General Meeting as defined in 6(f) shall elect a Patron and Vice Patrons. The other officers of each section shall be: Chairman, Deputy-Chairman, Secretary and Treasurer. There may also be elected at either Annual Meeting or at a General Meeting, an Assistant Secretary, or an Assistant Treasurer and such persons or person shall be ex officio officers with full voice and vote on the executive of the section concerned.

10. ELECTION OF OFFICERS: Officers shall be elected by secret ballot at either Annual General Meeting. Nominations for officers of the section concerned are to be in writing signed by two financial members, or other persons entitled to vote, with the consent of the nominee appended and such nomination must be in the hands of the respective Secretary seven days before the said Annual General Meeting. If sufficient written nominations have not been received the Chairman may accept further nominations at the meeting, but no such further nominations shall be accepted without the consent of the nominees.

11. MEETINGS:

(a) Annual General Meeting

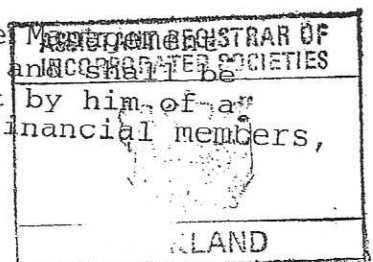
The Annual General Meeting of the Track and Field Section shall be held at least one calendar month before the Annual General Meeting of the Auckland Centre N.Z.A.A.A.

The Annual General Meeting of the Harrier Section shall be held no later than the last day of February.

At each Annual General Meeting the Chairman shall present a Report covering the operations of the section during the previous year and the Treasurer shall present a Statement of Accounts duly audited. The Quorum shall be fifteen financial members over the age of sixteen years, or parents of financial members under the age of sixteen years who are entitled to vote.

(b) Special General Meetings

Special General Meetings may be called by the Committee or the Executive of either section and shall be called by the respective Secretary on receipt by him of a written request signed by not fewer than 25 financial members,



or other persons entitled to vote, of the Club. Such request must state the object or objects for which such Special General Meeting is to be convened and a date for holding such Special General Meeting, which shall be not later than twenty eight days after the day on which the request is presented to the respective Secretary. At any Special General Meeting the quorum shall be the same as for an Annual General Meeting.

(c) Notice of General Meeting

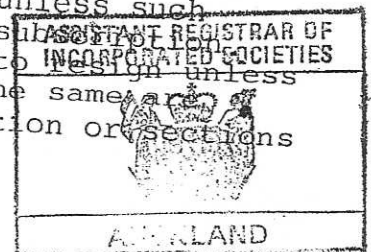
The secretary of the section concerned shall give to each member of the section not less than seven days notice in writing of the Annual General Meeting of that section and of any Special General Meetings of the section, except that when the matters under discussion concern both sections of the Club, the Management Committee shall call the Special General Meeting and the secretary of each section shall notify all members of that section with not less than seven days notice in writing. Every such notice shall state the date, place and time of each meeting and, in the case of a Special General Meeting, the object or objects thereof. Except by a majority vote of voting persons present and provided at least three days prior notice of motion has been given to the secretary of the section concerned, no business other than that stated in such notice shall be considered at a Special General Meeting.

12. VOTING AT GENERAL MEETINGS:

- (a) Apart from Honorary Members not holding office and Associate Members who shall have no vote, all members who have attained the age of sixteen years and whose subscriptions are not in arrears, or a parent or guardian of a member under the age of sixteen whose subscription is not in arrears, shall be entitled to vote at any General Meeting of the appropriate section or the Club, provided that no person shall have more than one vote.
- (b) Except for the election of officers by secret ballot as hereinbefore provided for, voting at all General Meetings shall be by word of mouth provided that a show of hands or a ballot shall be taken if any three members so desire.
- (c) At all General Meetings the majority of members present shall decide all questions (except rules 8a and 22b).

13. AUDITOR: The accounts and books of each section shall be audited each year by an Auditor appointed at the respective Annual Meeting and such Auditor shall not hold any other office in the Club.

14. RESIGNATIONS: Any member wishing to resign may do so on giving notice in writing to the respective secretary and unless such notice be given he or she shall be liable for the same for the ensuing year. No member shall be allowed to resign unless all monies due by him or her are paid, or unless the same are remitted by resolution of the Executive of the section or sections involved.



15. PULSION:

- (a) A member shall cease to be a member of the Club by committing any act of professionalism as defined by the rules of the New Zealand Amateur Athletic Association.
- (b) Any member who acts, or causes others to act against the constituted authority of this Club, in any field whatsoever, will, on the information of a member of either executive, be called to account to the said executive for his actions. Should the respective executive consider it necessary that the offenders cease to be a member of this Club, then a special General Meeting of the section will be called for this purpose.

16. FINANCIAL YEAR: The financial year of each section shall commence on the first day of the month in which the respective Annual General Meeting is held.

17. ORGANISATION:

- (a)(i) The affairs of each section shall be managed by an executive consisting of the following:-

Chairman, Deputy-Chairman, Secretary, Treasurer, Club Captain, Women's Captain, Junior Captain plus ten ordinary executive members.

- (a)(ii) The Harrier Section shall elect a Children's Section Chairman in addition to (a)(i).

- (a)(iii) In any executive where any two offices are combined, an additional executive member may be elected at the Annual General Meeting.

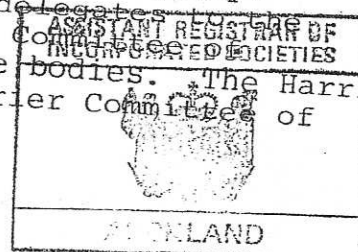
- (b) The presence of not less than five members at any executive meeting shall form a quorum.

- (c) At all meetings of the Club the Chair shall be taken by the President, or in his absence the Vice-President. At all meetings of the sections, the Chair shall be taken by the respective Chairman, or in his absence Deputy Chairman. In the event of the absence of the President, Vice-President, Chairman or Deputy Chairman, as the case may be, the Chairman shall be elected by those members present.

- (d) Every Executive member who is absent without leave from three consecutive meetings of his executive shall forfeit his official seat on that executive.

- (e) Each executive shall have the power to fill any vacancy that may occur on its own executive, and shall have the power to co-opt any member to its own executive. Such co-opted members to have full voting powers.

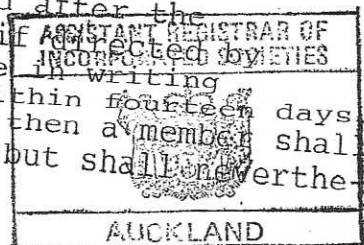
- (f) Each executive shall appoint an emergency committee consisting of three of its members to deal with matters of emergency. The Track and Field Executive shall appoint delegates to the Auckland Centre N.Z.A.A.A. and the Childrens Executive shall appoint delegates to the Harrier Committee of the Auckland Centre.



- (g) Each Secretary shall keep a record of all decisions at his executive and general meetings in a minute book which shall be signed by the Chairman at the next meeting, and shall handle all correspondence of his section and keep the records intact.
- (h) Each Treasurer shall submit a statement of receipts and payments for approval to each meeting of his executive and shall have proper accounts drawn up to be presented at the Annual General Meeting of his section and shall bank all monies received, in the section's bank account. Accounts may be passed for payment by resolution of the executive of the section or in the case of emergency by the section's emergency committee.
- (i) Any disputes arising out of or relative to competitions, shall be settled by the respective executive or its appointees.
- (j) No member shall be eligible for election to any office if in arrears with subscription.
- (k) Appointment of officials to conduct Club meetings shall be in the hands of the respective executive.
- (l) Each executive shall meet as often as necessary but no less than four meetings per year.
- (m) It shall be the duty of the Secretary to call executive meetings of the section.
- (n) Each executive may draw up regulations covering competitions in its own section.
- (o) All members of each executive shall act in an honorary capacity, but honorariums may be recommended by the respective executive to the Annual General Meeting of its section, and out of pocket expenses may be reimbursed if incurred on Club business.

SUBSCRIPTIONS:

- (a) Each section's subscription shall be fixed annually at the Annual General Meeting of the section and shall fall due on the day applications for membership are approved, by or on behalf of the section. Each section treasurer shall present to the respective section's Annual General Meeting a budget for the forthcoming year to guide the setting of subscriptions.
- (b) The annual subscription shall be paid within twenty eight days of the due date.
- (c) If any member's subscription shall be unpaid after the due date the respective Secretary may (and if he so wishes his executive shall) give such member notice in writing calling upon him to pay such subscription within fourteen days and if same be not paid within such period, then a member shall ipso facto cease to be a member of the Club but shall nevertheless be liable to pay his subscription.



DUTIES

(a) Handicappers

Each section shall appoint a handicapper or handicappers, whose duty it shall be to prepare handicaps for Club or open events, provided always that reasonable time be given to him to prepare such handicaps, and he shall keep a record of these along with the results of races in a book provided for the purpose.

- (b) Delegates appointed from the sections to represent them at any meeting, shall submit to their executive meeting a report from any meetings attended.

REMOVAL OF OFFICERS AND MEMBERS OF EXECUTIVES: Officers or members of either executive may be removed by vote at a Special General Meeting of the section, called for the purpose.

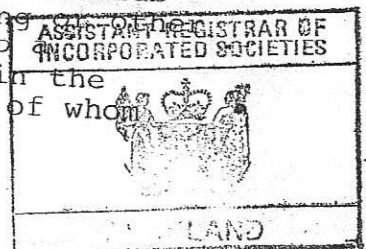
BORROWING POWERS: Either section may by resolution passed at a duly constituted Annual or Special General Meeting of the section, of which notice has been given in accordance with these Rules, borrow money for any purpose or object in furtherance of or consistent with the objects for which the Club or section was established, provided final approval is given by the Management Committee.

ALTERATION OF RULES:

- (a) These rules may be added to or repealed or amended or substituted by a resolution at a Special General Meeting of the Total Club called for that purpose by the Management Committee, provided that notice of such proposed additions, amendments, alterations or substitutions together with the names of the proposer and seconder thereof shall be given to the Secretary of the Club in writing at least fourteen days before the date of the meeting, and by the Secretary of the Club to the members of both sections at least seven days before the date of the meeting. The Secretary of each Section shall be responsible for conveying the notices to the members of each Section.
- (b) Any resolution adding to, amending, repealing or substituting any of these rules, shall require the votes of two thirds of those present over the age of sixteen, who are entitled to vote.

COMMON SEAL: The Club shall have a Common Seal to be known as the Common Seal of the Takapuna Amateur Athletic and Harrier Club Inc., and the Executive of the Track and Field Section shall be responsible for the safe custody and control thereof. Where agreements undertaken for either section according to these rules require the use of the Club's Common Seal, the above Seal shall be used.

ATTESTATION OF DOCUMENTS: Whenever the Common Seal of the Club is required to be affixed to any deed, document, writing instrument, the Seal shall be fixed thereto pursuant to resolution of the appropriate section's executive and in the presence of two executive members of that section (one of whom



shall be the Chairman or Secretary of that section) who shall sign the document or instrument to which the Seal is so affixed.

25. INVESTMENT OF FUNDS: Either executive may from time to time invest and re-invest in such securities and upon such terms as permitted by the Incorporated Societies Act 1908, the whole or any part of the funds of its section which shall not be required for the immediate business of the section.
26. DISSOLUTION: The Club may voluntarily wind up in accordance with Section 24 of the Incorporated Societies Act 1908, and upon dissolution any surplus monies remaining after payment of all liabilities and with the permission of the donors of all trophies, shall be held in trust by the Auckland Centre of the New Zealand Amateur Athletic Association to be handed to such Amateur Athletic Club as may be formed within Takapuna district and affiliated with the Auckland Centre of the New Zealand Amateur Athletic Association, provided that the latter body is satisfied that the aims and objects of the new Club are similar to those of the defunct Club.

Witnessed by

..... *[Signature]* President.

..... *[Signature]* Chairman, Harrier Section.

..... *[Signature]* Secretary, Harrier Section.

