



**Rules and Constitution  
of the  
Auckland District Archery Association  
Incorporated**

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## **1.0 Name**

- 1.1 The name of the society shall be "AUCKLAND DISTRICT ARCHERY ASSOCIATION" ("the Society").
- 1.2 The letters A.D.A. A. shall be the letters of abbreviation and shall be taken to mean Auckland District Archery Association Inc.
- 1.3 The Society is constituted by resolution dated 20 October 2013.

## **2.0 Registered Office**

- 2.1 The Registered Office of the Society shall be the residence of the Secretary. Any change of address shall be forthwith notified to the Registrar of Incorporated Societies.

## **3.0 Purposes of Society**

- 3.1 The purposes of the Society are to:

"Nurture and facilitate progress for all the disciplines of archery within the Auckland District; providing guidance as appropriate; and aiding access to resources and knowledge as required by the associated club membership."

- 3.2 Pecuniary gain is not a purpose of the Society.

## **4.0 Governing Bodies**

- 4.1 As the Auckland District Archery Association is not designed as a governing structure, all members (see article 12) are governed by their governing body or officiator (eg a target archery club is governed by its officiator, Archery NZ).
- 4.2 If the governing body (eg. Archery NZ) requires a decision to be made at a district level, a subcommittee of the ADAA of the members affected can be created in order to facilitate the decision.

## **MANAGEMENT OF THE SOCIETY**

### **5.0 Managing Committee**

- 5.1 The Society shall have a managing committee ("the Committee"), comprising the following persons: at least one, but no more than two, representatives from each membership club, from which are elected the officers: the President, the Vice President, the Secretary and the Treasurer.
- 5.2 With the exception of the President and Vice President, the Officer positions may be combined where practical and convenient.
- 5.3 There shall be a minimum of two Committee Members, in addition to the Officers.
- 5.4 All Committee Members must be senior members (aged 18 years or older).

### **6.0 Appointment of Committee Members**

- 6.1 At a Society Meeting, the Members may decide by majority vote:
- 6.1.1 Who shall be the President, Vice President, Secretary, and Treasurer;
  - 6.1.2 Whether any Committee Member may hold more than one position as an Officer;
- 6.2 Committee Members shall be appointed for a term of one year, ("the Term").
- 6.3 Each Member Club shall nominate its own representative (at least one and no more than two).
- 6.3.1 Each member club shall nominate at least one but no more than two representatives.
  - 6.3.2 Each member club shall nominate its representative(s) prior to a Society Meeting.
- 6.4 Committee members can only represent a single club (one person cannot represent two clubs).

### **7.0 Cessation of Committee Membership**

- 7.1 Persons cease to be Committee Members when:
- 7.1.1 They resign by giving written notice to the Committee.
  - 7.1.2 The Committee receives notice, in writing, that the member club has chosen to withdraw this person as their representative.
  - 7.1.3 Their Term expires.

7.2 If a person ceases to be a Committee Member, that person must within one month give to the Committee all Society documents and property.

## **8.0 Nomination of Committee Members**

8.1 Nominations for members of the Committee are at the discretion of the member club. All retiring members of the Committee shall be eligible for re-election.

8.2 If the position of any Officer becomes vacant between Annual General Meetings, the Committee may appoint another Committee Member to fill that vacancy until the next Annual General Meeting.

8.3 If the position of any Committee Member becomes vacant between Annual General Meetings, the Member Club may appoint another Representative to fill that vacancy until the next Annual General Meeting.

8.4 If any Committee Member is absent from three consecutive meetings without leave of absence the President may declare that person's position to be vacant.

## **9.0 Role of the Committee**

9.1 Subject to the rules of the Society ("The Rules"), the role of the Committee is to:

9.1.1 Administer, manage, and control the Society;

9.1.2 Carry out the purposes of the Society, and Use Money or Other Assets to do that;

9.1.3 Manage the Society's financial affairs, including approving the annual financial statements for presentation to the Members at the Annual General Meetings;

9.1.4 Delegate responsibility and co-opt members where necessary

9.1.5 Ensure that all Members follow the Rules;

9.1.6 Decide the times and dates for Meetings, and set the agenda for Meetings;

9.1.7 Decide the procedures for dealing with complaints;

9.1.8 Set Membership fees, including subscriptions and levies;

9.1.9 Make regulations.

9.2 The Committee has all of the powers of the Society, unless the Committee's power is limited by these Rules, or by a majority decision of the Society.

9.3 All decisions of the Committee shall be by a majority vote. In the event of an equal vote, the Chair shall have a casting vote, that is, a second vote. [See also rule 10.5]

9.4 Decisions of the Committee bind the Society, unless the Committee's power is limited by these Rules or by a majority decision of the Society.

## 10.0 Roles of Committee Members

10.1 **The President** is responsible for: Ensuring that the Rules are followed; Convening Meetings and establishing whether or not a quorum is present; Chairing Meetings, deciding who may speak and when; Overseeing the operation of the Society; Providing a report on the operations of the Society at each Annual General Meeting.

10.2 **The Vice President** is responsible for: Assuming the responsibilities of The President in the absence of The President and assisting the President as required.

10.3 **The Secretary** is responsible for: Recording the minutes of Meetings; Keeping the Register of Members; Holding the Society's records, documents, and books except those required for the Treasurer's function; Receiving and replying to correspondence as required by the Committee; Forwarding the annual financial statements for the Society to the Registrar of Incorporated Societies upon their approval by the Members at an Annual General Meeting; Advising the Registrar of Incorporated Societies of any rule changes;

10.4 **The Treasurer** is responsible for: Keeping proper accounting records of the Society's financial transactions to allow the Society's financial position to be readily ascertained; Preparing annual financial statements for presentation at each Annual General Meeting. These statements should be prepared in accordance with the Societies' accounting policies; Providing a financial report at each Annual General Meeting; Providing financial information to the Committee as the Committee determines.

10.5 **A Club Representative** is responsible for: liaising between the Committee and his/her own respective club on all business relating to the activities of the Society; voting on all matters in the interests of his/her representative club.

## 11.0 Committee Meetings

11.1 Committee meetings may be held in person, via video or telephone conference, or other formats as the Committee may decide from time to time.

11.2 No Committee Meeting may be held unless six Committee Members attend;

11.2.1 This number will constitute a quorum of the Committee.

11.3 The President shall chair Committee Meetings, or if the President is absent, the Vice President shall chair the Committee Meetings, otherwise the Committee shall elect a Committee Member to chair that meeting.

11.4 Decisions of the Committee shall be by majority vote.

11.5 The President or person acting as Chair has a casting vote, that is, a second vote.

11.6 Only Committee Members present at a Committee Meeting may vote at that Committee Meeting.

11.7 Subject to these Rules, the Committee may regulate its own practices.

11.8 The Chair shall adjourn the meeting if necessary.

11.9 Adjourned Meetings: If within half an hour after the time appointed for a meeting a quorum is not present the meeting, if convened upon requisition of members, shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the Chair/President of the Society, and if at such adjourned meeting a quorum is not present the meeting shall be dissolved without further adjournments. The Chair/President may with the consent of any Society Meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

## **Society membership**

### **12.0 Types of Members**

12.1 Membership comprises of corporate bodies. These may be:

**12.1.1 Incorporated Societies**

**12.1.2 Companies**

**12.1.3 Charitable Trusts**

**12.1.4 Schools involved in archery**

12.2 Members have the rights and responsibilities set out in these Rules.

### **13.0 Admission of Members**

13.1 To become a Member, a corporate body (“the Applicant”) must:

13.1.1 Either complete an application form, if the Rules, Bylaws or Committee requires this; or

13.1.2 Have two primary contacts' details including first name, surname, postal and email addresses, and telephone number submitted in writing to the Secretary.

13.1.3 Supply any other information the Committee requires.

13.1.4 Supply any fees and dues *if* required by the Society

13.2 The Committee shall have complete discretion when it decides whether or not to allow the Applicant to become a Member. The Committee shall advise the Applicant of its decision, and that decision shall be final.

## 14.0 The Register of Members

14.1 The Secretary shall keep a register of Members (“the Register”), which shall contain the **primary contacts'** names, the postal and email addresses and telephone numbers of all Members, and the dates at which they became Members.

14.2 If a Member’s contact details change, that Member shall give the new postal or email address or telephone number to the Secretary.

14.3 Each Member shall provide such other details as the Committee requires.

14.4 Members shall have reasonable access to the Register of Members.

## 15.0 Cessation of Membership

15.1 Any Member may resign by giving written notice to the Secretary.

15.2 Membership terminated by the Society in the following way:

15.2.1 If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society, the Committee may give written notice of this to the Member (“the Committee’s Notice”). The Committee’s Notice must:

(i) Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society;

(ii) State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member’s Membership.



(iii) State that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership.

(iv) State that if the Committee terminates the Member's Membership, the Member may appeal to the Society.

15.2.2 14 days after the Member received the Committee's Notice, the Committee may in its absolute discretion by majority vote terminate the Member's Membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Society at the next Meeting by giving written notice to the Secretary ("Member's Notice") within 14 days of the Member's receipt of the Termination Notice.

15.2.3 If the Member gives the Member's Notice to the Secretary, the Member will have the right to be fairly heard at a Society Meeting held within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them ("the Member's Explanation"), and the Member may require the Secretary to give the Member's Explanation to every other Member within 7 days of the Secretary receiving the Member's Explanation. If the Member is not satisfied that the other Society Members have had sufficient time to consider the Member's Explanation, the Member may defer his or her right to be heard until the following Society Meeting.

15.3.4 When the Member is heard at a Society Meeting, the Society may question the Member and the Committee Members.

15.3.5 The Society shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Society's decision will be final.

## **16.0 Obligations of Members**

16.1 All Members (and Committee Members) shall promote the purposes of the Society and shall do nothing to bring the Society into disrepute.

## **Money and other assets of the society**

### **17.0 Use of Money and Other Assets**

17.1 The Society may only Use Money and Other Assets if:

17.1.1 It is for a purpose of the Society;

17.1.2 It is not for sole personal or individual benefit; and

17.1.3 That Use has been approved by either the Committee or by majority vote of the Society.

### **18.0 Joining Fees, Subscriptions and Levies**

18.1 Fees, Subscriptions and Levies shall be set by the Members at the Annual General Meeting of the Society.

18.2 If subscriptions, fees and levies are required, and any Member does not pay a Subscription or levy by the date set by the Committee or the Society, the Secretary will give written notice that, unless the arrears are paid by a nominated date, the Membership will be terminated. After that date, the Member shall (without being released from the obligation of payment of any sums due to the Society) have no Membership rights and shall not be entitled to participate in any Society activity.

### **19.0 Additional Powers**

19.1 The Society may:

19.1.1 Employ people for the purposes of the Society;

19.1.2 Exercise any power a trustee might exercise;

19.1.3 Invest in any investment that a trustee might invest in;

19.1.4 Borrow money and provide security for that if authorised by Majority vote at any Society Meeting.

### **20.0 Financial Year**

20.1 The financial year of the Society begins on 1st of September of every year and ends on 31st of August of the following year.

## **21.0 Assurance on the Financial Statements**

21.1 The Society shall appoint an Auditor to audit the annual financial statements of the Society. The Auditor shall report on whether the financial statements are prepared in all material respects in accordance with the Society's accounting policies. 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 Committee, or an employee of the Society. If the Society appoints an Auditor who is unable to act for some reason, the Committee shall appoint another Auditor as a replacement. The Committee is responsible to provide the auditor with:

- (a) Access to all information of which the Committee is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters
- (b) Additional information that the auditor may request from the Committee for the purpose of the audit; and
- (c) Reasonable access to persons within the Society from whom the auditor determines it necessary to obtain evidence.

## Conduct of meetings

### 22.0 Society Meetings

22.1 A Society Meeting is either an Annual General Meeting or a Special General Meeting.

22.2 The Annual General Meeting shall be held once every year between the 1st of September and no later than the 31st of January. The Committee shall determine when and where the Society shall meet within those dates.

22.3 Special General Meetings may be called by the Committee. The Committee must call a Special General Meeting if the Secretary receives a written request signed by at least 20% of the Members.

22.4 The Secretary shall:

22.4.1 Give all Members at least 14 days Written Notice of the business to be conducted at any Society Meeting

22.4.2 Additionally, the Secretary will provide, appropriate:

(i) A copy of the Chair/President's Report on the Society's operations and of the Annual Financial Statements as approved by the Committee,

(ii) Notice of any motions and the Committee's recommendations about those motions.

(iii) If the Secretary has sent a notice to all Members in good faith, the Meeting and its business will not be invalidated simply because one or more Members do not receive the notice.

22.5 All Members may attend and vote at Society Meetings.

22.6 No Society Meeting may be held unless at least 40% of Member representatives attend. (This will constitute a quorum.)

22.7 All Society Meetings shall be Chaired by the President. If the President is absent, the Society shall elect another Committee Member to Chair that meeting. Any person Chairing a Society Meeting has a casting vote.

22.8 On any given motion at a Society Meeting, the Chair shall in good faith determine whether to vote by:

(i) Voices; or

(ii) Show of hands; or

(iii) Secret ballot.

However, if any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is held, the Chair will have a casting, that is, second vote.

22.9 The business of an Annual General Meeting shall be:

22.9.1 Receiving any minutes of the previous Society's Meeting(s);

22.9.2 The Chair/President's report on the business of the Society;

22.9.3 The Treasurer's report on the finances of the Society, and the Annual Financial Statements;

22.9.4 Election of Committee Members;

22.9.5 Motions to be considered;

22.9.6 General business.

22.10 The Chair shall adjourn the meeting if necessary.

22.11 Adjourned Meetings: If within half an hour after the time appointed for a meeting a quorum is not present, the meeting, if convened upon requisition of members, shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the Chair/President of the Society, and if at such adjourned meeting a quorum is not present the meeting shall be dissolved without further adjournments. The Chair/President may with the consent of any Society Meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

## **23.0 Motions at Society Meetings**

23.1 Any Member may request that a motion be voted on ("Member's Motion") at a particular Society Meeting, by giving written notice to the Secretary at least 28 days before that meeting. The Member may also provide information in support of the motion ("Member's Information"). The Committee may in its absolute discretion decide whether or not the Society will vote on the motion. However, if the Member's Motion is signed by at least 20% of eligible Members:

23.1.1 It must be voted on at the Society Meeting chosen by the Member; and

23.1.2 The Secretary must give the Member's Information to all Members at least 14 days before the Society Meeting chosen by the Member; or If the Secretary fails to do this, the Member has the right to raise the motion at the following Society Meeting.

23.2 The Committee may also decide to put forward motions for the Society to vote on (“Committee Motions”) which shall be suitably notified.

23.3 During "General Business" discussion at any Annual General Meeting, matters may be raised and motions made from any Member present at the Meeting; such motions will also require a seconder (another Member who is present); and shall then be voted on by the Meeting.

## **24.0 Common seal**

24.1 The Committee shall provide a common seal for the Society and may from time to time replace it with a new one.

24.2 The Secretary shall have custody of the common seal, which shall only be used by the authority of the Committee. Every document to which the common seal is affixed shall be signed by the President and countersigned by the Secretary or a member of the Committee and may only be affixed in the presence of any two of the President, Vice-President, Secretary, or Treasurer.

## **Altering the rules**

### **25.0 Altering the Rules**

25.1 The Society may alter or replace these Rules at a Society Meeting by a resolution passed by a two-thirds majority of those Members present and voting.

25.2 Any proposed motion to amend or replace these Rules shall be signed by at least 25% of eligible Members and given in writing to the Secretary at least 28 days before the Society Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.

25.3 At least 14 days before the General Meeting at which any Rule change is to be considered the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has.

25.4 When a Rule change is approved by a General Meeting, no Rule change shall take effect until the Secretary has filed the changes with the Registrar of Incorporated Societies.

## Bylaws

### 26.0 Bylaws to govern the Society

26.1 The Committee may from time-to-time make, alter or rescind bylaws for the general management of the society, so long as these are not repugnant to these rules or to the provisions of law. All such bylaws shall be binding on members of the Society. A copy of the bylaws for the time being, shall be available for inspection by any member on request to the Secretary.

## Winding up

### 27.0 Winding up

27.1 If the Society is wound up:

27.1.1 The Society's debts, costs and liabilities shall be paid;

27.1.2 Surplus Money and Other Assets of the Society may be disposed of:

27.1.2.1 By resolution; or

27.1.2.2 According to the provisions in the Incorporated Societies Act 1908; but

27.1.3 No distribution may be made to any individual person or persons;

27.1.4 The surplus Money and Other Assets shall be distributed to: [see S.27 of the Act]:

27.1.4.1 Each membership Archery Club based on a percentage of current Members of the Society.

## Definitions

### 28.0 Definitions and Miscellaneous matters

28.1 In these Rules:

- i "Majority vote" means a vote made by more than half of the Members who are present at a Meeting and who are entitled to vote and voting at that Meeting upon a resolution put to that Meeting.
- ii "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the Society.

- iii "Society Meeting" means any Annual General Meeting, or any Special General Meeting, but not a Committee Meeting.
- iv "Use Money or Other Assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with, Money or Other Assets.
- v "Written Notice" means communication by post, electronic means (including email, and website posting), or advertisement in periodicals, or a combination of these methods.
- vi "Officer" means one of the President, Vice President, Secretary, or Treasurer of the Society
- vii "District" means the region of New Zealand referred to as "greater Auckland" or "Northland" which typically means any area north of Bombay.
- viii "Primary Archery Club" means the archery club which a Member holds full membership with and is the archery club that the Member attributes his/her loyalty. This club can be of either target or field discipline.
- ix "Archery Club" means any archery club of any discipline.
- x It is assumed that:
  - a Where a masculine is used, the feminine is included
  - b Where the singular is used, plural forms of the noun are also inferred
  - c Headings are a matter of reference and not a part of the rules

28.2 Matters not covered in these rules shall be decided upon by the Committee.



# Acceptance

## 29.0 Affix The Common Seal

The Common Seal of the Auckland District Archery Association Incorporated  
Dated 20 October 2013

Name: .....

Position: .....

Signed: .....

Date: ...../...../.....

Name: .....

Position: .....

Signed: .....

Date: ...../...../.....