

OTAGO WATER POLO CLUB
INCORPORATED

CONSTITUTION

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1) NAME

- 1.1 The name of the club shall be the Otago Water Polo Club Incorporated (hereinafter referred to as 'the Club').
- 1.2 The Registered office of the Club shall be at the honorary solicitors office or such other place as the Club may from time to time decide, and notice of any change shall be given to the Registrar of Incorporated Societies.

2) AFFILIATION

- 2.1 The Club shall be affiliated to the New Zealand Water Polo Association Incorporated and/or such other Association as determined by the members and shall conform to and abide by the Rules and Regulations for the time being of New Zealand Water Polo Association Incorporated.

3) OBJECTS

- 3.1 The Club is established and maintained exclusively for charitable purposes and it is not carried on for the private profit of any individual or group.
- a) The objects for which the Club is established are:
- i) To promote, foster and encourage water polo and associated aquatic sports and disciplines.
 - ii) To arrange for instruction and coaching in water polo and associated aquatic sports and disciplines.
 - iii) To promote, organise and conduct competitions, carnivals and tournaments related to water polo and associated aquatic sports and disciplines.
 - iv) To provide the resources and opportunities necessary for water polo players.
 - v) To foster enjoyment, achievement and satisfaction for all members, competitors, officials, coaches and supporters.

- vi) To recruit and encourage water polo players to participate in water polo as a sporting activity.
- vii) To provide an organisation with effective and efficient administration, communication and financial structure.
- viii) To raise funds to promote any of the objects of the Club.
- ix) To assist and promote any movement, idea, suggestion or enterprise which in the opinion of the Club may be of practical help in giving effect to the objects of the club.

4) INTERPRETATION

4.1 Words importing the singular number only include the plural number and vice versa: Words importing the masculine gender also include the feminine gender

“Centre” means the Otago Water Polo Association

“NZWPA” means the New Zealand Water Polo Association Incorporated

“F.I.N.A.” means Federation Internationale de Nation Amateur

“Committee” means the Committee for the time being of the Club constituted pursuant to Rule 10 of these Rules

5) COLOURS AND EMBLEM

5.1 The colours of the Club shall be blue and gold or as from time to time approved by the Committee. Similarly the emblem of the Club shall be that which is from time to time approved by the Committee.

6) MEMBERSHIP

6.1 Classes

The classes of membership and method by which members are admitted to the different classes is as follows:

- a) Senior Competitive Member

This is a member who is a financial member and is aged 18 years and over and who has not ceased to be a member under any other Rule.

b) Junior Competitive Member

This is a person who is a financial member and is aged under 18 years and who has not ceased to be a member under any other Rule.

A Junior Competitive Member may not be appointed or elected as an officer of the Club nor shall a Junior Competitive Member be entitled to vote.

c) Parent/Guardian Non-Competing Member

This is a person who is a Parent/Guardian of a Junior Competitive Member and who is 18 years of age and over and who is a financial member.

d) Non-Competing Member

This is a person who is not otherwise classified and is aged 18 years and over and who is a financial member.

e) Honorary Member

An honorary Member is a person honoured for services to the Club or in an associated field as an Honorary Member by resolution of a General Meeting passed by a three-quarter majority of those present and voting. An Honorary Member shall have no membership rights, privileges or duties.

f) Life Member

A Life Member is a person honoured for outstanding services to the Club after recommendation by the Committee and election as a Life Member by resolution of a General Meeting passed by a three-quarter majority of those present and voting. A Life Member shall have all the rights and privileges of a Non-Competing Member and shall be subject to all the duties of a Non-Competing Member except those of paying subscriptions and levies.

All members shall promote the interests and objects of the Club and shall do nothing to bring the Club into any disrepute.

7) ADMISSION TO MEMBERSHIP

7.1 Applicants for membership shall complete an application form provided by the Committee and supply such information as may be required by the Committee

- a) The Committee may in its absolute discretion refuse to accept any application for membership and shall not be required to provide any reason for non-acceptance of such membership application.
- b) The Register of the Club shall be prima facie evidence of membership of the Club. The Register of Members shall be compiled so as to show the various categories of the membership as from time to time shall be required by the Centre or the NZWPA.

8) OFFICERS

8.1 The following Officers of the Club shall be elected at the Annual General Meeting:

Chairperson

Deputy Chair

Secretary

Treasurer

- 8.2 In addition, the members in the General Meeting of the Club may appoint such other Officers as they shall determine, and shall prescribe the duties of such Officers. The Officers of the Club shall manage the affairs of the Club as detailed in these rules.
- 8.3 The total number of Officers of the Club must be at least six (6) but must not exceed ten (10).
- 8.4 The following Honorary Officers of the Club may be appointed at the Annual General Meeting:

Patron

9) ELECTION OF OFFICERS

- 9.1 No member whose subscription is in arrears or who is not a financial member may be elected to the Committee or to any office of the Club.
- 9.2 A candidate for Committee or for office in the Club must be proposed by one Club member and seconded by another. If the candidate is not present at the meeting then the person proposing that candidate must produce satisfactory evidence to the Chairman of the General Meeting that such candidate is willing to accept the office.
- 9.3 Where the number of candidates is greater than the number of offices to be filled, a secret ballot shall be held. Scrutineers for the conduct of the ballot shall be appointed by the Chairman.

10) MANAGEMENT

- 10.1 The Officers elected at its Annual General Meeting shall manage or control the Club and such Committee shall hold office until retirement or removal from office or election of successor to office.

- 10.2 The general powers of the Committee shall consist of:
- a) To make regulations with regard to the Club grounds, buildings and equipment which regulations shall be binding on every member of the Club.
 - b) To employ and dismiss salaried and other paid officers or servants.
 - c) To carry out all contracts entered into by the Club.
 - d) To purchase, construct and maintain equipment as it considers necessary and enter into contracts in respect thereof.
 - e) To borrow, raise money upon mortgagee on the real or personal property of the Club or any part thereof or upon debentures of the Club and to issue such debentures charging the whole or part of the assets of the Club and to execute mortgages to secure such debentures or borrow money from bankers or other persons with or without security provided that no money shall be borrowed the security of any assets of the Club without the approval of the Club at Annual General Meeting or Special General Meeting.
 - f) To place on deposit with any Bank or otherwise invest the funds of the Club and to vary or alter such deposits or investments.
 - g) To claim, sue or recover in the name of the Club or otherwise all or any subscriptions or other monies due by any members of the Club.
 - h) To have overall management and control of the Club funds and the Club property and to invest the Club funds on such proper investments as it may think fit for the purposes of the Club to incur and pay such as liabilities as it may deem necessary.
 - (i) To appoint such sub-committees from its Committee or from Club members as it may deem necessary and to assist in carrying out the duties of such sub-committee and if necessary re-organise any sub-committee which defaults or fails to carry out its terms of reference.
 - j) To regulate, govern and control the conduct of all Officers and members of the Club.

- k) To inflict a penalty upon any member or members found guilty of breaking these rules or the regulations or by-laws of the Club or refusing to give effect to any resolution passed by the Committee or member of a duly constituted Annual General Meeting of the Club.
- l) To co-opt members to fill any vacancy which may arise on the Committee until the next Annual General Meeting and any person so appointed shall retire at the next Annual General Meeting with the rest of the Committee but all or any of the Committee shall be eligible for re-election. Such co-opted member shall be deemed to have been duly elected.
- m) To alter or rescind standing orders for the conduct of the meeting.
- n) To suspend any member whose subscription or levy is 30 days in arrears.
- o) Make by-laws and regulations for the internal conduct of the Club.
- p) If, in the event of a case occurring which is in the opinion of the Committee not provided for in this constitution, such case shall be decided by the Committee and it may (if it deems necessary to do so) report the case with the decision to the Annual General Meeting of the Club or any Special General Meeting called for that purpose.

11) SUB-COMMITTEES

- 11.1 A Sub-Committee shall carry out the duties assigned to it by its order of reference and shall on the date mentioned in such order or in the absence of any date then as expeditiously as circumstances will permit and present its findings and recommendations to the Committee or to the members in General Meeting as the case may be. Should a Sub-Committee fail to present its report on the due date it may apply for further time.
- 11.2 No decision of a Sub-Committee shall be binding until it has been ratified by the Committee or the members in General Meeting, as the case may be, unless its order of reference specifically authorises it to have the right to transact any business in the name of the Club.

12) VACATION OF OFFICE BY COMMITTEE MEMBER

- 12.1 A member of the Committee or Sub-Committee shall vacate their office if:
- a) They are absent from three consecutive meetings of such Committee without leave of the Committee; or
 - b) They are adjudicated bankrupt, or convicted of a criminal offence or of unsound mind provided that the committee has the discretion to resolve to waive this rule if it so desires; or
 - c) They give notice in writing to the Committee that they wish to resign their office.

13) MEETINGS

- 13.1 Annual General Meetings of the Club shall be held between 1 April and 31 August in each year at such time and place as shall be fixed by the Committee. At least 21 days notice of such Annual General Meeting stating the nature of business to be brought before the meeting shall be given such notice being displayed prominently on the Club Notice Board, by Club newsletter and one insertion into the public notices column of the local daily newspaper. The prime function of the Annual General Meeting shall be to elect an incoming Committee, present annual Chairman's reports and present annual financial reports.

- 13.2 Special General Meetings of the Club shall be called by the Secretary giving fourteen (14) days notice to all members and shall be called at the request of the Committee or upon receipt of a requisition signed by not less than 10 voting members. The notice calling a Special General Meeting and the purpose for which it is held shall be by such notice being displayed prominently on the Club Notice Board, by Club newsletter and one insertion into the public notice column of the local daily newspaper. The business to be dealt with at such meeting shall be limited to matters stated in the requisition and/or notice of such meeting.
- 13.3 Committee Meetings of the Club shall be held monthly or from time to time as determined by such Committee on a time and place to be determined by the Committee.
- 13.4 Special Meetings of the members of the Committee may be called by the Chairperson or any two members of the Committee at any time giving not less than 48 hours notice to each member of the Committee and specifying the purpose for such meeting.
- 13.5 Meeting Procedures shall be as follows:
- a) At all meetings of the Club or Committee the Chairperson shall act as Chairman. In absence of the Chairperson a member chosen from those present shall occupy the Chair
 - b) At all meetings of sub-committees the same shall duly elect a Chairperson.
 - c) The Chairperson of all meetings shall have a casting as well as deliberate vote.
 - d) Two scrutineers shall be appointed for the election of Officers at the Annual General Meeting and Special General Meeting of the Club as from time to time might occur for the specific purpose of scrutinising votes with regard to the election of Officers if a secret ballot is proposed and carried.
 - e) The Chairperson shall be in ex officio member of all Sub-Committees.

13.6 Remits – All Remits and Notices of Motion must be in writing and must be received by the Club Secretary at least 7 clear days before the date of the Annual General Meeting.

14) QUORUM

14.1 The quorum for a meeting of the Committee shall not be less than one half of its members.

14.2 The quorum for an Annual General Meeting or Special General Meeting of the Club shall be the greater of ten (10) financial members entitled to vote or five percent (5%) of the number of members entitled to vote and present in person.

14.3 Should there not be a quorum at any meeting the members present may at the expiration of half an hour from the time appointed for assembling adjourn the meeting to a day, time and place, not being more than 14 days after the date such meeting as the majority of the members present may determine at which time those members who are present shall constitute a quorum and may transact the business for which the meeting was called. The verbal announcement of the Chairperson of the day, time and place shall be sufficient notice of such adjourned meeting.

14.4 A meeting of any Sub-Committee shall not be less than a majority of its members.

14.5 A majority is deemed to mean a simple majority of those members present and by way of example if a Committee has five (5) members, then three (3) shall form a majority vote.

14.6 Junior competitive members may attend Annual General Meetings or Special General Meetings of the Club but they shall not be entitled to vote and they shall not be counted as part of the necessary quorum.

15) FINANCIAL

15.1 The financial year of the Club shall start on the 1st day of January each year and end on the 31th December the same year.

16) STANDING ORDERS FOR ALL CLUB OR COMMITTEE MEETINGS

16.1 The standing orders shall be as follows:

- a) Apologies
- b) Approval of agenda
- c) Confirmation of minutes.
- d) Business arising out of minutes.
- e) Chairperson's report
- f) Treasurer's Report and passing of accounts.
- g) Outward and Inward correspondence.
- h) Motions to be disposed of.
 - i) Reports of sub-committees.
 - ii) General business.

16.2 The procedural requirements of the meeting shall be as follows:-

- a) The ruling of the Chairman shall be final and at all times without comment. It can be challenged by a Notice of Motion which shall be considered at the following meeting.
- b) If a point of order is raised when a member is speaking such member shall stop until the point of order is stated.
- c) The Chairman's ruling on a point of order shall not be debatable.
- d) Motions and amendments shall not be discussed until they have been seconded. If the amendment is lost, one further amendment may be moved, but no more.
- e) It shall not be permissible to withdraw any motion that has been proposed and seconded, except with the consent of the proposer and seconder.
- f) Members shall be entitled to speak once to each questing but may speak to a point of order or with the permission of the Chairman to

correct a miss-statement. The mover of any original motion shall have the right of reply.

- g) Movers of motions shall be limited to three (3) minutes and all other speakers to the motion including the right of reply to one (1) minute.

17) VOTING

17.1 Any member of the Club shall have the power to vote provided however that:

- a) The member has paid a subscription in accordance with these rules and that;
- b) The member is a senior competitive member or a non-competing member.
- c) Every motion shall be decided by a majority of votes and in the case of equal voting, the Chairman shall have a casting vote.
- d) At General Meetings voting shall be by voice, a show of hands or on demand of the Chairperson or of any financial member present by secret ballot and on any secret ballot each financial member shall be entitled to one vote. Voting at all other meetings shall be by a show of hands or shall be by voice.
- e) No person shall be allowed to vote at a Committee Meeting or Sub-Committee meeting unless they are a member of that Committee.

17.2 No Life Member or Honorary Member shall have voting powers at any Committee or Sub-Committee meeting unless they are a duly elected member of the Committee and are financial members of the Club.

17.3 No member shall be allowed to vote at any meeting of the Committee or Sub-Committee by proxy.

17.4 Members shall be allowed to vote at any Annual General Meeting or Special General Meeting by proxy in so much as said proxy is presented in writing to the President or Secretary prior to such meeting commencing.

17.5 Only financial members shall be entitled to vote at any meeting of the Club.

18) SUBSCRIPTIONS

18.1 The Annual Subscription payable by members of the Club shall be set by the Committee. The Committee in determining the Annual Subscription shall take into consideration the following:

- a) The opinion of members expressed at the Annual General Meeting of the Club.
- b) Centre and NZWPA fees and/or levies
- c) The Annual Subscription shall become due and payable within 60 days of the Annual General Meeting each year.
- d) No member whose subscription is in arrears for 30 days shall be entitled to be designated a “financial member” or take part in the activities of the Club or to vote at any meeting thereof but this shall not absolve the member from liability for payment.

19) LEVIES

19.1 In addition to the Annual Subscriptions payable to the Club, every individual member of the Club may be required to pay a levy to assist in the funding of any special project or to further the interests by way of example but not by limitation, competition costs, travel costs, training costs of the Club, which the Club may agree to undertake on the recommendation of the Committee.

20) FAILURE TO PAY

20.1 Any member failing to pay any subscription or levy imposed on members in terms of these rules within 30 days of the due date may be suspended from membership for such period as the committee may resolve.

21) ENTRANCE FEE

21.1 The Committee may at its sole discretion require any new member upon application for membership to make payment of an entrance fee at an amount to be determined by the Committee from time to time.

22) CESSATION OF MEMBERSHIP

22.1 A member shall cease to be a member:

- (a) By a member giving written notice to the Club Secretary that they wish to resign. Until such notice is given such member shall be considered a member of the Club, or
- (b) If any subscription or levy of such member is in arrears and unpaid for more than 60 days from the due date unless the Committee in its discretion shall have extended the time for payment in the case of any particular member or members, or
- (c) by termination by the Committee pursuant to the provisions of clause 24 of these Rules.

23) TRANSFER

23.1 A member who wishes to transfer to another Club or Centre must complete the Centre clearance form in the presence of the Club Secretary who shall sign the form and forward the form to the Centre. A transfer action will only be undertaken if the member is financial and has no debts outstanding to the Club.

24) COMPLAINTS AND DISCIPLINE

24.1 Any complaint about any member, whether from another member or any other person, shall be lodged in writing with the Secretary, and the procedures set out below shall be observed:

24.2 The Committee shall have the following discretions:

24.3 If the nature of the complaint indicated that the subject-matter should be dealt with by any Court or tribunal, the Committee may decline to investigate or deal with the complaint until such body has dealt with the issues which are the subject of the complaint. If the decision of any such body:

- a) Effectively disposes of the complaint, the Committee may decide to take no further action, or may on the basis of that decision without further investigation take such action as it deems appropriate, with or without calling on the complainant or member to provide further information or to make submissions; or
- b) Does not effectively dispose of the complaint, the Committee may decide to undertake such further investigations as it thinks fit, and then follow the procedures set out in clause 24.7 of this rule.

24.4 The Committee may decline to investigate or consider the complaint if the nature of the complaint indicates that the subject-matter is petty, frivolous, or inconsequential.

24.5 The Committee may decline to investigate or consider the complaint if, during enquiries being made by or on behalf of the Committee, it becomes apparent to the Committee that it is not appropriate further to investigate or consider the complaint.

24.6 If the investigation or consideration of the complaint are likely to require extensive enquiries, a considerable time input, or advice to the Committee from professional advisors, the Committee may at any time:

- a) Decline further to investigate or consider the complaint; or
- b) Require the complainant to deposit with the Society such sum as the Committee thinks fit to reimburse the Society wholly or partly for the costs of those making the enquiries or considering the complaint and/or the Club's professional advisor's fee before further investigating or considering the complaint.

24.7 The following procedures shall be observed when a complaint is investigated and considered:

- a) The member shall be given a copy of the complaint.
- b) The member shall have the opportunity to provide a detailed written response to the complaint within not less than two weeks after receiving a copy of the complaint.
- c) Further enquiries may be made by or on behalf of the Committee, and the results of those enquiries shall be made known to the complainant and the member.
- d) The Committee shall allow the complainant and the member the opportunity to be heard by the Committee or any special committee established by it for the purposes of hearing and deciding upon the complaint (and no person who has any direct or indirect interest in the complaint or who is in any way biased shall hear and determine the complaint).
- e) The Committee or any special committee hearing and deciding upon any complaint may:
 - i. Dismiss the complaint, or
 - ii. Uphold the complaint and:
 - Reprimand or admonish the member;
 - Suspend the member from membership for a specified period;

- Alter the membership classification of the member; or
 - Expel the member.
- f) The Committee or any special committee hearing or deciding upon any complaint shall respect the confidentiality of the proceedings, and
- g) The decision and any reasons which may be given (without any obligation to give such reasons) for that decision shall be conveyed to the complainant and the member in writing, and may at the discretion of the Committee or and special committee hearing and deciding upon any complaint be conveyed to members
- h) The decisions of the Committee or any special committee hearing and deciding upon any complaint under this Rule may be appealed through New Zealand Water Polo Association as set out in NZWPA Regulation 15 (Disciplinary Provisions).

24.8 A member whose membership is terminated under these Rules shall remain liable to pay all subscriptions and levies to the end of the calendar year in which the membership was terminated, shall cease to hold himself or herself out as a member of the Club, and shall return to the Club all material produced by the Club (including any Membership certificate, handbooks and manuals).

25) BY-LAWS

25.1 The Committee or the Club in General Meeting may at any time make such regulations and by-laws for the conduct of the Club or of its members, as it shall be considered necessary. Such regulations or by-laws shall not in any way conflict with these Rules nor be repugnant to the provisions contained in the Incorporated Societies Act 1908.

25.2 A copy of such regulations or by-laws shall always be open to inspection by members.

26) FUNDRAISING

26.1 No member or group of members may participate in any fundraising activities using the Club name, whether on Club premises or otherwise, without first obtaining the consent of the Committee. The Committee may impose such terms and conditions it may think fit as a condition of granting its consent.

27) SERVICE AWARDS

27.1 Service awards may be awarded to members of the Club to recognise their outstanding service to the Club.

28) AUDITOR

28.1 The Club Auditor shall be a fully qualified member of the Institute of Chartered Accountants of New Zealand, not a member of the Executive Committee or the Committee or a Sub-Committee and shall be elected at each Annual General Meeting of the Club. The Retiring Auditor shall be eligible for re-election. The accounts of the Club shall be audited as to the correctness thereof and the balance sheet verified by the Auditor not later than the 30th day of May in each year.

29) INDEMNITY

29.1 No officer or member of the Committee shall be liable for the acts or defaults of any other officer or member of the Committee or any loss occasioned thereby, unless occasioned by their wilful default or by their wilful acquiescence.

29.2 The officers, Committee and each of its members shall be indemnified by the Club for all liabilities and costs incurred by them in the proper performance of the functions and duties, other than as a result of their wilful default.

30) ALTERATIONS TO RULES

30.1 These Rules may be altered, added to or rescinded or otherwise amended by a resolution passed by a three-quarter majority of those present at a duly convened Annual General Meeting or at a Special General Meeting of the Club.

- a) Members wishing to propose any alteration, addition or suspension of these Rules shall give notice in writing of such desire at least 14 days prior to the date of a meeting and seven days prior to the date of a Special General Meeting and such notice shall state the proposed alteration, addition, suspension on the Club notice board
- b) A copy of the Club's rules must be lodged with the Club's solicitors and also displayed prominently in the Clubrooms.
- c) A duplicate copy of every such amendment shall forthwith be sent to the Register of Incorporated Societies.

- d) No alteration, addition, rescission or other amendment to these rules shall be made that would affect the non-profit objects, the pecuniary gain clause, the alterations to rules clause or the winding up clause without first obtaining the approval of Inland Revenue.

31) ACCOUNTS

- 31.1 The funds of the Club shall be under the sole control of the Committee which shall cause a Bank account or accounts to be opened and determine the methods of operation and as to the investment of funds that are not immediately required.
- 31.2 All disbursements from the accounts of the Club are to be by cheque or voucher signed by any two of the Chairperson, the Treasurer or the Secretary. If the Offices of Treasurer and Secretary are combined any one of the other Committee members shall be the other authorised officer appointed to sign cheques or vouchers. No moneys shall be paid (except in an emergency) otherwise than pursuant to a decision duly entered in the minute book of the Committee or a General Meeting of the members.

32) PECUNIARY GAIN

- 32.1 No member shall receive or obtain any direct pecuniary gain except as salary or honorarium from the funds, property or operations of the Club. Any income, benefit, or advantage must be used to advance the charitable purpose of the club.
- 32.2 No member of the club or any person associated with a member shall , is allowed to take part in, or influence any decision made by the group in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.
- 32.3 Any payments made to a member of the group, or person associated with a member must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

33) SPONSORSHIP

33.1 The Club may accept such sponsorship as the Committee determines appropriate from time to time.

34) WINDING UP CLAUSE

34.1 In the event of the disbandment or winding up of the Club, the property of the Club shall be realised and the surplus assets available after payment of all liabilities shall be vested in the Centre as trustee and the Centre shall apply the same to any new water polo club which may be formed in the Otago District provided that these assets are used to advance a charitable purpose or charitable purposes.

35) RULES BINDING

35.1 If any question or dispute shall arise as to the construction of these Rules or any of them or the application thereof the decision of the Committee thereon shall be final and binding upon all members.

36) COMMON SEAL

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

36.2 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.