Massey Archery Club Inc.

CONSTITUTION

Date: 08 June 2025

1. NAME AND OBJECTIVE

1.1 Name

The name of this organisation shall be the Massey Archery Club Incorporated (herein known as "the Club")

1.2 Objective

The objective of the Club shall be to promote, foster and direct the sport of Archery in all its forms and to provide a recreational venue for the sport of Archery.

2. MEMBERSHIP

2.1 Any person interested in the sport of Archery may become a member of the Club by completing the approved application process. By completing the application process and your application not being rejected (as per paragraph 2.2 of this article), you confirm that you are deemed to have consented to being a member of the Club.

2.2 The Club Committee has the right to reject by way of a two thirds majority vote, any new application within the first 30 days, if a new applicant has acted in a manner (including conduct outside the club) that the Committee considers to be detrimental, or has the potential to be detrimental to the Club's reputation, operations, relationships with third parties, or to the general good of the Club; or negatively impacts, or has the potential to negatively impact on the Club members.

2.3 Membership Voting Rights

2.3.1 Adult & Senior Members - entitled to vote at the AGM/EOGM

2.3.2 Junior, Social & Associate Members - no ability to vote at the AGM/EOGM

2.4 Life Membership

Life Membership is an honour bestowed on individual Club members whose exceptional, loyal and outstanding service and contribution has provided a measurable benefit to the Club over an extended period of time.

Life Membership is the highest recognition that can be awarded to a member, it should retain its prestige and not be awarded easily.

2.4.1 **Nomination for Life Membership**

Any current financial member may nominate another member for consideration for the Life Membership award. Nominations must be submitted in writing and must be signed by two current financial members (unrelated members) of the Club. One member must be a current Committee Member.

The nomination should be prepared so as to set out the achievements and activities of the nominee and at a minimum must meet the criteria as outlined below.

The nominator shall present evidence to the Committee regarding the nominee that will allow an informed decision by the Committee.

The reason for placing the responsibility on the nominator is to stop the situation arising where little information is provided about the nominee, therefore making it difficult for Committee members to decide on the nomination.

If there is a lack of information about the nominee, the Committee members should consider voting in the negative.

2.4.2 **Criteria**

Length of Active Membership

i. To have contributed to the Club to the degree necessary for Life Membership, a nominee's length of service to the Club shall be at least 12 years in either or both an on-field or off-field role with such service in either role being taken consecutively. It should be noted that achieving the minimum duration of membership will not in any way automatically guarantee the award of Life Membership.

ii. Minimum of 10 years in specific roles that contribute to the benefit of the Club. These roles may include, but not be restricted to – service on committees, fund raising activities, coaching or any activities that promote and benefit the Club and/or the sport of Archery. The nominee must make an outstanding contribution, beyond the ordinary, for an extended period of time which has a measurable benefit to the Club membership. In determining the level of significance, the Committee members should consider this in light of a very high-quality service. The overall riding criterion is the quality of service.

Consideration of Nominations

The points to take into account when considering any nomination:

- The general attitude and overall demeanour of the nominee to ensure that the attitude is one that reflects a dedication to the values of the Club.
- The nominee will have demonstrated a commitment to the principles of fair play and good sportsmanship.
- The nominee will have provided valued leadership and/or been an outstanding role model to the members in general.
- The nominee's service must reflect favourably on and brought credit to the Club.
- The nominee must be a current active, financial member.

Life Membership nominees must be considered individually on their personal attributes and achievements, and not in comparison to other Life Members, nominees or persons not nominated.

Voting on Life Membership

Life Membership nominations are to be voted on by the Committee, then forwarded to the Board of Trustees for approval.
The decision of the Board of Trustees will be final. There is no right of appeal.
If approved, Life Membership will then be awarded at the AGM.
All Committee members should be aware that it is not necessary for a Life Membership to be granted each year.

Benefits of Life Membership

In addition to the status of membership of a select group within the Club, Life Membership will be recognised by:

- Life Membership plaque awarded at the Annual General Meeting.
- Exemption from membership fee associated with Massey Archery Club.
- Listing in the Massey Archery Club website and Facebook pages, on the Honour's Board and any other official documents.
- The Life Member and their partner will be invited to attend all formal / official Club functions as a guest of the Club.

Retraction of Life Membership

Retraction of a Life Membership Award may occur where the recipient has conducted him/herself in a manner that reflects directly and adversely on the image or activities of the Club.

This provision will only be exercised in exceptional circumstances and will require the unanimous agreement of the Board of Trustees. As part of the deliberations, the Life Member in question is to be given an opportunity to present their case for retention of their Life Membership status.

2.5 Cessation of Membership or Suspension

2.5.1 A Member ceases to be a member—

- by written notice signed by that Member to the Committee, or
- on termination of a member's membership following a dispute resolution process under paragraph 2.5 of this Constitution, or
- on death, or
- The Member has failed to pay a subscription, levy or other amount due to the club within 30 days of the due date for payment.

With effect from (as applicable)

- the date of receipt of the Member's notice of resignation to the Committee (or any subsequent date stated in the notice of resignation), or
- the date of termination of the Member's membership under this paragraph 2.5 of this Constitution, or
- the date of death of the Member, or
- the date 30 days post the due date of payment (unless confirmed otherwise in writing by the Committee) For clarity a member can only vote if they are a paid-up member on the date of the meeting.

2.5.2 Obligations once membership has ceased

A Member who has ceased to be a Member under this Constitution

- shall cease to hold himself or herself out as a Member of the Club, and
- shall return to the Club all material belonging to the Club.
- shall cease to be entitled to any of the rights of a Society Member.

2.5.3 Becoming a member again

Any former Members are required to apply for re-admission in the manner prescribed for new applicants under paragraphs 2.1 and 2.2 of this Constitution.

But, if a former Member's membership was terminated following a disciplinary or dispute resolution process, the applicant may be re-admitted only in accordance with paragraph 2.6.5 of this Constitution.

2.5.4 Any member shall be subjected to loss of membership or suspension (until section 2.5 of this Constitution has been adhered to) for:

i. Failure to pay membership fees and dues within the deadlines prescribed by the Club, or; Gross misconduct as ascertained by the Committee upon receipt of a written complaint. Gross misconduct is, but not limited to:
   - Actual or attempted theft, fraud or dishonesty
   - Falsification of scorecards
   - Fighting, physical or sexual assault, violence, threatening behaviour or damage to property
   - Repeated rudeness
   - Indecent or offensive behaviour
   - Bullying or harassment on the grounds of sex, race, disability, age, sexual orientation, religion or belief

ii. Failure to abide by or enforce the rules, regulations and policies of the Club, or

iii. Bringing disrepute on the Club, the Club's financial members or archery in general.

2.5.5 Any person or persons found in any activity or acting in any manner which may be harmful to life, as ascertained by the Committee upon receipt of a written complaint, may face immediate dismissal and expulsion as a member (until section 2.5 of this Constitution has been adhered to).
In the event that the offending member is a Committee member, the role of the disciplinary Committee shall be adopted by the Board of Trustees.

2.6 Mode of Suspension, Expulsion and Reinstatement

2.6.1 The complainant must present written evidence to the Committee within seven (7) days of the alleged offence

2.6.2 The Committee must consider the written complaint and determine whether a full disciplinary meeting should be called for or dismiss the complaint as unjustifiable.

2.6.3 Should the Committee determine that a full disciplinary hearing should be called for, the Committee shall have the power to suspend the member who is alleged to have committed the offence, and from the date of suspension until the full hearing is held, the said member shall not be permitted to be engaged in any activities connected to the Club.
Should the Committee determine that there should be a full hearing, notice of such full hearing must be given to the member concerned promptly and the member concerned shall thereafter have seven (7) days in which to provide the Club Secretary with any written reply.

2.6.4 Upon expiry of the said 7-day period referred to in sub-paragraph 2.5.3 hereof, the Secretary shall promptly call a meeting of the Committee in which all interested parties shall be entitled to make oral submissions in consideration of their written complaint and any written reply received.
The Committee shall either dismiss the complaint or uphold the complaint and dismiss or suspend the member from membership, provided that such complaint shall only be upheld if there is at least two-thirds majority vote of the Committee in attendance in support of the same. A quorum is deemed to be two-thirds of the current Committee.
If the Committee fails to achieve such a two-thirds majority vote upholding the complaint, then the member shall retain all rights and obligations as a member of the Club.
If the complainant is a member of the committee, then that member will forego their voting rights. For any situations elevated to the BOT, if the complainant or respondent are members of the BOT, then that member will forgo their voting rights.

2.6.5 If at any future stage the dismissed member applies to re-join the Club, then the application is to be notified to all current financial members at the time of the application, at least 14 days prior to the next Committee meeting. The Committee is to make a decision on the application. Any Club member who wishes to speak to the application at this Committee meeting has the right to do so.

2.7 Members information

2.7.1 Member's information is maintained in a membership system, and members are provided with logon details.

2.7.2 Members are expected to maintain the information. Any issues are to be raised to the Committee by emailing the Club Secretary.

2.7.3 For the avoidance of doubt, access by an individual to their information after membership has ceased cannot be deemed to be viewed as retaining membership.

3. **OFFICERS**

3.1 **Board of Trustees**

The Board of Trustees ("BOT") shall consist of President and Secretary duly elected at the Annual General Meeting ("AGM") or Extraordinary General Meeting ("EOGM") called for that purpose, plus a minimum of three (3) and a maximum of five (5) elected members who shall have had at least four years membership at the Club, two of which have been spent on the Committee. An elected BOT may not hold a position on the Committee and may not be family to any other present or standing elected BOT member.

3.1.1 The Trustees shall be nominated separately and elected by a simple majority. The term of office is 36 months

3.1.2 Voting at a Board of Trustees meeting shall consist of one vote each for the elected BOTs with decisions being made by simple majority. The President & Secretary are not voting members of the BOT.

3.2 **Committee**

The Committee shall consist of President, Vice President, Secretary, Treasurer, Registrar, Club Captain, IFAA Course Captain, Bowhunter Course Captain, and no less than four (4) other members.

3.2.1. Any full member may hold the position of officer of the Club. They must be qualified to be an officer under the Charities Act 2005.

3.2.2. All posts held by the Committee shall run for a period of twelve (12) months or until the next AGM.

3.2.3. Details are maintained on the Business Registers Website/Incorporated Societies, any changes to the BOT or Committee are required to be captured within the appropriate BOT Minutes or Committee minutes including resignation/removal and voting outcome. These will subsequently be updated on the society's register where required.

3.2.4. Removal of officers

An Officer shall be removed as an Officer as per paragraph 2.5 of this Constitution

4 **EMPOWERMENTS / RESPONSIBILITIES OF OFFICERS**

4.1 The Board of Trustees are empowered to control investment accounts, capital expenditure, lands and deeds together with the employment and supervision of the Club Manager in the performance of their duties (when such a Club Manager is employed). The Board of Trustees must also approve any proposed Committee expenditure in excess of $5,000 (excluding GST) and if such approval is not given, that expenditure is not to take place.

4.2 The nominated contact persons for the Club are the Club Secretary and Club President.

4.3 The President shall preside over all meetings.

4.4 The Secretary shall keep minutes of all meetings and be responsible for incoming & outgoing mail.

4.5 The Treasurer shall be responsible for keeping financial records, banking and processing accounts.

4.6 Committee Members are authorised to order goods relating to their area of direct responsibility to a maximum of $1,000.00 (excluding GST), per calendar month. The Treasurer has the impunity to refuse reimbursement of any inappropriate spending. The committee must prior approve any proposed expenditure in excess of $1,000.00. (excluding GST) and if such approval is not given, that expenditure is not to take place.

4.7 For any expenditure over $3k (excluding GST), at least two written quotes must be obtained. If two written quotes are not obtainable the reason as to why must be documented in the motion for consideration and approval by the Committee.

4.8 Conflicts of interest

An Officer or member of a sub-committee who is an interested member in respect of any matter being considered by the Club, must disclose details of the nature and extent of the interest (including any monetary value of the interest if it can be quantified)

1. to the Committee or BOT as appropriate and or sub-committee, and
2. captured in the appropriate minutes.

Disclosure must be made as soon as practicable after the Officer or member of a sub-committee becomes aware that they are interested in the matter.

An Officer or member of a sub-committee who is an interested member regarding a matter—

1. must not vote or take part in the decision of the Committee, BOT and/or sub-committee relating to the matter unless all members of the Committee/BOT (as applicable) who are not interested in the matter consent; and
2. must not sign any document relating to the entry into a transaction or the initiation of the matter unless all members of the Committee/BOT (as applicable) who are not interested in the matter consent; but
3. may take part in any discussion of the Committee/BOT (as applicable) and/or sub-committee relating to the matter and be present at the time of the decision of the Committee/BOT (as applicable) and/or sub-committee (unless the Committee/Bot (as applicable) and/or sub-committee decides otherwise).

However, an Officer or member of a sub-committee who is prevented from voting on a Matter may still be counted for the purpose of determining whether there is a quorum at any meeting at which the Matter is considered.

5 SIGNING AUTHORITY

5.1 Club Trading Account – Signatories for the Trading Account shall be the President, Secretary, Treasurer and one (1) other Committee Member requiring two (2) signatories for any transaction. None of the signatories are to be a related party close family member.

5.2 Investment Accounts – any financial transactions or movements involving the Club's investment accounts must first be approved by the President and the majority of elected BOTs. Such approval may be obtained by email or text and recorded in an email to the Secretary and Treasurer for noting at the next appropriate Committee meeting minutes.

6 FISCAL YEAR

6.1 The Fiscal Year shall be 1 April to 31 March the following year.

6.2 Auditor – The books of the Club shall be audited every 3-5 years at the end of the fiscal year by a suitably qualified person(s) appointed at the AGM, with a review every year in the interim to ensure the Club is kept legal.

6.3 Trustees can order an audit by a suitable qualified person(s) at their discretion.

6.4 The Club holds bank accounts in its name. All payments to the Club are to be deposited into the Club's bank account and all payments made on behalf of the Club (which includes reimbursements) are to be made from the Club's bank account (where possible all reimbursements should be against receipts). For amounts above $50.00 (Excluding GST) without receipts these need to be approved (either via email or committee meeting minutes) by any 2 of the President, Secretary, Treasurer and one (1) other Committee Member. None of the approvers are to be a related party close family member.

7 MEETINGS

7.1 The Annual General Meeting ("AGM") is to provide all members with the opportunity for input into the running of the Club. The time and place of the AGM shall be set by the Committee and shall be held during May of each year where possible to elect officers, establish Club policy and set subscriptions.

7.2 An Extraordinary General Meeting ("EOGM") may be called to deal with matters of which notice has been given and is to be convened by the President or a majority of the Committee.

7.3 The BOT are to meet at least once every three (3) months.

7.4 The Chairperson of the BOT shall be elected annually from within their ranks.

7.5 Notification of AGM or EOGM requires 21 days' notice by way of newsletters or special notice to members distributed to their address on file.

7.6 The Committee shall meet at least once each month.

7.7 The quorum for all Club meetings shall be a simple majority of those in attendance who are eligible to vote and shall include proxy votes.

7.8 The President shall have the right to a casting vote at Committee meetings

8 MEMBERSHIP VOTING ON CONSTITUTIONAL MATTERS

8.1 All Constitutional matters of the Club may be conducted at any EOGM or at the AGM.

8.2 Constitutional matters may be decided by postal (or electronic) vote as outlined under paragraph 8.4 of this article.

8.3 Proposed changes to Constitutional matters are to be submitted by members in the form of remits to the Club Secretary, to reach them at least 14 calendar days prior to the proposed meeting date or decision date in the case of a postal (or electronic) vote. The Club Secretary will then prepare copies of all remits and publish them to all members of the Club not later than 7 calendar days prior to the proposed meeting date or decision date in the case of a postal (or electronic) vote.

8.4 Constitutional matters may come before the Club Committee from time to time, and may be submitted to the members for a postal (or electronic) vote. Determination of these matters to be submitted to the membership shall be made by the Club Committee. Matters dealt with in this manner shall be decided by a two-thirds majority vote by Senior Members and shall be binding on the Club.

8.5 Constitutional matters submitted to the EOGM or at the AGM shall be decided by a two-thirds majority of the attendant members voting, and shall be binding on the Club. Members may vote in person by attendance or by proxy (be it postal or electronic).

8.6 Proxy requests must be forwarded to the Club Secretary no later than five (5) calendar days prior to the EOGM or AGM, and must include:

- Name of eligible senior member
- Name of proxy holder
- Topic
- Voting intention – for or against or as proxy holder sees fit
- Signature of the eligible senior member
- Submission date

8.7 A vote which is not cast shall be considered as a vote neither for nor against the motion of proposal under consideration.

8.8 The right to vote is held only by Senior Members and Life Members.

8.9 Family memberships shall be entitled to one vote for each Senior Member.

8.10 At both AGM and EOGM voting shall be cast by voice, show of hands or poll as required. In the matter of dead lock, the issue shall be reopened for discussion and then re-voted once more.

9 LAND AND PROPERTY

9.1 For the selling of lands and property owned by the Club, 21 days notice of an EOGM for the purpose shall be displayed on the notice board, social media and distributed to the address on file to each full member in good standing.

9.2 A quorum of no less than 51% will be required of eligible voting members at the time of the EOGM meeting.

9.3 A two-thirds majority decision is required for the sale of land or property.

10 WINDING UP OF THE CLUB

10.1 **Winding Up**

In the event of the winding up of the Club, the Secretary and Treasurer will settle all Club debts from Club funds on the Club's behalf. Club property is to be offered for sale on the open market or auction, with such proceeds to be used for the settling of any remaining debts. Any excess monies are to be placed at the disposal of the local territorial authority to provide for sporting facilities as deemed necessary by the local territorial authority.

10.2 **Pecuniary Gain**

No member or person shall derive any income, benefit or advantage from the Club where they can materially influence the payment of income, benefit or advantage except where income, benefit or advantage has arrived through:

i. Professional services to the Club rendered in the course of business charged at no greater rate than current market rate.

ii. Interest on money lent at no greater rate than current market rate.

10.3 **Variation**

No addition to or alteration of the Rules shall be approved if it affects the pecuniary clause or the winding up clause.

11 THE COMMON SEAL

11.1 The Common Seal shall be kept in the custody of the Club Treasurer.

11.2 Signatories required for the execution of the Common Seal shall be the President and one authorised BOT.

12 CREDIT AND BORROWING

12.1 All transactions regarding borrowing or mortgages or similar that could affect the Club's financial standing must be approved by the BOT on a majority decision, with all transactions to be duly documented.

13 BYLAWS OF MASSEY ARCHERY CLUB

13.1 The Bylaws of the Club shall be those set-in place by the Committee and may be altered at any Committee meeting adhering to the relevant rules under clause 7 Meetings.

14 GENERAL COMPLAINTS

14.1 All complaints that are not covered under clause 2.4 of the constitution must be in writing and addressed to the Secretary

14.2 The complainant must present the written complaint within seven (7) days of any alleged incident or concern taking place. Any complaint received after seven days will be considered as invalid and therefore will not be considered by the Committee

14.3 The Committee must consider a valid written complaint and determine whether it is justified, or dismiss the complaint as unjustifiable

14.4 Any decision made by the Committee in relation to the complaint must be sent in writing to the complainant within seven (7) days of the decision being reached by the Committee.