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**THE INCORPORATED SOCIETIES ACT, 1908**

**CONSTITUTION OF**

**THE UPPER HUTT RIFLE CLUB INCORPORATED**

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**Name**

1. The name of the Society shall be **THE UPPER HUTT RIFLE CLUB INCORPORATED** (hereafter referred to in this Constitution as the Club).

**Objects**

2. The objects for which the Club is established are:
  - a. To foster and encourage rifle shooting within the Upper Hutt District;
  - b. To arrange and supervise individual, inter-club and group competitions, to promote rifle meetings and to give or contribute towards prizes or medals;
  - c. To deal with and control, and to represent and act for the members in all matters in which they as a body are interested including ranges, range safety, programmes, target marking, grading, publicity, equipment, levies, raising of funds, financial expenditure and the safe handling of firearms.
  - d. To purchase, take on lease, exchange or otherwise acquire any lands, buildings, casements or any real or personal property which may be required for the purpose of or conveniently used in connection with any of the objects of the Club, and to sell, convey, transfer, assign, mortgage, give exchange or otherwise dispose of the same.
  - e. To apply for and acquire and operate under any diverse licence necessary under any statutory or local body enactment necessary to fulfil the broad and specific objectives of the Club.
  - f. To borrow or raise and give security for money in such manner as the Executive Committee shall think fit and in particular by the issue of or upon bonds, debentures, mortgages, promissory notes and or other obligations or securities of the Club secured upon its assets.

a. These are the replacements to the Rules marked "A" which are referred to in the annexed declaration of Allen Godfrey Owens made on this .....day of ..... 1997 before me.

Signed ..... Justice of the Peace

- g. To collect, raise and make levies as from time to time may be required to administer the affairs of the Club including New Zealand and overseas tours and participation in competitions.
- h. To employ such staff or agents as it may be considered necessary.
- i. To do all such other lawful things as incidentals or conducive to the attainment of the above objectives or any one of them.

### **General Membership**

- 3. The membership of the Club shall consist of those persons who have been proposed and seconded by existing members, approved by the Executive Committee, and who become financial within three months of nomination.
- 4. A member of the Club shall cease to be such upon their voluntary resignation in writing to the Club Secretary.

### **Expulsion and/or Suspension**

- 5. The Executive Committee may by resolution expel or suspend any member from the club any member proved to the satisfaction of the Executive Committee, of dangerous or adverse conduct which in the opinion of the Executive Committee merits expulsion or suspension, and thereupon such person shall cease to be a member of the Club.
- 6. Any member who is suspected of such conduct shall be given notice in writing by the Committee, of its intention to consider the matter and shall have the opportunity of appearing before the Committee to explain his conduct. In lieu of expulsion from membership, the Committee, may in its absolute discretion, impose a period of suspension of membership rights not exceeding twelve months. In the event of the Committee resolving that such member be expelled from the Club, such member shall cease thenceforth to be a member of the Club and his name shall be moved from the list of members, but such expulsion shall not release such member from payment of any fees, subscriptions or other monies then due to the Club, nor entitle him to any refund of dues already paid under these rules.
- 7. Membership will automatically lapse for non-payment of subscriptions after one year.

### **Active Membership**

- 8. The club shall consist of the following shooting members:
  - a. Full Members. Members who pay full club subscriptions and full National Rifle Association of New Zealand affiliation fees.

- b. Student Members. Members age up to, and including the age of 23 undertaking full time study.
- c. Junior Members. Members below the age of 18 years at the beginning of the shooting season and who are eligible for National Rifle Association of New Zealand Junior affiliation.
- d. Associate Members. Members who do not wish to shoot for a complete season and who are eligible for National Rifle Association of New Zealand Associate affiliation. Associate members are not eligible to be an Office Bearer or member of the Executive Committee, nor to compete for any of the Club Championship trophies apart from the Workshop Trophy.
- e. 300 Metre Members. Members who compete in the National Rifle Association of New Zealand approved 300 Metre discipline only; members are not eligible to be an Office Bearer, member of the Executive Committee, to vote at the Annual General Meeting nor to compete for any of the Club Championship trophies.
- f. New Classes of Membership. The Executive Committee shall have the authority to introduce new classes of membership provided such class of membership has been previously condoned by the National Rifle Association of New Zealand.

### **Life Membership**

- 9. Nominations. All nominations for life membership shall be proposed and seconded by a active shooting member and introduced to the Executive Committee which shall have the prerogative to endorse or reject the nomination. A rejection must be supported with reasons for rejection and delivered to the proposer. Endorsement of a nomination shall be referred to an Annual General Meeting for ratification.
- 10. Criteria. The following criteria for nomination should be met:
  - a. Long Service with the Club.
  - b. Nominee to have held active office within the Executive Committee.
  - c. Nominee to have participated fully in Club activities.
  - d. Nominees to have made a worthwhile contribution to the Club as a whole.
- 11. Entitlements of Life Membership. A life member of the Club shall be entitled to:
  - a. Status of full membership of the Club.
  - b. Exemption from subscriptions.
  - c. Access to Executive Committee meetings as an observer.

12. Revocation of Life Membership. A life member may have the honour rescinded in the event of any action causing public disrepute upon the Club as a direct consequence of that life member's action(s). This rule may only be invoked upon the recommendation of the committee and ratified at a general meeting.

### **Honorary Membership**

13. The Club may elect persons to honorary membership and such membership shall continue until revoked by the Club in General Meeting.

### **Social Members.**

14. Persons may become members of the club for social purposes; membership is open to visiting members of other Clubs. Social Members are not eligible to be an Office Bearer, member of the Executive Committee, to vote at the Annual General Meeting nor eligible for any of the Club Championship trophies apart from the Workshop Trophy.

### **Subscriptions**

15. The annual subscription for active members at clause (8) shall be determined at the Annual General Meeting at the commencement of the shooting season. The outgoing committee, having considered the Clubs finances, shall recommend the appropriate level of subscriptions. The subscription for joint membership of husband and wife (or legally recognised partner), Associate, Junior, Student, 300 Metre, and Social Members may be discounted by an amount approved at the Annual General Meeting.
16. Subscriptions shall be payable by the end of October in each season. The Club shall not affiliate any member to the National Rifle Association of New Zealand who has not paid their club subscription.
17. The Executive Committee shall determine any reduction in subscription for a member who joins after 31 December.
18. Unfinancial members shall not have any claim to any prize or trophy.

### **Changes to the Constitution**

19. The Constitution of the Club may be altered, added to or rescinded by resolution passed at the Annual General Meeting of the Club or any other General Meeting convened for that purpose. No addition to or alteration or rescission of the Constitution shall be approved if it affects the pecuniary profit clause or the winding up clause.

20. Where it is intended to seek amendment of the Club's Constitution at the Annual General Meeting or any other General Meeting convened for that purpose a written notice of motion shall be given to the Club's Secretary who shall send a copy of it to each of the duly financial members not less than twenty-one days before the meeting at which it is to be discussed. Where the notice of motion is for the Annual General Meeting the notice of it is to reach the Club's Secretary by 30<sup>th</sup> June.
21. The Secretary shall forward to the Registrar of Incorporated Societies any changes to this Constitution for registration.

### **General Meetings**

22. It shall be the duty of the Chairman of the Executive Committee to call an Annual General Meeting once in every calendar year in the month of August and if he fails to do so any member may thereafter call a General Meeting of the Club which in all respects be deemed to be the Annual General Meeting of the Club.
23. Subject to the conditions of clauses (19) and (20) General Meetings of the Club shall be summoned by notifying each of the duly financial members in writing at least fourteen days prior to the meeting and specifying its time and place. General meetings may be held at any time and place notified in accordance with this rule and may be called by the President, Deputy-President or Secretary on their own motion or pursuant to a resolution of the Executive Committee. A quorum shall consist of ten persons. Voting at such meetings shall be by simple majority on voices unless a show of hands is called for. Honorary, 300 Metre and Social Members are not eligible to vote.
24. Special General Meetings of the Club may be called by not less than five persons notifying the Secretary who shall there-upon give notice of such meeting in accordance with these rules. If the Secretary fails to so call a Special General Meeting then the five members may themselves do so by notice in writing in accordance with these rules and signed by not less than five members.

### **Office Bearers and Executive Committee**

25. The Officers of the Club shall be appointed annually at the Annual General Meeting but if no such meeting is held they shall remain in office till replaced.
26. At the Annual General Meeting there shall be appointed a:
  - a. Patron,
  - b. Vice-Patron,
  - c. President,
  - d. Deputy-President,

- e. Secretary,
  - f. Treasurer,
  - g. Club Captain,
  - h. Delegates to the Wellington Rifle Association Incorporated (2), and
  - i. Auditor.
27. The Executive Committee shall consist of not more than fifteen members including all duly affiliated office bearers at clause (26.c to h.). All Office Bearers and committee members must be active members or life members subject to eligibility given in clause (8). The President shall be chairman and in his/her absence the Deputy President. A quorum shall consist of six members. Voting shall be on voices unless a show of hands is called for.
28. The Executive Committee shall conduct, carry on and manage the business of the Club in accordance with these rules but where these rules do not provide to the contrary they shall be entitled to lay down their own procedure and carry on the affairs of the Club in accordance with whatever business practise they consider advisable in the circumstances.
29. The Executive Committee shall have the power to make by-laws and shooting rules not inconsistent with this constitution for the management and regulation of the Club. All such by-laws shall be notified in writing to individual active and life members of the club. Shooting rules are appended to this Constitution as Annex A.
30. The Executive Committee shall have the power to appoint sub-committees to organise and carry out any of the Club's objectives or specific activities.

### **Finances**

31. The financial year of the Club shall end on the thirtieth day of June in each year and a copy of the Annual Report and Balance Sheet duly audited shall be presented at the Annual General Meeting.
32. The President, the Secretary and the Treasurer shall have power to operate on the Club's bank accounts and the signatures of any two of them shall be sufficient on the Club's cheques or withdrawal slips. Special purpose accounts operated by approved sub-committees shall require the signature of any one of the President, Secretary or Treasurer and one member of the sub-committee.
33. The Bankers of the Club shall be a registered bank approved by a general meeting.
34. The Club shall have the power to make or fix subscriptions at the Annual General Meeting.

35. The Club shall have power to levy members by any such means and amount without limit but all such levies shall be approved at the Annual General Meeting for the ensuing year. The Annual General Meeting may elect to leave the setting of levies to the incoming Executive should it seem appropriate.
36. The Executive Committee is empowered to borrow money with or without security up to a fixed amount determined annually at the Annual General Meeting and above that amount only upon the authority of a General Meeting convened for that purpose.

### **Private Use of Funds**

37. No part of the Club's income or funds is to be used or be available for the private use of any member or an associated person of any member except for:
  - a. A donation, as approved by the Executive Committee, to any member selected by the National Rifle Association as a NZ Team representative.
  - b. Reasonable payment for services, or repayment of costs incurred on behalf of the Club at no greater rate than current market rates.
  - c. Interest on money lent at no greater rate than current market rates.
  - d. Payment of honorarium where deemed appropriate subject to approval at an Annual General Meeting.

### **Common Seal**

38. The Common Seal of the Club shall be left in the custody of the Secretary and shall in accordance with a resolution of the Executive Committee, be affixed by the President, Secretary and Treasurer, all these signing in addition to affixing the seal.

### **Winding Up**

39. The Club may be wound up voluntarily by:
  - a. A simple majority of those present and entitled to vote at a general meeting pass a resolution to wind up the Club.
  - b. Such resolution must be confirmed by a simple majority at a second General Meeting held not earlier than 30 days from the first meeting
40. In the event of the Club being wound up all the Club's property shall be disposed of in the following manner:
  - a. All trophies shall be returned to the donors where possible and all remaining trophies will be disposed of as thought fit by the winding up committee.

- b. All equipment, ammunition and buildings will be offered for sale.
- c. All outstanding accounts will be paid for and surplus monies shall not be paid or distributed among the members but will be handed to the National Rifle Association of New Zealand Incorporated.