



# Auckland Tramping Club

Rules & Regulations 2009



# RULES

## 1. NAME

The name of the Club shall be "The Auckland Tramping Club (Incorporated)".

## 2. INTERPRETATION

In these rules and regulations following them unless a contrary intention appears:

**"Act"** means the Incorporated Societies Act 1908 and subsequent amendments.

**"Club"** means "The Auckland Tramping Club (Incorporated)"

**"Committee"** means the General Committee of the Club for the time being appointed under Section 10.2 of these rules.

**"Year"** means the financial year of the Club, extending from the First Day of April in each year to the Thirty-first day of March in the following year.

**"Member"** means a person elected to one of the classes of membership of the Club as defined in Section 9.2 of these rules.

**"Regulation"** means a regulation made pursuant to Section 10.3 of these rules.

**"Registrar"** means the Registrar of Incorporated Societies.

**"Roll"** means the register of Club members kept by the Secretary of the Club as required by Section 22 of the Incorporated Societies Act 1908, and Section 7 of these rules.

**"Officer"** means a person deputed to one of the offices of the Club prescribed in the regulations.

**"Subscription"** means the annual subscription payable in the year.

Heading shall not affect the interpretation of these Rules and the regulations following them.

Words importing the singular number shall include the plural and vice versa. Words importing the male shall include the female and vice versa.

## 3. OBJECTS

- a) To promote participation in Tramping, Alpine and related activities by providing well organised opportunities and facilities.
- b) To contribute to the funds of any other body having objects in whole or part similar to the objects of the Club.
- c) To acquire by purchase, lease or otherwise, lands, vehicles, machinery, plant, buildings so far as it may be deemed necessary purposes of the Club, and to give by way of consideration for any property acquired, any cash, debentures, mortgages or securities that may be required.
- d) To improve and to manage, cultivate, develop, turn to account, grant rights and privileges over, mortgage, sell, lease, let or hire, or make any

arrangements for the development, working or disposal of, or otherwise deal with the whole or any part of the undertaking, business or property of the Club or any share or interest therein.

- e) To protect the native flora and fauna and the natural features of the country.
- f) To produce, provide and assist in providing, financially or otherwise, new huts and any additional hut equipment, alter and improve existing huts and generally to provide and procure facilities and accommodation for trampers, skiers, climbers and mountaineers.
- g) To act in co-operation with the Government or the Local Bodies or with any Club, Committee, Society or Institution for the promotion of the above objects.
- h) In construing the foregoing objects, the construction of any clause shall not be limited or restricted by reference to any other clause.
- i) To improve the skills and outdoor awareness of the members.

#### **4. CLUB COLOURS AND BADGE**

The Club colours shall be Royal Blue and Silver. The badge shall be a representation in silver on a background of royal blue of a campfire.

#### **5. ALTERATION OF RULES**

These rules may be repealed, altered or added to by a resolution at a Members Meeting, the notice of which shall have specified the proposed repeal, alteration or addition; but nothing in this rule shall prohibit the amendment by the Members Meeting of any proposal which has been specified in the notice. Any alteration shall be delivered to the Registrar in accordance with the Act.

#### **6. REGISTERED OFFICE**

The Registered Office of the Club shall be that of the Club President unless otherwise decided on by the Committee and shall be advised to the Registrar forthwith by the Secretary if at any time it be changed.

#### **7. REGISTER**

The Club shall keep a register of members showing the names and addresses and occupations of members and the dates at which they became members.

#### **8. FINANCIAL YEAR**

The Financial Year of the Club shall end on the thirty-first day of March in each year to which date the account of the Club shall be balanced.

## 9. MEMBERSHIP

### 9.1 REQUIREMENTS

Persons seeking membership must meet the qualification requirements set by the Committee from time to time and must be nominated by two members of the Club. Membership shall be voted on by the Committee at a meeting.

### 9.2 CLASSIFICATION OF MEMBERS

- (a) **ORDINARY MEMBERS** - Any person over the age of eighteen elected by the committee as a member shall be an ordinary member unless otherwise determined by the committee.
- (b) **JUNIOR MEMBERS** - Any young person between the ages of fourteen and eighteen years may be elected by the committee as a Junior Member.
- (c) **HONORARY LIFE MEMBERS** -
  - i) At any Members Meeting at which a quorum is present an Honorary Life Member or Honorary Life Members may be elected by reason of some outstanding service to the Club. Each nominee shall be proposed by one and seconded by another member of the Club and such nomination shall be in the hands of the Secretary of the Club at least three calendar months before the end of the year. The Secretary shall submit such nomination to the Committee at its next meeting after he/she receives it. If such nomination wins at least two-thirds majority of those present at such Committee Meeting it shall be sent to the next Members Meeting for consideration, and seven days written notice thereof must be sent by the Secretary to all members.
  - ii) The election shall be by ballot at which the nominee or nominees must receive at least two-third majority of the votes cast.
  - iii) The club may take such recognition of honorary life members, as it shall from time to time determine.
- (d) **VETERAN MEMBERS** - On receipt of written application, the Committee may elect as a Veteran Member any Financial Ordinary member who has been in his / her own right a financial member for not less than twenty years and has attained the age of sixty years.
- (e) **HONORARY MEMBERS**

Any person with his / her prior consent, may be elected by the Committee as an Honorary member for such period as the Committee may decide, upon the unanimous vote of those present and voting at a committee Meeting except that such election shall not be for the lifetime of such person.

(f) **COUNTRY MEMBERS**

Any person accepted under the provisions for Country Membership prior to 1 January 1996 shall continue to enjoy the benefits of Country Membership.

(g) **LIFE MEMBERS**

Any person accepted under the provisions for Life Membership prior to 1 January 1996 shall continue to enjoy the benefits of Life Membership.

All the provisions of these Rules, and of any regulations shall apply to all members except that Honorary Members shall not be eligible for election as officers or as members of the Committee, and shall not be entitled to vote at any Members Meeting.

### **9.3 ENTRANCE FEE AND SUBSCRIPTIONS**

The members may at any Members Meeting impose such Entrance Fee and Subscription as they may from time to time by regulation determine.

### **9.4 PAYMENT OF SUBSCRIPTIONS**

All subscriptions shall be payable in advance on the first day of July in each year.

### **9.5 DEFAULT IN PAYMENT OF SUBSCRIPTION**

If any members shall fail to pay their subscriptions on or before the first day of August next, then the Committee is empowered to remove the names of the defaulters from the Roll and they shall cease to be members; but if at any time they shall give satisfactory explanation to the Committee of the reasons for their non payment they may, upon payment of all arrears, be re-admitted without payment of any entrance fee.

### **9.6 RESIGNATION**

Any members may resign their membership by giving the Secretary notice in writing to that effect. Refund of any subscription paid will be at the discretion of the Committee.

### **9.7 EXPULSION**

The Committee shall have the power to call before them at any time, any member guilty of any conduct which in their opinion is detrimental to the interests or status of the Club and, subject to the right of such member to appeal to the first Members Meeting duly convened for the purpose of considering such appeal, may fine such offender, suspend such offender from Membership for such time as they may think fit, or expel such offender from Membership whether or not he / she appear before them when called upon to do so.

## **9.8 OTHER CHARGES**

The Committee may make a charge to members participating in Club activities or using any Club property or privilege.

## **10. GOVERNANCE**

### **10.1 COMMITTEE**

The entire management of the club and its property shall be deputed to a General Committee elected by members at an Annual Meeting, consisting of a President, Vice President, Secretary, Treasurer, Tours Officer, Transport Office, Membership Secretary and three other members. The committee may delegate duties to other members or sub committees as it see fit.

### **10.2 NOMINATIONS**

Nominations of candidates for all offices for the General Committee shall be in writing with the consent of the nominee and shall be in the hands of the Secretary at least twenty-one days before the Annual Meeting. Nominees must be nominated by a member. The Secretary shall post a list of such nominations with the notice calling the Annual Meeting. Where no nomination is received before the Annual Meeting for any office, a nomination may be made and voted on at the Annual Meeting. All members except Honorary Members are eligible to stand for office. Any unsuccessful candidate for special office is eligible for all other offices for which he has been nominated. All retiring members shall be eligible for re-election. The Committee is empowered to fill any casual vacancy occurring during the year.

### **10.3 REGULATIONS**

Any Meeting of Members or the Committee shall have the power to make from time to time such regulations consistent with these Rules, as shall be deemed necessary for the purpose of carrying out these Rules for the well-being of the Club and also from time to time rescind or alter the same. The regulations may be changed by: -

The Committee: every Committee Member has a least seven days' notice of the meeting and of the proposed regulations, recession or alteration. No regulation, recession or alteration shall take effect until it first has been adopted by at least 75% of the Committee present at a Committee Meeting. In addition, all changes must be published and made known to members at least once by means of the Club's magazine or a notification posted to the registered address of each member. Any regulation made under these rules may be reviewed by members at an Annual Meeting provided the notice required for a notice of motion as hereinafter appears has been duly given.

The Members: proposed changes to the regulations must be posted with the Notice of Meeting and must be passed by a simple majority of members present at the meeting.

#### **10.4 BANK ACCOUNTS**

The funds of the Club shall be lodged in such current banking accounts with such Trading and / or Savings Banks as the Committee shall from time to time determine and all monies received on behalf of the Club shall be paid into such accounts and all cheques drawn thereon or withdrawals therefrom shall be signed by the Treasurer and countersigned by one member of the Committee nominated by the Committee for that purpose of it the Treasurer by unable for some reason to sign, such cheque or withdrawal shall be signed and countersigned by two members of the Committee nominated by the Committee for that purpose. The committee shall approve all payments at a committee meeting.

#### **10.5 IMPREST ACCOUNTS**

The Committee may authorise the establishment and operation of Imprest Banking Accounts for any kind or kinds of routine payments required to be made on behalf of the Club. The Accounts shall be kept at such Trading and / or Savings Banks as the Committee shall from time to time determine and shall be operated by only such members as the Committee shall from time to time specifically appoint for such purposes and such members shall be responsible to the Committee for any loss of deficiency therein .

#### **10.6 COMMON SEAL**

The Common Seal of the Club shall be kept by the Secretary and shall not be affixed to any document, paper, deed or writing or thing except by the resolution of the Committee at the Committee Meeting duly convened and in the presence of two of the Committee and of the Secretary. The Secretary shall maintain a register of each document to which the seal is affixed.

#### **10.7 BORROWING POWERS**

Subject to prior approval at a Members Meeting, the Committee shall have the power to borrow such amounts and on such terms as it thinks fit, and to give as security therefore and interest thereon such security as the Committee shall determine.

## **10.8 INVESTMENT**

If the Committee shall determine, any part of the funds of the Club may be invested in the manner provided by the Trustee Act, 1956, or any act amending or replacing the same, or may be invested in such other manner as the members may at a Members Meeting authorise.

## **10.9 COMPLAINTS OR SUGGESTIONS**

Any complaints or suggestions shall be made in writing to the Secretary and shall be brought before the Committee for consideration at the first opportunity.

## **11. MEMBERS MEETINGS**

### **11.1 ANNUAL MEETING**

An Annual Meeting shall be held each calendar year with no more than fifteen months between each meeting.

### **11.2 SPECIAL MEETING**

Any Meeting other than an Annual Meeting shall be a Special Meeting. The Committee may at any time, and shall within fifteen days after receipt of a requisition signed by at least ten financial members (which requisition shall set out in the form of resolutions the business proposed to be transacted at such meeting), convene a Special Meeting for any specific purpose or purposes.

### **11.3 NOTICE OF MEETING**

Except as otherwise provided by the Act or by those rules, every Annual and Special Meeting shall be called by the Secretary by circular posted to each member at his / her registered address or delivered to him / her personally or left at his / her registered address at least ten clear days prior to the date of the meeting. Delivery is implied to be three working days after the notice was posted in New Zealand.

### **11.4 NOTICE OF MOTION**

No vote shall be taken on any motion concerning rules or finance at any Members Meeting unless notice shall have been given to the Secretary twenty-one clear days before the meeting.

### **11.5 PROCEDURE AT MEETINGS**

At all Members Meetings the Chairperson shall be the President, if present, and failing him, by the Vice-President, and failing both of them, by any member chosen by the meeting. Voting shall be by voice or show of hands or in the case of general committee members where several are to be elected, by ballot, as decided on by the Chairperson.

## **11.6 QUORUM AT MEMBERS MEETINGS**

Unless twenty members are present within half an hour after the time appointed for the meeting, the meeting shall be carried over to such date as the Chairperson may direct, to be then held at the same hour and place (if possible) and unless twenty members are present by the time appointed for the adjourned meeting, those present shall constitute a quorum.

## **11.7 APPOINTMENT OF SCRUTINEERS**

At any Members Meeting where voting is required the meeting shall appoint two financial members present as scrutineers.

## **11.8 AUDITOR**

An Auditor shall be elected at the Annual Meeting but the committee shall fill any vacancy occurring during the year. Any auditor appointed to fill the casual vacancy shall be voted on at the next Annual Meeting. The auditor will be independent of the Committee and sufficiently qualified and experienced.

## **11.9 BALANCE SHEET**

A Statement of Accounts and Balance Sheet shall be prepared and audited at the end of each year and shall be posted to each member with the notice calling the Annual Meeting.

## **11.10 HONORARIA**

Any member of the club whose services have warranted it may be voted an Honorarium at the close of each year, the amount to be decided upon by the Annual Meeting upon the recommendation of the Committee.

## **12. WINDING UP**

The Club may be wound up voluntarily if at a Members Meeting of the club a simple majority of the members present and voting support a resolution requiring the Club to be wound up and at a subsequent Members Meeting held no earlier than 30 days after the date of the first meeting, a majority of members present vote to confirm the resolution passed at the first meeting.

If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all costs, debts and liabilities any property, assets, income or other funds whatsoever there shall not be paid or distributed among the members of the Club but shall be given or transferred to some other club with objects similar to those of the Club and which club also prohibits distribution of its income and property among its members.

The beneficiary club shall be determined at or before the time of the dissolution by a simple majority of the members of the Club present and voting at the Members Meeting but in the absence of such a resolution the surplus property and assets of the Club shall be vested in the Federated Mountain Clubs of New Zealand Incorporated or its successor or its funding body.

In all cases the beneficiary club must be charitable under New Zealand law.

### **13. PRIVATE PROFIT PROHIBITED**

Any income, benefit, or advantage must be used to advance the charitable purposes of the club.

No member of the club or anyone associated with a member, is allowed to take part in, or influence any decision made by the club in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.

Any payments made to a member of the club, 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.

--ENDS RULE



# **REGULATIONS**

## **OF THE AUCKLAND TRAMPING CLUB**

### **(INCORPORATED)**

## **MADE PURSUANT TO SECTION 10.3 THE CLUB**

### **1. COMMITTEE**

#### **1.1 STRUCTURE**

The Committee will comprise the following officers who will be elected by the members at the Annual Meeting: -

President, Vice President, Secretary, Treasurer, Tours Officer, Transport Officer, Membership Secretary and three General Committee members.

In addition the committee may appoint sub - committees / officers to assist them in their duties. The duties of the sub-committees/officers are defined in a separate procedures manual

#### Secretary Subcommittee

- Minutes Secretary
- Correspondence Secretary
- Editor
- Librarian

#### Huts Subcommittee

- Mem Hut Booking Officer
- Mem Hut Catering Officer
- Mem Hut Maintenance Officer
- NTK Maintenance Officer
- NTK Booking Officer

#### Trips Subcommittee

- Weekend Trips Subcommittee
  - Planning Group Organiser
  - Booking Officer
  
- Sunday Trips Subcommittee
  - Planning Group Organiser
  - Family Subcommittee
  - Veterans Subcommittee

#### Transport Subcommittee

- Driver allocation
- Maintenance

#### Social Subcommittee

#### Training Subcommittee

- Training

#### Treasurer

- Assistant Treasurer

#### AAMC

- 2 delegates

In addition, in the absence of any nominations for the offices of Secretary or Treasurer at any Members Meeting the Committee subject to the approval of the Members Meeting, may appoint a professional person who need not be a member of the Club, to act as Secretary and / or Treasurer and may pay him / her such fee as the Committee in its discretion may think fit.

### **1.2 NOTICE OF COMMITTEE MEETING**

A meeting of the Committee may be called at any time by the President or the Secretary and shall be called within fourteen days of the receipt by the Secretary or a requisition signed by at least three members of the Committee.

Notice of every Committee Meeting shall be given to all members of the Committee by posting to them at least three days before the time appointed for the meeting a memorandum of the time and place of such meeting and of the business to be transacted thereat. The following papers should accompany each Notice of Meeting - agenda, minutes of the previous meeting, sub committee papers, cheque requests, changes to regulations.

### **1.3 QUORUM**

At each meeting of the Committee, five members present shall constitute a quorum, and the Chairperson shall have a casting or deliberative vote.

### **1.4 FREQUENCY**

The Committee will meet at least eight times per calendar year with no more than ten weeks between each meeting.

## **1.5 VOTING**

Voting shall be by voice. If a poll is called then the number for and against is noted. Changes to procedures manual require all committee members present to be in favour of the change.

## **1.6 ATTENDANCE AT MEETINGS**

- a) A member of a committee or sub-committee shall be present at any meeting convened in accordance with the Club Rules, or in the case of a sub-committee in accordance with whatever means is customary for that sub-committee, at the time for which such meeting is called, unless an apology or prior notice is tendered to the Convenor of such committee or sub-committee.
- b) If a member of a committee or sub-committee shall be absent from any meeting duly convened on three (3) successive occasions, or more than one (1) hour late for any such meeting on three (3) successive occasions, without tendering an apology or prior notice as above mentioned or without giving to the convenor of such committee or sub-committee a good and sufficient explanation of his / her absence or lateness, then on the motion of the Convenor of such committee or sub-committee and on the vote of at least two-thirds (2/3rds) of all members present and voting such member may be required to give up his/her membership of such committee and he / she shall be replaced on such committee or sub-committee as if he / she were a casual vacancy occurring during the year.

## **2. MEMBERSHIP**

### **2.1 APPLICATIONS**

- a) Application for membership shall be made to the Secretary in writing on such form as may be from time to time prescribed by the Committee for that purpose.
- b) Such form shall be signed by the applicant and a proposer and seconder of the applicant.
- c) The proposer and seconder shall have been financial members for at least one (1) year immediately prior to the application for membership and shall know the applicant personally.

### **2.2 QUALIFICATION FOR MEMBERSHIP**

- a) Any applicant for membership, before being elected as a member, shall have taken part in at least two (2) official trips of a tramping nature. This requirement may be waived at the discretion of the Committee.
- b) Trips programmed as suitable for families or veteran members shall qualify an applicant for membership, at the discretion of committee.

## **2.3 ELECTION TO MEMBERSHIP**

- a) Any applicants for Ordinary membership, Junior membership subject to their suitability and qualification for membership being in order, shall be elected at a Committee Meeting by the votes of two-thirds (2/3rds) of the members of the Committee present and voting at the meeting.

## **2.4 JUNIOR MEMBERS**

- a) A Junior member shall on attaining the age of eighteen (18) years be reclassified as an Ordinary member by the Committee but such reclassification shall not affect the subscription payable by such member of the balance of the year.

## **2.5 ENTRANCE FEE**

- a) The entrance fee payable by a person on election as an ordinary or junior member for the first time shall be as determined by the Club at an Annual Meeting.
- b) Former members shall not be liable to pay a further entrance fee when they rejoin the Club unless they are members who have been removed from the Roll under the provisions of Section 9.5 of the Club Rules.
- c) Members who have been removed from the Roll may be readmitted to membership on payment of all arrears in subscription or alternatively by paying further entrance fees and such subscription as if they would pay if they were members joining the club for the first time.

## **2.6 ANNUAL SUBSCRIPTION**

- a) The subscription for a member shall be as determined by the Club at an Annual Meeting.
- b) The subscription for an ordinary member shall consist of:
  - i) General levy
  - ii) Magazine levy
  - iii) FMC levy
- c) The subscription for an ordinary member over the age of 65, or a junior member, shall consist of the full Magazine levy, the full FMC levy and the general levy at 50% of the rate set for ordinary members.
- d) The subscription for a veteran member shall consist of the Magazine and FMC levy only.
- e) A life member shall be exempt from payment of subscriptions.
- f) A second or subsequent member of a household may elect to not receive Magazine in which case the Magazine levy shall be deducted from the subscription for that member.
- g) On the election of any persons as a member, he or she shall pay forthwith the entrance fee plus a full subscription for the current year up until 31 December. Thereafter the subscription only shall be prorated quarterly for the balance of the financial year.

- h) A member rejoining after becoming unfinancial in that year shall pay the current full year's subscription for his or her classification.
- i) The committee shall have the power to exempt from or remit payment of subscription in any case where the committee is of the opinion that the circumstances so warrant.

### **3. BOOKING PROCEDURES**

- 3.1** No advance booking is required for Sunday / Weekday trips unless specified. Bookings for Weekend trips may commence as soon as full details of the trip are published in the Club Magazine.
- 3.2** For a person to be booked on an extended trip they must have first booked in with the leader of the trip and the Booking Officer must have received the cheque. Close off for receipt of cheques and confirmation of booking should be (wherever possible) 5.00 pm on the Tuesday before a weekend trip and 5.00 pm the previous Saturday for long weekends.
- 3.3** The leader of a trip has the right to refuse anybody going on the trip if he believes the person is not suitable in any way for the trip planned.

### **4. ADMINISTRATION OF MONIES**

- 4.1** All monies received by the Booking Officers for the Memorial Hut or Weekend trips shall be deposited into the bank account as soon as possible after the commencement of the trip.
- 4.2** All payments shall be approved at a Committee Meeting and a list of cheque requests shall be circulated to all Committee members. Any two of the President, Secretary or Treasurer must sign all cheques
- 4.3** Trip Money will be refunded in full if the Booking Officer is notified 48 hours before the trip departure. Application for refunds for later cancellations must be made in writing to the Committee within 7 days. Generally, refunds of 50% will be given where unexpected circumstances cause withdrawal from the trip. A refund of up to 100% may be given at the discretion of the Committee.

### **5. RETENTION OF RECORDS**

Club records should be retained as follows: -

Annual Accounts.....	Indefinitely
Minutes of Members Meetings.....	Indefinitely
Minutes of Committee meetings.....	Indefinitely
Membership list as at 30 June.....	Indefinitely
Correspondence.....	7 years
2 copies of Club Magazine.....	Indefinitely
Financial Records – trip lists, cheque list.....	7 years
Copies of Rules.....	Indefinitely

## 6. SAFETY

- 6.1** The Club promotes safety in all its activities. Leaders and organisers of club activities should ensure that all participants on activities they are involved in are aware of any potential risks.
- 6.2** Members should take all practicable steps to acquaint themselves with the potential risks presented on Club activities and should advise organisers of Club activities of any new risks they become aware of.
- 6.3** The club promotes group activities. Recreational drugs and alcohol that affect a person's ability to perform the club's activities are not encouraged. In addition, any person participating in club activities who is on prescription drugs or has a medical condition which could affect that person's ability to complete the activity, should advise the leader of the activity.
- 6.4** The Club may run courses for its members. The ratio of instructors to participants should be: -

Theory - no limit but best practice would be .....	1:20
Bushcraft on trails .....	1:10
Bushcraft off trails .....	1:5
Specialist Tramping eg River Crossing .....	1:5
Climbing / abseiling .....	1:5
Basic Snowcraft .....	1:5
Advanced Snowcraft .....	1:3

## OTHER REGULATIONS

- 7.** Animals and firearms are prohibited on Club trips and in Club huts and property.
- 8.** Smoking is strictly prohibited in all of the Club buildings and vehicles. The use of matches, candles or anything else involving naked flames is not permitted in the bunkrooms of Memorial Hut.

--ENDS REGULATIONS