

CONSTITUTION OF THE HILL CITY — UNIVERSITY ATHLETIC CLUB  
(INCORPORATED)

1. **NAME:**

The name of the organisation shall be the "Hill City — University Athletic Club (Incorporated)".

2. **DEFINITIONS:**

In these rules, unless a contrary intention appears, "Club" means Hill City — University Athletic Club (Incorporated); "Member" means "Full Member" as defined under rule 5(f)(i); "Executive" means the Executive for the time being appointed under Rule 6(a) of these Rules; "Year" means the financial year of the club, extending from the 1st August to the 31st July in the following year; words importing the masculine gender only include the feminine gender; words importing singular member shall include the plural and vice versa.

3. **OBJECTS:**

The objects of the Club are:

(a) The advancement of cross-country and Road Racing, Track and Field Athletics, Walking, Orienteering and related activities.

(b) To promote and encourage such meetings, lectures, discussions and other social functions in connection with the foregoing objects as the Club Executive shall from time to time determine.

4. **AFFILIATION:**

The Club shall be affiliated to the Otago Centre of the Athletics New Zealand (Incorporated).

5. **MEMBERSHIP:**

(a) Any person may apply for membership of the Club by completing the appropriate form and paying the subscription, which is appropriate at the time. Each new member will be given written notice of their membership and shall be deemed to have been a member from the date of application.

(b) The executive may refuse to accept any application for membership and in any such case the applicant will be advised in writing and their subscription refunded within one calendar month of the date of their application

(c) Any Member wishing to resign from the Club must forward their resignation to the Secretary in writing.

(d) The Executive shall have the power to call before them any member accused of any conduct which is in their opinion detrimental to the interests or status of the Club and subject to hearing the member and to his/her having the right of appeal to a General Meeting of the Club, may expel such member from membership.

(e) The transfer of any member to or from another club shall conform to all rules of Athletics New Zealand including appropriate notification to or from the other club.

(f) **CLASSIFICATION OF MEMBERSHIP**

(i) **FULL MEMBERS with the right to vote shall be:**

(I) Life Members:

On the recommendation of the Executive, any person who has rendered special services to the Club or to the furtherance of its objects may be elected a Life Member at any general meeting of the Club and shall thereafter be entitled to all the privileges of membership without payment of the annual subscription. A three-fourths majority of those present and voting will be necessary for such election.

(II) Registered Members:

Shall be those Members who are registered as defined in the Rules of Athletics New Zealand.

(III) Non Competitive Members:

Those members who do not wish to compete in races.

(ii) HONORARY MEMBERS who shall pay no fixed subscription and have no right to vote.

(I) Honorary Vice Presidents:

Are those persons considered worthy of the honour who are elected at the Annual General Meeting.

(II) Supporting Members:

Shall be those persons who desire to interest themselves in the welfare of the Club, but do not take part in amateur athletics.

6. **OFFICE BEARERS:**

(a) The bearers of the Club shall be:

**Patron(s)** (up to three)

**Honorary Auditor**

**Executive:**

1) Office Bearers

- (i) President
- (ii) Vice President
- (iii) Immediate Past President
- (iv) Harrier Manager
- (v) Track & Field Manager
- (vi) Secretary
- (vii) Treasurer
- (viii) Children's Manager

2) Committee

Three members who must be financial members of Hill City (Dunedin) Athletic Club.

All of the above (with the exception of the Immediate Past President) shall be elected at the Annual General Meeting.

(b) If any position on the Management Committee is not filled at the Annual General meeting or becomes vacant during the year then the Management Committee has the power to appoint and fill the vacancy. This power will not include the office of President or Immediate Past President. The Immediate Past President shall hold that

office for a term of one year only commencing from the end of their term of office as President and ceasing on the date of the next succeeding Annual General Meeting.

(c) Except for the Chairman's casting vote each member of the executive shall be entitled to only a single vote on any matter at any meeting.

7 **CONVENORS:**

(a) Convenors are to be appointed by the executive within one week of the AGM to work with each club manager. The suggested convenors are:

**Harriers:**

- Races and Events
- Fundraising
- Coaching
- Communication
- Social
- General

**Track and Field:**

- Duties
- Fundraising
- Coaching
- Communication
- Social
- General

**Children's:**

- Races and Events
- Fundraising
- Coaching
- Communication
- Social
- General

(b) Any one person may be a convenor for more than one manager at the same time.

(c) Executive Meetings:

(i) Shall be held at such intervals as may be deemed necessary for the conduct of the affairs of the Club with the proviso that no 2 executive meetings shall be more than 8 weeks apart. The dates upon which such meetings will be held may be fixed by the Executive, but the President shall have the right to call a meeting at any time. If meetings are not called by the President, any four members of the executive may call a meeting. Executive members shall be given 7 days notice of meetings by the secretary.

(ii) Quorum:

Five executive members personally present shall constitute a Quorum for the Executive meeting. In the event of no Quorum being present at any meeting within thirty minutes of the time at which such meeting has been called, the meeting shall be adjourned to such a day and time as the President shall appoint. Notice of such adjourned meeting shall be given to all Executive members. At

such a meeting, the Executive Members present may constitute a Quorum.

(iii) Absence:

Any Member of the Executive absent from 3 consecutive executive meetings without an apology shall forfeit his/her place on the Executive, if by majority vote the executive so resolve.

(iv) Voting:

At an Executive meeting voting shall be by a show of hands unless otherwise decided at the meeting. Each executive member personally present shall have one vote except that the Chairman shall, in the event of an equality of voting, have a casting vote.

(v) Planning:

The executive is responsible for all strategic planning, procedures and policies of the club.

(d) Working Parties:

The Executive may appoint such working parties as it deems fit and may coopt any member of the club to a working party. Working parties may be given power to act in any matter within the competency of the executive. The working parties shall be the responsibility of such convenor as the executive sees fit. The convenor is required to maintain an effective liaison between the relevant manager and the particular working party. Further to this, the manager will be required to furnish regular reports on the working party activities to the Executive.

8. **GENERAL MEETINGS:**

(a) The Annual General Meeting of the Club:

Shall be held in September of each year on a date fixed by the Executive. The Annual General Meeting shall have placed before it the Club's Annual Report and the audited Statement of Accounts for the previous Financial Year.

(b) Special General Meetings:

May be called at any time by:

(i) The President

(ii) The President upon receipt of a written request of at least seven members who must be Full Members of the Club. A meeting called at the request of such members shall be held within 21 days of receipt by the President or Secretary of the request.

(c) Notice:

Seven clear days notice of any General Meeting shall be given by circular addressed to each Member and such circular must state in general terms the business to be transacted at such meeting and must include the full text of any Notice of Motion pursuant to rule 16 of the constitution. Notice shall be deemed to be properly given if posted to the Member at their last known address as recorded in the club register.

(d) Quorum:

Twelve Full Members personally present shall constitute a quorum for a General Meeting. In the event of no quorum being present at any General Meeting within thirty minutes of the time for which the meeting has been called, the meeting shall be

adjourned to such a day and time the President or Executive shall appoint. Notice of such adjourned meeting shall be given to all members as provided in these Rules. At such adjourned meeting those Full Members actually present shall constitute a quorum.

(e) **Chairman:**

At all General Meetings the chair shall be taken by the President if present, failing him/her by a Vice President if present, and failing him/her, by any member chosen by the meeting.

(f) **Voting:**

(i) At a General Meeting voting shall be by voices or by show of hands as required by the meeting provided that for election of officers the voting shall be by secret ballot and provided that (before or immediately after the declaration of a result of a vote on voices or show of hands) a poll by secret ballot may be demanded by at least five members.

(ii) At any meeting where voting by ballot is required, the Executive shall appoint two of their number as scrutineers.

(iii) Upon any vote each Full Member personally present shall have one vote except that the Chairman shall also have a casting vote in all matters except for the election of officers in which case in the event of a tie the same shall be decided by lot.

9. **FINANCIAL YEAR:**

The Club year shall commence on the first day of August in each year and terminate on the 31st day of July of the following year.

10. **BUSINESS at the ANNUAL GENERAL MEETING:**

Shall include:

- (a) Election of Officers
- (b) Setting of Annual Subscription
- (c) Presentation of Reports and Balance Sheet
- (d) Setting of Opening and Closing days of winter season
- (e) Honoraria for Office Bearers
- (f) General Business

11. **SUBSCRIPTIONS:**

(a) The executive at its discretion may remit the whole or any part of the Subscription payable by any member.

(b) The Subscriptions shall include, where appropriate, capitation and registration fees to the Otago Centre of Athletics New Zealand.

(c) Subscription must be paid by 30 June of that year or within 2 months of joining. Any member who has not paid their subscription by the due date may be declared unfinancial by the Executive.

12. **INVESTMENT:**

The funds of the Club may be invested only in the manner provided by the Trustee

Act 1969 or any Act amending or replacing the same.

13. **BORROWING:**

The executive shall have the power to borrow such amounts and on such terms as it thinks fit and to give such security as the Executive may determine.

14. **COMMON SEAL:**

The Club shall have a Common Seal, which shall be kept in the custody of the Club Secretary and which shall only be affixed to any document in pursuance of a resolution of the Club Executive and in the presence of the President and Secretary of the Club who shall then sign the document.

15. **REGISTERED OFFICE:**

The registered office of the Club shall be the residence of the Secretary from time to time appointed at an Annual or Special Meeting.

16. **AMENDMENTS TO RULES:**

These rules may only be amended, added to or rescinded by a two thirds majority of Members of the Club at a General Meeting. Notice of motion of all proposed amendments must be given in writing to the Secretary under the signature of the proposer and seconder, who must be Full Members of the Club, 21 clear days before any such meeting and the full text of such Notice/s of Motion must be included in the notice of such meetings as provided in Rule 8(c). Any amendment to these rules shall also be subject to the approval in writing of the Athletics New Zealand (Incorporated) after the same has been passed by the meeting.

17. **WINDING UP:**

The Club may be wound up voluntarily in accordance with the procedure in s24 of the Incorporated Societies Act 1908 or any statutory application or amendment thereof.

In the event of the Club being wound up or dissolved, all surplus assets after the payment of all costs and liabilities, shall, subject to any trust affecting the same, be given and transferred to the Management Committee of the Otago Centre of Athletics New Zealand (Incorporated) if it is then in existence; and if it is not then in existence the same shall be given and transferred to such other institution or body devoted to the conduct or furtherance of amateur athletics in Otago as may be specified in the winding up Resolution or any subsequent Resolution of the Members duly passed.

## BY-LAWS

These by-laws, amongst other matters, define the duties and responsibilities of office bearers, executive appointments, and the membership in general.

### 1. DUTIES OF OFFICERS:

#### (a) President:

The President shall:

- (i) Represent the Club at all formal occasions.
- (ii) Ensure that the policies and decisions of the Club are carried out.
- (iii) Act as Chairman at all General Meetings.
- (iv) Act as Chairman at all executive meetings.
- (v) In the absence of the President, a Vice President or a Past President will perform the President's duties.
- (vi) Co-ordinate the activities of the Club
- (vii) Present an Annual Report for submission to the Annual General Meeting.

#### (b) Club Managers:

The Club Managers shall:

- (i) Ensure that the duties of convenors are being carried out.
- (ii) Maintain Club discipline.
- (iii) In consultation with the treasurer, other managers and convenors present an annual plan of activities along with budgets or estimates by the second executive meeting after the AGM. This plan will be subject to change between winter and summer seasons or as circumstances may require.
- (iv) In consultation with the executive appoint convenors within one week of the AGM.
- (v) In consultation with the convenors appoint working parties as required to fulfil the club functions by the first executive meeting after the AGM.

#### Harriers Manager:

- (i) Co-ordinate harrier activities.
- (ii) Ensure that an official programme of races, social events, and club runs is drawn up at the first executive meeting.
- (iii) Arrange for the printing of the annual syllabus which shall detail all official Club runs for the season and contain the names of all the office bearers of the Club for that year.

#### Track & Field Manager:

- (i) Co-ordinate track & field activities and organise teams.
- (ii) Maintain a register of club track & field records.
- (iii) Keep an equipment book and ensure equipment is maintained.

#### Children's Manager:

- (i) Control and administer the children's section of the club.
- (ii) Ensure appropriate schools are kept advised of the club's activities.
- (iii) Convene a children's section working party.
- (iv) Encourage members to attend coaching clinics.

#### (c) Secretary:

The Secretary shall:

- (i) Keep a record of all proceedings of meetings.
- (ii) Keep a record of attendance at Executive meetings.
- (iii) Conduct Club correspondence as required.

- (iv) Issue notices of meetings and prepare agendas.
- (v) Submit the Annual Report and Balance Sheet to the Secretary of Incorporated Societies and to the Secretary, Otago Centre of Athletics New Zealand.
- (vi) Notify new members of their membership.
- (vii) Lodge completed Minute Books and Copies of Club Newsletters with the Hocken Library.

**(d) Treasurer:**

The Treasurer shall:

- (i) Submit an audited Income and Expenditure Account and Balance Sheet made up to the 31st day of July in each year to the Annual General Meeting.
- (ii) Be responsible for the collection of all monies due to the Club.
- (iii) Deposit all monies received in the Club's bank account(s).
- (iv) Expend all the funds of the Club as may be determined by the Executive. All cheques shall be signed by any two of Secretary, President or Treasurer.
- (v) Present a statement of bank funds at each Executive Meeting. Maintain a register of members, including their financial situation with the Club.
- (vi) Be responsible for registering athletes with the Otago Centre.
- (vii) In consultation with such members of the executive as necessary submit a budget or estimates as part of the annual plan.

**(e) Vice President:**

The Vice President shall:

- (i) Perform the duties of the president in his/her absence.
- (ii) Act as a club representative to Athletics Otago.
- (iii) Attend Athletics Otago meetings
- (iv) Report on Athletics Otago activities to the executive.

**(f) Athletics Otago Representatives:**

The Athletics Otago Reps shall:

- (i) Attend Athletics Otago Meetings.

**(g) Finance Working Party:**

The executive shall appoint a finance working party to assist the treasurer. This party shall ensure that an accurate active members list is maintained, collect fees due to the club, administer petty cash, operate a triplicate receipt book, obtain registration numbers and perform any other duties that the treasurer deems suitable.

**(h) Assistant Secretary:**

The executive shall appoint an assistant secretary to undertake such duties as the secretary sees fit. This person will act as secretary in her/his absence. The assistant secretary may attend executive meetings as an ex-officio member of the executive.

**2. DUTIES OF CONVENORS:**

(a) Within one week of the AGM the required convenors shall be appointed. Convenors may be appointed to work with one or more managers at the same time. Suggested convenors below:

- (i) Races & Events.
- (ii) Fundraising.
- (iii) Coaching.



- (iv) Communications.
- (v) Social.
- (vi) General.
- (vii) Duties.

(b) These convenors do not need to members of the executive.

**(c) Duties of Convenors:**

(i) Races & Events.

(a) In consultation with manager(s) appoint working parties or co-ordinators. Suggested parties below

- 1) Selection
- 2) Handicapping
- 3) Pack Co-ordinator
- 4) Travel Co-ordinator
- 5) Afternoon Teas Co-ordinator
- 6) Timekeeping Co-ordinator
- 7) Marshalling Co-ordinator
- 8) Race entry Co-ordinator
- 9) Trophy Stewart
- 10) Uniform Co-ordinator
- 11) Accommodation Co-ordinator
- 12) Co-ordinators for specific events

(b) Regularly report to manager(s) on activities and contribute to the executive reports.

(c) Contribute to creation of the annual plan.

(ii) Fundraising.

(a) In consultation with manager(s) appoint suitable members of a fundraising working party.

(b) Co-ordinate all fund raising activities, ensuring that funding contributors are not over visited.

(c) Publish a list of the types of events at which the executive may provide financial support for club members.

(d) Regularly report to manager(s) on activities and contribute to the executive reports.

(e) Contribute to the creation of the annual plan.

(iii) Coaching.

(a) Co-ordinate activities of club coaches.

(b) Monitor the development of coaches and recommend courses.

(c) Conduct regular meetings of club coaches to provide advice, assistance and to keep abreast of activities.

(d) Regularly report to manager(s) on activities and contribute to the executive reports.

(e) Contribute to the creation of the annual plan.

(iv) Communications:

(a) In consultation with manager(s) appoint a sweatrag editor.

(b) In consultation with manager(s) appoint a recruitment officer.

(c) In consultation with manager(s) appoint an internal communications and liaison officer.

- (d) In consultation with manager(s) appoint an external communications and liaison officer.
- (e) Regularly meet with this communications group to discuss activities and members feelings and opinions.
- (f) Regularly report to manager(s) on activities and contribute to the executive reports.
- (g) Contribute to the creation of the annual plan.

(v) Social:

- (a) In consultation with manager(s) appoint a suitable social working party.
- (b) Organise a programme of regular and varied social events to cater for all age groups in the Club.
- (c) Regularly report to manager(s) on activities and contribute to the executive reports.
- (d) Contribute to the creation of the annual plan.

(vi) General:

- (a) In consultation with manager(s) appoint the following:
  - (1) Clubrooms booking officer.
  - (2) Childcare co-ordinator.
  - (3) Sports Medic.
  - (4) Asset maintenance officer.
- (b) Regularly report to manager(s) on activities and contribute to executive reports.
- (c) Contribute to the creation of the annual plan.

(vii) Duties:

- (a) Ensure sufficient club members are available to perform club duties at all track & field events.
- (b) Ensure sufficient club members are available on club duty days.

**3. DUTIES OF MEMBERS:**

- (a) Every member shall from time to time communicate to the secretary their address and all notices shall be deemed to be duly given when posted to such registered address.

**4. QUALIFICATIONS:**

- (a) Any Member, to be eligible to take part in any club race or event, or to represent the Club in interclub events, must be a financial member. This rule may however be waived at the discretion of the executive.

(b) Members may compete in, and be eligible for, trophies in events above their age group. Only veterans, as defined by Athletics New Zealand regulations, are eligible for Veterans' trophies in their respective age groups.

**5. ATTENDANCE AWARDS:**

- (a) Members will receive attendance awards on completing a winter season with not more than one non-participation in an official Club run, except for club, interschool, provincial or national representation.

(b) On Saturdays of Centre events when no official Club runs are held, Registered Members wishing to qualify for an attendance award must run or officiate at the event. In cases where the event is restricted to teams, Members must be in attendance.

- (i) Crèche supervision is counted as attendance.
- (ii) When both Saturday and Sunday in one weekend are committed to a club run or competition, either one day will count.
- (iii) When out of Dunedin, on no more than two occasions, written proof signed by an official of another athletics club that the member has run must be provided.

(c) It is a member's responsibility to ensure he/she is marked present.

(d) A badge will be given to those members gaining their first seasons attendance award.

(e) A year bar will be awarded for every seasons attendance award.

(f) In addition to a year bar, a silver bar will be presented to those members gaining five consecutive attendance awards.

(g) A gold bar will be presented to those members gaining 10, 15 or more (in multiples of 5) consecutive attendance awards. The bar shall be engraved with the appropriate number.

6. **PRESIDENT'S AWARD:**

(a) At the President's discretion, a special award may be made by him to any Member(s) for outstanding contributions to the Club.

7. **CLUB UNIFORM:**

(a) The uniform shall consist of singlet, shirt and shorts with the name "Hill City University" printed on the front of the singlet and shirt. The colours shall be black, yellow and Cambridge Blue.