

**Constitution Rules of
Taupo Rod and Custom Club
incorporated**

THE SOCIETY

1. Name

1.0 The name of the society **Taupo Rod and Custom Club**

2. Registered Office

2.0 The registered Office of the society is P O Box 52 Taupo 3351

3. Purposes of the society

3.0 The purposes of the society are:

- a. To promote the sport of hot rodding and all its associated activities including Restoration of automobiles and the associated motor sports in all its activities.
- b. To affiliate with the New Zealand Hotrod Association Inc (NZHRA) and/or the New Zealand Drag Racing Association Inc (NZDRA)
- c. To establish and maintain club grounds for the use (subject to the Rules of the club) of members and visitors.
- d. To purchase, take on lease, or in exchange, hire or otherwise acquire any real or personal property which may be deemed necessary, expedient or convenient for the purposes of the club.
- e. To buy, sell, lease, mortgage, charge, exchange or otherwise deal with all or any of the real or personal property of the Club.
- f. To do all or any of the things hereby authorised alone or in conjunction with others. To do such other things as are incidental to or conclusive to the attainment of the above.
- g. To remunerate any person rendering service to the club.

MANAGEMENT OF THE SOCIETY

4. Managing Committee

4.0 The society shall have a managing committee ("The Committee"), comprising the following persons:

- a. The Chair/President
- b. The Vice President
- c. The Secretary
- d. The Treasurer; and
- e. Such other Members as the society shall decide.

4.1 There shall be a minimum of three committee Members, in addition to the officers.

4.2 - Members of the Society become eligible for the Executive Committee Positions after 2 years of concurrent financial membership to the society unless the majority of club members at the AGM agree to electing a member that has been put forward by the current executive committee that has not completed 2 years.

5. Appointment of Committee Members

5.0 At a Society Meeting, the Members may decide by majority vote:

- a. How large the Committee will be (it will have a minimum of six Committee members)
- b. Who shall be the Chair/President, Vice President, Secretary and Treasurer. c. The Executive Committee Members shall hold office until the next Annual General Meeting and shall be eligible for re-election.
- d. The Treasurer annually will audit the accounts of the club.
- e. The President and secretary shall be ex officio members of all sub committees. f. The Committee shall have power to co-opt persons as Committee Members.
- g. For any particular subcommittee for individual events.
- h. Any casual vacancy on the Executive Committee may be filled by the Committee and any members so chosen shall retire at the Annual General Meeting and shall be eligible as a candidate for election to the Executive Committee.
- i. The Executive committee, in addition to any powers herein conferred upon it, shall in particular have power and authority:
 - I. To delegate power to any sub-committee
 - II. To enter into agreements, financial or otherwise on behalf of the Club and confirmed by majority vote.
 - III. To conduct all competitions and meetings arranged under the Supervision of the club and in connection therewith to appoint all necessary officers as it shall see fit.
 - IV. Generally to manage the affairs of the club provided that a general or Special Meeting of members shall have power to alter or over-rule any by-laws made as foretold.

6. Cessation of Committee Members:

6.0 Persons cease to be Committee Members when:

- a. They resign by giving written or verbal notice to the committee.
- b. They are removed by majority vote of the society at a Society Meeting. c.

Their term expires.

6.1 If a person ceases to be a Committee Member, that person must within 14 days give to the Committee all society documents and property.

7.0 The Chair/President is responsible for:

- a. Ensuring the Rules are followed:
- b. Convening Meetings and establishing whether or not a quorum (half of the committee) is present:
- c. Chairing Meetings, deciding who may speak and when:
- d. Overseeing the operation of the society.
- e. Communicating via Text/Email or other means of communication with the Members.

7.2 Vice President:

- a. To stand in, in the absents of the President and conduct Meetings as per the president representative.

7.2 The Secretary is responsible for:

- a. Recording the Minutes of meetings
- b. Keeping a Register of Members:
- c. Holding the Society's records, documents, and books except those required for the President and Treasurers Function.
- d. Receiving and replying to correspondence if required by the Committee.
- e. Forwarding the annual financial statements for the society to the register of Incorporated societies upon their approval by the Members of the Annual General meeting.
- f. Advising the Registrar of Incorporated societies of any rule changes.

7.3 The Treasurer is responsible for:

- a. Keeping proper accounting records of the Society's financial
- b. Transactions to allow the Society's financial position to be readily ascertained. c. Preparing annual financial statements for presentation at each Annual General Meeting.
- d. Providing a financial report at each monthly meeting:
- e. Providing financial information to the Committee as the Committee determines.

8. Committee Meetings

8.1 No committee Meeting may be held unless more than half of the Committee Members attend

- 8.2 The chair/President shall chair Committee Meetings, or if the Chair/President is absent the Vice President will chair that meeting.
- 8.3 Decisions of the Committee shall be by majority vote
- 8.4 The Chair/President or person acting as Chair/President has a casting vote, that is, a second vote.
- 8.5 Only Committee Members present at a Committee Meeting may vote at the Committee Meeting / Proxy Vote for President, Vice President, Secretary, and Treasurer only.
- 8.6 Subject to these rules, the committee may regulate its own practices.
- 8.7 The Chair/President or his nominee shall adjourn the meeting if necessary

9. Society Membership

9.0 Membership

- 9.1 Club Membership - open to both sexes
- 9.2 Life Membership- individual member who has been a financial Club Member for 15 Consecutive years and has given distinguished service to the club. Life Members shall be entitled to all the rights and privileges of club membership but shall be exempt from payment of the club subscription. They will still be responsible for affiliation fees to NZHRA Incorporation or NZDRA. 9.3 Club Members can submit nominations at the AGM; however, the executive will vote on whom to include at their discretion.
- 9.4 Members have the rights and responsibilities set out in these rules.

10. Admission of Members

- 10.1 To become a member a person ("the Applicant") must:
- a. Complete an application form, if the rules, by-laws or Committee requires, this; and
 - b. Supply any other information for the Committee requires.
- 10.2 The President will introduce the Applicant to the society to consider Membership.
- 10.3 The club shall have complete discretion when it decides whether or not to allow the Applicant to become a Member. The Society shall advise the applicant of its decision, and that decision shall be final.
- 10.4 All Member applications shall be voted after the applicant has attended 3 consecutive club monthly meetings and voted by no less than 2/3rds majority. All past members of the society will attend 3 consecutive monthly meetings and be voted in by the clubs 2/3rds majority vote.

11. The Register of Members

11.1 The Secretary shall keep a register of Members ("the Register"), which shall contain the names, the postal and email addresses and telephone numbers of all Members, and the dates at which they become Members.

11.2 If a Member's contact details change, that Member shall give the new postal and email address or telephone number to the Secretary.

11.3 Each member shall provide such other details as the Committee requires.

11.4 members shall have reasonable access to the Register of Members.

11.5 Personal information will be subject to the privacy act 1993.

12. Cessation of Membership

12.1 Any member may resign by giving written notice.

12.2 Membership terminated in the following way:

- a. If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purpose of the Society, the Committee may give written notice of this to the Member ("the Committee's Notice").

The Committee's Notice must:

- i. Explain how the member is breaching the Rules acting in a manner inconsistent with the purposes of the Society.
 - ii. State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member's membership.
 - iii. State, that is, within 14 days of the Member receiving the Committee notification should not terminate the Member's membership.
 - iv. State that if the Committee terminates the Member's membership, the Member may appeal to the Society.
- b. 14 days after the Member received the Committee's Notice, the Committee may in its absolute discretion by majority vote terminate the Member's membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Society at the next Meeting by giving written notice to the secretary ("Members Notice") within 14 days of the Member's receipt of the Termination Notice.

13. Obligations of Members

13.1 All Members (and Committee Members) shall promote that purpose of the Society and shall do nothing to bring the Society into disrepute.

13.2 All members shall show the utmost respect for fellow members of the society at all times or he/she is subject to the scrutiny of the committee.

Money and other assets of the society

14. Use of Money and Other Assets

14.1 The Society may only use money and other assets if:

- a. It is for the purpose of the Society
- b. It is not for the sole personal or individual benefit of any Member; and that use has been approved by either the Committee or by majority vote of the society

15. Joining Fees, subscriptions and levies

1.1 If any member does not pay a subscription or levy by the date set by the Society, the Secretary will give written notice that, unless the arrears are paid by a

Rules of The Taupo Rod and Custom Club Incorporated (Updated 1st June 2016) Page 5
nominated date, the Membership will be terminated. After that date the Member shall (without being released from obligation of payment of any sums due to the Society) have no membership rights and shall not be entitled to participate in any Society activity.

16. Additional Powers

16.1 The society may:

- a. Employ people for the purposes of the Society.
- b. Exercise any power a trustee might exercise.
- c. Invest in any investment that a trustee might invest in.
- d. Borrow money and provide security for that, if authorised by majority vote at any Society Meeting.

17. Financial Year

17.1 The Financial Year for the Society begins on 1st June of every year and ends on 31st May of the next year.

18. Assurance on the financial statements

18.1 No review or audit of the annual financial statement is required unless a review or audit is requested by majority of the members at any properly convened Society Meeting.

Conduct of Meetings

19. Society Meetings/General Club Meetings

19.1 The General Club Meeting is a Club meeting held on the first Thursday of every month.

19.2 The Annual General Meeting shall be held once a year no later than one month after the Society's balance date. The Committee shall determine when and where the Society shall meet within those dates.

19.3 Special General Meetings may be called by the Committee. The Committee may call for a special General meeting whenever required for special reasons. 19.4 The Secretary shall:

- a. Give all Members written notice of any Society meetings.
- b. Additionally, the Secretary will provide, appropriate;
 - i. A copy of the Chair/President's report on the Society's operations.
 - ii. Notice of any motions and the Committee's recommendations about those motions.
 - iii. If the Secretary has sent a notice to all Members in good faith, the meeting and its business will not be invalidated simply because one or more members do not receive the notice.

19.5 An Apology is to be made to the secretary by any Member unable to attend a meeting.

19.6 All members may attend and vote at Society Meetings provided they are currently financially paid up.

19.7 All Society meetings shall be chaired by the Chair/President. If the chair/President is absent, the Vice President shall Chair that meeting.

19.8 On any given motion at a Society Meeting, the President shall in good faith determine whether to vote by:

- a. Voices
- b. Show of hands or
- c. Secret Ballot

However, if any member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is held, the Chair/President will have a casting, that is, a second vote.

19.9 The business of an Annual General Meeting shall be:

- a. Receiving any minutes of the previous Society's Meeting(s)
- b. The President's report on the business of the Society
- c. The Treasurer's report on the Finances of the Society, and the Annual Financial Statements
- d. Election of Committee Members, subject to The Society Criteria
- e. Remits to be considered.

f. General business

20 Remits for Annual General Meeting

20.1 Any Member may submit a remit and be voted on ("Members Motion") at "an" annual general Meeting, by giving written notice to the Secretary at least 28 days before that meeting. The Member may also provide information in support of the remit ("Members Information"). The Society may in its absolute discretion decide whether or not the Society will vote on the remit.

- a. All remits to be submitted, must specify which section of the constitution they are referencing along with supporting reasons for the alteration.
- b. For the remit to be successful it must be passed by no less than 2/3rds majority of the Financial members of the society attending that meeting.
- c. Successful remits must be written into the constitution and filed with incorporated society within 3 months of the AGM.

Common Seal

21. Common Seal

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

21.2 The Secretary shall have custody of the common seal, which only shall be used by the authority of the Committee. Every document to which the common seal is affixed shall be signed by the President and countersigned by the Secretary or a member of the Committee.

22 Bylaws

22.1 The Society may alter or replace these by laws at a Society Meeting by a resolution passed by two-thirds majority of those members present and voting.

22.2 All By-Laws shall be binding on all members and guests of the Society.

22.3 By Laws must be posted on the wall of the clubroom in clear view to all.

Winding Up

23. Winding Up

23.1 If the Society is wound up:

- a. The Society's debts, costs and liabilities shall be paid
 - b. Surplus money and other assets of the Society may be disposed of by resolution; Or
According to the provisions on the incorporating Societies Act 1908, but
 - c. No distribution may be made to any member.
 - d. The surplus money and other assets shall be distributed to (see Section 27 of the Act)
- A non-profit organisation, New Zealand Hot Rod Association and/or both as voted by the members.

Definitions

24. Definitions and Miscellaneous Matters

24. In these Rules:

- a. "Majority vote" means a vote made by more than 2/3rds of the Financial Members who are present at a meeting, who are entitled to vote and voting at that meeting upon a resolution put to that meeting.
- b. "Money or other assets" means any real or property or any interest therein, owned or controlled to any extend by the society.
- c. "Society meeting" means any Annual General Meeting, or any Special General meeting but not a Committee meeting.
- d. "Use of money or other assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way, deal with money or other assets.
- e. "Written Notice" means communication by post, electronic means (including email and website posting) or advertisement in periodicals or combination of these methods.
- f. It is assumed that:
Where a masculine is used the feminine is included.
Where the singular is used plural forms of the noun are also inferred.
Headings are a matter of reference and not a part of the rules.
- g. Matters not covered in these rules shall be decided upon by the Committee.
- h. "Society" means The Financial Members of Taupo Rod & Custom Club
- i. "Proxy Vote" means President, Vice President, Secretary, Treasurer only not being able to attend a meeting requiring a vote - Votes must be received 24hours before a meeting.
- j. "Bylaws" means Club Rules.