



## MOTUEKA TRAMPING CLUB CONSTITUTION

### 1. NAME

The name of the club shall be Motueka Tramping Club.

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### 2. OBJECTS

- a. To encourage recreational and social activities for individuals and family groups following a varied programme, with emphasis on walks and outdoors activities.
  - b. To protect native flora and fauna and the individual features of the country.
  - c. To act in cooperation with *kindred organisations* and *local and central government*, for the promotion of the above objects.
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### 3. MEMBERSHIP

Membership shall consist of Senior Members, Junior Members and Family Members.

- a. *Senior Members* shall be persons *over the age of 18 years*. Senior Members shall have full voting rights.
- b. *Junior Members* shall be persons *between 14 and 18 years of age*. Junior members shall have full voting rights.
- c. *Family Members* shall be members of one family, consisting of parents/caregivers and any dependent children. The parents/caregivers shall have the same rights and obligations as Senior Members, with voting rights limited to two votes per family.
- d. *Prospective Members* will be invited to undertake two trips with the Club, after which they will be expected to become Financial Members before taking part in further trips.
- e. *Life Membership* may be bestowed on club members who have made a special contribution or have been active trampers within the MTC for many years. Life Membership entitles the person to all privileges of membership, without the payment of fees.

Nominations for Life Membership must be made to the MTC Committee and should be received by the Secretary at least 2 months before an Annual General Meeting (AGM). A two-thirds majority vote of those members present at the AGM will be required to elect a Life Member.

### 4. MEMBERSHIP FEE

The annual fee to be paid by each member shall be determined at an Annual General Meeting.

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**5. DEFAULT IN PAYMENT OF MEMBERSHIP FEE**

Any member who fails to pay an annual membership fee within one month of the AGM will receive one reminder and, if still in arrears after one further month, will then be deemed to be no longer a member.

**6. RESIGNATION**

Any member may resign from MTC by giving to the secretary notice in writing, or after failing to pay their membership fee.

**7. EXPULSION**

The Committee may terminate the membership of any member wilfully disobeying this Constitution or the Rules of MTC, or guilty of any conduct rendering that member unfit in the Committee's opinion to be a member of MTC, provided that the Committee shall first call upon that member for an explanation of their conduct and shall hear what they may wish to present in their defence.

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**8. COMMITTEE**

- a. The committee shall consist of the President, Vice-President, Secretary, Treasurer and at least one other active member, to be elected at the AGM.
- b. The Committee shall be responsible for all policy, governance and administrative matters necessary for the achievement of the objects listed in Section 2 of the Constitution.

**9. DUTIES OF SECRETARY**

The Secretary shall keep and have custody of –

- a Minute Book containing full and correct minutes of all meetings
- a Register showing the names, addresses and status of members.

**10. DUTIES OF TREASURER**

The Treasurer shall keep such books of accounts as the Committee may from time to time require and shall keep all entries in such books properly up-to-date.

**11. DEPUTIES & AUXILIARY OFFICERS**

The Committee shall be empowered to delegate any part of its authority to such members of the Club as it may from time to time appoint to auxiliary office or sub-committee.

**12. COMMITTEE MEETINGS**

Committee meetings shall be held at regular intervals, to be decided from time to time by the Committee.

**13. SPECIAL MEETING OF THE COMMITTEE**

A special meeting of the Committee may be called –  
– at any time, by the President or Secretary – or –  
– *within seven days* of the receipt by the Secretary of a request signed by three members of the Club.

**14. QUORUM COMMITTEE MEETINGS**

Proposed amendment: At any meeting of the Committee, three members shall constitute a quorum. The President, if present, shall chair the meeting, but if the President is not present, the meeting shall elect another Committee member to act as Chair. The Chair shall be entitled to exercise the casting vote.

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**15. ANNUAL GENERAL MEETING (AGM)**

The Annual General Meeting shall be held in April as decided by the Committee.

**16. NOTICE OF GENERAL MEETING**

The Secretary shall, at least seven days before any General meeting, notify every member of the time, date and location of the meeting.

**17. PROCEDURES AT GENERAL MEETINGS**

At General Meetings, the Chair shall be taken by the President, if present; failing that, by any member of the Committee; or, if failing that, by any member chosen by the meeting. Every member shall have one vote and in the event of a tie, the Chair shall exercise a casting vote. Voting shall be by voice but, if any member present so desires, the Chair shall call for a division which shall be indicated by a show of hands or, if the meeting so desires, by ballot, in which case two scrutinizers shall be appointed to conduct the ballot.

**18. EXTRAORDINARY GENERAL MEETING**

The Committee may at any time convene an Extraordinary General Meeting for any specific purpose or purposes.

**19. QUORUM GENERAL MEETINGS**

The quorum at a General Meeting shall consist of one third of financial members.

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**20. AMENDMENTS TO THE CONSTITUTION**

This Constitution may be amended by a resolution at a General Meeting, the notice of which shall have specified the proposed amendment; and the amendment shall then be ratified at the next Annual General Meeting.

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**21. BANK ACCOUNT**

The funds of the Club shall be lodged with such bank or banks as the Committee may determine, and two or three members, including the Treasurer, shall be authorised to operate thereon. The details of internet-transactions and club books of account shall be produced by the Treasurer as required by the Committee.

**22. FINANCIAL YEAR**

The financial year of the Club shall end on 31<sup>st</sup> (thirty-first) of March, to which date accounts should be balanced.

**23. BALANCE SHEET**

A statement of Income and Expenditure and a Balance Sheet shall be prepared and presented at the Annual General Meeting. A copy shall be made available for inspection by members at any time and audited at the request of the Committee.

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**24. TRIP FEES**

The Committee may impose such fees as it seems fit upon members participating in any trip.

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**25. SAFETY**

While the Club will take all reasonable care to ensure the safety of participants on trips, the participants themselves undertake such trips entirely at their own risk, and no responsibility will be accepted for accidents, injury, loss, delays or misadventures which may befall members while on trips arranged by the Club. No firearms or dogs shall be taken on Club trips.

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**26. DUTIES OF MEMBERS**

Members of the Club shall adhere to the guidelines of the Club.

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**27. POLICY DECISIONS**

Members of the Club at a General Meeting may approve policy decisions. These shall be recorded in the Minute Bok and shall be binding for that financial year only.

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**28. WINDING-UP**

Upon winding-up of the Club its property shall be disposed of in accordance with the directions of a General Meeting of the Club. In the absence of such directions the property shall be realised (as appropriate) and distributed to such other kindred clubs or institutions as the Committee may decide.

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