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Certificate - Alteration of rules

Section 21 Incorporated Societies Act 1908

1. Name of society

Canterbury Snow Sports Club Incorporated

2. Society number

674988

I certify that the alteration has been made in accordance with the rules of the society.

Name

Jessica Prebble

Position

Treasurer

Signature

25 / 02 / 2015

3. Complete this checklist before filing your application

- This certification has been completed by an officer of ~~or a solicitor for~~ the society.
- A copy of the rule alteration(s) is attached. **NOTE** | This can either be a complete copy of the updated rules with the alterations underlined or in bold type, or a copy of the particular rule(s) that were altered.
- The copy of the alteration to rules has been signed by three members of the society.

For society name changes --

- This rule alteration also includes a name change for the society, and
- We have checked that the new name of the society is available by conducting Register Searches at both www.societies.govt.nz and www.companies.govt.nz.

What must be included in your rules?

Section 6 of the Incorporated Societies Act 1908 requires that a society's rules include the following:

- The name of the society (ending with the word Incorporated)*
- The objects for which the society is established*
- How people become members of the society and cease being members of the society*
- How meetings of the society will be called and held and how voting will take place*
- How officers of the society will be appointed*
- Control and use of the common seal*
- How the society's funds will be controlled and invested*
- The powers (if any) that the society has to borrow money*
- How any property of the society will be distributed in the event of the society being wound up*
- How the rules of the society can be altered*

NPC# 09
12 MAR 2015

4. Your contact details

Name and postal address
Jessica Prebble
Canterbury University Snow Sports Club
C/- UCSA
90 Nam Road
Christchurch

Telephone (03) 325 71 75

Email (optional)

Constitution of the Canterbury University Snow Sports Club Incorporated

1. Name:

The name of the club shall be the Canterbury University Snows Sports Club Incorporated herein after referred to as the club.

2. Colours:

The club colours shall be maroon and gold.

3. Mission Statement:

"The club is dedicated to provide and promote the year round use of its facilities and services at Temple Basin. In particular winter sports and alpine activities and recreation skiing and snowboarding."

4. Objectives:

The objectives of the club shall be:

- 4.1. To encourage and promote alpine recreation and sports.
- 4.2. To encourage a friendly spirit between visitors to the mountain.
- 4.3. To build, alter, maintain, or demolish any buildings and equipment necessary for meeting the objectives of the club.
- 4.4. To act in co-operation with or to participate further in the work or purposes of having any association, body or club, National, Provincial or otherwise having objectives similar to those of the club.
- 4.5. To protect native flora and fauna and to preserve the natural environment and beauty of the country.
- 4.6. To co-operate with the Department of Conservation and all other official bodies in the pursuance of our objectives.
- 4.7. To provide services for our members (such that our mission statement is adhered to).
- 4.8. To do such things which and in attaining these objectives
- 4.9. No clause relating to the objectives shall be limited or restricted by any other.

5. Membership

5.1. There shall be two classes of membership of the club.

5.1.1. Membership shall be optional for –

Financial members of the University of Canterbury Students Association.

Ex-financial members of the University of Canterbury Students Association.

University graduates.

Members of the tutorial or administrative staff of the University of Canterbury and any members of the University council.

Members of Teachers Colleges, Polytechnics or any other tertiary institution.

Ex-financial members of a University Ski or Snowboard Club

Partners and/or immediate relatives of any of the above.

5.1.2. Life Membership



Such persons as with their consent are elected as life members by unanimous of the committee and a two thirds majority at a general meeting.

Such life members shall be exempt from payment of the subscription but shall otherwise have all privileges of other members.

5.2. Cessation of membership

5.2.1. Ordinary members shall cease at the end of the current year.

5.2.2. Any member may resign from the club in writing.

5.2.3. Membership of the club shall cease if in accordance with clause 7.

6. Affiliation

6.1. The club shall be affiliated with the University of Canterbury Student Association and shall abide by the rulings of the Students Association Executive and generally conduct its affairs in accordance with the constitution of the Students Association.

6.2. The club may also be affiliated to the New Zealand Universities Ski Council so long as this does not conflict with clause 6.1 above.

6.3. The club may also be affiliated to the Canterbury Ski Association so long as this does not conflict with clause 6.1 above.

7. Discipline:

7.1. Disciplinary powers shall be exercised by the committee and be reported to the Students Association Executive before punishment is inflicted.

7.1.1. The disciplinary powers shall be any one or more of the following:

Reprimand.

Fines not exceeding \$100.00 per person.

Restitution of costs of replacement of goods or cost of repairs.

Temporary suspension of membership.

7.1.2. The committee may discipline any member or other users of club property

Who is responsible for damage, losses or theft thereof.

Who contravenes the rules and principles of Temple Basin Lodges.

Who brings disrespect upon the club.

Who tends to be subversive to discipline.

7.2. None of the foregoing disciplinary powers shall be exercised by the committee until the offender has been afforded the opportunity of appearing before and being heard by the committee.

8. General Meetings

8.1. The Annual General Meeting shall be held in the First Term.

8.2. An Extraordinary General Meeting may be called by the committee or thirty percent of the financial members.

8.3. At least seven (7) days written notice of such meetings (unless members agree to less) and an agenda therefore.

8.4. The Annual Report and Balance Sheet (audited) shall be laid before the annual General Meeting.

8.5. 10% of the current financial members shall constitute a quorum.

8.6. At any general meeting only the Chairperson shall have a casting vote.

9. Constitution:

9.1. The constitution may be altered to or added to at General Meetings provided that a detailed notice of such motion shall be given to the Secretary, and written notice in a common domain is given four (4) clear days before the meeting.

9.2. The committee shall have the power to add to or alter the constitution pending confirmation of such at a General Meeting for this purpose.

9.3. No addition to or alteration to causes relation either to payment of persons or to winding up in this constitution shall be approved without the approval of the IRD.

10. General Committee

10.1. The General Committee shall comprise of the following officers:

President
Vice President
Club Captain
Treasurer
Secretary
Lodge Officer
Publicity Officer
Fundraising Officer
Social Officer

10.2. All committee members to be elected at the AGM and shall take office at the end of that meeting.

10.3. Only University of Canterbury Student Association members may be elected to the General Committee but with the proviso that a non-member may stand for election with the approval of two-thirds of the Annual General Meeting.

10.4. Only committee members may vote at committee meetings.

10.5. The general committee may co-opt club members for specific purposes.

10.6. No person shall hold more than one position in any year.

10.7. The general committee shall meet at least once a month during the academic year.

10.4. Committee members other than the general committee members may attend general committee meetings and move motions, but do not have the power to vote. They will be notified of the meetings by the Secretary in the usual manner.

10.5. Five (5) general committee members shall constitute a quorum at a general meeting.

10.6. Outside the academic year, those people available from the existing committee and or other co-opted members approved by the general committee shall perform all duties required of the general committee.

10.7. Delegates to affiliated organisations to be elected from the committee as required.

10.8. The committee shall appoint and auditor to audit the annual accounts.

11. Sub-committee:

- 11.1. The following sub-committee shall be elected at the AGM:
- 11.1.1. Lodge Committee Chairperson and up to three members
 - 11.1.2. Publicity Committee Chairperson and up to three members
 - 11.1.3. Social Committee Chairperson and up to five members
 - 11.1.4. Fundraising Committee Chairperson and up to five members
- 11.2. The purpose of the sub-committee is as follows:
- 11.2.1. Lodge Committee shall be responsible for:
 - The maintenance of the club lodge and the appointment of a coordinator for each work party.
 - The assurance that the lodge has a current building warrant at all times that it accommodates people. Ensuring the club lodge complies with all relevant regulations and bylaws pertaining to accommodation facilities.
 - Shall report to the committee the state of the lodge and any affairs dealing with the lodge.
 - Liaise with staff on mountain in relation to the upkeep of the lodge.
 - Extraordinary costs must be approved by the committee.
 - Ensure that the Treasurer has the lodge insured.
 - Gain committee approval to undertake any structural changes to the lodge.
 - 11.2.2. Publicity Committee shall be responsible for:
 - The promotion on campus of the club facilities at Temple Basin. The target markets shall include tertiary institutions.
 - Produce marketing material. Maintain the clubs social media.
 - 11.2.3. Social Committee shall be responsible for:
 - Organising and holding social gathering of the club members both in Christchurch and at Temple Basin with the aim of enhancing club spirit.
 - During the winter season responsible for coordination lodge supervisors for weeks and weekends.
 - Propose social calendar for committee to approve.
 - 11.2.4. Fundraising Committee shall be responsible for:
 - Explore areas of fundraising.
 - Liaise with Lodge subcommittee in regards to grants available and required.
 - Complete grant applications.
 - Organise and run fundraising events.

12. By Laws:

By-laws shall be drawn up and reviewed annually by the general committee. The by-laws shall be displayed in the seminar room of the club lodge at Temple Basin. Offences against these will be punishable in accordance with Clause 7.

13. Duties of President, Club Captain, Secretary, Treasurer, and Delegates:

13.1. President:

Oversee the committee and sub committees, ensure required tasks completed in a timely manner.

Chair meetings.

Media spokesperson in event of tragedy or disaster.

Held a position in committee or subcommittee prior or requires a two thirds majority vote at a general meeting.

Represent the clubs interest and ensure a good working relationship with Temple Basin Ski Club Incorporated.

13.2. Secretary:

Organise appropriate time, location and date of committee meetings. Post notice of meeting to all club members at least 4 days prior. Take minutes at meetings and publish to the committee and subcommittees within 48 hours.

Monitor email account and inform appropriate committee member(s) of correspondence.

Liaise with Club Captain and President to ensure clear communication within the club and committees.

Maintain cloud based storage of all club files and periodically back up files.

13.3. Treasurer:

Maintains accounts and ensure bills are paid including:

Rates on any property.

Meet Inland Revenue Department obligations.

Provide financial status report at committee meeting.

Publish previous year's financial accounts to New Zealand Incorporated Societies within one month of the Annual General Meeting.

Oversee the financials of any major fundraising campaign.

13.4. Club Captain:

Act as the medium between the committees and the club including;

Compose bi-weekly emails during the academic year.

Answer email and social media queries about the club and Temple Basin (except in event of disaster/tragedy).

Organise University of Canterbury Student Association Clubs Days.

Organise any membership drives the committee decides to hold.

13.5. Vice President

Represent the clubs interest and ensure a good working relationship with University of Canterbury Student Association.

Acting President, Secretary and/or Club Captain when they are temporarily unavailable to perform duties.

Assist General Committee and sub committees as required.

14. Club Management

- 14.1. The management of the club shall be entrusted to the committee and property and effects shall be vested in the club. The committee shall transact the business of the club and deal with funds subject to the rules of the club. All receipts and major payments shall be approved by the committee.
- 14.2. No member of the club or any, person associated with a member shall participate in or materially influence any decision made by the club in respect of the payment to or on behalf of that member or any associated person of any income, benefit, or advantage whatsoever
- 14.3. Any income paid shall be reasonable and relative to that which would be paid in arms-length transaction (being open market value). The provision and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

15. Equipment, Subscriptions and Lodge Fees.

- 15.1. Annual subscriptions and lodge fees shall be determined for the year by the general committee subject to ratification by the AGM. Members rates of charge for lodge fees or equipment shall only be available after payment of the subscription for that year

16. Registered Office

There shall be a registered Office of the club which shall be

- 16.1. At the address appointed by the general committee
- 16.2. Registered with the Registrar of Incorporated Societies. The club shall register all changes of address within fourteen days of any change

17. Power to hold property, borrow and incidental powers

Within the bounds of this constitution and in whatever manner is agreed to be in the best interests of Temple Basin, the club shall be empowered to

- 17.1. Raise funds through subscriptions, levies, investments, fundraising and donations.
- 17.2. Apply income and funds to the objectives of the club
- 17.3. Lend, invest, borrow, raise or secure to payment of money
- 17.4. Acquire by purchase, lease or grant any property or rights
- 17.5. To manage, let, sell, exchange, or otherwise deal with property of the organisation
- 17.6. Incur liabilities
- 17.7. Insure property and employees of the club
- 17.8. Enter into and terminate contracts
- 17.9. Minimum of 30% of subscriptions shall be allocated directly to the maintenance of the property owned by the organisation.

18. Common Seal

- 18.1. There shall be a Common Seal of the club which shall:

- 18.1.1. Have thereon the words " The Common Seal of the Canterbury University Alpine Club Incorporated"
- 18.1.2. Remain in the custody Of the President Of the club
- 18.1.3. Not be affixed to any document, save by the authority of the club, and then in the presence of the President or Vice President or Club Captain and one other general committee member appointed for the purpose. Each person witnessing the affixing of the Common Seal shall sign every instrument to which it is affixed.

19. Winding up

- 19.1. The club shall be wound up if a motion to that effect is passed by two thirds majority at a General Meeting
- 19.2. In the event of the winding up of the club, any money and property remaining after the due settlement of the affairs of the Club and the payment of all debts and claims, shall be paid over or distributed to one or more organisations selected by resolution passed at a general meeting of the club and approved by the commissioner of Inland Revenue as established substantially or primarily for the purpose of promoting the amateur sport of skiing conducted for the recreation or entertainment of the general public in New Zealand, and provided that no part of the funds of such an organisation is used or is available to be used for private pecuniary profit or any proprietor, member of shareholder thereof.

Dated 24/02/2015

Signed President:



Peter Marriot

Club Captain:



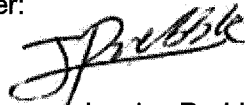
Joe Stadler

Vice President:



Douglas Hilson

Treasurer:



Jessica Prebble