

CONSTITUTION OF THE UNIVERSITY OF CANTERBURY CLUB/SOCIETY/ASSOCIATION

Last Updated: AGM 24/09/16

1. NAME

University of Canterbury Ultimate Club

The name of the club/society shall be the “University of Canterbury Club/Society”; hereinafter referred to as the Club.

2. OBJECTIVES

a. The objectives of the Club shall derive, and not be at conflict with, the aims, objectives and policies of the University of Canterbury Students’ Association Inc.

b. The objects of the Club shall be:

- to further the social / cultural / political / educational / sporting interests of all members of the Club, and to:
- promote the sport of Ultimate within the University of Canterbury
- develop the fitness and skill levels of players involved
- Compete in regional and national level tournaments

3. MEMBERSHIP

a. The following persons shall be eligible for membership:

- Any member of the University of Canterbury Students’ Association Inc.
 - *any graduate member of the University of Canterbury Students’ Association Inc.
 - Any staff member of the University of Canterbury.
 - Any associate member who shall be any other member admitted to the Club at the discretion of the committee.

b. Membership will be granted on payment of subscription fee.

4. SUBSCRIPTION

The annual subscription to be paid by each member shall be fixed in each year by the Club committee.

5. OFFICERS AND COMMITTEE

a. The Officers of the Club shall be:

- *President*
- *Vice President*
- *Treasurer*
- *Publicity Officer*
- *Team Manager (1 or 2)*
- *Events Co-ordinator (1 or 2)*

These officers shall be elected at the Annual General Meeting and shall hold office until the next Annual General Meeting, unless they:

- Resign, or
- Lose a vote of no confidence at a General Meeting during their term of office.

b. At the same meeting there shall be elected (minimum of 3/4) members, who, with the President, Vice President, Treasurer, and all other officers stated in 5.a, shall form the Committee of the Club. They shall hold office until the next Annual General Meeting, unless they

- Resign, or
- Lose a vote of no confidence at a General Meeting during their term of office.

c. No members shall be eligible for election to any office unless they have paid their subscription prior to the election.

d. All elections for Officers shall be by a show of hands or secret ballot.

6. MANAGEMENT

a. The committee of the Club, as provided for in Clauses 5(a) and (b), shall manage the internal affairs of the Club; shall exercise supervision over properties and members; shall purchase all materials required by the Club and pass accounts for payment.

b. The committee shall have power to carry out and enforce the constitution, and from time to time, make, amend or rescind by-laws as it deems fit.

c. At all committee meetings, (put a number, possibly 5/6) members shall form a quorum. d. The President or any two members of the committee shall have the power, at all times, to instruct the Vice President

7. FUNDS

a. The funds of the Club, from whatever source derived, shall be applied only towards the promotion of the aims and objectives of the club and no portion of any funds shall be paid or transferred directly or indirectly, by way of dividend, bonus, salary, or otherwise to any member of

the Club, with the exception of reimbursement to members of legitimate and actual expenditure on behalf of the Club which the Committee authorises.

b. All monies shall be received by the Treasurer, who shall deposit them in an account of the Club's. c. The Club is solely responsible for all debts incurred in its name. No responsibility or financial liability will be taken by the University of Canterbury Students' Association Inc.

8. PRESIDENT

a. At all General and Special Meetings of the Club, the President shall occupy the Chair. Should she or he be absent a committee member, appointed by members, shall take the Chair.

b. The chairperson, at any meeting, shall in all cases have a deliberate vote, and also a casting vote should equal voting occur.

c. The President is to ensure that a Club representative is allocated to act as a representative to Ultimate Frisbee clubs, including but not limited to the CFFC.

9. NON PRESIDENT TITLED POSITIONS

a. The Vice President shall attend all meetings and keep accurate minutes of the proceedings and assist following up with committee members to ensure actions passed are being completed, ensure club documents are correctly and tidily organised, issue notices of meetings, monitor club correspondence to ensure it is in keeping with the club's statements and does not damage the club's image, and attend generally to all clerical duties in connection with the Club.

Key clerical duties include but are not limited to:

- Annual completion of affiliation to the University of Canterbury Students' Association Inc
- Maintaining an up to date registry of members, identifying both University of Canterbury student members and others.
- Maintaining an up to date email list.

b. The Treasurer shall collect and account for all subscriptions, and shall dispose of them as directed by the committee, keep proper books and prepare a Financial Report on Income and Expenditure for the financial year to the Annual General Meeting, also s/he shall prepare the Statement of Assets and Liabilities for the Annual General Meeting. It is the treasurer's responsibility ensure the committee is updated at meetings as to debts owing by, funds available to and fees owed to the club.

The Treasurer shall also keep a record of equipment or property purchased, the cost, the receipt, and where such equipment is stored. S/he shall arrange insurance as necessary. S/he is to advise the committee's financial decisions such as aiding in the application for grants, seeking sponsorship, and organising fundraising opportunities.

c. The Publicity Officer shall ensure that the UCUC's social media profiles are well maintained and that Club events are well advertised in the target communities (this includes aiding with recruitment, social, and fundraising events).

d. The Team Manager/s shall be responsible for registering teams, with the assistance of any acting coaches or captains, in social and competitive leagues at local and national levels. They are

also to aid the treasurer in ensuring all league and tournament fees are collected. Ensure players and captains are kept upto date with relevant tournament information.

e. The Events Coordinator/s shall organise social events; such as the Rookie Road Trip, Sports Days, and Post vs Undergrad and aid in organising fundraising events. They are also responsible for engaging with all new attendees to UCUC event/trainings.

10. ANNUAL GENERAL MEETING AND SPECIAL GENERAL MEETING

a. Notice of Annual General and Special General Meetings shall be posted on the Club Notice board, UCSA Club Development Office, as well as on the Club's own notice board, not less than seven days prior to the meeting taking place. A notice shall also be placed to appear in an issue of Canta, which comes out not less than seven days prior to the Meeting taking place.

b. An Annual General Meeting of the Club shall be held each year, at a date determined by the committee. The regular business of the meeting shall be:

- To receive the Annual Report (President).
- To receive the Financial Report, and the Statement of Assets and Liabilities for the preceding year.
- To elect Officers and Committee members for the forthcoming year.
- To transact any other general business of the Club.

c. A special General meeting of the Club shall be called by the Vice President on receiving a written request by the President, by at least ten (10) financial members, or by the committee on its motion.

d. The mode of voting at all meetings shall be by a show of hands or a secret ballot, absentee votes may be submitted directly to the acting President and Vice President once nominees have been announced.

e. At all General Meetings of the Club, all financial members shall be entitled to vote.

11. FINANCIAL YEAR

a. The financial year of the Club shall begin on the first day of January, and terminate on the last day of December in each year.

12. CONSTITUTION

a. The Vice President and Treasurer shall keep copies of this Constitution, which shall be available to members on application.

13. ALTERATION OF THE CONSTITUTION

a. No part of this Constitution shall be altered, rescinded or added to except at a General Meeting of the Club called for that purpose and every proposed alteration must be handed to the Vice President at least eight (8) clear days before the date of such a meeting.

b. No motion to alter or rescind or add to this constitution shall be deemed to be carried at a General Meeting unless two-thirds majority vote in favor of the changes to be received from the members present.

c. The UCSA Clubs Development Officer, UCSA Clubs Committee, and University of Canterbury Students' Association Inc must be notified in writing of any alterations made.

d. No motion to alter or rescind or add to this Constitution shall be deemed to be carried if the University of Canterbury Students' Association Inc Executive deems the change to be contrary to the interests, aims or objectives of the University of Canterbury Students' Association Inc.

14. STANDING ORDERS

a. The Standing Orders of this Club shall be those of the University of Canterbury Students' Association Inc.

15. AFFILIATION

a. The Club shall apply for affiliation to the University of Canterbury Students' Association Inc on an annual basis, and will abide by the decisions and rulings of its Executive. The conduct of the affairs of the Club shall be in accordance with the Constitution of the University of Canterbury Students' Association Inc.

16. WINDING UP

a. The Club shall be wound up if:

- A motion to that effect is passed by a two-thirds majority at a General Meeting.

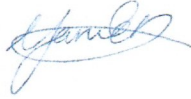
b. In the event of the Club winding up, all property and assets (including any monies held in the club bank account), shall be held in trust by the University of Canterbury Students' Association Inc for not less than four years, and shall be given to a University of Canterbury Students' Association Inc Club with the same objectives when such a Club is formed. If, after four years, no similar University of Canterbury Students' Association Inc Club is formed, the University of Canterbury Students' Association Inc shall have the power to dispose of assets and properties as it sees fit. All profits from such disposal shall go towards the University of Canterbury Students' Association Inc Club Funds.

President Signature:
Benjamin Johnstone



Date: 6/12/2016

Vice President Signature:
Yani Nicholson



Date: 05/12/16

Treasurer Signature:
Matt Furze



Date: 7/12/16