



## CONSTITUTION OF THE UNIVERSITY OF CANTERBURY CHEERLEADING CLUB

### **1. NAME**

1. The name of the club is the University of Canterbury Cheerleading Club; hereinafter referred to as the Club.

### **2. OBJECTIVES**

1. The objects of the Club shall derive, and not be at conflict with, the aims, objectives and policies of the University of Canterbury Students' Association Inc.
2. The objects of the Club are:
  1. To provide a Club in which individuals will be able to train in and understand the process of cheerleading at a local and national level.
  2. To provide social opportunities for members.
  3. To foster a culture that is conscious of all members' health, safety and well-being.

### **3. MEMBERSHIP**

1. The following persons shall be eligible for membership:
  1. Any member of the University of Canterbury;
  2. Any graduate of the University of Canterbury;
  3. Any staff member from the University of Canterbury;
  4. Any associate member who shall be any other member admitted to the Club at the discretion of the committee, so long as they are over the age of 16 years.
2. Membership will be granted on payment of a subscription fee; equivalent to paying for and attending 10 trainings. The committee shall fix the fees payable and any amount so fixed shall continue to be the fee payable until it shall have been duly altered by resolution at a subsequent committee meeting. Membership will be granted on payment of a subscription fee. The committee shall fix the fees payable and any amount so fixed shall continue to be the fee payable until it shall have been duly altered by resolution at a subsequent committee meeting.

### **4. PARTICIPATION**

1. All members participating in any activities must do so while ensuring their own, and their fellow members', health, safety and well-being. This means:
  1. All members MUST disclose an injuries, conditions, or any other matter that may impact on their ability to participate, no matter how minor or long ago.
  2. All members have an obligation to be active, responsive, and alert participants in training.

3. All members have a responsibility to report to the coach and the committee any instances where either their, or someone else's, health, safety, or well-being was at risk.

4. All members shall hold each other to account to ensure that a focus on health, safety, and well-being is a top priority for the club.

2. If there are any questions around a particular member's health, safety, and well-being the committee has the right to limit that member's participation in training, until they are satisfied that the member is able to participate safely.

1. The committee has the right to ask for a medical certificate. If the committee deems it necessary, they have the right to direct the member to see a specified medical professional to obtain a medical certificate. This cost will be covered by the club.

3. A club member may only be a member of a competition team if they are 18 as of the first day of competitions. This applies for competitions where the team must travel to compete.

1. An exception may be granted under exceptional circumstances at the discretion of the committee, in consultation with the coach.

## **5. MANAGEMENT**

1. A Committee shall control the business and affairs of the Club. Membership of that Committee shall be made up as follows:

1. The Officials of the Club
2. A UCSA Rep
3. A Sponsorship/Fundraising Coordinator
4. Two Event Co-ordinators
5. A Coach who may also be an Official

2. Committee members must be paying members of the Club, with the exception of the Coach. However, if the Coach also doubles as a Committee member or an Officer then they will need to be a paying member.
3. The members of the Committee shall be elected at the AGM and will hold the positions until the following AGM.
4. Any member of the Committee shall be eligible for re-election as long as they continue to qualify as members.
5. Any member of the Committee who fails to attend 3 consecutive meetings of the committee without cause shall cease to be a member of the committee.
6. For the period of their standing, all committee members must be enrolled students, or alumni of the University of Canterbury, or have previously been a club member for two years.
7. Organisation of competitions will be made by the committee.

## **6. OFFICIALS**

1. The officers of the Club shall be the President, Secretary and Treasurer. 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.

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

## **7. DUTIES OF OFFICIALS**

1. President

1. At all General and Special Meetings of the Club, the President shall occupy the Chair. In absentia, a chairperson may be elected from the floor of the meeting.
2. The chairperson, at any meeting, shall in all cases have a deliberate vote, and also a casting vote should equal voting occur.
2. Secretary
  1. To call and attend all general and committee meetings.
  2. To take minutes.
  3. Submit correspondence and reply thereto according to directions of the committee.
  4. Will keep a register of members, identifying both University of Canterbury student members and others.
  5. Will be privacy officer and be familiar with the club's responsibilities under the Privacy Act.
  6. Will affiliate with the University of Canterbury Student's Association Inc. annually.
3. Treasurer
  1. To attend all general and committee meetings.
  2. Collect and account for all subscriptions, and dispose of them as directed by the committee.
  3. Keep proper books and prepare a Financial Report on Income and Expenditure for the financial year, as well as the Statement of Assets and Liabilities to the Annual General Meeting.
  4. To keep a record of equipment or property purchased; the cost, receipt and where the equipment is stored. They shall arrange insurance as necessary.
  5. To identify and recommend to the Committee potential training sites and potential venues for storage and maintenance of equipment, as well the associated pricing, availability and limitations of these venues.
  6. To facilitate the grant application process with the club's UCSA rep.
  7. To authorise any financial obligation placed upon the club, in consultation with the committee.
4. Officials will provide a qualified coach to coach the team. This coach will then be voted on by the Committee through majority vote. If not approved, the Officials will search for another coach.
5. In order for the club finances to operate quickly and efficiently, the executive members of the club (Treasurer, Secretary, President), may operate the club account with a financial institution (such as a bank) using a "one to sign" financial authority for Internet Electronic Banking, Automatic Teller Machine transactions or face to face over the counter transactions within a bank.
  1. The "one to sign" authority effectively means anyone of the executive members may perform transactions using anyone of the listed methods, without requiring another executive's authority for approval by the financial institution and is term currently used within financial institutions for such practices.
  2. "One to sign" transactions are only allowable for purposes that are directly within the interests of the club and are not allowable for personal purposes

3. The ability for financial transactions by executive members using the “one to sign” method is not allowable for lending purposes with any 3rd parties
4. Any members of the club with an established history of financial crime should not be permitted to have this authority
5. The “one to sign” method ability only extends to transferring money in or out of the clubs account at the club’s nominated financial institution. This authority does not allow a single member to alter any security conditions or close or open any accounts by them self without the consent of the other executive members.

## **8. COMMITTEE RESPONSIBILITIES**

1. Committee members are required to attend all committee meetings. The Secretary must be informed at least 2 days prior to scheduled meeting date if attendance is impossible.
2. To manage and control the funds and finances of the Club.
3. Committee members control the area of their position:
  1. UCSA Rep- to co-ordinate all aspects of communication with the University of Canterbury Student's Association Inc, including grants, fundraising opportunities, equipment hire, room bookings, Supreme Clubs and all other forms of communication, except affiliation.
  2. A Sponsorship/Fundraising Co-ordinator – to seek sources of sponsorship for the benefit to the club, including but not limited to; the upkeep of a sponsorship portfolio, and to approach businesses and companies. They will coordinate fundraising efforts by the team. They will work alongside other committee members where appropriate in the seeking of grants.
  3. Event/Fundraising Co-ordinators - to organise events involved and not involved in fundraising, including but not limited to annual events Cheer Camp and Prom, and end-of-Semester events for members and non-members. And competitions where appropriate. Alongside this, to organise fundraising for the club, including sourcing new fundraising opportunities. To coordinate the procurement of sponsorship for the Club.
  4. Social Media Manager-to run the social media accounts on behalf of the club. They will coordinate posts across all platforms and ensure that the image of the club is appropriately maintained. They will work alongside the officers to respond to messages sent to the club across all platforms.
4. To help with their responsibilities, a Sub-Committee may be formed with members from outside of the Committee.
5. To appoint and remove agents, delegates and Sub-committees (whether members of the Committee or of the Club or not) and to delegate to them either generally or for a particular purpose or time, such powers as it thinks fit.
6. Business dealt with by the Sub-Committee shall be reported on at the next Committee meeting.
7. The Committee has the right to override decisions made by a Sub-Committee.
8. The Committee is responsible for appointing the coach of the team.

## **9. COACH**

1. The coach will be qualified/have appropriate experience in the sport of cheerleading.
2. The coach may or may not be a paying member of the Club.
3. The coach must be voted in by majority vote of the Committee, and will remain as Coach until:
  1. They resign, or
  2. Another more appropriate coach is available, in which case the Committee votes, or
  3. Issues arise between the coach and the Club, giving rise to a vote of no confidence in the coach.
4. The coach is responsible for training, choreography and routine music, unless the Committee requires the job to be delegated to somebody else.
5. The coach is required to assist the treasurer to find an appropriate venue for training space.
6. The coach may bring an Assistant Coach if required, who must be a member of the Club.
7. If the coach misses three consecutive training sessions without appropriate notification then the coach shall cease to be the coach and the Committee will find someone else.
8. The Club must have an appropriate coach/assistant coach at every training session.
9. If the coach is unable to attend training, they will provide an appropriate replacement for that session, as approved by the committee.
10. The coach may elect a Captain if it is appropriate. The Captain will be a voice between the training members and the coach, and will be a leading voice at events and competitions.

#### **10. ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS**

1. Notice of the Annual General Meeting shall be posted on the appropriate forums not less than seven days prior to the meeting taking place.
2. An Annual General Meeting shall be held each year on 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 Officials and Committee members for the forthcoming year.
  - To transact any other general business of the Club.
3. A Special General Meeting of the Club may be called upon by the Secretary at any time, by either receiving a request from the President, a written request by at least six financial members, setting forth the purpose for why such a meeting is to be held, or by the committee on its motion.
4. Public campaigning for committee positions is allowable only between official notification of the annual general meeting and the annual general meeting.
  1. Public campaigning covers forms of public address, electronic and print media. It does not cover private word of mouth.
  2. If a nominee is deemed to have begun public campaigning before permissible period, then they will be subject to suitable punishment by the committee such as nominee status becoming void.
  3. This is not an offense where punishment could result in a member's membership status being revoked.

5. To be entitled to vote at the Annual General Meeting a person must be:
  1. A paying member of UCheer, or,
  2. A coach, that has been duly elected by the Committee
6. Should a paying member of the club wish to vote via proxy, this may be achieved by notifying the President before the commencement of the AGM.

#### **11. GENERAL MEETINGS**

1. All questions arising at any GM of the Club shall be decided by a majority vote.
2. The mode of voting at all meetings shall be by a show of hands or a secret ballot.
3. At any GM of the Club, in the event of equal voting, the President shall have a casting vote.
4. The chairperson's ruling is final in any point of order.
5. At all committee meetings, 5 members shall be required to form a quorum.

#### **12. FUNDS**

1. The funds of the Club, from whichever 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.
2. All monies shall be received by the Treasurer, who shall deposit them in an account of the Club's.
  1. The club shall hold two accounts. A general banking account for day-to-day club income and expenditure; and a no-fee online account to hold Competition Team-specific monies such as additional fees, Competition Team-specific fundraising earnings, and monies for team apparel.
3. 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 Student's Association Inc.
  1. No debt may be incurred without consultation with the treasurer.

#### **13. FINANCIAL YEAR**

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

#### **14. CONSTITUTION**

1. The Secretary and Treasurer shall keep copies of this Constitution, which shall be available to members on application.

#### **15. ALTERATIONS OF THE CONSTITUTION**

1. These rules may only be altered, added to or rescinded by a resolution passed at a General Meeting of the Club.
2. Notice of motion to alter, add to, or rescind these Rules may be given by a member.
3. Every such notice must be given in writing to the Secretary at least eight clear days before the meeting at which it is proposed to move the motion.

## **16. AFFILIATION**

1. The Club shall apply for affiliation to the University of Canterbury Student's 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 Student's Association Inc.

## **17. WINDING UP**

1. The Club shall be wound up if:
  - A motion to that effect is passed by a two-thirds majority at a General Meeting.
2. 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.