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# *University of Canterbury Climbing Club Constitution*

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## **ARTICLE ONE: NAMING**

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- 1.1 The name of the Club shall be “University of Canterbury Climbing Club”, also recognised as UC Climbing, or UC Climbing Club. Hereinafter, referred to as ‘the Club’.

## **ARTICLE TWO: OBJECTIVES OF THE CLUB**

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- 2.1 The aims of the Club shall be:
1. To raise the standard of skills and safety in the areas of rock climbing.
  2. To promote and provide safety awareness and education in the outdoors, notably in rock climbing.
  3. To provide a fun and social environment for both new and experienced climbers to interact.
  4. Provision of resources for the use of members, including but not limited to an expansive inventory of equipment freely available and a library of climbing guides.
  5. Training and tuition for beginners and experienced climbers to up-skill.
  6. The provision of trips and events for members to be involved in.
  7. The Club shall not provide all these benefits exclusively to members.

## **ARTICLE THREE: MEMBERSHIP**

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- 3.1 Membership is open to any member of the public.
- 3.2 Any eligible person shall become a member of the Club upon the payment of their respective annual membership fee, the amount of which will be determined by the committee annually, and the provision of the required details to the membership officer or another member of the Club committee. Upon the provision of these, an individual may hereinafter be referred to as ‘a member’.
- 3.3 Membership revocation: Any member may lose their membership if they commit the following offenses:
1. Reported by the UC RecCentre staff over 2 times (“3<sup>rd</sup> strike” rule).
  2. Breaking Club rules Whilst on club trips, events in partnered facilities.

3. Any offence brought to the committee's knowledge outside of the above requires a super-majority of the Quorum for a member to lose their membership.
4. The duration of membership revocation is decided by a majority (>50%) vote by the Committee or super-majority (≥75%) vote by the Quorum.

3.4 Committee members earn free membership for the duration of their time on Committee.

## **ARTICLE FOUR: THE COMMITTEE**

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- 4.1 The committee shall conduct the business of the Club, in order to achieve the objectives of the Club annually.
- 4.2 The committee shall be elected at the Annual General Meeting (AGM), or an Extraordinary General Meeting (EGM) if required.
- 4.3 The named committee shall vote on all decisions on a majority rules basis. In a minimum four-member committee, this shall be three votes.
  1. In the case of an equal number of votes for and against, the President's vote shall act as a tie break.
  2. Agreement between the Vice President, Secretary and Treasurer shall have the power to veto the President's decision.
- 4.4 All officers of the committee must act in the best interest of the Club by taking all reasonable measures to ensure they fill their job description, as defined by the Club constitution.
- 4.5 All committee members must have undertaken a climbing technical skills and safety course managed by an accredited external organisation prior to the first intro day, or later at the discretion of the President and Vice President.
- 4.6 It is expected for the roles of President, Vice President, Trips & Events Officer, and Armourer, that prior to assuming the role the candidate must have suitable climbing experience or knowledge of relevant technical/safety aspects of climbing necessary for the role.
- 4.7 The named committee shall consist of the following officers:
  1. President
  2. Vice President
  3. Secretary
  4. Treasurer
  5. Trips & Events Officer
  6. Membership Officer
  7. Sponsorship Officer
  8. Party Girl/Boy
  9. Armourer (Gear Officer)

## 10. Publicity Officer

4.8 The Quorum shall consist of roles 1-4. The Quorum is the minimum requirement for the committee to be formed.

4.9 The General Officer positions available may be up to 0.75% of the previous year's membership at the time of the AGM, with a maximum of 10 general officers. Making the smallest possible committee the 4 Quorum members and the largest possible committee 20 members.

### 4.10 President

The President must have been a committee member for one or more preceding years before their appointment as President.

The role of the President is to oversee the running of the club.

Specific duties involve, but are not limited to:

1. The President will be the media liaison in the first instance.
2. Be the first point of contact for the UCSA and outside organisations.
3. Be the first point of contact to resolve any member disputes or social issues within the club.
4. Regularly check the Club email.
5. Liaise with club officers and when necessary will delegate some liaising duties to the Vice-President.
6. Encourage attendance from the whole committee at events.
7. Organisation and enforcing attendance of a committee training course prior to Term 1 Intro-Day (with Vice President).
8. Organisation of Clubs' Day.
9. The President shall be a bank signatory.
10. Working with the Treasurer on the annual budget and management of accounts.
11. Chair committee meetings, the AGM and any EGMs held.
12. To prepare an annual President's report, to be presented at the AGM.

### 4.11 Vice President

The Vice-President must have been a committee member for one or more preceding years before their appointment as Vice-President.

The role of the Vice-President is to support the President in the running of the club.

Specific duties involve, but are not limited to:

1. The Vice-President shall be the primary contact for business with the UC Rec Centre with regards to health and safety documentation, club nights and room bookings.
2. Shall be responsible for ensuring sufficient first aid certificates on the UC Climbing Club Committee.
3. Preparing all relevant health and safety documentation for club trips.

4. Attend or send appropriate club representatives to meetings, including UCSA Clubs & Societies, UCSA Recreation Centre Liaison meetings.
5. The Vice-President shall be a bank signatory.
6. Regularly check the Club email.
7. The Vice-President shall take over the duties of the President when it is required.
8. To prepare an annual Vice-President's report, to be presented at the AGM.
9. Facilitating that the Club maintains and meets the agreement made with the RecCentre.
10. Organisation and enforcing attendance of a committee training course prior to Term 1 Intro-Day (with President).

#### 4.12 Secretary

The Secretary's role is to provide record for Club activities and maintain correspondence with the Club's members.

The Secretary may ask for assistance from any or all members of the Quorum or be called on for assistance from any or all members of the Quorum.

Specific duties involve, but are not limited to:

1. Creating an agenda prior to committee meetings, AGMs and EGMs.
2. Taking and creating the minutes as a summary of all meetings.
3. Preparation of an action list at the conclusion of meetings, to be given to the President, Vice President and made available on Google Drive in a timely fashion.
4. Notifying UCSA Clubs Development Officer of any changes to the University Canterbury Climbing Club constitution (this document in its entirety).
5. Maintaining an understanding of the current Club constitution and the distribution to any member who requests a copy of it.
6. Add backups of documents like membership list.
7. Preparation of all affiliation forms as required by the UCSA.
8. Keep electronic records of all documents and forms used by the Club accessible to committee members.
9. The Secretary shall be a bank signatory.
10. Ensure receipts go to the treasurer following club events for reconciliation and reimbursement.
11. Write a regular electronic newsletter for the members of the Club, which details the Club's recent activities and future plans.
12. Choosing and monitoring the use of UCSA photocopier PIN number and usage.
13. The Secretary will act as a liaison with the New Zealand Alpine Club (NZAC) to organise collaboration such as crag maintenance and climbing meets.
14. Regularly check the Club email.

#### 4.13 Treasurer

The Treasurer's role is to monitor and control all cash and credit payments and receipts, keep an accurate record of them and ensure the Club does not fall into an undesirable financial position.

The Treasurer may ask for assistance from any or all members of the Quorum or be called on for assistance from any or all members of the Quorum.

Specific duties involve, but are not limited to:

1. Communication with trip leaders and organisations to determine appropriate budgets for trips and events.
2. Control of and security of cash at events, including ensuring appropriate change is available at all events.
3. Arranging the change of bank account signatories following the election of new committee member(s).
4. The Treasurer shall be a bank account signatory.
5. To prepare a budget for the year, to be presented at the first committee meeting of the year for spending and usage with UCSA Grant Applications.
6. To prepare an annual Treasurer's report, to be presented at the AGM.
7. To organise grant applications.
8. To keep track of and budget for future financial commitments.
9. To advise the Quorum of the current cash situation.
10. The Treasurer shall hold a key to the gear locker.

#### 4.14 Trips & Events Officer

The Trips Officer's job is to provide safe and enjoyable trips which run within the budgets established by the Treasurer. The Trips Officer has the ability to call off a trip or refuse access to individuals where they see the trip to be unsafe or beyond the ability of the member(s). The Officer may also be Party Girl/Boy, in the event of a non-election of the role.

Specific duties involve, but are not limited to:

1. Research and organisation of the regular and annual trips, which may include:
  - a. Castle Hill trips.
  - b. Day trips in the Canterbury region.
  - c. Intro days.
  - d. Climb the Library.
  - e. Boulder Fests and Boulder Gym cleaning/resets.
  - f. Paines trips.
2. Ensure there are sufficient numbers of first aid certificate holders available on each official club trip. For groups of more than 20, two people with current first aid certificates (or equivalent) are required.
3. Prepare a programme of intended trips for the year, to make a calendar posted in the Boulder Gym.
4. Book the required venues before the start of the academic year.

5. Work with the Treasurer following club events for payments, reconciliation and reimbursements.

#### 4.15 Membership Officer

The Membership Officer's role is to encourage people to join the Club.

Specific duties involve, but are not limited to:

1. Keep accurate records of members, medical conditions and emergency contact details in Google Drive.
2. Design and arrange to have membership stickers printed prior to the end of the academic year.
3. Regularly being available at Club night and Club's Day with membership forms.
4. Act as the contact person for member change of details.
5. Regularly check the Club email and respond to membership related emails.
6. Be a first point of contact for new members.
7. Ensure all membership fees are collected and handed to the Treasurer in a timely manner.

#### 4.16 Sponsorship Officer

The role of the Sponsorship Officer is to maintain a good relationship between the general public, the members of the Club, and the Club's sponsors.

Specific duties involve, but are not limited to:

1. Ensure that any publicity related to the Club is positive.
2. Maintain and grow the relationship with the Club sponsors.
3. Arranging prizes for BoulderFest events.
4. Organise events with and for sponsors.
5. Liaise with the Club's sponsors about the change in sticker colour and distribute to sponsors.

#### 4.17 Party Girl/Boy

This role may be incorporated with that of the Trips & Events Officer. The role of Party Girl/Boy is to organise fun activities in which members and non-members can interact. The officer shall not provide solely climbing oriented events.

Specific duties involve, but are not limited to:

1. Organisation of social events and the discussion of budgets and spending with the Treasurer.
2. Organise and provide catering for the relevant events.
3. Availability for members to contact and suggest events.

#### 4.18 Armourer

The Armourer's role is to ensure that all gear is in good order and available to hire. The responsibility of condition, whereabouts and availability of gear lies with the Armourer.

Specific duties involve, but are not limited to:

1. Maintain inventory of gear, retire gear when appropriate and facilitate the hiring of gear.
2. Maintain an accurate record of gear available, gear hired and details of people who hold gear.
3. Make sure that the person hiring the gear knows how to use it.
4. Publicise the gear locker within the Club.
5. Replenishment of the first aid kits.
6. Be available for members to contact to hire gear from.
7. The Armourer shall hold a key to the gear locker.
8. Organising a twice-yearly gear check in which the condition of all club gear is checked for safety. This is to be provided to the Vice President and made available on the Club Drive.
9. Responsible for clarifying and editing hiring rules as necessary during their term and communicating this.

#### 4.19 Publicity Officer

The role of the Publicity Officer is to manage the club's social media and other publicity, such as posters, flyers or advertising at Club's day, and a poster for the boulder room. They are to be the primary contact on the Club's Facebook and Instagram, and direct messages to the appropriate committee member. They are also to responsible for the gathering and managing of trip photos.

#### 4.20 General committee

The role of general committee is to assist the committee in the day to day running of the club. Where possible, they are to prompt for jobs and aid other committee members.

4.21 Officers of the Committee shall hold office until they are stood down or their position is re-elected at any AGM or EGM.

4.22 A committee officer may be stood down by a unanimous decision of the Quorum or a 75% majority of the entire committee, excluding the General committee. At a meeting where a stand down vote is taking place there must be at least 7 committee members present. The person being voted on has the right to be present.

## **ARTICLE FIVE: COMMITTEE MEETINGS**

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### 5.1 Committee Meetings

1. Meetings of the committee will be held at least every 2 months. At least 3 days' notice must be given to members of the committee. All officers shall be informed of dates, times and locations and be invited to attend,
2. Only officers holding named positions can vote at these meetings. General committee can discuss matters but cannot vote. In the case of a tie breaker, the President's vote will decide
3. The minimum for a meeting to be held shall be four officers with at least two Quorum members.
4. Meetings of the committee shall be convened by any member of the Quorum.
5. Agendas for these meetings shall be created by the Secretary prior to the meeting with hard copies brought to the meeting. The matters on the agenda are to be prioritised and discussed.

## 5.2 Purpose of committee meetings

The purpose of committee meetings are to:

1. Keep in touch with other officers.
2. Present a short report on what each officer is doing.
3. Make action plans and policy decisions.
4. Discuss correspondence.
5. Discuss major purchases and any general spending.
6. Discuss proposals to apply for funding.
7. Discuss affiliations and support with other organisations.
8. Discuss safety concerns.
9. Decide what action must be taken to further the aims of the Club.
10. Discuss any other relevant items.

## **ARTICLE SIX: CLUB NIGHTS**

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- 6.1 Clubs nights are normally held Tuesday and Thursday during University of Canterbury term times in the University of Canterbury Recreation Centre bouldering room. All club members are welcome to attend.
- 6.2 Club nights are to be booked in November with stickers and H+S forms provided to the facility.

## **ARTICLE SEVEN: AGM & EGM**

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### 7.1 Annual General Meeting (AGM)

The AGM shall take place in the second semester of the academic year, at a time determined by the committee of the Club.

This meeting shall be chaired by the President and minutes are to be taken by the Secretary.

No less than 7 days' notice of the Annual General Meeting shall be given. The location, date and time of the AGM shall be notified to the Committee and members and advertised on the Club's Facebook page and by a general email.

## 7.2 Extraordinary General Meeting (EGM)

An EGM of the Club may be convened to:

1. Hold an election to fill a vacancy on the committee, should one arise; or
2. Consider a proposal to amend this constitution or any other governing instrument of the Club; or
3. Address any other circumstance not provided for in this constitution. An EGM shall be convened:
  - a. By majority decision of the committee; or
  - b. By a petition signed by more than 30 members of the Club, presented to the Committee.

No less than 10 days' notice of an EGM shall be given. The location, date and time of the EGM shall be notified to the Committee and members by email and on the club Facebook page.

## **ARTICLE EIGHT: ELECTION OF THE COMMITTEE**

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- 8.1 The committee of the Club shall be elected at the AGM.
- 8.2 All members of the Club shall be eligible for election to the committee, with the exception of the roles of President and Vice-President.
- 8.3 The President and Vice-President must have previously been a committee member.
- 8.4 Candidates for each position on the committee of the Club must be proposed and seconded by members of the Club at the AGM.
- 8.5 All members of the Club shall be entitled to vote in the election of the committee.
- 8.6 The election of committee members shall take place by vote at the AGM. The candidate receiving the most votes will become the officer.
- 8.7 Votes are to be counted and recorded by the President and Secretary. In the event of a tie breaker the President's vote will decide.
- 8.8 If the President is running for a position the Vice-President will take over the counting of the votes. If Secretary is running for a position Vice-President will take over recording the votes. If President and Secretary are both running for a position the Vice-President will take over the counting of the votes and the Treasurer will take over recording the votes.

## **ARTICLE NINE: RESIGNATIONS FROM THE COMMITTEE**

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- 9.1 Any committee member may resign by sending an email to [ucclimbingclub@gmail.com](mailto:ucclimbingclub@gmail.com), addressed to the Secretary. In the case of the resignation of the Secretary, they may resign by emailing [ucclimbingclub@gmail.com](mailto:ucclimbingclub@gmail.com), addressed to the President.

## **ARTICLE TEN: MANAGEMENT OF FINANCE**

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- 10.1 The finances of the Club shall be managed by the Treasurer and overseen by the President, Vice President and Secretary of the Club.
- 10.2 Any spending by the Club is to be authorised by a majority of the Quorum and a record of the spending is to be stored in the UC Climbing Club records.
- 10.3 No member of the committee of the Club shall receive remuneration from the Club or use their office for personal financial gain.
- 10.4 The Club is a non-profit, non-loss organisation and must act accordingly.

## **ARTICLE ELEVEN: AMENDMENTS TO THE CONSTITUTION**

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- 11.1 Amendments to this constitution may be made at any AGM, or EGM of the Club.
- 11.2 Amendments to this constitution require a 75% majority vote, excluding abstentions, to be amended.
- 11.3 Amendments to this constitution must be relayed to all affiliated groups and all members of the Club.

## **ARTICLE TWELVE: DISSOLUTION OF THE CLUB**

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- 12.1 The Club may be dissolved by a two-thirds majority vote of its membership at any General Meeting.
- 12.2 The Club shall fall into abeyance should it fail to validly elect a committee for 3 (three) successive years.
- 12.3 On dissolution of the Club, its assets shall be sold, and the cash used to repay outstanding debts, with any excess to be given to the New Zealand Alpine Club.