

# BASIC CONSTITUTION TEMPLATE



## **1. Name**

The name of this club shall be University of Canterbury (UC) Basketball Club and will be affiliated to the University of Canterbury Students Association (UCSA).

## **2. Purpose/aims/objectives**

- Promote University of Canterbury Basketball Club within the University of Canterbury campus and the wider community.
- Fulfil obligations set forth by UCSA and the University of Canterbury.
- Guide club decisions with UCSA and UC policy documents.
- Grow and foster student engagement and wellbeing on campus.
- Treat all members of the club and wider student population with fairness and equality.
- Provide competitive opportunities to participate in Canterbury Basketball competitions for students and community.

## **3. Membership**

3.1 Membership shall be open to all University of Canterbury students and the community, provided that majority of members are current students.

3.2 Membership of the club will be granted by being a paid up playing member of the club (annual subscriptions set), as a social member or as a coach.

3.3 The Club president must be either a UC student or a UC Alumni.

3.4 All members are subject to the regulations contained in this constitution and by joining the club will be deemed to accept these and the UCSA regulations and codes of practice that the club has adopted.

## **4. Officers of the Club**

4.1 The officers of the club will be:

- President
- Vice President
- Communications Manager
- Treasurer
- Social Manager



- Events Manager
- Men's and Women's Club Captains (decided if needed each year by committee)

4.2 The officers combined will make up the management executive of the club.

4.3 Officers shall be elected annually at the Annual General Meeting (AGM).

4.4 All officers will serve for a one year term but will be eligible for re-appointment.

4.5 Other members can be co-opted onto the general committee at the discretion of the management executive committee

## **5. Duties of the officers**

5.1 President — it shall be the duty of the President to:

- Represent the club,
- Preside at meetings,
- Perform other duties as ordinarily pertain to this office.

5.2 Vice President — it shall be the duty of the Vice President to:

- Preside in absence of President,
- Support the President and represent the club.

5.3 Communications Manager — it shall be the duty of the Communications Manager to:

- Record minutes of all meetings,
- Keep a file of club records,
- Maintain current roster of membership,
- Keep details updated with the UCSA.

5.4 Treasurer — it shall be the duty of the Treasurer to:

- Receive and process all funds,
- Keep an itemised account of all receipts and expenditures and make reports as directed.

5.5 Social Manager — it shall be the duty of the Social Manager to:

- Organise opportunities for UC basketball club to interact and socialize club wide, the promotion of social events to club members.

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5.6 Events Manager — it shall be the duty of the Events Manager to:

- To support the organisation in running, and execution of club events and functions.

## **6. Meetings**

6.1 Meetings shall be held quarterly throughout the year.

6.2 An estimated 3 events shall be organised throughout the year; open to all members.

## **7. Special General Meetings**

7.1 Notice of Special General Meetings (SGM) will be given by the club Communications Manager with a minimum of 14 days' notice.

7.2 The quorum for SGMs will be four members.

## **8. Annual General Meetings**

8.1 Notice of Annual General Meetings (AGM) will be given by the club Communications Manager with a minimum of 14 days' notice.

8.2 The AGM will receive a report from all officers and a statement of accounts.

8.3 Nominations and elections of officers are to take place at the AGM.

8.4 All members have the right to vote at the AGM.

8.5 The quorum for AGMs will be four members.

## **9. Finance**

9.1 The club will have a bank account held in the name of the club.

9.2 All club monies will be banked into the account held by the club.

9.3 The financial year of the club will end on December 31.

9.4 A statement of annual accounts will be presented by the Treasurer at the AGM.

## **10. Discipline and complainants**

10.1 All complaints should be presented in writing to either the President <sup>or PM</sup> of Communications Manager.

10.2 The committee will meet to hear complaints within 14 days of the complaint being lodged. If the committee requires guidance on the issue they will bring the complaint to the UCSA Clubs or advocacy staff. The staff will only guide the club in matters of process.

10.3 The committee has the power to take appropriate disciplinary action including the termination

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of membership. The outcome shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of a decision being reached.

10.4 Student to student complaints that are not club related, shall be passed to the University of Canterbury Student Development Team.

## 11. Dissolution

11.1 A resolution to dissolve the club can only be passed at an AGM through a majority vote of membership. Or if the clubs has not had contact with UCSA for other 6 months, the UCSA executive can deem the club as dissolved.

11.2 In the event of dissolution, any assets of the club that remain will become the property of the UCSA with the aim of holding the resources for the next similar club. If another club is not created within a reasonable amount of time, the resources or funds will be reabsorbed into the UCSA grant pool.

## 12. Amendments to the Constitution

12.1 The constitution can only be changed through agreement by majority vote at an Annual General Meeting or Special General Meeting (SGMs require a minimum of 14 days' notice to all members) or at Management Executive of the Club Meetings.

12.2 Propose amendments to the constitution are to be made in writing to the Communications Manager 5 days before the annual general meeting.

12.3 The Communications Manager will publicise the proposed alterations to the constitution 2 days prior to the annual general meeting.

13. Declaration: The University of Canterbury Basketball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name: PIET VAN HASSELT Position: President  
Signed: *Piet van Hasselt* Date: 13/2/2017  
Name: Caitlin Johnston Position: Vice President  
Signed: *C. Johnston* Date: 13/2/2017

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