

# Trentham United Harriers & Walkers Club Inc.

## Constitution

Dated: February 2023

(Version 9.3)

### **Trentham United Harriers & Walkers Club Inc. – The Beginning**

The Trentham United Harriers & Walkers Club started in the late 1950s and was then known as the Petone Athletic & Cycling Club. However because this Club only catered for summer events, there was increasing interest and discussion involving a winter option. The proposal for a winter harrier session was proposed at a Special General Meeting of the Petone Athletic & Cycling Club and in the year 1958 the Petone Harrier Club was formed. And so our Club began.

Three people who were part of the initial group promoting the Petone Harrier Club were Allan McKnight, Dave Smith and Jack Powell. Allan McKnight's mother became the first Patron in 1958.

### **Club Emblem**

Each Club in its striving to be different adopts a monogram or insignia and the Petone Harrier Club was no different.

A competition to find a suitable emblem was conducted amongst members and the winning entry, based on the Mercedes-Benz badge, was provided by Bob Mitchell and the new emblazoned uniform appeared in 1962.

The same 'three legged runner' is still seen today proudly worn on the Trentham United tee shirts, Club jerseys and track suits.

### **Our Clubrooms**

The Club is currently located in Trentham Memorial Park however there have been many moves before we became established in the park. The locations of our previous Club rooms were:

- (a) YMCA Hall, Cuba Street, Petone (1957-1958);
- (b) Wilford School, Petone (1960);
- (c) Next to the McKenzie Pool, Roxburgh Street, Petone (1963);
- (d) Cafeteria Building (also known as Horse Hall and the Tin Hut), Trentham Memorial Park (1970); (e) Upper Hutt College (1977);
- (f) Davis Field Pavilion (1979);
- (g) Council Pavilion, Whakatiki Park (1983);
- (h) Trentham Memorial Park Sports Association Clubrooms, Trentham Memorial Park (1986).

*(Source: Stewart, K., THE RUNNING BLUES: A history of the Petone and Trentham United Harrier Club, 1958 – 1997)*

## Constitution Version Control

The table below is set out for information purposes only. It provides a high level review of the changes that have been made to the Constitution over the years.

Version	Date	Detail
1.0	c1958	Original Constitution
2.0	c1969-1970	Change of name from Petone Harrier Club to United Harrier & Road Runners Club
3.0	1977	The Club is registered as an incorporated society under the name United Harrier Club Inc.
4.0	c1979-1980	Limit of life time of people holding office and removal of Chairman and Patron positions. Duties of office holders documented.
5.0	1988	Previous Club name 'United Harrier Club Inc. changed to Trentham United Harrier Club Inc. (This name change was legally registered on 31 July 1992).
6.0	11/05/1998	1. Inclusion of the word 'walking' in the 'Object of the Club' section 2. Wording in Constitution changed to accommodate the Club's incorporated society status
7.0	30/05/2003	Club name changed to Trentham United Harriers and Walkers Club Inc.
8.0	12/03/2003	1. Change to committee structure and roles 2. The name 'Committee' changed to 'Executive Group' 3. Change the 'Officer of the Club – Delegate' to 'Communication' 4. Executive Group has seven members with the Quorum being 4
9.0 (cont.)		<p>9. Additions: 8.0 Officers and Executive Group</p> <ul style="list-style-type: none"> <li>• The primary objectives of the Executive Group (8.1) Change to numbering: <ul style="list-style-type: none"> <li>• 8.1 'offices of the Executive Group' is now 8.2</li> <li>• 8.2 'election of officers' is now 8.3</li> <li>• 8.8 ' quorum of Executive Groups is now 8.7 and the quorum is changed from six to four Remove</li> <li>• 8.3 'six officers and maximum of ten other financial members • 8.7 ' powers of the Executive Group' is incorporated into 'Resolutions passed at meetings (7.9)</li> </ul> </li> </ul> <p>10.Changes: 9.0 Finance Change to numbering: <ul style="list-style-type: none"> <li>• 9.1 ' bank account and trustees' is now 5.2</li> <li>• 9.2 ' club funds not for immediate use' is now 5.3</li> <li>• 9.3 ' expenditure of club money' is now 5.4</li> <li>• 9.4 ' donated monies' is now 5.5</li> <li>• 9.5 ' qualified auditor' is now 5.6</li> </ul> </p> <p>11.Additions: 10.0 Uniform <ul style="list-style-type: none"> <li>• 9.2 Other approved apparel</li> <li>• 9.3b Club uniform to be worn on club day</li> </ul> Changes to numbering: <ul style="list-style-type: none"> <li>• 10.1 ' the club uniform' is now 9.1</li> <li>• 10.1b ' uniforms worn at events' is now 9.3a</li> </ul> </p> <p>12.Change: 11.0 Common Seal Change to numbering:</p>

		<ul style="list-style-type: none"> <li>• 11.1 'common seal' is now 10.0</li> </ul> <p>13.Change: 12.0 General Change to numbering:</p> <ul style="list-style-type: none"> <li>• 12.1 ' all matters not specifically provided in the rules' is not 11.0</li> </ul> <p>14.Additions: 13.0 Winding up of Club</p> <ul style="list-style-type: none"> <li>• When can the Club be wound up (12.1) Change to numbering:</li> <li>• 13.1 ' in the event of winding up' is now 12.2</li> </ul> <p>15.Additional clauses</p> <ul style="list-style-type: none"> <li>• Reimbursement (13.0)</li> <li>• Interpretation (14.0)</li> <li>• Constitution Authorisation (15.0)</li> </ul>
9.1		<p>16. Changes to 9.0 Uniform</p> <ul style="list-style-type: none"> <li>• Added the following words to the covering sentence "The Club uniform colours are royal blue (as the main colour) and gold (as the highlighting colour)"</li> <li>• Added to 9.0a and new sub-clause (i) the qualifying comments of 'top and 'tee-shirt' as well as singlet; 'with other gold highlights as approved by the Executive Group"; 'or the back in royal blue or gold'</li> </ul>
		<p>New sub-clauses</p> <ul style="list-style-type: none"> <li>• 9.0(a)(ii) 'a top(singlet or tee-shirt) in the Club colours approved by the Executive Group</li> <li>• 9.0(b)(i) 'Either royal blue shorts with gold stripes down each side; or'</li> <li>• 9.0(b)(ii) plain black royal blue or navy shorts, leggings or long pants"</li> <li>• Added to the final sentence the words 'in the form approved by the Executive Group"</li> <li>• Removed from the new sub-clause 9.0(a)(i) the following words 'and gold edges to the armholes and chest' and 'in blue on the gold band' • 9.0 (a)(ii) the following words 'with the Club's emblem' o 9.0(b)(ii) the following words 'or blue shorts'</li> </ul>
9.2	25/02/2020	<p>Addition to 7 Meetings:</p> <ul style="list-style-type: none"> <li>• Addition 7.4 Voting Entitlement to allow members under the age of eighteen's families one vote.</li> </ul>
9.3	17/02/2020	<p>Changes to 7 Meetings:</p> <ul style="list-style-type: none"> <li>• Changed 7.5 Quorum for an AGM or SGM from 15 to 12.</li> </ul>
10	15/02/2021	<p>Change to 5. Finance:</p> <p>5.6 - A qualified Chartered Accountant (New Zealand member) must be appointed by the Executive Group to produce the Club's Annual Financial Statements and register of assets.</p> <p>Change to 7. Meetings:</p> <p>7.1 - The Treasurer shall present a statement for the previous financial year of:</p> <p>a) The receipts and payments for each bank account for the year; b) An Annual Financial Statement and income and expenditure account; and c) The assets and liabilities of the Club.</p> <p>Change to 8. Executive Group</p>

11		<p>Change Section 8.2 Officers of the Executive Group  The Executive Group requires the following Officers to efficiently undertake the duties described in Schedule A and the Operational Roles document, along with any other duties mentioned in this Constitution:</p> <p>a) President,  b) Secretary,  c) Treasurer,  d) Club Captain,  e) Communication Manager.  f) General Executive Group Member(s).</p> <p>Additions to Schedule A:  Secretary  (d) Oversee the management of grant applications undertaken for the Club.  Communications Manager:  (e) Provide information and manage (or delegate management of) the Club website, social media accounts and newsletter.  General Executive Group Member(s)  Be an active member of the Executive Group, attend monthly meetings as required and take on duties for which they have an interest, as defined in the Operational Roles document and/or as agreed by the Executive Group.</p>
12	21/02/2023	<p>Amendment to 7.3 Notice of AGM or SGM:  The Secretary will give not less than ten days notice of an Annual General Meeting or Special General Meeting by means of a public notice in a newspaper circulated in Upper Hutt or by a post on the Club's website and social media platforms and given personally or sent by post, or by electronic mail, to all Members. The notice will state the date, time and place of the meeting, and in the case of a SGM, the objects of the meeting.</p>

**Notes:**

1. The original of this Constitution is held by the Secretary of the Club.
2. As at the date of this Constitution, the Club is incorporated under the Incorporated Societies Act 1908 (registration number 218144).

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# Constitution of Trentham United Harriers & Walkers Club Incorporated

## 1. Name and registered office

### 1.1. Name of the Club

The name of the Club is TRENTHAM UNITED HARRIERS AND WALKERS CLUB INCORPORATED.

### 1.2. Registered office of the Club

The physical address of the Club's registered office must be provided to the Registrar of Incorporated Societies

## 2. Object of the Club

### 2.1. Vision Statement

The Club's vision is to provide a well-managed and vibrant club.

### 2.2. Mission Statement

The Club's mission is to promote and encourage running and walking in the Upper Valley (in accordance with the Strategic Plan).

### 2.3. How our vision and mission will be achieved

The Club aims to:

- (a) Provide opportunities for club members to enjoy social interaction through exercise;
- (b) Provide opportunities for club members to compete to their full potential;
- (c) Promote the activities of the club, both internally and externally; and
- (d) Have a well-managed club.

### 2.4. Key result areas

The Club's key result areas are to have:

- (a) An enjoyable environment;
- (b) A well-balanced programme;
- (c) Well-managed events, including major fundraising events, club competitions and club days;
- (d) An effective promotion programme;
- (e) An education and coaching programme; and
- (f) An effective and accountable management structure.

## 3. Membership

### 3.1. Applying for Membership

Any person who makes a written application on the Club membership application form, which is accompanied by the appropriate annual subscription, will, subject to Clause 3.1 be admitted as a Member.

### 3.2. Acceptance or rejection of membership

The Executive Group may accept or reject any application for membership.

### 3.3. Types of membership

The Club has the following categories of Membership:

- Life Member; and
- Active Member

#### (a) Life Members

A **Life Member** is a person who has been elected by the Club as a 'Life Member' for special services to the Club over several years.

A Life Member may be elected by the Club only at an Annual General Meeting (AGM).

Nominations must be submitted by two Members of the Club for the consideration of the Executive Group at least one month prior to such meeting.

From the date on which a Life Member is elected, that person is entitled to have and enjoy all the rights and privileges as an Active Member.

Life Members are not liable to the Club for annual subscriptions.

Each Life Member is entitled to one vote at each AGM and each SGM.

#### (b) Active Members

An **Active Member** is a person currently active as an athlete, coach, official, administrator, or supporter and who has been admitted as a Member in accordance with Clauses 3.1 and 3.2.

All Active Members must be amateurs as defined by the rules of Athletics New Zealand (ANZ).

Each Active Member who has paid the required annual subscription to the Club in the preceding twelve months and is eighteen years of age or older is entitled to one vote at the AGM and each SGM that occurs during the period.

### 3.4. Register of Members

The Club will keep a register containing the following information about each member: (a) Name;

(b) Address;

(c) Date of birth;

(d) Type of Membership (e.g. Life Member or Active Member);

(e) Membership grades (see Clause 3.5 below); and

(f) Date of joining

### 3.5. Membership grades

(a) Membership grades may be established and set from time to time by the Executive Group in accordance with the competitive grades set by ANZ from time to time. (b) The Executive Group may establish such other grades of membership that it deems to be desirable.



### **3.6. Cessation of Membership**

#### **a) Resignation**

A Member may resign by verbal or written notification to the President or Secretary at any time. The Executive Group has the power to accept such resignations.

#### **b) Professionalism**

A person will be deemed to have immediately resigned as a Member if he or she commits an act of 'professionalism' (as the term is defined by the rules of ANZ from time to time).

#### **c) Annual Subscription Arrears**

In the event of a member being in arrears in his or her annual subscription by 31 August of the current session, the Executive Group may decide that person is no longer a Member.

#### **d) Expulsion**

The Executive Group may expel any Member who, in the Executive Group's opinion, renders himself or herself unfit to continue as a Member, or who discredits the Club or the sport, to the extent as to warrant exclusion.

A Member who is being considered for expulsion by the Executive Group under this Clause 3.6(d) must be informed by the Executive Group of the matter under consideration, and be given an opportunity of appearing before the Executive Group to discuss his or her views on the matter.

#### **e) Return of Club property**

If, for any reason, a person ceases to be a Member, that person is to promptly return to an Officer any keys to the Club's premises or any other Club property that the person may have in his or her possession.

#### **f) No further rights if a person ceases to be a Member**

A person who ceases to be a Member will immediately cease to have any rights or interests as a Member (including any appointments within the Club).

#### **g) No obligation to provide refunds**

The Club is under no obligation to refund any annual subscription or other fees paid to the Club by any person who ceases to be a Member.

## **4. Subscriptions**

### **4.1. Payment of annual subscriptions**

#### **a) Due first day of April**

Annual subscriptions are due on the first day of April in each year.

#### **b) Late payment fee may apply**

Annual subscriptions that are paid by Members after the first day of June may be subject to an additional late payment fee as may be set by the Executive Group from time to time.

#### **c) Active Members have no vote until annual subscription paid**

For the avoidance of doubt, an Active Member who has not paid his or her

annual subscription is not entitled to vote at the AGM, or any SGM until such amount (together with any late payment fee) is duly paid to the Club.

#### **4.2. Annual Subscription by grade**

The annual subscription for each grade of Active Member will be determined at the AGM for that year.

#### **4.3. Subscription waiver or adjustment**

The Executive Group may, on the written application or verbal communication of any Member, waive or reduce the subscription to be paid by that Member on one, or more, of the following grounds:

- a) Financial hardship to the Member; or
- b) For any other reason agreed to by the Executive Group.

### **5. Finance**

#### **5.1. Financial Year**

The Club financial year will be from 1 January to 31 December of each year.

#### **5.2. Bank Account**

The Club will hold one or more bank accounts at a registered bank chosen by the Executive Group.

All payments made by the Club must be made by a cheque drawn on the Club's bank account.

The trustees of the Club funds will be the Treasurer, the Secretary and the President.

Any two signatures of the trustees will be sufficient for any endorsement or withdrawal of Club funds.

#### **5.3. Club funds**

Club funds not required for immediate use will be invested at the discretion of the Executive Group.

#### **5.4. Use of Club funds**

All Club funds will be used for purposes related to the objects of the Club as set out in Clause 2.

#### **5.5. Donations or acquisition of funds**

All funds donated to or becoming the property of the Club for any particular purpose shall be used for that purpose.

#### **5.6. Audit Provisions**

A qualified Chartered Accountant (New Zealand member) must be appointed by the Executive Group to produce the Club's Annual Financial Statements and register of assets.

## **6. Amendments to the Constitution**

This Constitution may only be altered, added to or rescinded by a majority vote of an AGM or SGM called in accordance with Clause 7.4.

## **7. Meetings**

### **7.1. Annual General Meetings**

An AGM of the Club will be held no later than the last day of February of each year.

The President and Club Captain will present reports covering the operation of the Club during the previous year.

The President may present a budget for the upcoming financial year to be considered at the AGM.

The Treasurer shall present a statement for the previous financial year of:

- a) The receipts and payments for each bank account for the year;
- b) An Annual Financial Statement and income and expenditure account; and
- c) The assets and liabilities of the Club.

### **7.2. Special General Meetings**

A SGM may be convened at any time by the President or Secretary either

- a) In accordance with a majority decision of the Executive Group; or
- b) On presentation of a requisition signed by no less than three Executive Group members or ten Active Members, stating the objects for which such a meeting is convened.

Each SGM will be held no more than twenty one days after the day on which the decision is made by the Executive Group (under paragraph (a) ) or the requisition is presented to the Secretary (under paragraph (b) ).

No business other than that stated in the public notices for that SGM (made pursuant to Clause 7.3) will be considered at any SGM.

### **7.3. Notice of AGM or SGM**

The Secretary will give not less than ten days notice of an Annual General Meeting or Special General Meeting by means of a public notice in a newspaper circulated in Upper Hutt or by a post on the Club's website and social media platforms and given personally or sent by post, or by electronic mail, to all Members.

The notice will state the date, time and place of the meeting, and in the case of a SGM, the objects of the meeting

### **7.4. Voting Entitlement**

Only Voting members eighteen years of age or older who are present at an AGM or SGM are entitled to vote.

Where a family that has a financial member of the Club under the age of eighteen, but not an eligible Voting member, the Junior's family shall be entitled to one vote.

## **7.5. Quorum for an AGM or SGM**

The quorum for a General Meeting shall be twelve Voting Members (the **Meeting Quorum**). If, within a half hour from the time appointed for an AGM or SGM the Meeting Quorum is not present, the meeting will be adjourned. The President will then set a date, time and place for the meeting to be adjourned. Notice of a re-adjourned meeting must be circulated to Members in accordance with Clause 7.3.

## **7.6. Facilitation of Meeting**

Each AGM, SGM and Executive Group meeting is to be chaired by the President or, in his or her absence, by the Vice President; or in the absence of both of these Officers by a Member chosen by the Executive Group.

The Chairperson is to have a deliberative as well as casting vote at each Meeting.

## **7.7. Motions made at meetings**

All motions must have a 'mover' and a 'seconder' before a motion can be put to the meeting.

## **7.8. Votings at meetings**

- a) Voting at an AGM, SGM or Executive Group meeting is to be on voices;
- b) Notwithstanding paragraph (a), a Voting Member may demand a show of hands or a secret ballot on any vote; and

## **7.9. Resolutions passed at meetings**

At any AGM, SGM or Executive Group meeting, a declaration by the President that a resolution has been carried (or lost), and an entry to that effect in the minutes of that meeting is to be conclusive evidence of that resolution having been carried (or lost).

# **8. Executive Group**

## **8.1. The Executive Group - overview**

The primary objectives of the Executive Group are:

- a) To conduct the affairs of the Club in accordance with the objectives of the Club as stated in Clause 2 and the Strategic Plan;
- b) To manage the assets of the Club and to keep proper books of accounts; and c) To keep other records of the business of the Club, including the minutes, the annual report, balance sheet and statement of accounts;
- d) The Executive Group is to meet at least once a month during the Club's season and at other times during the year as determined by the Executive Group.

## **8.2. Officers of the Executive Group**

The Executive Group requires the following Officers to efficiently undertake the duties described in Schedule A and the Operational Roles document, along with any other duties mentioned in this Constitution:

- a) President,
- b) Secretary,
- c) Treasurer,
- d) Club Captain,

- e) Communication Manager.
- f) General Executive Group Member(s).

### **8.3. Election of Officers**

The Officers are to be elected at the AGM. Any remaining or subsequent vacancies may be filled by resolution of the Executive Group.

### **8.4. Wellington Cross Country and Road Committee delegate A**

delegate to the Wellington Cross Country and Road Committee may be appointed by the Executive Group from time to time.

### **8.5. Sub-Committees and co-opting members**

The Executive Group may, from time to time, appoint any additional members or sub-committees that it deems to be necessary. For this purpose, it may request the participation of any Voting Member.

### **8.6. Executive Group Resignation**

Any Officer may resign by writing to the Secretary.

An Officer shall be deemed to have resigned if he or she is absent without leave from three consecutive Executive Group meetings.

### **8.7. Executive Group Quorum**

The quorum for an Executive Group meeting shall be four Officers.

## **9. Uniform**

### **9.1. Club Uniform**

The Club uniform colours are royal blue (as the main colour) and gold (as the highlighting colour). The Club uniform comprises of:

- a)
  - i) A royal blue top (singlet or tee-shirt) with a broad band of gold around the chest (or with other gold highlights as approved by the Executive Group) with the words 'Trentham United Harriers', 'Trentham United Walkers', 'Trentham United Harriers & Walkers' or 'Trentham United' printed on the front or the back in royal blue or gold; or ii) a top (singlet or tee-shirt) in the Club colours approved by the Executive Group; and
- b)
  - i) royal blue shorts with gold stripes down each side: or
  - ii) plain black royal blue or navy blue shorts, leggings or long pants.

The Club Emblem shall be incorporated into uniform items in the form approved by the Executive Group.

### **9.2. Other approved apparel**

Other approved apparel may be worn as the Club uniform if it has been approved by the Executive Group.

### **9.3. Uniforms to be worn at events**

- a) To be eligible for a trophy the Club uniform must be worn by all Members competing in inter-club events or in Club championships. The Club Captain may override this rule.

- b) It is also noted that it is a Club tradition that the Club uniform is worn by all Members on Club days (which usually occur on a Saturday during the season).

## 10. Common seal

The Club is to have a Common Seal.  
The common seal is to be kept by the Secretary.

Documents to be executed by the Club are to be executed with the following attestation clause:

The Common Seal was here unto affixed by the Secretary in the presence of the President and Treasurer.

## 11. General

All matters not otherwise specifically provided for in this Constitution are to be decided by the Executive Group whose decision shall be final.

## 12. Winding up of the Club

### 12.1. When can the Club be wound up

The Club can be wound up voluntarily at any time by the passing of a resolution to that effect at an AGM or SGM. A resolution to wind up the Club must be passed by seventy-five percent of the Voting Members present at that meeting.

### 12.2. Management of remaining assets

In the event of the winding up of the Club, all assets on hand after the payment of all dues shall be distributed for the benefit of the sport of amateur athletics in the Upper Hutt Valley by trustees appointed at an AGM or a SGM or by seventy-five percent of the remaining Voting Members.

## 13. Reimbursement

Each Officer shall be reimbursed by the Club against any reasonable expenses incurred by him or her in, or in connection with, the discharge of his or her duties as an Officer.

If requested, in order to claim a reimbursement, the relevant Officer will, if required by the other Officers to do so, provide written evidence (e.g. a tax invoice) of the expenses for which he or she is claiming reimbursement for from the Club.

## 14. Interpretation

In this Constitution, unless the context requires otherwise:

**Active Member** has the meaning given in Clause 3.3(b).

**Administration Manager** means the Administration Manager of the Club appointed in accordance with this Constitution.

**AGM** means an annual general meeting of the Club held in accordance with Clause 7.1.

**ANZ** means Athletics New Zealand.

**Club** means Trentham United Harriers and Walkers Club Incorporated.

**Club Captain** means the Club Captain appointed in accordance with this Constitution.

**Communications Manager** means the Communications Manager of the Club appointed in accordance with this Constitution.

**Executive Group** has the meaning given in Clause 8.2.

**Life Member** has the meaning given in Clause 3.3(a).

**Member** means a Life Member or Active Member.

**Officer** means an individual officer of the Executive Group.

**President** means the President of the Club appointed in accordance with this Constitution.

**Secretary** means the Secretary of the Club appointed in accordance with this Constitution.

**SGM** means a special general meeting of the Club held in accordance with Clause 7.2.

**Strategic Plan** means the strategic plan of the Club that may be put in place, amended, or varied from time to time by the Executive Group and approved by a majority of Voting Members at an AGM or SGM.

**Treasurer** means the Treasurer of the Club appointed in accordance with this Constitution.

**Vice-President** means the Vice-President of the Club appointed in accordance with this Constitution.

**Voting Member** means a Life member or an Active Member.

## 15. Constitution Authorisation

We hereby certify that this is the Constitution (of Trentham United Harriers and Walkers Club Incorporated) as at the date stated below.

Title	Name	Signature
President	Philip Secker	
Treasurer	Brett Willby	
Secretary	Lisa Kynaston	

*P*

Date:



## **Schedule A - from the Strategic Plan**

Except as otherwise stated in the Constitution, the following shall be the duties of the Officers.

### **President**

The responsibilities of the President are to:

- (a) Chair each AGM, SGM and Executive Group meeting;
- (b) Be the representative and spokesperson of the Club; and
- (c) Ensure that the Constitution and decisions of the Club are adhered to and implemented.

### **Vice President**

The responsibility of the Vice-President is to deputise for the President in all matters where required.

### **Club Captain <https://upperhutt.admin.opencities.com/>**

Subject to the direction of the President and the Executive Group, the Club Captain is to be responsible

- for:
- (a) Organising all Club runs and walks, and competitive events;
  - (b) Acting as selector and handicapper, or deputation of these roles;
  - (c) Organising the effective participation of the Club in inter-club Events;
  - (d) Providing advice and guidance on coaching and training;
  - (e) The liaison between Members and the Executive Group; and
  - (f) The production of the Club syllabus and dissemination to Members.

### **Secretary**

Subject to the direction of the President and the Executive Group, the Secretary is to be responsible

- for:
- (a) Recording of minutes of each AGM, SGM and Executive Group meeting;
  - (b) Actioning correspondence on behalf of the Club on the direction of the Executive Group; and
  - (c) The orderly storage and safekeeping of all records of the Club's business.
  - (d) Oversee the management of grant applications undertaken for the Club.

### **Treasurer**

Subject to the direction of the President and the Executive Group, the Treasurer is to be responsible

- for:
- (a) Conducting the Club's financial affairs;
  - (b) Maintaining records of the Club's assets; and
  - (c) Maintaining the register of members.

### **Communication Manager**

Subject to the direction of the President and Executive Group the responsibilities of the Communication Manager are to:

- (a) Developing promotion plans for the Club;
- (b) Promote the Club within approved budget limits;
- (c) Promote events;
- (d) Circulate results of events;
- (e) Provide information and manage (or delegate management of) the Club website, social media accounts and newsletter.
- (f) Provide information for the Club newsletter (via the Newsletter Editor).

## **Administration Manager**

Subject to the direction of the President and Executive Group the responsibilities of the Administration Manager are to:

- (a) Oversee the operation of the Club social committee;
- (b) Oversee the operation of the Canteen (via the Canteen Manager);
- (c) Oversee the operation of the Bar (via the Bar Manager);
- (d) Ensure that the Club complies with relevant licensing requirements for the canteen and bar;
- (e) Oversee clubroom management, including acting as one of the Club's representatives on the Trentham Memorial Park Sports Association;
- (f) Oversee cleaning of the clubrooms, including such supervision of the cleaner as may be required; and
- (g) Oversee the child minding service provided by the Club from time to time.

## **General Executive Group Member(s)**

Be an active member of the Executive Group, attend monthly meetings as required and take on duties for which they have an interest, as defined in the Operational Roles document and/or as agreed by the Executive Group.