

# **KAITOKE PISTOL CLUB (INC)**

## **CONSTITUTION**

### **1. NAME:**

The name of the Club shall be the Kaitoke Pistol Club (Incorporated), hereinafter called the 'Club'.

### **2. OBJECTS:**

The objects of the Club shall be:

- a) To promote and foster the practise of recreational and sporting pistol and practical shooting (including practical rifle and shotgun) at International, Provincial and Club level.
- b) To promote safety, responsibility and proficiency in the care and handling of firearms.
- c) To consider and bring to the notice of any constitutional authority such matters as may be deemed to affect the welfare or interests of members of the advancement of the Club's objects.
- d) To promote and advance generally the interests of Club members.
- e) To do all such things that are incidental or conducive to the attainment of the above objects.

### **3. MEMBERSHIP:**

There shall be five (5) classes of membership.

1. Ordinary membership
2. Student membership
3. Family membership
4. Honorary Life Membership
5. Social Membership

The definitions of these different classes of membership are laid down in the ***Rules of the Club.***

### **4 RESIGNATIONS**

- a) Any member may resign from membership by giving to the secretary in writing notice to that effect and every such notice shall, unless otherwise expressed, take effect as from the end of the financial year then current. No such resignations shall relieve or discharge the member from any subscription or other debts due and payable by the member to the club.
- b) A member shall cease to be a member if for any reason the member's name is removed from the Register of Members by the committee, but such a member shall remain liable for subscriptions and any other monies due to the club and unpaid as at the date of cessation

### **4. SUBSCRIPTIONS AND JOINING FEES:**

- a) All persons accepted as members shall be given written notice by the Secretary of the Club.

- b) The financial year of the Club shall commence on the first day of July and end on the last day of June.
- c) The annual subscription and joining fee (where such a fee is required) for any class of member shall be sums as the annual or any special general meeting shall from time to time decide.
- d) The first subscription and joining fee (where required) of an applicant for membership shall be paid at the time of application for membership for the Club.
- e) Where an application is received part way through a year, if it is after the first of January in any year, the applicant shall pay only half of the annual subscription but shall pay the full amount of the joining fee (where such a fee has been specified).
- f) All subscriptions shall become due for payment on the 1<sup>st</sup> of July and must be paid no later than the 14<sup>th</sup> of July for transferral of the NZ Pistol Association Fee by the 28<sup>th</sup> of July.

## PATRON

The club may from time to time elect a patron

## 5. OFFICERS AND COMMITTEE

- a) The officers of the Club shall be:
  1. President
  2. Vice President
  3. Secretary
  4. Treasurer
  5. Chief Armourer
  6. Deputy Armourer
  7. Assistant Armourer
  8. Chief Range Officer

Provided that if the annual or any Special General meeting so determines, one person may be elected to fill a combined office.

- b) The Committee of the Club shall not exceed 10 persons in number and shall comprise the President, the Secretary, the Treasurer, the Armourers, the Chief Range Officer and one or more Ordinary members of the Club.
- c) Nominations of members to fill the positions of Officers of the Club and members of the Committee, together with acceptances of such nominations, shall be submitted, in writing, to the Secretary not later than 14 clear days prior to the date of the holding of the Annual General Meeting.
- d) In the event that there are insufficient nominations to fill the positions on the Committee received by the due date, further nominations may be called for at the Annual General Meeting.
- e) In the event that there is more than the required number of candidates being nominated for election to any office or to the Committee, voting shall be on a show of hands unless a ballot is called for. Any ballots called for shall be conducted in accordance with the ***Rules of the Club***.
- f) The officers and members of the Committee shall be elected at each Annual General Meeting and shall respectively hold office until the next succeeding Annual General Meeting, when they shall retire but be eligible for re-election should they wish.

- g) The Committee shall have the power to appoint any Ordinary member to fill any vacancy that may occur during the year among the Committee or officers, with the consent of the member.

## 6. SPECIAL GENERAL MEETINGS

- a) Special General Meetings may be convened from time to time as the Committee see fit or on a requisition in writing from a financial member of the Club, stating the particulars of the business to be brought forward and supported by the signatures of not less than 10 ordinary members of the Club. In this case the meeting shall be convened within 1 calendar month of the receipt of such requisition.
- b) Notice of such meeting giving the particulars of the business shall be conveyed to members within 14 days of the receipt of such a requisition.
- c) At any such meeting, the business transacted shall only be that which has been notified.

## 7. CONDUCT OF MEETINGS

- a) At all general meetings and all meetings of the Committee the President, if present, shall occupy the chair. In the event that the President is not available, the Vice President will chair the meeting and should the Vice President not be available either, the meeting shall elect a chairperson.
- b) In the event of equal voting on any motion before the meeting the Chairperson shall have a casting vote in addition to any deliberative vote.
- c) At any General Meeting the quorum shall consist of not less than 1/3 of the financial members.
- d) At any Committee meeting the quorum shall consist of not less than 4 members.
- e) Voting at meetings shall be show of hands unless a poll is requested with a majority of members present. A poll shall be conducted in accordance with the ***Rules of the Club***.

## 8. MINUTES

- a) There shall be minutes kept as a record of all Annual, Special, Committee and ordinary meetings of the Club.
- b) The minutes shall record:
  - 1. All members present
  - 2. All visitors to the meeting
  - 3. The proceedings of the meeting
  - 4. Any resolution of the meeting including the mover and seconder of any motion
  - 5. All resignations of members, acceptance of new members and all changes made to the composition of Committees. They shall also record all appointments to vacancies that shall arise from time to time.

## 9. DISCIPLINE OF MEMBERS

The ***Rules of the Club*** shall define the grounds for disciplinary action to be taken with Club members and shall provide for the procedures relating to:

1. Serious breaches of safety and security
2. The Breaching of any rules and regulations that have been laid down either by the New Zealand Police, the New Zealand Pistol Association or are contained in the Arms Act 1992.
3. Non-compliance with the ***Rules of the Club***.

**10. FUNDS**

- a) All funds paid to the Treasurer shall be banked forthwith in an account, in the name of the Club and shall be expended as the Committee may authorise. All cheques shall be signed by two officers of the Club and all payments shall be made by cheque.
- b) The Treasurer shall keep books of account and shall record all moneys received and payments made.
- c) The Treasurer shall, if required, present a report to the Committee at each meeting of the Committee outlining the current financial status of the Club.

**11. POWER TO BORROW MONEY**

By resolution of 2/3rds of the ordinary members present and entitled to vote at a General Meeting convened for the purpose, the Committee may be authorised to borrow or raise such sum or sums of money in such manner as they shall think fit and to pledge Club assets as security.

**12. WINDING UP**

Upon winding up, and after payment of the Club's liabilities, any surplus funds or assets of the Club shall be vested in the New Zealand Pistol Association (Inc) with the proviso that these be used to assist another club or clubs in the Wellington area.

**13. RULES OF THE CLUB**

- a) Any General or Special meeting of the Club shall have the power to make, alter and repeal such rules as contained in the ***Rules of the Club***.
- b) The ***Rules of the Club*** shall contain the definition of those areas of the Constitution as is felt to be necessary from time to time.

**14. AUDIT**

An auditor, who shall not be a member of the Committee, shall be appointed by the Annual General Meeting or, failing such an appointment, by the Committee. The Auditor shall have access to the books and accounts of the Club and shall report on the Annual Accounts to the Annual General Meeting.

**15. THE COMMON SEAL**

The Common Seal of the Club shall be kept by the Honorary Secretary and shall not be affixed to any document, instrument, deed or writing paper, or other thing, unless a resolution to that effect has been passed by the Committee. Such Seal shall be affixed by the Secretary in the presence if not less than two other members of the Committee and the Secretary and such other members who are present as

witnesses shall also sign such instruments, documents, deeds or writing papers or other things.

**16. DELEGATION**

- a) The Committee may appoint sub-Committees consisting of members of the Club for any purpose within the powers of the Committee. The members of such sub-Committees need not be members of the Committee.
- b) The President shall be an ex-officio member of all such sub-Committees.

**17. ALTERATION OF THE CONSTITUTION**

This Constitution shall not be amended, added to or rescinded except by a resolution to that effect passed by a majority of the Ordinary members present and entitled to vote at a Special or Annual General Meeting. The procedures for the alteration of the Rules are provided for under Section 10 of the ***Rules of the Club***.

**18. REGISTERED OFFICE**

The Registered Office of the Club shall be at such a place as the Committee may from time to time determine.

**19. INDEMNITY OF OFFICERS**

Every member of the Club shall be indemnified by the Club against losses and expenses which any officer or duly authorised member of the Club may incur or become liable to by reason of any contract entered into or act or deed done by the said person in the discharge of his/her duties. Except where such happens or arises from the person's own wilful neglect or any deliberate act contrary to these rules. It shall be the duty of the Committee to pay all resultant costs out of the Club funds.

**20. NOTICES**

Any notice required to be given under these rules shall be in writing and may be served personally, or by post, to the member at the last notified address of that member. If given by post it shall be deemed to be delivered 3 days after it has been delivered into the hands of the NZ Post.

**21. MATTERS NOT PROVIDED FOR**

If any matter shall arise which is not, or in the opinion of the Committee is not, provided for under this Constitution or in the ***Rules of the Club***, the matter or matters shall be decided by the Committee in such a manner as it shall deem fit and every such decision shall be binding on the Club and its' members unless, or until, set aside by resolution of a General Meeting.