

CONSTITUTION FOR ATHLETICS TARANAKI INCORPORATED

Adopted 7th June 2012

Incorporation approved under the Incorporated Societies Act 21st March 1985.

1. NAME

The name of the Centre shall be "ATHLETICS TARANAKI INCORPORATED" operating as "TET Athletics Taranaki".

2. OBJECTS

The objects of the Centre shall be to administer athletics within the district under its jurisdiction by the rules of Athletics New Zealand, and to exercise all powers and to perform all duties vested in and imposed upon it by the said rules, and to encourage and further amateur athletics in any way it considers necessary and advisable.

3. BOUNDARIES

The area of the Centre shall be the Taranaki Province.

4. HEADQUARTERS AND COLOURS

- (a) The headquarters of the Centre shall be Inglewood, or other town as shall be decided from time to time.
- (b) The colours of the Centre shall be burnt orange, lime green and black.

5. MEMBERSHIP OF THE CENTRE

- (a) Membership of the Centre shall consist of:
 - (i) Life Members
 - (ii) Affiliated Clubs
- (b) If any club or individual involved with athletics under the auspices of Athletics Taranaki brings the sport into disrepute such that expulsion is deemed necessary, then clause 59 of Athletics New Zealand rules will be invoked.

6. CONSTITUTION OF THE CENTRE

- (a) The BOARD of the CENTRE shall consist of the OFFICERS of the CENTRE as herinafter provided in Rule 7 (b) to (i).
- (b) Each affiliated CLUB shall be entitled to representation on each of the three SUBCOMMITTEES on the basis of two delegates per club. No delegate may represent more than one club at any one time.
- (c) Any member of the Board absenting himself without leave from three consecutive ordinary meetings of the Centre shall be deemed to have forfeited their seat. Notification of each such vacancy shall be forwarded by the Secretary of the Centre to the Club concerned by registered letter or by courier post.

- (d) Any delegate unable to attend any meeting of the Centre may delegate his power of voting to a member of an affiliated club who is not already a delegate, provided notice is given in writing by the delegate to the Secretary prior to the meeting.

The proxy shall not have the right of election to office, which shall be retained by the delegate who, if willing to stand for office, shall so notify the Centre in writing.

- (e) Any Club not able to send a delegate to regular Sub Committee meetings may nominate in writing a bona fide club member of another Club to represent it. Such member can act as delegate for one club only.

7. OFFICERS OF THE CENTRE

Officers of the Centre shall be,

- (a) Patron
- (b) President
- (c) Three Vice Presidents
- (d) Executive Officer
- (e) Honorary Secretary
- (f) Honorary Treasurer
(the office of Secretary and Treasurer may be combined)
- (g) Chairperson of Track & Field committee
- (h) Chairperson of the Cross Country & Road committee
- (i) Chairperson of the Children's committee
- (j) Selectors - (i) Cross Country and Road (3)
(ii) Track and Field (3)
- (k) Honorary Auditor
- (l) Honorary Solicitor
- (m) Honorary Surveyor
- (n) Honorary Statistician

and other such officers that the Centre may feel fit to appoint.

The above officers all may be delegates, but need not be. Those officers appointed at the Annual General Meeting shall hold office until the end of the next Annual General Meeting after their appointment, except in the case of a paid Secretary or Treasurer who shall hold office at the pleasure of the Board.

No member of the Board shall be eligible for the office of Honorary Auditor.

The Board shall elect one of its members to be the Chairperson of Committees at the first ordinary meeting of delegates after the Annual General Meeting. Should a vacancy occur in any of the offices, it shall be filled at the succeeding meeting of the Board/Committee, notice of the vacancy having been given in the notice concerning the meeting.

8. SUSPENSION OF AN OFFICER

No person who is under suspension or disqualification shall hold office on the Board.

Any Officer may be suspended by a vote of two thirds of the members of the Board present at a Special Meeting called for the purpose on the grounds of misconduct or action prejudicial to the interests of the Centre.

9. EMERGENCY COMMITTEE

An emergency committee shall be formed consisting of the President, Secretary and/or Treasurer, Executive Officer and Chairperson of the three sub committees.

10. SUB COMMITTEES

The Board may appoint Sub Committees with such powers and subject to such conditions as it may think fit.

11. CHAIRPERSON OF COMMITTEES

At all meetings of the Board and the Emergency Committee, the Chair shall be taken by the Chairperson of Committees or, in his absence, by the President. In the absence of both these officers the members of the Committee present shall appoint one of their number to act as Chairperson of the meeting. At Annual General Meetings and Special General Meetings the chair shall be taken by the President, or in their absence, the Chairperson of Committees.

12. MEETINGS

- (1) The Annual General Meeting of the Centre shall be held in the month of August of each year for the purpose of :-
 - (a) Receiving the Annual Report and Statement of Accounts duly reviewed by the Centre Auditor (copies of the Annual Report and Statement of Accounts shall be forwarded to delegates and clubs at least 14 days before the date fixed for such meeting). If reviewed copies of the annual accounts are not available for the Annual General Meeting then the meeting may approve the accounts subject to a satisfactory review becoming available within a period of three months. If the three month period should expire without a satisfactory review being completed, then the annual accounts would not be deemed to be approved.
 - (b) Electing Officers whose nominations shall be submitted on the form provided signed by the Club Secretary or Chairperson and shall be in the hands of the Centre Secretary thirty five (35) days prior to the Annual Meeting. A list of the nominations received to be sent to all Clubs twenty eight (28) days prior to the Annual General Meeting.
 - (c) Should insufficient nominations be received by the closing date referred to in paragraph (b) of this rule to fill any of these offices, the persons for whom valid nominations have been received shall be declared elected at the Annual Meeting which shall then fill any vacancies.
 - (d) Transacting any other business of which notice shall have been given to the Secretary at least thirty five days before the date fixed for such meeting. Advice of such business to be forwarded to Clubs and delegates twenty eight (28) days prior to the Annual Meeting.

- (2) All meetings of the Centre Board to be held at such town as the Centre may from time to time designate.
- (3) Ordinary meetings shall be held monthly or as often as the Centre Board sees fit, or at any time on requisition of the Chairperson or Secretary. Seven days' notice of the meeting to be given to delegates.

13. SPECIAL GENERAL MEETINGS

- (a) Special General Meetings of the Centre may be held at any time at the requisition of the Chairperson of Committees or by the Emergency Committee, or any six Committee members, provided that seven days notice of such meeting shall have been given to each Committee members.
- (b) Motions for leave to discuss at Special General Meetings, business not on the order paper shall require the votes of three-fourths of members present.

14. EMERGENCY MEETINGS

Meetings of the Emergency Committee may be held as circumstances require, such meetings to be called at the requisition of the Chairperson or Secretary.

The function of the Emergency Committee shall be limited to matters delegated to it from time to time by the Centre Board, or may act in matters of emergency where time does not allow a decision by the Centre Board. All matters attended to by the Emergency Committee shall be subject to ratification at the next Board meeting.

15. VOTING

- (a) At all meetings of the Centre each Centre Board member shall have one vote.
- (b) All questions submitted for discussion at meetings of the Centre shall be decided by a majority of votes of members present and entitled to vote excepting in such cases as may be otherwise provided for in the Rules.
- (c) Resolutions put to the vote shall be decided upon by the voices or a show of hands PROVIDED HOWEVER that if any member entitled to vote requests that voting be by ballot then this must be decided by one-fourth of all members present.
- (d) The Chairperson may also have a casting vote.

16. QUORUM

At all meetings of the Centre Board, including Annual and Special General Meetings, the Quorum shall be five. For the purposes of this rule proxies do not count. At all meetings of the Emergency Committee a Quorum shall be five.

17. DUTIES OF SECRETARY AND TREASURER

- (1) The following are the duties of the Secretary:-
 - (a) They shall attend all meetings of the Centre and Emergency Committees or appoint a proxy to do so on their behalf.

- (b) They shall keep a clear record of all transactions and proceedings of the Centre and Emergency Committee in a minute book provided for the purpose.
 - (c) They shall conduct the correspondence of the Centre, and copies thereof, together with all letters received by them in their official capacity, shall be filed.
 - (d) They shall send copies of the minutes of all Centre Meetings to all club secretaries and delegates,
 - (e) They shall keep a Register of all Clubs and their colours.
 - (f) They shall ensure that a Register of all Centre Championships results is kept.
- (2) The following are the duties of the Treasurer:-
- They shall receive all fees and other monies of the Centre and shall bank them in a Bank approved by the Committee. Such account shall be operated upon by them by cheque, countersigned by the Chairperson or a member appointed by the Centre. The Treasurer shall keep a complete record of all financial transactions and their books shall be open to any reasonable inspection by the Centre members. They shall submit the Balance Sheet, properly reviewed at the Annual Meeting and shall submit a Statement of Accounts at each Centre Meeting.
- (3) If a Secretary-Treasurer is appointed then they shall carry out all the duties allocated to the Secretary and Treasurer respectively.
 - (4) The Secretary and Treasurer shall carry out such other relevant duties as shall be required by the Board and the Emergency Committee.
 - (5) The following are the duties of the Statistician:-
 - (a) They shall ensure that a Register of all Centre Records is kept.
 - (b) They shall ensure that a Register of all Centre Trophies and their whereabouts is kept.

18. CONTRACTS

The President, Executive Officer and Secretary pursuant to a resolution of the Board, shall sign for and have the authority to commit the Centre to contract(s) with other parties.

19. HONORARY LIFE MEMBERSHIP

At any Annual General Meeting of the Centre, any person may be elected to Honorary Life Membership of the Centre provided that:-

- (a) Nomination to the Annual Meeting may be made only to the Board.
- (b) Any Club wishing to submit nomination for consideration by the Board shall advise the Secretary not later than 30 June.
- (c) The Board shall, not earlier than the 1st July decide whether any nomination for Honorary Life Membership shall be recommended to the next ensuing Annual Meeting and shall notify the Centre Secretary at least 35 days before the Annual Meeting.
- (d) At the Annual Meeting at least three-fourths of the delegates present of the Centre shall have voted in favour of the election.

20. INVESTMENT OF FUNDS

The Centre Board may from time to time invest any portion of the accumulated and special funds of the Centre in the name of the Centre in the manner following:-

- (a) In any manner that would be authorised by the Trustee Act 1956 if section 4(1) of the Act was amended by omitting the words "in any investment authorised by the Instrument (if any) creating the Trust for the investment of money subject to the trust, or"
- (b) Without regard to the limitations imposed by the Trustee Act 1956 in registered debenture stock issued by a member of the New Zealand Finance Houses Association (Inc.).

21. HONORARIA

The Centre shall pay to such officers as may be decided upon from time to time such amounts by way of honorarium as may be agreed by the Centre.

22. APPLICATION OF PROFITS

The income and property of the Centre from wherever derived, shall be applied solely towards the promotion of the objects of the Centre as set forth on these Rules and no portion thereof shall be paid or transferred directly or indirectly by way of profit to the members of the Centre.

23. BORROWING POWERS

The Centre in addition to the other powers vested in it have a power to borrow or raise money from time to time by the issue of debentures, bonds, mortgages or any other security, founded or based on all or any of the property and/or rights of the Centre or without any such security and upon such terms as to priority and otherwise as the Centre shall think fit, but the powers of so borrowing or raising money shall not be exercised except pursuant to a resolution of the Centre passed in a general meeting.

24. REGISTERED OFFICE

The registered office of the Centre shall be at such place as the Centre shall from time to time determine in general meeting and due notice of any change of office shall be given to the Registrar of Incorporated Societies.

25. FINANCIAL YEAR

The financial year of the Centre shall close on the 30th of June in each and every year.

26. UNIFORM

The Centre uniform shall be that determined by the Centre Committee from time to time. It shall incorporate the official colours of the Centre.

27. BADGES

- (a) Centre badges shall be awarded to any Life member of the Centre.
- (b) The badge shall be of an approved design as shall be decided by the Centre Board from time to time.

- (c) The Centre Secretary shall keep a record of all persons to whom a badge has been given.

28. DUTIES OF CLUBS

- (a) The Annual General Meeting of each affiliated Club, other than a Harrier Club, shall be held prior to the month of November in each year. Harrier Clubs shall hold their Annual General Meeting prior to the month of April in each year.
- (b) Every affiliated Club shall forward to the Centre Secretary a list of Club Officials, a copy of the Club's Annual Report and reviewed Balance Sheet to the Centre immediately after their Annual General Meeting.
- (c) All Clubs shall register their colours with the Centre.
- (d) All correspondence to the Centre must be addressed to the Centre Secretary unless directed otherwise by the Centre.

29. DUTIES OF CLUB MEMBERS

- (a) Every member of an affiliated Club shall be bound by these Rules and by the Rules of the Athletics NZ,
- (b) Every member of an affiliated club competing at any championship meeting or contest held under the jurisdiction of the Centre, other than contests confined to members of his own Club, shall wear:-
 - (i) Correct Club uniform
 - (ii) Registration number.

Nothing in this rule shall prevent the Centre from permitting a special uniform or a special competitor's number to be worn as provided under the Rules of the Athletics New Zealand.

30. NEW CLUBS

Athletic and Harrier Clubs formed within the Centre District and desiring to become affiliated to Athletics New Zealand must make application to the Centre and supply in duplicate :-

- (a) Draft Rules
- (b) List of Officials
- (c) Their proposed Club uniform.
- (d) Any other requirements of Athletics New Zealand

The application shall be accompanied by the Affiliation fees payable to the Centre and to Athletics New Zealand.

31. REGISTRATION

- (a) Any person may be a club member as long as a membership is paid. Registration with Athletics New Zealand is not required if the member does not take part in Inter-Club/championship competition.

- (b) When applying for registration of an athlete the Club Secretary shall supply the name and grade together with the date of birth where necessary to the Registration Secretary of the Centre.
- (c) A person is deemed to be registered as soon as the registration fee has been received.
- (d) Such registration shall qualify the athlete to enter for any event for which they are eligible to compete under the Athletics New Zealand Rules, during the period of registration.
- (e) No registration number shall be transferable from one athlete to another and must be worn by the athlete on every occasion when competing under the rules of the Athletics New Zealand
- (f) Any athlete found to have competed without having registered as provided will be liable to disqualification from any event or events in which they have competed. Suspension may be considered, and, if so, will be dealt with as required by Athletics New Zealand Rules, clause 58.
- (g) The Centre shall not under any circumstances issue a number to be worn by an athlete unless such athlete has been registered, and no handicapper shall handicap any intending competitor nor shall any official accept any entry from any person who has not been registered and has not received a number from the Centre.
- (h) In special circumstances an entry for any event may be accepted provided the Secretary of the Club of which the intending competitor is a member, certified that he has received the registration fee and that it has been transmitted to the Registration Secretary of the Centre concerned to be forwarded to Athletics New Zealand. No athlete who has been allowed to compete under such circumstances at one meeting shall be allowed to compete at a second meeting during the same season unless he has in the interim been registered and received a registration number.
- (i) The Centre Board shall at the February Meeting fix the registration fee to be paid by each club registered in the Centre.

32. TRANSFER OF MEMBERS

Any member desirous of leaving a Club and joining another Club, shall with their application, forward to the Committee of the latter Club, a Certificate from the former Club that they are not financially indebted thereto. Disputes as to the question of indebtedness shall be decided by the Centre.

If any athlete registered in another Centre takes up permanent residence in the Taranaki District during the currency of their registration, they must apply to the Centre Secretary for the transference of their registration to a Club within the Taranaki District.

When the clearance is obtained from the Centre in which they are currently registered, the Centre Board may approve the transfer and issue a new registration number on payment of the requisite fee. Any athlete may belong to any number of Clubs, but they may be registered for only one club, and they must compete for the Club for which they are registered unless they obtain the consent of that Club and the Centre Board to compete for some other Club of which they are a member.

33. SPORTS MEETINGS

No club shall organise an event with another club or clubs on the same day as an organised Centre event. Prior approval of such event shall be sought from the Centre.

34. CENTRE CHAMPIONSHIPS

- (a) Centre Championships shall be conducted each year for any events as may be decided upon from time to time by the Centre.

- (b) Only members of Clubs affiliated to the Centre are eligible to compete for Centre Championships. Other registered athletes may compete by invitation only. Such members must be registered with "Athletics Taranaki Inc" to be eligible for titles and trophies.

35. TROPHIES

Before any trophy is introduced, it must have the approval of the Centre Board. The Board shall allocate such trophies as it thinks fit and in doing so it may take into consideration the wishes of the donor. The Centre shall be empowered to frame any necessary Rules or Conditions.

36. CENTRE RECORDS

Taranaki Records shall be recognised for all events according to Athletics New Zealand rules. Resident records can only be set in the Taranaki District by Taranaki athletes.

Open records can be set outside the Taranaki District by Taranaki athletes.

36.1 Taranaki Records

- (a) That records be kept in the following grades:

Men: Senior, MU20/MU18/BU15

Women: Senior, WU20/WU18/GU15

Children: As at present ie a list of best performances will be kept but without the strict criteria that hold for other records.

Masters: Records to be maintained in the current 5 year age groupings. Athletes must be registered with Athletics New Zealand to compete in Taranaki championships and to claim records and Open records.

- (b) That records be set at Centre Championships or Meetings approved for the purpose at least two weeks in advance. At such meetings the referees, starter, chief judge, chief timekeeper and walking judges (minimum of four) shall be approved by the Centre officials.
- (c) Hurdles: For record purposes, athletes of different grades shall not compete in the same race where the height of the hurdles for the respective grades is different.
- (d) Records may be set in mixed sex age and/or group competition. But in this case the referee must certify that in his/her opinion no prolonged deliberate pacing or other assistance occurred.
- (e) There shall be no minimum number of competitors in an event. However all events must be specified in the programme prior to the start of the meeting. Where advance notice has been given of record attempt meetings, clubs will be advised through the Centre minutes.
- (f) The correct form must be completed and received by the Centre Secretary within 30 days of the record being set. If the record application form is not completed within 30 days, the Centre Secretary should be notified that a record application is pending.
- (g) For records to be processed, the athlete must be registered by "Athletics Taranaki Inc" and be in club uniform.
- (h) When a new event is introduced, the best performance shall be a record, not a standard.
- (i) All record attempts shall comply with IAAF Rules.

36.2 Open Records

These are records set outside the Taranaki Centre where performances are better than existing Taranaki Records.

- (a) The grades for this shall be as for Taranaki Records
- (b) Where Open records are set at New Zealand Championship Meetings (including NZ Secondary School Championships where these are controlled by Athletics New Zealand officials) or in approved International Meetings, the official results be considered adequate verification of the record.
- (c) At other meetings the record application form must be completed. At grounds with permanent tracks, a surveyors certificate is not required. If electronic timing is used, the timekeepers/watchtesters certificate is not required. In all cases the signature of the meeting referee is required. Team Managers should have details of existing records and be ready to assist athletes in collecting necessary information.
- (d) At meetings other than New Zealand Championships it is the responsibility of the athlete to initiate open record application proceedings.

37. REPRESENTATION OF CENTRE

Except in the case of the Athletics New Zealand, the Centre has at all times prior call on all registered athletes under its jurisdiction.

38. ALTERATION OF RULES

- (a) These rules may be added to, amended, or repealed by resolution at any Annual General Meeting of the Centre or any Special Meeting called for that purpose, provided that notice of such proposed additions, amendments or alterations shall be given to the Secretary at least thirty-five (35) days before the date fixed for such Annual or Special Meeting, and by him to each of the delegates and clubs at least twenty-eight (28) days before the date of the meeting.
- (b) Any resolution adding to or amending or repealing these rules to be successful shall require the votes of two-thirds of the members of the Centre present.

39. STANDING ORDERS

Standing Orders shall be in accordance with Athletics New Zealand rules.

40. WINDING UP & DISPOSITION OF FUNDS

The Centre may be wound up voluntarily if, at a General Meeting, it passes a resolution requiring it to be wound up and the resolution is confirmed at a subsequent General Meeting called for that purpose and held not earlier than 30 days after the date of such resolution. If in the event of the Centre being wound up or dissolved there remains after the satisfaction and discharge of all its debts, liabilities and obligations any property or assets whatsoever they shall be transferred to Athletics New Zealand.

41. PECUNIARY PROFIT

No member or person associated with a member of the Centre shall derive any income, benefit or advantage from the Centre where they can materially influence the payment of income, benefit or advantage, except where that income, benefit or advantage is derived from:

- (a) Professional services to the Centre rendered in the course of business charged at no greater than current market rates: or
- (b) Interest on money lent at no greater than current market rates

42. GENERAL

- (a) These Rules shall be read with and subject to the Rules of Athletics New Zealand.
- (b) Any matter not otherwise specifically provided for in the Rules which may arise shall be decided by the Centre Board whose decision shall be final, subject to any right of appeal as provided in the Rules of the Athletics New Zealand.

