CONSTITUTION OF THE UC Tennis Club

1. Name

1.1. The name of this club shall be “UC Tennis Inc”. 1.2. The club will be affiliated to the University of Canterbury Students Association (UCSA) and Tennis Canterbury.

2. Purpose, aims, and objectives

2.1. Promote tennis within the University of Canterbury campus and the wider community.

2.2. Fulfil obligations set forth by UCSA and the University of Canterbury.

2.3. Guide club decisions with UCSA and UC policy documents.

2.4. Grow and foster student engagement and wellbeing on campus.

2.5. Treat all members of the club and wider student population with fairness and equality.

2.6. Offer an easily accessible opportunity for anyone to play tennis regardless of their ability.

2.7 Operate in accordance with the incorporated societies act and all other relevant legislation.

3. Membership

3.1. Membership shall be open to all University of Canterbury students and the community, provided most members are current students and there are at least 20 members at all times.

Return material provided to that member by the club.

3.8.3. Cease to be entitled to any of the rights of a club member.

3.9 Any former member may rejoin in the manner prescribed for new members, but:

3.9.1. If a former member’s membership was terminated following a disciplinary or dispute resolution process, the applicant may only rejoin by a resolution passed at a general meeting on the recommendation of the exec.

4. The executive committee

.1. There shall be an executive committee (hereafter known as the ‘exec’) comprising at least 3 officers.

.2. The officers of club shall be:

4.2.1. President

4.2.2. Treasurer

4.2.3. Secretary

4.2.4. Auxillary Roles

4.2.5 General Executives

4.3.3. Lose a unanimous vote of no confidence by the remaining exec members, after failing to attend at least three meetings without apology or excuse.

4.4. Officers cease to hold office at a date specified in a resolution of the exec. Officers shall within 20 working days of submitting a resignation or ceasing to hold office, deliver to the committee all property belonging to the club.

4.5. No person may hold more than one position at any one time.

4.6. No members shall be eligible for election to the exec unless they have paid their membership fee prior to the election.

4.7. If a vacancy in the exec occurs between AGMs, that vacancy shall be filled by resolution of the exec. Any such appointment must be ratified at the next AGM.

4.8. The exec may appoint other officers for a specific purpose, or for a limited period, or generally until the next AGM. Unless otherwise specified by the exec, any person so appointed shall have full speaking and voting rights.

4.9. The exec has all the powers necessary for managing and directing the operations and affairs of the club, subject to such modifications, exceptions, or limitations as are contained in the act or in this constitution.

5. Duties of the officers will be outlined in a club regulation

6. General meetings

6.1. An annual general meeting (AGM) shall be held each year, at a date and at a location and/or using any electronic communication determined by the Exec. The AGM must be held before the earlier of the following:

6.1.1. 6 months after the balance date of the club.

6.1.2. 15 months after the previous annual meeting.

6.2. A Special General Meeting (SGM) shall be called by the secretary on receiving a written request. An SGM shall only consider and deal with the business specified in the request by:

6.2.1. The President.

6.2.2. At least ten financial members.

6.2.3. The Exec on its motion.

6.3. Not less than 14 working days prior to the meeting taking place, notice of an AGM or SGM shall be:

6.3.1. Communicated to all members via email.

6.3.2. Placed on the club website.

6.3.3. Announced on any club social media.

6.4. The business of an AGM (which shall be addressed in the notice of an AGM) shall be to:

6.4.1. Confirm the minutes of the last AGM and any SGM(s) held since the last AGM.

6.4.2. To receive the President’s report on the state of the club.

6.4.3. To receive the financial report, and the statement of assets and liabilities for the preceding year.

6.4.4. disclosures of any conflicts of interests made by Officers .

6.4.5. Consider any motions of which prior notice has been given to members with notice of the meeting.

6.4.6. Determine the number and type of Auxiliary and general executive roles the board will elect as per club regulations.

6.4.7. Elect officers for the forthcoming year

6.4.8. To transact any other general business.

6.5. All officers will be elected and require a nomination to be seconded. All nominees must be members that have paid their membership fee. Nominations will be received:

6.5.1. By the club at least 2 working days before the date of the AGM.

6.5.2. From the floor at the AGM.

6.6. The mode of voting at all general meetings shall be by a show of hands or a secret ballot in person6.6.1. Members that have paid their membership fee shall be entitled to one vote.

6.6.2. The club allow proxy voting at its discretion if the prescribed method is advertised at the same time the general meeting is called. This could include nominating a member present at the meeting to vote on their behalf by email or emailing their preferred vote to the club 6.7. All general meetings shall be chaired by the chairperson, as decided by the exec. If the chairperson is absent, the exec shall elect another member to chair that meeting.

6.7.1. Any person chairing a general meeting has a casting vote in the event of a tied vote.

6.8. Two members (who are not nominees) or non-members appointed by the chairperson shall act as scrutineers for the counting of the votes.

6.9. Quorum for a general meeting shall be 10% of the total number of members or 10 members (inclusive of the Exec), whichever is smaller.

6.9.1. If, within half an hour after the time appointed for a meeting a quorum is not present, the meeting – if convened upon request of members – shall be dissolved. Any decisions made when a quorum is not present are not valid.

6.9.2. The general meeting and its business will not be invalidated simply because one or more members do not receive the notice of the general meeting.

6.10. Any member may nominate themselves for a vacant role on the committee or propose motions for the club to vote on by giving notice to the exec at least 2 working days before that meeting. They may also provide information in support of the motion. This must be emailed to all members 48 hours before the AGM.

6.11. Written resolutions may not be passed in lieu of a general meeting.

6.12. Minutes of all General Meetings shall be kept and communicated to Members. Minutes may be posted on the Club's website. They shall also be available upon request by any Member in accordance with the Act.

6.13 Any irregularity, error or omission in notices, agendas or papers for a General Meeting will not invalidate the meeting nor prevent the meeting from considering the business of the meeting provided that:

6.13.1. the Chair, in their discretion decides it is appropriate for the meeting to proceed despite the irregularity, error or omission; and

6.13.2. motion or resolution to proceed is approved by Special Majority.

7. Exec meetings

7.1. The exec shall meet at least once each university term.

7.1.1 The quorum for exec meetings is at least half of the officers on the exec.

7.1.2 An agenda should be produced 24 hours before the meeting and minutes filed before the next meeting.

7.2. An exec meeting may be held either:

7.2.1. by a number of the members of the exec who constitute a quorum, being assembled together at the place, date and time appointed for the meeting; or

7.2.2. by means of audio, or audio and visual, communication by which all members of the exec participating and constituting a quorum can simultaneously hear each other throughout the meeting.

7.2.3. A resolution of the exec is passed at any exec meeting if a majority of the votes cast on it are in favour of the resolution. Every officer on the exec shall have one vote.

7.3. The president will be chairperson of the exec. If the chairperson is not present, the members of the exec present may choose a new chairperson of the meeting.

7.3.1. The chairperson has a casting vote in the event of a tied vote.

7.4.1 The exec may act by email or electronic means by approval of a Majority of the Committee. Any such resolution shall be recorded in the minutes of the next exec meeting if requested by a member.

8. Contact person

8.1. The club shall have at least 1 contact person (president and/or secretary) whom the registrar can contact when needed.

8.2. Each contact person's name, physical address, email and phone number must be provided to the registrar of incorporated societies.

8.3. Any change in that contact person or that person's name or contact details shall be advised to the registrar of incorporated societies within 20 working days of that change occurring, or the club becoming aware of the change.

9. Registered office

9.1. A registered office for the club shall be an address in New Zealand that the exec decides.

9.2. Changes to the registered office shall be notified to the registrar of incorporated societies at least 5 working days before the change of address for the registered office is due to take effect.

10. Conflicts of interest

10.1. An officer with a conflict of interest regarding any matter being considered by the club, must disclose the nature and extent of the interest (including monetary value if quantifiable):

10.1.1. To the exec

10.1.2. To an interests register kept by the exec.

10.2. Disclosure must be made as soon as practicable after the officer becomes aware of the conflict.

10.3. An officer who has a conflict of interest:

10.3.1. Must not vote relating to the matter unless all members of the Exec who are not interested in the matter consent.

10.3.2. Must not sign any document relating to the entry into a transaction or the initiation of the matter unless all members of the exec who are not interested in the matter consent.

10.3.3. May take part in any discussion of the exec relating to the matter and be present at the time of the decision of the exec (unless the exec decides otherwise).

10.4. However, an officer who is prevented from voting on a matter may still be counted for the purpose of determining whether there is a quorum.

10.5. Where 50 per cent or more of officers are prevented from voting on a matter because they are interested in that matter, a SGM must be called to consider and determine the matter, unless all non-interested officers agree otherwise.

11. Finance

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

11.1.1. That account will operate under a “two to sign” rule.

11.2. All club monies will be banked into the account held by the club within 10 working days of receipt.

11.3. The funds, from whatever source derived, shall be applied only towards the promotion of the aims and objectives of the club or towards legitimate, actual, and legal expenditure on behalf of the club which the exec authorises. While officers and members can be reinbursed, they should not receive any financial benefit.

11.4. The financial year of the club will end on August 1st  and start August 2nd.

11.5. The accounting records must be kept in written form or in a form or manner that is easily accessible and convertible into written form. And the accounting records must be kept for the current accounting period and for the last 7 completed accounting periods of the club.

11.6. A statement of annual accounts will be presented by the treasurer at the AGM, dated and signed by 2 members of the Exec and uploaded to the UCSA Clubs Portal and the Registrar of Incorporated Societies.

11.6. The Club is authorised to indemnify an Officer under the Act or effect insurance for an Officer under the Act for the following matters:

11.6.1 liability (other than criminal liability) for a failure to comply with a duty under sections 54 to 61 of the Act or any other duty imposed on the Officer in their capacity as an Officer; and

11.6.2. costs incurred by the Officer for any claim or proceeding relating to that liability.

The Treasurer may effect insurance for its current and former Officers, Members and employees as permitted by the Act, if approved by the Committee.

12. Discipline and complainants

12.1. All complaints should be presented in writing to either the president or secretary and set out the allegation(s) to which the dispute relates and whom the allegation or allegations is or are against.

12.1.1. A member or an officer may make a complaint to the exec. The club may make a complaint involving an allegation against a member or an officer.

12.2. The exec will meet to hear complaints within 14 days of the complaint being lodged. If the exec 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.

12.3. The exec has the power to take appropriate disciplinary action including the termination 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.

12.4. Student to student complaints that are not club related shall be passed to the University of Canterbury, through the appropriate channels as informed by the UCSA clubs or advocacy staff.

12.5. All media and professional correspondence should go through the president only.

13. Dissolution

13.1. A resolution to dissolve the club can only be passed at an AGM through a majority vote of membership. 28 days notice must be given to all members of a proposed motion to wind up the club. if the club has not had contact with UCSA for over 6 months, the UCSA executive can deem the club as dissolved. Should the club be dissolved, the following should occur:

13.1.1. Appoint a liquidator or liquidators. Their remuneration may be fixed by the meeting.

13.1.2. remove the Club from the Register of Incorporated Societies

13.2. In the event of dissolution, any surplus assets - after payment of all debts, costs and liabilities - 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.

14. Amendments to the constitution

14.1. The constitution can only be changed through agreement by special majority vote (75%) at an AGM or SGM.

14.2. Propose amendments to the constitution are to be made in writing to the secretary 5 working days before the AGM.

14.3. At least 2 working days before the general meeting at which any amendment is to be considered the Exec shall give to all members notice of the proposed resolution, the reasons for the proposal, and any recommendations the exec has.

14.4. When an amendment is approved by a general meeting it shall be notified to the UCSA and Registrar of Incorporated Societies in the form and manner specified in the act for registration, and shall take effect from the date of registration.

14.5 If an amendment to this Constitution would have no more than a minor effect or is to correct errors or makes similar technical alterations, the Committee may give notice of the amendment to every Member stating the text of the amendment and the right of Members to object to the amendment. If the Committee does not receive any objections from Members within twenty (28) Days after the date on which the notice is sent, or any longer period that the Committee decides, the Committee may make that amendment. If it does receive an objection, the Committee may not make the amendment.

15. Regulations

15.1. The Committee may make, amend or repeal Club Regulations as it considers necessary or desirable, provided they are consistent with the Club's purposes set out in Rule 2.1, the Act and any other laws.

15.2. All Club Regulations and any amendments to them, shall be notified to all Members and published on the Club's website. All Club Regulations are binding on the Club, Officers, and all Members, unless expressly stated otherwise.

15.3. The making, amendment, revocation, or replacement of a Club Regulation is not an amendment of this Constitution.

15.5. A Club Regulation may, in whole or in part, be amended or revoked by Special Majority at an SGM, if a motion or resolution proposing it is notified in accordance with Rule 9.7. Unless the motion or resolution provides otherwise, any such amendment or revocation shall take immediate effect but cannot be applied retrospectively.

16. Matters Not Provided For

16.2. If any matters arise that the Committee considers are not provided for in this Constitution or in the Club Regulations, or if any dispute arises out of the interpretation of this Constitution or the Club Regulations, the matter or dispute will be decided by the Committee as it sees fit.

UC Tennis Inc hereby adopts accepts this constitution as a current operating guide regulating the action of members.

Matthew Edmonds (President) _____

Jasmine Uren (Treasurer) _____

Jack Walls (Secretary _____