



# King Country 4WD Club

## The Constitution of

## King Country 4 Wheel Drive Club

**June 2019**

### **1 Name**

1.1 The name of the Society is the "King Country 4 Wheel Drive Club."  
For the purpose of this document it shall be known as the "Club."

### **2 Constitution**

2.1 This Constitution was adopted on 8<sup>th</sup> June 2015.

2.3 Copies of this Constitution are to be made available, at cost, to any member of the Club on request.

### **3 Objects**

3.1 The primary object of the Club is to provide its members/guest members, their families and their guests, with the opportunity to participate in the following types of Club Activities:

- Four wheel drive type day and camping trips to remote or normally inaccessible places
- Social type activities.
- Four wheel drive trial type activities.
- Four wheel drive training type activities.
- Any other Four Wheel Drive associated activity that the Committee has approved.
- Support of community groups.

3.2 Without detracting from the primary object, the secondary objects of the Club are to:

- Establish codes of behaviour applicable and appropriate to its members.
- Provide assistance to civil authorities (Civil Defence, etc) when required.
- Promote and encourage the image, the interests, and the wellbeing of the Club and its members.
- To do any act or thing incidental or conducive to the attainment or benefit of any of the above primary or secondary objects.

### **4 Membership**

4.1 Members of the Club shall be divided into the following classes.

a) Full Members

Full Members must have:

- Completed three driving type club activities as a Probationary Member.
- Had their full club membership approved by the Committee.



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- Paid the current year's subscription.

## b) New Members

New members are encouraged to attend club competency sessions as and when they come available.

## c) Family Members

Immediate families of both Full and Probationary Members shall be known as Family Members.

- Family Members are welcome to attend all Club Activities.
- Family Members shall not be entitled to vote at a General Meeting.
- Only one vehicle per Family Membership is entitled to join any one Club Activity. If participation by more than one vehicle is required, further individual subscription paying memberships must be obtained.
- If a family member has not satisfied the requirements of Full Membership they must be treated as a Guest Member when driving in a Club Driving Activity with the exception that they may not have to fill out an Application Form.

## 4.2 Guest Members

- On occasion Guest Members may be allowed to attend individual Club Activities.
- All Guest Members driving in a Club Driving Activity must complete a pre event drivers meeting form and hand it to the trip leader before commencement of the activity.
- All Guest Members driving must pay \$10 to club via the designated trip leader for temporary membership. This encompasses the 4 Wheel Drive Association insurance.

## 4.3 Admission of Members

- Any individual can apply to be a Probationary Member of the Club.
- A current Full Member must recommend an application for membership for the application to be valid and accepted.
- A completed Application Form and Application Fee must be submitted to the Club Secretary.
- The Committee has discretion whether or not to admit a membership applicant.
- Members returning to the club, or for other reasons determined by the committee, may have the probationary period of their membership waived and be accepted directly as Full Members.

## 4.4 All Club Members are required to:

- Be responsible for the safety of themselves, their families and their guests.
- Promote the interests and objects of the Club and do nothing that may bring the Club into disrepute.
- Keep themselves familiar and compliant with this Club Constitution and the Club Rules (see section 5.3)
- Abide by any decisions made by the Committee.
- Advise the Club Secretary of any change in their address or other details.

## 4.5 Members Liability

- All Participants in any Club Activity are responsible for their own safety. They have total rights to refuse to participate in all or any part of any Club Activity.
- The Committee will appoint members that assist the Club by providing services, such as providing Vehicle Inspections or Driver Training. These members must be accepted to be offering an unqualified opinion and cannot be held liable in any way for loss or damage.
- No Member, Family Member, Guest Members, Guests or any other participant in a Club Activity, shall hold the Club, any member of the Committee, any other Club Officer, any person involved in organising the activity, or any person working under the direction of the Committee or organisers, liable in any way for loss or damage done to person or property during or as a result of that Club Activity.



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- Members acting on behalf of the Club shall be indemnified by the Club for all liabilities and costs incurred as a result of the good faith performance of duties carried out with the authority of the Committee on behalf of the Club.

#### 4.6 Cessation of Membership shall occur when:

- A Member provides the Club Secretary with written notice of his / her intention to resign. In this case the member may reapply for membership at any time.
- A Member is voted out of the Club by a two thirds majority of the Committee for any reason. The Committee's decision is final. In this case the Member may reapply for membership after a twelve-month period.
- A Member fails to pay his / her annual subscription fee by the date set by the Committee. In this case the Member may reapply for membership at any time.

## 5 The Executive

5.1 The Executive of the Club will be known as the Committee. It will consist of a President, Vice President, Secretary and a minimum of 2 other Full Members. Other offices, such as Club Safety Officers, may be appointed as required from time to time.

5.2 The Committee Members will be nominated and elected at the Annual General Meeting. The outgoing committee will prescribe the method of the process. (Verbal / written, open / secret)

5.3 The Committee may, from time to time, issue and update Club Rules. The Committee may also issue other documents, such as a Trip Leaders Checklist, to assist in the general running of the Club. Any such rules or guidelines shall not derogate from each participant's responsibility for their own safety.

5.4 The Committee will organise the following meetings. Members will be notified of meetings before their date.

#### a) An Annual General Meeting

This is for all Members and is to be held before the 31<sup>st</sup> of May each year. The quorum for a General Meeting is five and only Full Members are entitled to vote on any issue. The following business is to be included:

- The minutes of the previous General Meeting are to be verified as being accurate.
- The annual report of the President.
- The statement of the Club's financial performance and position.
- The nominations and election of the new Committee and its Officers.
- The setting of the membership subscription fee for the following financial year and the date for payment.
- Any other General Business.

#### b) Special General Meetings

These are for all members and may be held if required to resolve an issue prior to the next Annual General Meeting. They are to be authorised by a majority of Committee Members or held at the request of a quarter of Full Members.

5.5 The Committee will endeavour to publish a monthly Club Newsletter to keep members informed of club activities, upcoming Club Activities, Club Meetings and changes to the Club Constitution and Club Rules.

5.6 The Committee is required to approve any activity that is to be held in the Club's name prior to it being held.

5.7 The Club President shall be responsible for:

- Chairing all Club Meetings. This may be delegated to the Vice President. Should the President or Vice President be unavailable for any meeting he/she should arrange an acceptable replacement for that meeting. If no replacement is arranged the Committee members present shall appoint a



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chairman for the meeting.

- Having the casting vote on any matter in which the vote is tied.

5.8 The Club Secretary shall be responsible for:

- Keeping a membership register of all members, recording their names, addresses, occupations, and the date they joined the Club
- Recording the minutes of all meetings. These minutes will be verified at the next meeting of the same type.
- Holding the Club's records and documents.
- Dealing with inwards and outwards correspondence as directed by the Committee.
- Performing any other reasonable duties as directed by the Committee.
- The duties of the Club Treasurer if one is not appointed.

5.9 The Club Treasurer shall be responsible for:

- Maintaining Club books and records in compliance with Section 7 of this constitution
- Presenting a Financial Report at General and Monthly meetings as required.

5.10 Cessation of Committee Membership shall occur when:

A Member provides the Club Secretary with written notice of his / her intention to resign, or fails to attend 3 or more Club meetings during their 12 month term.

If any Committee Member or Officer leaves, for whatever reason, he / she may be replaced by any Full Member of the Club that is acceptable to all remaining Committee Members. Such a person will have all the powers of a Committee Member until the next Annual General Meeting.

## 6 The Registered Office

6.1 The registered office of the Club will be at such a place as the Committee from time to time determines.

## 7 Finance

7.1 The Club shall not distribute any profits or benefits to any individual or individuals.

7.2 Club bank accounts shall be in the name of the Club. They shall only be accessible by the President, Treasurer or other person duly appointed for the purpose.

7.3 Hardcopy source documents shall be kept by the Treasurer for all financial transactions by the Club. Receipts for monies shall be issued as required.

7.4 The Club's financial year will commence on the 1<sup>st</sup> April each year and end on 31<sup>st</sup> March in the following year.

7.5 The Treasurer shall keep books of accounts as necessary to provide a true and fair record of the Club's financial performance and position and shall report these to the committee on at Monthly Meetings.

7.6 Full financial statements of the previous years activities shall be presented to the members at the Annual General Meeting along with a budget for the coming years activities.

7.7 A majority of members may request an independent audit of the Club's financial records at any Annual General Meeting.

7.8 In addition to its statutory powers, the Club

- May use such of its funds to pay the costs and expenses of furthering or carrying out its objects, and for that purpose may employ such people as may seem expedient.
- May purchase, lease, hire, or otherwise acquire, may exchange, and may sell, lease or otherwise dispose of property, rights or privileges to further carry out its objects as may seem expedient.
- Shall have the power to borrow or raise money by debenture, bonds, mortgage and other means, with or without security, but such borrowing powers shall not be exercised other than



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by an unanimous vote of the Committee or by a two thirds majority of Full Member votes at a General Meeting.

7.9 Notwithstanding any other provision the Club shall not expend any money:

- Other than to further purposes recognised by the law, nor
- For the sole personal or individual benefit of any other Member except for:
  - The purchase of prizes or trophies for a competitive Club Activity.
  - The purchase of tokens of support during periods of personal celebration or loss.

7.10 Any transactions between the Club and any Member of any type shall be at arms length and in accordance with prevailing commercial terms on which the Club would deal with third parties not associated with the Club, and any payments made in respect of such transactions shall be limited to:

- A fair and reasonable reward for services performed.
- Reimbursement of expenses properly incurred.
- Usual professional, business or trade charges.
- Interest at no more than current commercial rates.

## 8 Winding Up

8.1 The Club may be wound up by Special Resolution passed at a Special General Meeting or Annual General Meeting by a two thirds majority vote.

8.2 All remaining assets at the time of winding up shall be forwarded to an Inland Revenue approved charity. Under no condition will any distribution be made to any member.

## 9 Amendments to this Club Constitution

9.1 This Club Constitution can be amended at an Annual or Special General Meeting. Notice of any such proposal shall be given to each member.

9.2 No addition, alteration or recession of the Constitution shall be approved if it affects the non-profit aims of the Club or the clauses in the Constitution relating to Personal Benefits (7.9 — 7.10) or to the Club Winding Up (8.2).

9.3 The provisions and effect of this clause (9) shall not be removed from this document and shall be included and implied into any document replacing this document.

## 10 Interpretation

10.1 The decisions of the Committee on the interpretation of this Constitution, and on all matters dealt with by it in accordance with this Constitution, and on matters not provided for in this Constitution, shall be final and binding on all members.