

RULES OF THE  
CRAIGIEBURN VALLEY SKI CLUB (INC.)

1. Name
  - 1.1 The name of the club shall be "Craigieburn Valley Ski Club Incorporated".
  
2. Interpretation
  - 2.1 In these Rules unless a contrary intention appears
    - 2.1.1 Club means the Craigieburn Valley Ski Club Incorporated
    - 2.1.2 Committee means the committee appointed under these Rules
    - 2.1.3 Executive means the executive appointed under these Rules
    - 2.1.4 Year means the financial year as referred to in Rule 23
    - 2.1.5 Special Resolution means resolution passed by a two-thirds majority of those present in person or by proxy and voting at a General Meeting.
  
3. Objects
  - 3.1 The objects of the Club are:
    - 3.1.1 to encourage and foster skiing and other winter sports particularly at Craigieburn Valley and adjacent areas;
    - 3.1.2 to promote the use of the Club's lodges and accommodation at all times;
    - 3.1.3 to protect native flora and fauna and the natural features of the country;
    - 3.1.4 to encourage social intercourse between members and to provide clubrooms and clubhouses;
    - 3.1.5 to provide instruction in skiing, snowcraft, mountaineering and other like subjects;
    - 3.1.6 to act in co-operation with the government, or any other club, committee, society or institution for the promotion of these objects;

3.1.7 to do all such things as are incidental or conducive to the attainment of the above objects or any of them.

4. Club badges and colours

4.1 The official colours of the Club shall be red and white. The badge of the Club shall be of such design as shall be approved by the Committee from time to time and the Committee may, if it thinks fit, make arrangements for securing Club clothing and badges which may be purchased by members. All members of the Club shall be entitled to wear such colours, clothing and badges. At the discretion of the Committee, non-members shall be entitled to wear any of the above items.

5. Membership

5.1 The Club shall consist of those persons admitted in accordance with the Rules.

5.2 There shall be six classes of membership:

5.2.1 Senior Membership

5.2.2 Intermediate Membership

5.2.3 Junior Membership

5.2.4 Honorary Life Membership

5.2.5 Fully-Paid Membership

5.2.6 Social Membership

6. Membership classification

6.1 Senior Members shall be those who are 18 years of age or over at 1 January immediately prior to the winter season.

6.2 Intermediate Members shall be those who are 13 years and over and under the age of 18 years at 1 January immediately prior to the winter season.

6.3 Junior Members shall be those who are under the age of 13 years at 1 January immediately prior to the winter season.

6.4 Honorary Life Members. On the recommendation of the Committee or by resolution of members at a General Meeting any person who has rendered

special services to the Club may be elected an Honorary Life Member at any General Meeting of the Club and shall thereafter be entitled to all privileges of Senior Membership without paying the annual subscription and levies.

6.5 Fully-paid Members shall be those who have held Senior Membership for 21 years and shall be conferred by notice from the Secretary acting upon application in writing from the member accompanied by relevant details of membership. Such members shall pay levies only and be exempt from the annual subscription.

6.6 Social Members shall be any:

6.6.1 Senior Member who upon written application applies to the Committee to be transferred to the Social category;

6.6.2 other person interested in the Club whom the Committee may approve.

Such members will be ineligible for members' rates for all Club facilities.

6.7 Every candidate for membership shall be proposed and seconded by Senior Members of the Club and may be elected to membership by resolution of the Committee.

6.8 Every application for membership shall be accompanied by the appropriate subscription, levies and entrance fee (if any). In the event of any application being declined the Secretary shall return to the applicant the full amount paid.

6.9 The Secretary shall send to each newly elected member a written notice of election together with a copy of the Rules.

6.10 An Intermediate Member of at least three years standing shall be eligible for Senior Membership at no cost.

7. Subscription

7.1 Subscriptions and entrance fee shall be set by the Committee.

8. Payment of subscriptions

8.1 All subscriptions shall be payable as determined by the committee.

8.2 Any member who is 12 months in arrears with member's dues shall not be entitled to enjoy the privileges of the Club.

9. Cessation of membership
  - 9.1 The Club may remove from membership any member whose subscription is in arrears for one year, but that member shall be liable for all dues prior to the date of removal.
  - 9.2 Any member may resign from the Club by giving notice in writing of the member's intention to do so, but shall be liable for all dues prior to the date of resignation.
  
10. Expulsion
  - 10.1 If at any time the Club has reason to believe that any person has not fulfilled or complied with the requirements for membership (except where the member's subscription is in arrears for a minimum of one year in which case Rule 8.2 applies) or that the Rules or lawful decisions of the Club are no longer being complied with, it may call upon that person to furnish fresh proof of compliance.
  - 10.2 Upon failure to do so within a specified time, or if the Club is dissatisfied with any evidence for compliance so furnished, it may give the person concerned one month's written notice to show cause why that person should not be expelled from membership of the Club and may expel that person accordingly if after hearing such representations as the person may offer and after the specified time it considers requirements or membership are not being complied with.
  - 10.3 Such person shall have the right of appeal to a General Meeting by giving notice to the Committee within 14 days of such decision to expel being notified and subsequently appearing before a General Meeting which may by a Special Resolution rescind such decision.
  
11. Collection of moneys
  - 11.1 Where any member is 12 or more months in arrears with any subscription or levies owing to the Club the Committee may in its discretion take such legal or other action as it deems advisable against such member for the recovery of the dues owing.
  
12. Alteration to the Rules
  - 12.1 These Rules shall not be added to, altered or rescinded except by a Special Resolution passed at a General Meeting.

12.2 Not less than seven days' notice shall be given to all members of the proposed additions, alterations, or rescissions to be brought to such meeting.

12.3 Accidental failure to notify any member shall not invalidate the meeting if this Rule is being substantially complied with.

12.4 All notices of motion of any such proposed additions, alterations or rescissions shall be in the hands of the Secretary at least 14 days prior to the date of the meeting.

### 13. General Meeting

13.1 The Annual General Meeting of the Club shall be held in the month of January or February in each year upon a date and at a time and place to be fixed by the Committee. The Annual General Meeting shall:

13.1.1 receive audited accounts of the Financial Year;

13.1.2 receive from the Committee a report on the activities of the Club for the past year;

13.1.3 elect the Executive and Committee of the Club;

13.1.4 consider and where appropriate decide on any resolution submitted in accordance with these Rules.

### 14. Notice of General Meetings

14.1 Notice of a General Meeting shall be given to all members at least seven days before the date thereof. The notice shall include the date and place of the meeting, the business to be transacted and of the other matters as provided for by these Rules

14.2 The notice shall be posted or e-mailed to members at least seven days before the date of such meeting

14.3 Every notice required to be given to a member shall be deemed to have been given if posted in a prepaid letter addressed to the member at the member's last known residence or place of business, or e-mailed to the member's last known e-mail address.

14.4 Accidental failure to notify any members shall not invalidate the meeting if this Rule has been substantially complied with.

15. Special General Meeting
  - 15.1 The Committee may at any time and shall on the requisition in writing of at least 10% of the total of Senior Members, plus Honorary Life Members, plus Fully-Paid Members convene a Special General Meeting for any specific purpose or purposes
  - 15.2 The requisition shall set out in the form of resolutions the business proposed to be transacted at such meeting.
  - 15.3 The meeting shall be held not more than 28 days next after the date of the receipt of the requisition by the Secretary. If the Committee does not do so within that period the members making the requisition may themselves convene a meeting.
  
16. Procedure at General Meetings
  - 16.1 At a General Meeting, the chair shall be taken by the President, or if the President is not present, the next most senior member of the Committee present and in the absence of any Committee member, by some member chosen by the meeting.
  - 16.2 Every Senior Member, Honorary Life Member and Fully-Paid Member shall have one vote and in the case of equality of votes the Chairman shall have a casting vote.
  - 16.3 The quorum at a General Meeting shall be 10% (attending either in person or by proxy) of the total of the financial Senior Membership plus Honorary Life Membership plus Fully-Paid Membership.
  - 16.4 Voting shall be by voice, but if any member present so desires the Chairman shall call for a show of hands or by ballot if so requested.
  - 16.5 Any Senior Member, Life Member or Fully-Paid Member ("the Member") who is outside the Christchurch metropolitan area (as determined by the Committee) at the time of a General Meeting shall be entitled to appoint a proxy to represent and vote for the Member at that meeting.
  - 16.6 The proxy so appointed ("the proxy") shall be a Senior Member, Life Member or Fully-Paid Member.
  - 16.7 Such appointment shall be in writing (by e-mail or otherwise) and signed by the Member or in the case of appointment by e-mail, sent by the Member. If there is any issue about the validity of an appointment, the Chair of the meeting shall determine it.

16.8 The proxy shall be valid on the attendance at the meeting of the person holding the proxy who shall also provide to the meeting if required the written appointment of proxy.

16.9 Except to the extent that the Committee may otherwise decide it shall not be appropriate for any member to solicit proxies. A member (other than the Chair of the meeting) shall not be entitled to be proxy for more than five or more members.

## 17. Executive

17.1 The Executive of the Club shall consist of the President, Vice-President, the Immediate Past-President, the Club Captain, the Secretary and the Treasurer. The Executive shall have power to act on behalf of the Committee where by reasons of emergency or otherwise it is impractical for the Committee to be convened.

17.2 The President's term of office shall be one year with a maximum of three consecutive years in office unless otherwise decided by a General Meeting. The President shall at some time previous to election as President have served on the Committee. In the event of no candidate for the office of President fulfilling this requirement the Club may elect a President who has not served on the Committee.

17.3 The Secretary shall keep the minute book in which shall be entered a correct record of all business transacted at meetings. The Secretary shall also keep copies of all papers, letters and documents and shall carry out all such duties as may be required of the Secretary by the Committee. The Secretary shall transact all correspondence of the Club and keep a register of the names, addresses and occupations of all members.

17.4 The Treasurer shall keep a correct book of account showing income expenditure and the financial position of the Club and shall also furnish a statement of accounts and balance sheet and annual report at each Annual General Meeting.

17.5 The duties of the Club Captain shall be:

17.5.1 to convene meetings of the racing sub-committee of which the Club Captain shall chair;

17.5.2 to see that Club races and such other races or competitions approved by the Committee are properly conducted;

17.5.3 to supervise and to be responsible for the organisation of all field activities of the Club;

- 17.5.4 to co-operate with the local technical representatives of the Club in organising ski tests.
- 17.6 The Vice-President shall assume office as President should such office become vacant during the year.
18. Committee
- 18.1 The entire management of the Club and its property shall be deputed to a committee
- 18.2 The Committee shall consist of the Executive, an Assistant Secretary and seven other members who shall be Senior Members, Honorary Life Members or Fully-Paid Members.
- 18.3 The Committee shall have the power to co-opt a maximum of five additional committee members with full voting powers and who shall be either Senior Members, Honorary Life Members or Fully-Paid Members.
- 18.4 Any or all of the five so co-opted committee members at the option of the elected Executive and Committee may be removed from office of the Committee.
- 18.5 The Executive and Committee shall be elected at the Annual General Meeting but shall have the power to fill casual vacancies from members of the Club.
- 18.6 Nominations for the Executive shall be in writing and signed by the proposer, seconder and nominee.
- 18.7 A defeated nominee for an Executive position shall be automatically eligible for election to the Committee if that person so wishes.
19. Sub committees
- 19.1 The Committee shall have the power to appoint such sub committees as it considers necessary.
20. Meetings of Committee
- 20.1 A meeting of the Committee may be called at any time by the President or Secretary, and shall be called within seven days of the receipt by the Secretary of a requisition signed by three members of the Committee.
- 20.2 At each meeting of the Committee six elected Committee members shall constitute a quorum and the Chairman shall have a casting vote.

21. Honorary auditor or auditor
  - 21.1 The Honorary Auditor or Auditor shall be appointed at the Annual General Meeting and shall not be a member of the Committee.
  - 21.2 The Committee shall fill a vacancy occurring during the year.
  
22. Patron
  - 22.1 The Patron of the Club may be elected at the Annual General Meeting and shall not be a member of the Committee.
  - 22.2 The Patron thereafter shall be entitled to all the privileges of Senior Membership without paying the annual subscription, levies or entrance fee.
  
23. Finance
  - 23.1 The Financial Year of the Club shall end on 31 October in each year to which date the accounts shall be balanced.
  
24. Bank accounts
  - 24.1 The Club shall have a current account at a trading bank and/or savings bank and such other bank accounts as may be deemed necessary from time to time for the operation of the Club
  - 24.2 The signatories to the bank account shall be any two of the President, Secretary or Treasurer,
  - 24.3 No two signatories may be persons who in the opinion of the Committee are closely related or living in the same household.
  
25. Accounts and balance sheet
  - 25.1 An income and expenditure account and a balance sheet shall be prepared and audited each year and shall be distributed to the Club members prior to 20 December of that year.
  
26. Liability of members actions
  - 26.1 Any regulations or definitions laid down by the government departments appertaining to huts, or tracks, or roads, etc, controlled by the Club shall automatically become Rules of the Club.

- 26.2 In the event of any member breaking any regulations, etc, laid down by government departments, the member will be liable to whatever fine or penalty would be inflicted for such offences.
27. Respect of properties
- 27.1 The instructions of the owners of any private property that a member may use for the purposes of the Club must be strictly adhered to.
28. Change of address
- 28.1 Every member shall from time to time notify the Secretary in writing of any change in address and all notices posted to such address shall be considered as having been duly given.
29. Working parties
- 29.1 The Committee shall set working party requirements.
- 29.2 Failure to comply with working party requirements will cause the member to forfeit the right to use the Club facilities at members' rates during the season.
- 29.3 At the discretion of the Committee, this provision may be waived or varied.
- 29.4 Junior members, Honorary Life Members, and Social Members are exempt from the requirements of this Rule.
30. Respect to land, etc.
- 30.1 It shall be the duty of all members to assist in the preservation of all tracks and roads in the territory which they traverse; in the keeping clean and the protection of huts and equipment, and the protection of the forest, native bird and animal life; to report to the Secretary any poaching or damage done to the huts and equipment.
31. Huts financed other than by Club monies
- 31.1 The Committee shall have the complete power to draw up, and to alter according to circumstances, a set of conditions under which huts financed other than by Club monies may be erected and used.

- 32. Charges
  - 32.1 The Committee may make a charge to users of any Club property or privilege and to charge for any damage thereto.
  
- 33. Capital expenditure
  - 33.1 Except in cases of emergency with respect to existing capital items, any capital expenditure proposals above an amount of \$10,000 + GST, which amount shall be total completed project cost, shall be presented at an Annual General Meeting or Special General Meeting for approval, complete with plans for the feasibility and final implementation of any such project, the full operating costs of any such project and the benefits of any such project.
  
- 34. Common seal
  - 34.1 The Common Seal of the Club shall be kept by the Secretary and shall not be affixed to any document, instrument, deed, writing, paper or any other thing unless a resolution to that effect has been passed by the Committee. Such seal shall be affirmed by the Secretary in the presence of two other members of the Committee, and the Secretary and other members aforesaid, shall sign such document, instrument, deed, writing, paper or other thing.
  
- 35. Investment
  - 35.1 All funds of the Club shall be paid into the Club's bank accounts and any part thereof may if the Committee so determines, be invested on fixed deposit through such bank. Any other investments shall require the approval of members in General Meeting.
  
- 36. Borrowing powers
  - 36.1 The Committee shall have the power to borrow such amounts and on such terms as it thinks fit and to give as security for the repayment of sums borrowed and interest as the Committee deems expedient.
  - 36.2 Any borrowing other than from the Club's bankers or members shall require the approval of members in General Meeting.
  
- 37. By laws
  - 37.1 The Club shall have power to make from time to time such regulations, not being inconsistent with these Rules, as may be deemed necessary for the

well-being of the Club, and such regulations shall be binding on every member until set aside by a General Meeting of the Club.

38. Indemnification of personal guarantees

38.1 The Club shall indemnify any member in respect of any liability which the member incurs under any authorised personal guarantee on behalf of the Club. Such authorisation shall be by the Club in General Meeting or by the Committee and may be retrospective. The indemnity shall extend to all associated expenses reasonably incurred.

38.2 Any officer or member of the Club, acting in good faith in the business of the Club and/or on behalf of the Club, shall be indemnified in all respects by the Club for any fine or loss incurred by that officer or member with respect to any prosecution under such legislation as the Health and Safety in Employment Act 1992, Building Act 1991, Resource Management Act 1991.

38.3 This indemnity shall not extend to actions which can be considered personal (for instance a breach of road traffic requirements or liquor licensing requirements) to that officer or member.

39. Winding up

39.1 Upon the winding up of the Club, after payment of all its liabilities, its surplus assets shall be transferred to such charitable organisation(s) within New Zealand as provided by a resolution passed at a General Meeting and confirmed at a further General Meeting called for that purpose not earlier than 30 days after the first General Meeting.

39.2 Such resolution shall be sent to the Registrar of Incorporated Societies.

39.3 If the Club is unable to make a decision, the remaining assets will be disposed of in accordance with the directions of the High Court pursuant to section 27 of the Charitable Trusts Act 1957 or any subsequent amendment.

Incorporated at Christchurch this 5th day of January, 1954.

Rules amended by resolution of members dated 21 February 2008 (also incorporating changes 9 December 1991, 8 December 1992, December 1994, December 1995, December 1996, December 2001 and 15 February 2007)

Printed April 2008