

# HUTT VALLEY TRAMPING CLUB INCORPORATED

## CONSTITUTION

Adopted July 1985  
Amendments incorporated June 1994  
Amendments incorporated July 2013  
Amendments incorporated August 2015  
Amendments incorporated June 2017  
Amendments incorporated August 2018

## CONTENTS

The Club	
Name	1.1
Colours	1.2
Badge	1.3
Interpretation	2
Objects	3
Membership	
Prerequisites	4.1
Election	4.2
Status –	
Life Member	4.3.1
Veteran Member	4.3.2.1
Senior Veteran Member	4.3.2.2
Absentee Member	4.3.3
Student Member	4.3.4
Resignation	4.4
Expulsion	4.5
Duties of Members	5
Subscription Fixing	6.1.1
Due Date	6.1.2
Rebate	6.1.3
Reduced Subscription	6.1.4
Remitted Subscription	6.1.5
Default in Payment	6.2
Officers of the Club	7.1
Election	7.2.1
Nomination	7.2.2
Eligibility	7.2.3
Voting	7.2.4

General Committee	8.1
Meetings	8.2.1
Notice	8.2.2
Procedure	8.2.3
Explicit Powers –	
By-laws	8.3.1
Sub-committees	8.3.2
Casual Vacancy	8.3.3
Levies	8.3.4
Social Committee	9
Ruapehu Committee	10.1
	10.2
	10.3
Meetings	10.4.1
Notice	10.4.2
Procedure	10.4.3
General Meetings	
Annual General Meeting	11.1
Extraordinary General Meeting	11.2
Notice of General Meeting	11.3
Procedure –	
Quorum	11.4.1
Chairman	11.4.2
Voting	11.4.3
Duties of Officers	
President	12.1
Trip Coordinator	12.2
Vice-President (Ruapehu)	12.3
Secretary	12.4
Treasurer	12.5
Ruapehu Secretary	12.6
Ruapehu Treasurer	12.7
Monies	
Financial Year	13.1
Bank Accounts	13.2
Shareholdings	13.3
Common Seal	13.4
Winding Up	14
Alteration of Rules	15

## **THE CLUB**

### **NAME**

- 1.1 The name of the Club shall be the "Hutt Valley Tramping Club Incorporated".

### **COLOURS**

- 1.2 The Club colours shall be Royal Blue and Silver Grey.

### **BADGE**

- 1.3 The Club badge shall be a representation of a Nikau Palm enclosed between two fern leaves, all coloured silver grey, surmounted on a scroll, coloured royal blue with a silver grey border, bearing the initials HVTC coloured silver grey.

## **INTERPRETATION**

2. In these rules, unless a contrary intention appears:
  1. "Club" means the Hutt Valley Tramping Club Incorporated.
  2. "General Committee" means the committee for the time being formed under Rule 8.1.1 of these Rules.
  3. "Year" means the financial year of the Club as defined in Rule 12.1 of these Rules.
  4. Words importing singular number shall include plural and vice versa.
  5. All official notices and correspondence of the Club may be distributed to members in hard copy or electronically, except that any member may elect to have their notices and correspondence in hard copy.

## **OBJECTS**

- 3.1 The objects of the Club shall be:
  1. To encourage and facilitate tramping, climbing, mountaineering, skiing and similar outdoor sports in New Zealand and to assist in the general education and preparation of members toward safe participation in these sports.
  2. To arrange trips in all areas of New Zealand so that members may gain an appreciation of living and travelling in the bush, grasslands, mountains and river valleys of New Zealand.
  3. To support in such manner as the General Committee decides is reasonable the setting aside for recreational use of places of scenic beauty and interest as national parks, forest parks and reserves of all descriptions.
  4. To protect native flora and fauna and the natural features of the country and to foster an awareness of environmental issues affecting outdoor recreation.
  5. To procure and assist in the formation and upkeep of tracks and routes but only after consideration of any relevant management plan for an area.
  6. To procure and assist in the maintenance of, and provide and maintain huts and equipment for the accommodation of trampers, climbers, mountaineers and skiers but only after consideration of any relevant management plan for an area.
  7. To encourage social interaction among members.
  8. To establish a library of literature connected with the objects of the Club and to publish a Club newsletter and other matter concerning the Club, its activities and its objects.

9. To acquire by purchase, by taking on lease or otherwise lands and buildings and all other property real and personal which the Club may from time to time think proper or to dispose of such property or any part thereof and to erect on any such land any building and to alter, add to and maintain any building erected on such land.
10. To sell, improve, maintain, manage, exchange, lease, mortgage, dispose of, turn to account or otherwise deal with all or any part of the property assets and rights of the Club.
11. To raise or borrow money in such manner and upon such security, if any, as the General Committee shall think fit and in particular upon the security of any mortgage, charge upon all or any part of the Club's property assets and rights, both present and future, or by the issue of debentures, charges or not upon all or any part of the Club's property, assets and rights, both present and future and generally with such rights and upon such terms and conditions in all respects as the General Committee shall see fit and to purchase, redeem or pay off any such securities and reissue the same.
12. To give guarantees, bonds and indemnities and to make, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange, drafts, debentures and all or any negotiable or transferable instruments.
13. To contribute to the funds of any other body having objects in whole or in part similar to these.
14. To act in co-operation with the Government or any other Club, Committee, Society or Institution, for the promotion of the above objects or act to modify any policy of the Government or any other Club, Committee, Society or Institution, the promotion of which is not consistent with the above objects.
15. To do any act, matter or thing which appears to the General Committee to be incidental to or conducive towards carrying into effect or attaining the objects of the Club.

3.2 In construing the foregoing objects the construction of any clause shall not be limited or restricted by reference to any other clauses.

## **MEMBERSHIP**

### **PREREQUISITES**

- 4.1 Every candidate for membership shall fulfill such prerequisites in tramping, climbing, mountaineering, skiing or similar outdoor experience as the General Committee may specify from time to time.

### **ELECTION**

- 4.2.1 Every candidate for membership shall be proposed by one and seconded by another member of the Club, and shall be elected to membership if supported by at least two-thirds of the General Committee.
- 4.2.2 The General Committee shall ensure that each newly elected member shall receive written notice of his or her election, together with a copy of these Rules, and upon payment of the entry fee, if any be levied, and first subscription he or she shall become a member of the Club.

## **STATUS**

### **Life Member**

- 4.3.1 On the recommendation of the General Committee any person who has rendered special services to the Club or to the furtherance of its objects may be elected a Life Member at any General Meeting of the Club. The votes of at least two-thirds of those present and voting at the meeting shall be necessary for such election.  
A Life Member shall be entitled to all privileges of membership without paying the annual subscription.

### **Veteran Member**

- 4.3.2.1 A veteran member shall be any person who has been a member of the Club for more than 21 years.

### **Senior Veteran Member**

- 4.3.2.2 A senior veteran member shall be any person who has been a member of the Club for more than 50 years.

### **Absentee Member**

- 4.3.3 An Absentee Member shall be any member who by reason of the distance of his or her residence from the Hutt Valley or Wellington is unable to attend the Club's weekend outings and is declared to be an Absentee Member by the Committee.

### **Student member**

- 4.3.4 A student member shall be any person who is in full-time attendance at a secondary or tertiary institute of education.

## **RESIGNATION**

- 4.4 Any member may resign his or her membership by giving to the Secretary notice in writing to that effect.

## **EXPULSION**

- 4.5.1 The General Committee may expel from membership any member willfully disobeying any of these rules, or guilty of any conduct rendering him or her unfit in its opinion to be a member of the Club.
- 4.5.2 Before expelling any member the General Committee shall seek from that person an explanation in defence of his or her continued membership.

## **DUTIES OF MEMBERS**

5. It shall be the duty of each member:
1. To assist the Club in the attainment of its objects.
  2. To assist in the protection of the native flora, native fauna and natural features of New Zealand.
  3. To assist in the preservation of tracks and huts in the territory which he or she traverses.
  4. To notify the Secretary in writing of any change in his or her address.

## **SUBSCRIPTIONS**

- 6.1.1.1 The annual subscription shall be fixed by the General Committee prior to the commencement of each financial year.
- 6.1.1.2 The annual subscription shall be fixed for:  
Members.  
Veteran members.  
Senior veteran members.  
Absentee members.  
Student members in attendance at a tertiary institute.  
The annual subscription for student members in attendance at a secondary institute shall be zero.
- 6.1.1.3 Ratification of any change in the annual subscription or rebate may be sought at the next following Annual General Meeting on the motion of any two members.

### **Due Date**

- 6.1.2 The annual subscription shall be payable in advance on the 1st day of June in each financial year.

### **Rebate**

- 6.1.3 The annual subscription may be subject to a rebate, which shall be fixed by the General Committee, provided it is paid on or before the 1st day of July in the year in which it becomes due.

### **Reduced Subscription**

- 6.1.4 The first subscription of a member elected after the 1st day of January in any year shall be half of the full subscription.

### **Remitted Subscription**

- 6.1.5 The annual subscription of a Life Member shall be remitted.

### **Default in Payment**

- 6.2.1 Any member failing to pay the annual subscription on or before the 1st day of September next after it has become due, and after notice has been sent calling his or her attention thereto, shall cease to be a member of the Club.
- 6.2.2 Such person may at the discretion of the General Committee, and upon receipt of all arrears, be readmitted to membership without payment of any entrance fee.

## **OFFICERS OF THE CLUB**

- 7.1 The Officers of the Club shall be a President, two Vice-Presidents, one to be specifically denoted the Vice-President (Ruapehu), a Secretary, a Treasurer, a Trip Coordinator, a Transport Officer, a Ruapehu Secretary, a Ruapehu Treasurer, up to six General Committee members, eight Social Committee members and eight Ruapehu Committee members.

## **ELECTION**

- 7.2.1.1 The Officers of the Club shall be elected at the Annual General Meeting and shall hold office until the following Annual General Meeting.
- 7.2.1.2 Notwithstanding the provisions of Rule 7.2.1.1 any officer may be removed from office by resolution of an Extraordinary General Meeting. The meeting may elect a member to fill any office vacated in this manner.

### **Nomination**

- 7.2.2.1 Nominations of candidates for all offices shall be in writing, have the written consent of the nominee and be in the hands of the Secretary at least 28 days prior to the Annual General Meeting. The Secretary shall issue a list of such nominations to each member with the notice calling that meeting.
- 7.2.2.2 Where insufficient nominations are received for any office the Annual General Meeting shall elect a member or members, as required, to that office.

### **Eligibility**

- 7.2.3.1 Each member of the Club shall be eligible for nomination for any office of the Club but shall not hold more than one office among those constituting the General Committee, nor more than one office among those constituting the Ruapehu Committee. A named officer of the General Committee may not hold the position of the Ruapehu Secretary or the Ruapehu Treasurer.
- 7.2.3.2 Any unsuccessful candidate for the office of President shall be eligible for the office of Vice-President.
- 7.2.3.3 Any unsuccessful candidate for the offices of President, Vice-President, Secretary, Treasurer, Trip Coordinator or Transport Officer shall be eligible for election to the General Committee.
- 7.2.3.4 Any unsuccessful candidate for the offices of Vice-President (Ruapehu), Ruapehu Secretary or Ruapehu Treasurer shall be eligible for election to the Ruapehu Committee.
- 7.2.3.5 The Auditor shall be a person who is not a member of the General Committee.

### **Voting**

- 7.2.4 Voting for the elected officers of the Club shall be by secret ballot. If required, scrutineers, not exceeding four in number, shall be appointed by the meeting.

## **GENERAL COMMITTEE**

- 8.1.1 The General Committee shall be composed of the seven named officers of the President, two Vice-Presidents, the Secretary, the Treasurer, the Trip Coordinator and the Transport Officer, and up to six General Committee members.
- 8.1.2 The entire management of the Club and of its property shall be deputed to the General Committee.

## **MEETINGS**

- 8.2.1 A meeting of the General Committee shall be called in each calendar month except January. A meeting of the General 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.

### **Notice**

- 8.2.2 Notice of the time and place of any meeting of the General Committee shall be given to every member of it at least forty eight hours before the time appointed for the meeting.

### **Procedure**

- 8.2.3.1 At each meeting of the General Committee six members shall constitute a quorum.
- 8.2.3.2 The President shall chair any meeting of the General Committee but if he or she is absent the longest serving Vice-President among those present shall chair the meeting.

- 8.2.3.3 The person chairing the meeting shall have a deliberative and a casting vote.

### **EXPLICIT POWERS**

#### **By-Laws**

- 8.3.1 The General Committee may make, alter, amend or rescind by-laws or rules for the management of the Club and its members.

#### **Sub-Committees**

- 8.3.2 The General Committee may appoint members of the Club to sub-committees from time to time. Each sub-committee shall be under the direction of the General Committee which shall appoint a convener.

#### **Casual Vacancy**

- 8.3.3 The General Committee may appoint a member to fill any casual vacancy amongst the offices of the Club.

#### **Levies**

- 8.3.4 The General Committee may:
1. Charge an entrance fee to each newly elected member.
  2. Make a charge to members using any Club property or privilege.
  3. Impose such special fee as it thinks fit upon members participating in any trip which it declares to be a special trip.

### **SOCIAL COMMITTEE**

- 9.1 The Social Committee shall consist of the eight Social Committee members, one of whom shall be appointed convener by the General Committee.
- 9.2 The Social Committee shall be under the direction of the General Committee.

### **RUAPEHU COMMITTEE**

- 10.1 The Ruapehu Committee shall consist of the Vice-President (Ruapehu), the Ruapehu Secretary, the Ruapehu Treasurer and the eight Ruapehu Committee members.
- 10.2 The Ruapehu Committee shall:
1. Have responsibility for organising the activities at the Ruapehu Hut.
  2. Have responsibility for the maintenance of the Club's hut at Ruapehu.
- 10.3 The Ruapehu Committee shall be under the direction of the General Committee.

### **MEETINGS**

- 10.4.1 A meeting of the Ruapehu Committee may be called at any time by the Vice-President (Ruapehu) or the Ruapehu Secretary or the General Committee and shall be called within seven days of the receipt by the Ruapehu Secretary of a requisition signed by three members of the Ruapehu Committee.

#### **Notice**

- 10.4.2 Notice of the time and place of any meeting of the Ruapehu Committee shall be given to every member of it at least forty-eight hours before the time appointed for the meeting.

#### **Procedure**

- 10.4.3.1 At each meeting of the Ruapehu Committee six members shall constitute a quorum.
- 10.4.3.2 Any meeting of the Ruapehu Committee shall be chaired by the Vice-President (Ruapehu) or, in the absence of the Vice-President (Ruapehu) by his or her nominee from the Ruapehu Committee.



10.4.3.3 The person chairing the meeting shall have a deliberative and a casting vote.

## **GENERAL MEETINGS**

### **ANNUAL GENERAL MEETING**

11.1 The Annual General Meeting of the Club shall be held on a day in the month of July in each year, which day shall be determined by the Committee.

### **EXTRAORDINARY GENERAL MEETING**

11.2 The General Committee may at any time and shall within 28 days of receiving a requisition in writing from at least 12 members convene an Extraordinary General Meeting for any specific purpose or purposes. Any such requisition shall set forth in the form of a notice or notices of motion the business proposed to be transacted at the meeting.

### **NOTICE OF GENERAL MEETING**

11.3 The Secretary shall at least 14 days before any General Meeting send to every member at his or her address in the Club Register a notice stating the time when and the place where the meeting will be held and the proposed business, including any notices of motion.

## **PROCEDURE**

### **Quorum**

11.4.1 The quorum at a General Meeting shall be twenty members.

### **Chairman**

11.4.2 The President shall chair any General Meeting but if he or she is absent the longest-serving Vice-President among those present shall chair the General Meeting.

### **Voting**

11.4.3.1 Each member shall have one vote but the person chairing the meeting shall have a second or casting vote when it is necessary to break a tie in the votes cast in favour and against any motion.

11.4.3.2 Voting shall normally by voice but if any member present so desires the person chairing the meeting shall call for a division, which shall be indicated by a show of hands or, if the meeting so desires, by a ballot.

## **DUTIES OF OFFICERS**

### **PRESIDENT**

12.1 The President shall:

1. Ensure the orderly conduct of the affairs of the Club.
2. Chair General Meetings of the Club and meetings of the General Committee.
3. Present a report on the affairs of the Club to the Annual General Meeting.

### **TRIP COORDINATOR**

12.2 The Trip Coordinator shall:

1. Organise the tramping, climbing, mountaineering and other outdoor activities of the Club.
2. Ensure that members develop the skills necessary to participate safely in these activities.

He or she shall be assisted by such member or subcommittee as the General Committee may appoint.

### **VICE-PRESIDENT (RUAPEHU)**

12.3 The Vice-President (Ruapehu) shall:

1. Convene the Ruapehu Committee;

2. Report on the activities of the Ruapehu Committee to the General Committee.

### **SECRETARY**

12.4 The Secretary shall:

1. Have the custody of and keep properly up-to-date a Minute Book containing full and correct Minutes of all meetings.
2. Issue such notice of General Meeting of the Club and of the business to be transacted, of notice of motion, of candidacy for office in the Club, and of meetings of the General Committee as required in these Rules.
3. Forward to the Registrar of Incorporated Societies such notices and returns, including the Annual Financial Statement, as the Registrar shall from time to time require.

He or she shall be assisted by such member or subcommittee as the General Committee may appoint.

### **TREASURER**

12.5 The Treasurer shall:

1. Receive and account for all monies on behalf of the Club.
2. Keep such books of account as the General Committee may from time to time determine.
3. Have the custody of and keep properly up-to-date a Register showing the name and address of each member and the date at which he or she became a member. Any notice posted to a member at the address recorded in the Register shall be considered as having been duly given.
4. Prepare and issue to each member of the Club with the notice calling the Annual General Meeting a statement of the Club's accounts and balance sheet showing the Club's financial position on the previous 31st day of May.

He or she shall be assisted by such member or sub-committee as the General Committee may appoint.

5. The General Committee will arrange, at minimum, for the annual accounts to be subject to an assurance review as defined by the Financial Reporting Act 1993. The assurance reviewer will be appointed by the General Committee.

### **RUAPEHU SECRETARY**

12.6 The Ruapehu Secretary shall:

1. Have the custody of and keep properly up-to-date a Minute Book containing full and correct Minutes of all meetings of the Ruapehu Committee;
2. Issue such notice of meetings of the Ruapehu Committee as required in these rules.

### **RUAPEHU TREASURER**

12.7 The Ruapehu Treasurer shall assist the Treasurer by:

1. Receiving and accounting for all monies on behalf of the Ruapehu Committee.
2. Keeping such books of account as the General Committee may from time to time determine.
3. Providing reports on the Ruapehu accounts to meetings of the Ruapehu Committee and as requested by the General Committee, Ruapehu Committee, Treasurer or any other committee, subcommittee or member as may be appointed by the General Committee.

## **MONIES**

### **FINANCIAL YEAR**

- 13.1 The financial year of the Club shall extend from the 1st day of June in each calendar year to the following 31st day of May.

#### **BANK ACCOUNTS**

- 13.2.1 The Treasurer may open banking accounts in any Post Office, Savings Bank, Trustee Savings Bank or Trading Bank in the name of the Club, which account or accounts may be operated upon by any two of three members, one of whom shall be the Treasurer, as determined from time to time by the General Committee.
- 13.2.2 All funds of the Club shall be paid into a Bank Account of the Club.
- 13.2.3 The Treasurer shall at the direction of the General Committee invest and deal with any monies of the Club not immediately required upon such securities or otherwise in such manner as may be determined from time to time by the General Committee.

#### **SHAREHOLDINGS**

- 13.3 The Club may retain as an investment any fully paid shares in any public company received by way of gift from any person or from the estate of any deceased person.

#### **COMMON SEAL**

- 13.4.1 The Common Seal of the Club shall be kept by the Treasurer and shall not be affixed to any document, instrument, deed, writing, paper or other thing unless a resolution to that effect has been passed by the Committee.
- 13.4.2 The Common Seal shall be affixed in the presence of two members of the General Committee, at least one of whom shall be the President, Treasurer or Secretary, and both shall sign such document, instrument, deed, writing, paper or other thing.

#### **WINDING UP**

- 14.1 The Club may be wound up voluntarily if at a General Meeting of the Club at least two-thirds of the members present and voting support a resolution requiring the Club to be wound up and the resolution is confirmed by the votes of at least two-thirds of the members present and voting at a subsequent General Meeting called for that purpose and held not earlier than 30 days after the date on which the resolution which is so to be confirmed was passed.
- 14.2.1 If upon the winding up or dissolution of the Club there remains after the satisfaction of all costs, debts and liabilities any property or assets whatsoever these shall not be paid or distributed among the members of the Club but shall be given or transferred to some other club with objects similar to those of the Club and which shall prohibit distribution of its income and property among its members to an extent at least as great as is imposed on this Club.
- 14.2.2 The beneficiary club shall be determined at or before the time of the dissolution by a simple majority of the members of the Club present and voting at the General Meeting but in the absence of such a resolution the surplus property and assets of the Club shall be vested in the Federated Mountain Clubs of New Zealand Incorporated or its successor.

#### **ALTERATION OF RULES**

- 15.1 Any proposal to add to these Rules or alter or repeal any Rule shall be set forth as a notice of motion which shall be in the hands of the Secretary at least 28 days prior to any General Meeting. The Secretary shall give such notice of motion to each member with the notice of the meeting. However nothing in this Rule shall prevent the General Meeting amending the motion which has been specified in the notice.

- 15.2 These Rules may be added to, altered or repealed only with the sanction of at least two-thirds of the members present and voting at a General Meeting.