



## **Wellington City Wolves American Football Club**

### **THE SOCIETY**

#### **1.0 The Wellington City Wolves American Football Club**

**1.1** The name of the society is The Wellington City Wolves American Football Club (“the Society”)

#### **2.0 Office**

**2.1** The Office of the Society is 9c Hindmarsh Street, Johnsonville, Wellington

#### **3.0 Purposes of Society**

**3.1** The purposes of the Society are:

- a) To organise and administer the playing of American Football for the Society
- b) To promote, market and develop the playing of American Football for the Society
- c) To raise funds by legal means available to the Society for the purpose of performing the purposes of the Society
- d) Any other objectives deemed appropriate by the Society Committee

**3.2** Pecuniary gain is not a purpose of the Society. The Society is a not for profit organisation.

### **MANAGEMENT OF THE SOCIETY**

#### **4.0 Managing Committee**

**4.1** The Society shall have a managing committee (“the Committee”) that is comprised of the following positions:

- a) the President;
- b) the Secretary;
- c) the Treasurer;

d) the Player Representative;

e) the Junior Co-ordinator.

**4.2** Only Full members of the Society or Associate members of the Society nominated by at least two Full members of the Society may be Committee Members.

**4.3** A Committee member may hold their position for a maximum period of 2 financial years ("The Term"). After this time the committee member will have to re-apply for that position.

**4.4** A Committee member may hold more than one position on the Committee, however if this is the case, there needs to be at least three individual Committee members at a Committee meeting for a quorum.

## **5.0 Cessation of Committee Membership**

**5.1** Persons cease to be Committee Members when:

a) They resign by giving written notice to the Committee

b) They are removed by majority vote of the Society at a Society Meeting.

c) The Term of the position expires ( maximum period of two financial years)

**5.2** If a person ceases to be a Committee Member, that person must within one month give to the Committee all Society documents and property.

## **6.0 Nomination of Committee Members**

**6.1** Nominations for members of the Committee shall be called for at least 14 days before the Annual General Meeting. Each candidate shall be proposed and seconded in writing by two different Full Members and the completed nomination delivered to the Secretary. Nominations shall close at 5pm on the fifth day before the Annual General Meeting. The Secretary shall post all nominations on a suitable notice board at least 2 days before the Annual General Meeting. All retiring members of the Committee shall be eligible for re-election.

**6.2** If the position of any Committee Member becomes vacant between Society Meetings, the Committee shall appoint another Committee Member to fill that vacancy until the next Society Meeting.

**6.3** If any Committee Member is absent from three consecutive meetings without appropriate notification or apology of absence their position may be declared to be vacant by a majority vote of the Committee.

## **7.0 Role of the Committee**

**7.1** Subject to the rules of the Society (“The Rules”), the role of the Committee is to:

- Administer, manage and control the Society;
- Carry out the purposes of the Society, and use money or other assets to do so;
- Manage the Society’s bank accounts and financial matters;
- Ensure all Members follow the Rules;
- Decide the times and dates for Meetings, and sets the agenda for Meetings;
- Set Membership fees, including subscriptions and levies;
- Make regulations for the society to operate within.

**7.2** The Committee has all the powers of the Society, unless the Committee’s power is limited by these Rules, or by a majority decision of the Society.

**7.3** Decisions of the Committee bind the Society, unless the Committee’s power is limited by these Rules or by a majority decision of the Society.

**7.4** The Committee will be responsible for the appointment of the Head Coach(es) and for confirmation of the other coaching and team management positions.

**7.5** Complaints raised by members will be dealt with by:

- a) Informing the Player Representative of the complaint
- b) The Player Representative will then bring this complaint to the attention of the Committee
- c) The Committee will assess this complaint and make a decision
- d) The President of the Society will then inform the person who has made the complaint about the Committee’s decision.

**7.6** The procedure for dealing with complaints by a non-member will be dealt with by:

- a) Informing the Secretary or President of the complaint
- b) The Secretary or President will then bring this complaint to the attention of the Committee
- c) The Committee will discuss this complaint and make a decision
- d) The President of the Club will then inform the person who has made the complaint about the Committee’s decision.

## **8.0 Roles of Committee Members**

**8.1** The **President’s** role is to:

- a) Ensure the Rules are followed;

- b) Convene Meetings;
- c) Chair Meetings; deciding who may speak and when;
- d) Oversee the operation of the Society;
- e) Give a report on the operation of the Society at each Annual General Meeting;
- f) Liaise between the Committee and the Head Coach
- g) Liaise with the regional and national governing bodies (to which the Society is affiliated) on behalf of the Society.

**8.2** The **Secretary's** role is to:

- a) Record the minutes of the Meetings,
- b) Keep the Register of Members
- c) Hold the Society's records, documents, and books;
- d) Receive and reply to correspondence as required by the Committee;

**8.3** The **Treasurer's** role is to:

- a) Collect and receive all payments made to the Society. These payments must be banked within seven days after the Treasurer receives them;
- b) Keep a true and accurate record in the Society's account book, so that the Society's financial situation can be clearly understood at any point in time;
- c) Give a financial report and statement of accounts (including an Income and Expenditure Account and Balance Sheet) at each Annual General Meeting, and more often if either the Committee or a majority of the Society decides this in a meeting.

**8.4** The **Player Representative's** role is to:

- a) Liaise between the players and the committee;
- b) Inform players of committee decisions;
- c) Present members complaints to the committee.

**8.5** The **Junior Co-ordinator's** role is to:

- a) Liaise with the AFW Junior Development Officer;
- b) Liaise with Schools associated with the Society;
- c) Assist the committee with the administration of the junior teams;
- d) Give an Annual Report to the society at the Annual General Meeting.

## **SOCIETY MEMBERSHIP**

### **9.0** Types of Members

- 9.1** A Member is a Full Member, an Associate Member or a Junior Member.
- a) A Full member may be a Player Full member or a Non-Player Full member
- 9.2** A Full member has the rights and responsibilities set out in the Rules.
- 9.3** An Associate member has the rights and responsibilities set out in the Rules
- 9.4** A Junior member has the rights and responsibilities set out in the Rules.

## **10.0 Admission of Members**

- 10.1** To become a Full member, an applicant must:
- a) Complete a registration form and an application form each financial year, and
- b) Pay the fee required for that financial year.
- i) The Committee shall have complete discretion when it decides whether or not to let the applicant become a Full member. The Committee shall advise the applicant of its decision, and that decision shall be final.
- 10.2** To become an Associate member, an applicant must:
- a) Complete an application form each financial year;
- b) Pay the fee required for that financial year.
- i) The Committee shall have complete discretion when it decides whether or not to let the applicant become an Associate member. The Committee shall advise the applicant of its decision, and that decision shall be final.
- 10.3** To become a Junior member, an applicant must:
- a) Complete a registration and application form each financial year, and
- b) Pay the fee required for that financial year.
- c) Be a member of a Junior team, or be a member of a Senior team and be less than 18 years of age at the time of application.
- i) The Committee shall have complete discretion when it decides whether or not to let the applicant become a Junior member. The Committee shall advise the applicant of its decision, and that decision shall be final.

## **11.0 The Register of Members**

- 11.1** The Secretary shall keep a register of Members (“the Register”), which shall contain the names, the addresses, email addresses and telephone numbers of all Members, and the dates at which they became members.
- 11.2** If a Member’s address or telephone number changes, that Member shall give the new address, new email address or telephone number to the Secretary.

**11.3** Each member shall provide such other details as the Committee requires.

**12.0 Cessation of Membership**

**12.1** Any member may resign by giving written notice to the Secretary.

**12.2** A member may have their membership terminated in the following way:

- a) If, for any reason whatsoever, the Committee is of the view that a member is breaching the Rules, or is acting or has acted in a manner inconsistent with the purposes of the Society, or has brought the Society into disrepute, the Committee may give written notice of this to the member (“the Committee’s Notice”). The Committee’s Notice must:
  - i. Explain how the member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society;
  - ii. State what the member must do in order to remedy the situation; or state that the member must write to the Committee giving reasons why the Committee should not terminate the member’s membership.
  - iii. State that if, within 14 days of the Member receiving the Committee’s Notice, the Committee may in its absolute discretion immediately terminate the member’s membership.
  - iv. State that if the Committee terminates the member’s membership, the member may appeal to the Society.
- b) 14 days after the member received the Committee’s Notice, the Committee may in its absolute discretion by majority vote terminate the member’s membership by giving the member written notice (“Termination Notice”), which takes immediate effect. The Termination Notice must state that the member may appeal to the Society at the next Society meeting by giving written notice to the Secretary within 14 days of the member’s receipt of the Termination Notice.
- c) If the member gives the Member’s Notice to the Secretary, the member will have the right to be fairly heard at the next Society Meeting. The member will provide the Secretary with a written explanation of the events as the member sees them (“the Member’s Explanation”).
- d) When the member is heard at a Society Meeting, the Society may question the member and the Committee Members.

- e) The Society shall then by majority vote decide whether to let the termination stand, or whether to reinstate the member. The Society's decision will be final.
- f) Terminations will result in all monies paid by the member being forfeited. All further or owed monies will not be required.

### **13.0 Re-admission of former members**

**13.1** Any former member who has resigned may apply for re-admission in the same way as a new applicant, but if the former member's membership was terminated by the Committee or the Society, the applicant shall not be readmitted without the approval of the Committee by majority vote. A rejection by the Committee may be appealed to the Society.

### **14.0 Obligations of Members**

**14.1** All members (and Committee members) shall promote the purposes of the Society and shall do nothing to bring the Society to disrepute.

## **MONEY AND OTHER ASSETS OF THE SOCIETY**

### **15.0 Use of Money and Other Assets**

**15.1** The Society may only use money and other assets if:

- a) It is for a purpose of the Society; and
- b) It is not for the sole personal or individual benefit of any member; and
- c) The use has been approved by either the Committee or by majority vote of the Society.

### **16.0 Joining Fees, Subscriptions and Levies**

**16.1** The Society shall decide by majority vote at a Committee Meeting:

- a) What a Full member must pay to join the Society every financial year.
- b) What an Associate member must pay to join the Society every financial year.
- c) What a Junior member must pay to join the Society every year

**16.2** If any Member does not pay a subscription or levy by the date set by the Committee or Society, that member shall have further period of seven days to pay the subscription or levy. After the seven day period, the member shall

(without being released from the obligation of payment) have no membership rights and shall not be entitled to participate in any Society activity (including games) until all the arrears are paid in full.

- 16.3** All fees, levies, subscriptions and all other monies charged to members must be due within that financial year. The committee may not extend any due date beyond the end of that current financial year.

### **17.0 Additional Powers**

**17.1** The Society may:

- a) Employ people for the purposes of the Society;
- b) Exercise any power a trustee might exercise;
- c) Invest in any investment that trustee might invest in;
- d) Borrow money and provide security for that if authorised by majority vote at any Society Meeting.

### **18.0 Financial Year**

**18.1** The financial year of the Society begins on 1 April of every year and ends on 31 March of the next year.

### **19.0 Cheques**

**19.1** Any payment made by the Society above a value of twenty dollars must be by Cheque or electronic deposit.

**19.2** All Cheques must be signed by the Treasurer, and countersigned by one other Committee member.

### **20.0 Appointing an Auditor**

**20.1** At an Annual General Meeting, the Society may by majority vote appoint someone to audit the Society (“the Auditor”). The Auditor shall certify that they are correct. The Auditor must be a member of the New Zealand Society of Accountants. If the Society appoints an Auditor who is unable to act for some reason, the Committee shall appoint another Auditor as a replacement.

## **CONDUCT OF MEETINGS**

### **21.0 Society Meetings**

- 21.1** A Society Meeting is either an Annual General Meeting or a Special General Meeting.
- 21.2** The Annual General Meeting shall be held once every year between 1 April and 31 May. The Committee shall determine when and where the Society shall meet within those dates.
- 21.3** Special General Meetings may be called by the Committee. The Committee must call a Special General Meeting if the Secretary receives a written request signed by at least a quarter of all the members.
- 21.4** The Secretary shall give all members at least 14 days written notice of:
- a) The business to be conducted at any Society Meeting;
  - b) A copy of the Annual Report and Statement of Accounts, if the Society Meeting is an Annual General Meeting;
  - c) Notice of any motions and the Committee's recommendations about those motions. If the Secretary has sent notice to all members in good faith, the Meeting and its business will not be invalidated simply because one or more members do not receive the notice.
- 21.5** All Full members may attend and vote at Society Meetings. Associate members and Junior members may attend but do not have voting rights at Society Meetings.
- 21.6** All Full members will be eligible for all committee positions. Associate members will only be eligible for committee positions if nominated and seconded by at least two Full members. Junior members are not eligible for committee positions.
- 21.7** No Society Meeting may be held unless attended by at least one quarter of all Full members.
- 21.8** All Society Meetings shall be chaired by the President. If the President is absent, the Secretary shall chair the Society Meeting. If the Secretary is also absent, the Society shall elect another Committee member to chair that Meeting.
- 21.9** Decisions of the Society shall be by majority vote. If a motion is tied following a vote of all Full members present including the chairperson's vote, the chairperson shall make the casting vote.
- 21.10** Only Society members present at a Society Meeting may vote at that Society Meeting.
- 21.11** On any given motion at a Society Meeting, the Chairperson shall in good faith determine whether to vote by:

- a) Voices;
- b) Show of hands; or
- c) Secret ballot.

However, if any member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is held, the Chairperson will have the casting vote.

**21.12** The business of an Annual General Meeting shall be:

- a) Any Minutes of the previous Annual General Meeting(s);
- b) The Presidents' report on the business of the Society;
- c) The Treasurer's report on the finances of the Society, and the Statement of Accounts;
- d) The Junior Co-ordinator's report on the status of junior business;
- e) Election of Committee Members;
- f) Motions to be considered; and
- g) General business.

**22.0 Motions at Society Meetings**

**22.1** Any member may request that a motion be voted on ("Member's Motion") at a particular Society Meeting, by giving written notice to the Secretary at least 14 days before the meeting. The member may also provide information in support of the motion ("Member's Information"). The Committee may in its absolute discretion decide whether or not the Society will vote on the motion. However, if the Member's Motion is signed by at least a quarter of all members:

- a) It must be voted on at the Society Meeting chosen by the member.

**22.2** The Committee may also decide to put forward motion for the Society to vote on ("Committee Motions").

**23.0 Committee Meetings**

**23.1** No Committee Meeting may be held unless at least half of the Committee members attend.

**23.2** The President shall chair Committee Meetings, or if the President is absent, the Secretary shall chair the Committee Meeting. If the Secretary is also absent, the Committee shall elect a Committee member to chair that meeting.

- 23.3** Decisions of the Committee shall be by majority vote. If a motion is tied following a vote of all full members present including the chairperson's vote, the chairperson shall make the casting vote.
- 23.4** Only Committee members present at a Committee Meeting may vote at that Committee Meeting.

## **ALTERING THE RULES**

### **24.0 Altering the Rules**

- 24.1** The Society may alter or replace these Rules at a Society Meeting by a resolution passed by a two-third majority of those members present and voting.
- 24.2** Any proposed motion to amend or replace these Rules shall be signed by Full members making at least one quarter of the Full membership and given in writing to the Secretary at least 14 days before the Society Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.
- 24.3** At least 14 days before the General Meeting at which any Rule change is to be considered the Secretary shall give to all members written notice of the proposed motion, the reasons for the proposal, and any recommendations of the Committee.

## **WINDING UP**

### **25.0 Winding Up**

- 25.1** If the Society is wound up:
- a) The Society's debts, costs and liabilities shall be paid;
  - b) Surplus Money and Other Assets of the Society may be disposed of;
    - i. By resolution, but
    - ii. No distribution may be made to any Member;
  - c) The surplus Money and Other Assets shall be distributed to:
    - i. American Football Wellington

### **26.0 Definitions**

- 26.1** In these Rules:
- a) "**Cheque**" means a personal cheque or a bank cheque.
  - b) "**Committee**" means the Committee of the Society.

- c) **“Committee Meeting”** means a meeting of the Committee.
- d) **“Committee Member”** means any Member who is on the Committee.
- e) **“Majority vote”** means a vote made by more than half of the Members who are present at a Meeting and who are entitled to vote and voting at that Meeting upon a resolution put to that Meeting.
- f) **“Meeting”** means any Annual General Meeting, any Special General Meeting, and any Committee Meeting.
- g) **“Money or Other Assets”** means any real or personal property or any interest therein, owned or controlled to any extent by the society.
- h) **“Payment”** means any transfer of legal tender by cash, electronic transfer, bank cheque, or any other means of paying legal tender, and includes payment by personal cheque.
- i) **“Rules”** means these rules, being the rules of the Society.
- j) **“Society Meeting”** means any Annual General Meeting, or and Special General Meeting, but not a Committee Meeting.
- k) **“Use Money or Other Assets”** means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way to deal with, Money or Other Assets.
- l) **“Written Notice”** means hand-written, printed or electronic communication of words or a combination of these methods.