



THE HOWICK RIFLE CLUB INCORPORATED

CONSTITUTION AND RULES

Adopted 2007

Revision VERSION 1.0

Reviewed By HRC COMMITTEE & FINANCIAL MEMBERS

Date Adopted 25 OCTOBER 2007

Available on the website WWW.HRC.ORG.NZ

Name and Objects

- 1 The name of the club shall be “The Howick Rifle Club Incorporated”, (hereinafter called “the Club”).
- 2 The objects of the Club:
 - (a) To foster, develop and encourage all forms of target shooting.
 - (b) To purchase, lease, hire, or otherwise acquire such real and personal property as may in the opinion of the Committee be desirable for the furtherance of its interests.
 - (c) To borrow and raise money for the purposes of the Club and to secure payment thereof in any manner and for that purpose to charge mortgage, pledge or encumber any or all of the real or personal property of the Club.
 - (d) To cooperate with any other persons or organisations, whether incorporated or not, whose interests or objects are altogether or in part similar to those of the Club and to engage in sporting competition with such persons or organisations, and to procure from and communicate to any such persons such information as may be likely to forward the objects of the Club.
 - (e) To provide and promote social activities, picnics, outings, gatherings and other functions for the benefit of the members.
 - (f) To do all such things as are incidental or conducive to the attainment of the above objects or any of them.

Membership

- 3 Members of the Club shall be of four classes, namely, Ordinary, Junior, Honorary Life, and Associate Members.
 - (a) Ordinary members shall be those members who are not Honorary Life, Associate or Junior members.
 - (b) Junior members shall be those members who qualify as Juniors under current TSNZ Rules.
 - (c) Honorary Life members – On the recommendation of the Committee the Club may, by resolution at the Annual General Meeting, confer Honorary membership for life upon any person who has shown special interest in the Club or its affairs.
 - (d) Associate members shall be those members who are not active shooting members.

Application for Membership

- 4
 - (a) Application shall be made in writing to the Secretary in the form prescribed from time to time by the Committee and shall be signed by the applicant and also two financial members of the Club as proposer and seconder and accompanied by appropriate subscription monies.
 - (b) On approval or rejection of the application by the Committee the Secretary shall notify the applicant and, if approved, the notification shall be accompanied by a copy of the current rules of the Club.

Entrance Fee and Annual Subscription

- 5
- (a) The amount of the entrance fee (if any) and the annual subscription for each class of members shall be determined from time to time by the Annual General Meeting. The Committee may, in its discretion, grant discounts and remissions as it from time to time thinks fits whether for reasons of hardship or otherwise.
 - (b) All subscriptions shall be paid to the treasurer within one month of being set by the Annual General Meeting.
 - (c) Any member whose subscriptions have not been paid in terms of 5(b) may be declared by the Committee to be un-financial.
 - (d) Any member declared un-financial in terms of 5(c) will not be eligible for Club competitions.

Termination of Membership

- 6
- (a) Any member who has been declared un-financial in terms of rule 5(c) shall not be entitled to vote at any meeting of the Club.
 - (b) Any member more than six months in arrears may, at the discretion of the Committee, be removed from the list of members whereupon such person shall cease to be a member of the Club.
- 7
- Any member who wishes to cease to be a member of the Club must tender his/her resignation to the Secretary in writing; such resignation shall be reported by the Secretary to the next meeting of the Committee and shall be duly minuted, whereupon the member resigning shall cease to be a member of the Club but shall continue to be liable for any unpaid subscription due at the date of his/her resignation.
- 8
- Any member may be expelled by resolution of the Committee for any gross breach of these rules or any misconduct, whenever it may happen, deemed to be unbecoming of a member or prejudicial to the interests of the Club provided however that such member shall have an opportunity of appearing before the Committee and defending himself/herself before the decision of the Committee is made but shall not be present during the taking of the vote. In lieu of expulsion the Committee may suspend the member for a period not exceeding six calendar months or may censure him/her. In voting the Chairman shall have no casting vote.

Members Rights

- 9
- Except where otherwise expressly provided by these rules, membership of the Club shall not be deemed to confer upon the member any right, title or interest, either legal or equitable, in the property of the Club.

Officers of the Club

- 10
- The officers of the Club shall consist of:
- (a) A Patron
 - (b) One or more Vice Patrons
 - (c) A President
 - (d) A Secretary

- (e) A Treasurer
 - (f) A Range Officer
 - (g) A Club Captain
- 11 Except in the case of Patrons and Vice Patrons, financial members only shall be eligible to hold office in the Club. Officers shall be elected at the Annual General Meeting and shall hold office until the next succeeding Annual General Meeting but shall be eligible for re-election. Nominations for any office of the Club may be received at any time prior to the Annual General Meeting and may also be received from members during the Annual General Meeting providing the person nominated consents to such nomination.
- 12 (a) It shall be the duty of the President to preside at all meetings of the Club and Committee and to conduct such meetings.
- (b) The duties of the Secretary shall be to keep correct minutes of all meetings and a complete roll of members and to conduct all correspondence.
- (c) The duties of the Treasurer shall be to receive all monies due to the Club; to pay all debts contracted by it when passed for payment by the Committee; to keep proper books of account and to furnish to the Annual General Meeting an income and expenditure account and balance sheet which has been reviewed by an accountancy qualified person who is not and has not been a Club member within the year.
- (d) The duties of the Range Officer shall be to supervise the operation of the range and the conduct of the members while on the range.
- (e) The duties of the Club Captain shall be to organise and conduct teams and individual competition at the discretion of the Committee.
- 13 The Committee shall have power from time to time to appoint members of the Committee to assist the Secretary or Treasurer.

Committee

- 14 The Management of the affairs of the Club shall be the responsibility of the Committee which shall consist of four financial members together with the President, Secretary, Treasurer, Club Captain, and the Range Officer. Members of the Committee shall be elected at the Annual General Meeting of the Club and shall hold office until the next succeeding Annual General Meeting but shall be eligible for re-election.
- 15 It shall be the duty of the Committee generally to conduct the affairs of the Club, to collect all subscriptions and keep the usual and proper books of account properly posted up and other records of the business of the Club and to prepare and to submit to the members at the Annual General Meeting a report, balance sheet and statement of accounts for the preceding year.
- 16 The Committee shall have the power to establish a sub-committee to deal with special tasks and for this purpose to co-opt members to serve thereon. One member of the Committee shall be appointed to preside over any such sub-committee. Such sub-committee shall have only such powers as may be delegated to them from time to time by the Committee.
- 17 The Committee shall have power from time to time to fill any casual vacancy on the Committee until the next Annual General Meeting.

Meetings of Committee

- 18 (a) The Committee shall meet at such time and place as shall from time to time be determined by the President or his appointed deputy.
- (b) Notice of every Committee meeting shall be given by the Secretary to each member in the manner prescribed by the Committee and if practical 48 hours before the meeting, but less notice will not invalidate the meeting. Notice can be by written, verbal, electronic or any other means which may develop in the future.
- (c) Any member of the Committee who shall absent himself without leave from three consecutive meetings of the Committee shall ipso facto cease to be a member of the Committee.
- (d) A quorum for Committee meetings shall be six.
- (e) Each member shall have one vote but the Chairman shall, in the case of equality of voting, have a casting vote.

Conduct of Range

- 19 (a) No member shall use the Range except with the consent and in the presence of the Range Officer or some other Officer of the Club.
- (b) Any firearm brought onto the Range whether Club or personal property shall be deemed to be under the jurisdiction of the Club and its Officers while in the Range.
- (c) All firings shall be conducted by the Range Officer or his nominee and his or her nominee's orders and verdicts shall be binding on all members.
- (d) Any member dissatisfied with any order or verdict of the Range Officer or his nominee may appeal to the Committee who may in its absolute discretion confirm, vary or reverse any such order or verdict.
- (e) The Range Officer or his nominee may direct any person not to handle or use in any way any firearm under the jurisdiction of the Club if he considers such person is creating or is likely to create a hazard.
- (f) Range fees shall be determined from time to time by the Committee.

General Meetings

- 20 The Annual General Meeting shall be held at a time to be determined by the Committee preferably prior to 31st March to consider the report of the President and annual accounts in terms of the Incorporated Societies Act.
- 21 (a) Special General Meetings shall be convened by the Secretary or his/her nominee:
- i) When directed by the President; or
- ii) Upon written requisition signed by not less than four members of the Club setting forth in detail the business which is to be brought before such meeting.
- (b) Ordinary General Meetings shall be held at such times and places as the Committee shall determine.
- 22 (a) Notice by email of all Annual, Special or Ordinary General Meetings of the Club shall be given to every member no less than seven (7) days prior to the time appointed for the

holding of the meeting in question. A copy of the email shall be posted to any member who does not have access to email. The Club can take advantage of any developments in technology for the sending of notices.

- (b) The failure for any reason of any member to receive such notice shall not invalidate any meeting or the proceedings thereof.
- 23
- (a) The President shall be Chairman of the meeting. In his/her absence the meeting shall elect a Chairman.
 - (b) One third of the financial members personally present shall constitute a quorum. If a quorum is not present within 30 minutes of the notified time of the meeting, the meeting shall be adjourned for one week at the same time and place, and at that adjourned meeting those present shall constitute a quorum.
 - (c) Every financial member personally present shall be entitled to one vote. The Chairman shall have a deliberative and casting vote.
 - (d) Financial members shall have the right to vote by proxy on notices of motion to a General Meeting only.
- 24
- (a) At all meetings of the Club, the Committee, or any committee thereof, every question submitted to the meeting shall be decided in the first instance by voices, but a show of hands may be called for by the Chairman or any two members present.
 - (b) In the case of Annual General, Special General or General Meetings a poll may be directed by the Chairman or demanded by six members present and such poll shall be taken in such manner as the Chairman may direct. The demand for a poll may be withdrawn.
 - (c) A declaration by the Chairman that a resolution has been carried or not carried, as the case may be, shall be final.

Financial Year

- 25 The financial year of the Club shall commence on the first day of January in each year and end on the thirty-first day of December in each year, and subscriptions set at the Annual General Meeting covers the period from 1st January.

Common Seal

- 26 The Common Seal of the Club shall be that held by the Committee who shall be responsible for the safe custody and control thereof.

Attestation of Documents

- 27 Whenever the Common Seal of the Club is required to be affixed to any deed, document, writing or other instrument, the seal shall be affixed thereto pursuant to a resolution of the Committee and in the presence of two Committee persons (one of whom shall be the President or Secretary) who shall sign the document or instrument to which the seal is so affixed.

Investment of Funds

- 28 The Committee may from time to time invest and re-invest in such securities and upon such terms as it shall think fit, the whole of or any part of the funds of the Club which shall not be required for the immediate business of the Association.

Borrowing Powers

- 29 The Club shall, in addition to the other powers vested in it, have the power to borrow or raise money from time to time by the issue of debentures, bonds, mortgages or any other security founded or based on all or any of the property and/or rights of the Club, or without any such security and upon such terms as to priority and otherwise as shall seem fit to the Committee, who shall also be entitled to exercise such power to borrow or raise money.

Banking Account

- 30 All monies received by the Club shall without deduction be paid into a banking account kept at the Bank approved by the Committee and cheques and bills drawn on the account shall be signed by either of two appointed members of the Committee and the Treasurer.

Registered Office

- 31 The situation of the registered office of the Club shall be determined by the Committee and it may from time to time be changed by the Committee which shall notify the Registrar accordingly.

Rules

- 32 All members of the Club shall be held to consent to and be bound by the rules, and shall not be entitled to appeal to any court because of anything done in accordance with their provisions.
- 33 Every member of the Club shall be entitled to one copy of these rules free of cost.
- 34 These rules may be altered, added to or rescinded or otherwise amended by a resolution passed by a three-fourths majority of those present at an Annual General Meeting, or a Special General Meeting, of which notice was given in accordance with rule 22 hereof and the notice shall contain the nature of the proposed amendment(s).

Distribution of Surplus Assets on a Winding Up

- 35 On the winding up of the Club all surplus assets after payment of all costs, debts and liabilities shall be distributed amongst such associations or organisations carrying on work similar to that of this Club as the members of the Club may determine at a Special General Meeting to be called for that purpose.