

UNIVERSITIES OF CANTERBURY
ASSOCIATION FOOTBALL CLUB *INCORPORATED*

CONSTITUTION

24 May 2010

Rules

1. The NAME of the club shall be "UNIVERSITIES OF CANTERBURY ASSOCIATION FOOTBALL CLUB INCORPORATED"

2. INTERPRETATION

In these rules, unless the context otherwise requires it, the following words and abbreviations shall have the meanings ascribed to them below.

The "CLUB" means the "UNIVERSITIES OF CANTERBURY ASSOCIATION FOOTBALL CLUB INCORPORATED" or UCAFC.

A "MEMBER" means "ANY PRESENT MEMBER" of the club.

A "PLAYER" means "ANY PLAYER, COACH, OR PLAYER COACH" of the club.

The "COMMITTEE" means the "OFFICERS OF THE CLUB, AS DEFINED IN RULE 22".

The "MFF" means the "MAINLAND FOOTBALL FEDERATION INCORPORATED".

The "NZF" means the "NEW ZEALAND FOOTBALL INCORPORATED".

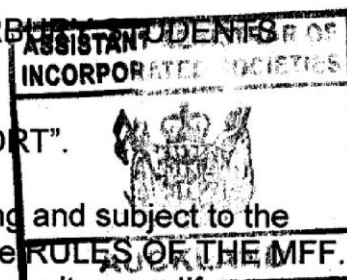
The "UCSA" means the "UNIVERSITY OF CANTERBURY STUDENTS ASSOCIATION".

The "LUS" means the "LINCOLN UNIVERSITY SPORT".

These rules shall be construed and applied according and subject to the CONSTITUTIONS of the UCSA and the LUS and the RULES OF THE MFF. Nothing in these rules shall be deemed to, in any way, alter, modify or annul anything contained in the Constitutions of the UCSA or the LUS or the rules of the MFF. The CLUB shall be affiliated to the UCSA, the LUS and the MFF and shall abide by their decisions.

3. The OBJECTS of the club are:

- (i) To foster and control Association Football at the Universities of Canterbury and Lincoln.



- (ii) To encourage and further Association Football generally.
- 4. The Club shall have the power to elect HONORARY LIFE MEMBERS, but not more than two (2) may be elected annually.

Any person may be elected a Life Member who:

- (i) In the opinion of the Committee has rendered the CFA generally and the Club in particular long and meritorious service, and who is recommended by a 60% majority of the Committee to a General Meeting for election as a Life Member and who:
- (ii) Is elected a life member by a 60% majority of those present and eligible to vote at that General Meeting.

An Honorary Life Member shall be entitled to all the privileges and rights of a Club Member and shall not be called upon to pay any subscription, levy or other monetary payment in respect of such membership and shall be entitled to wear the Club Life Membership badge.

- 5. The club shall have the power to elect HONORARY VICE PRESIDENTS.

Any person may be elected an Honorary Vice President who:

- (i) In the opinion of the Committee has rendered the MFF generally and the Club in particular long and meritorious service, and who is recommended by a 60% majority of the Committee to a General Meeting for election as a Life Member and who:
- (ii) Is elected an Honorary Vice President by a 60% majority of those present and entitled to vote at that General Meeting.

This office shall be voted on and confirmed at each subsequent Annual General Meeting by a 60% majority of those present and entitled to vote.

An Honorary Vice President shall be entitled to all privileges and rights of a Club Member and shall not be called upon to pay any subscription, levy or other monetary payment in respect of such membership, but may offer donations in lieu.

- 6. Membership of the club shall be available to any past or present member of the UCSA, any past or present member of the LUS, and present or retired staff member of the University of Canterbury, and

present or retired staff member of Lincoln University, and to any other person who may be admitted at the discretion of the Committee.

7. **CESSATION OF MEMBERSHIP.** Any member of the Club as defined in Rule Six (6) shall cease to be a member of the Club if:

- (i) The Member resigns by writing to the Club Secretary, and providing all due subscription fees, fines and other monies have been paid, their resignation is accepted by the Committee.
- (ii) The Member is expelled from the Club under Rule Twenty Four (24) for misconduct.
- (iii) The Committee, at its discretion, so determines.

8. **THE PLAYING COLOURS** of the Club shall be any combination of maroon, gold or blue, as determined by the committee. The alternate **PLAYING COLOURS** of the Club shall be any combination of black and/or white, as determined by the committee.

9. **ALTERATION OF THE RULES.** These rules may be altered, added to, rescinded or otherwise amended only by a resolution passed by a majority of not less than 60% of those present and entitled to vote at a General Meeting of the Club.

No addition to or alteration or recession of the rules shall be approved if it affects the non-profit aims, personal benefit clause or the winding-up clause.

10. **FEES AND DUES.** The Annual Subscription of the Club shall be set by the Committee not later than the Fifteenth (15th) of March each year, and after the presentation of a budget by the Honorary Treasurer. Failure to pay all due fees, fines or Annual Subscription of the Club will render the Member non-financial and their membership will be suspended until all such payments are made to the Club.

No Member, who has failed to pay (or have a payment plan approved) by the first day of May in the current year, all due fees, fines or Annual Subscription of the Club may play for the Club ahead of any other financial member until all such payments are made.

11. The **FINANCIAL YEAR** shall be from the First (1st) day of October each year to the Thirty First (31st) day of September.

12. **CONTROL AND USE OF ASSETS.**

All money received by or on behalf of the Club shall forthwith be paid into its account(s) with the UCSA, the LUS and such bank(s) as the Committee may from time to time determine.

The Committee may borrow money only if its approval has been passed at either an Annual General Meeting or Special General Meeting called in accordance with the Constitution of the Club.

The Committee shall have the power to enter into contracts for any services and at the end of the financial year determine what honorariums, if any, may be paid.

All cheques and withdraw receipts upon such account(s) shall be signed on behalf of the Club by Two (2) members of the Committee duly authorised by resolution of the Committee.

The accounts shall be audited annually by an Honorary Auditor who shall be appointed at the Annual General Meeting.

The working and current expenses of the Club shall be paid, from time to time by the Honorary Treasurer, at the discretion of the Committee.

A Custodian, appointed by the Committee, shall be responsible for and keep records of all chattels, gear and trophies of the Club.

The Committee shall have the power to invest Club funds and to insure Club property.

No member of the organisation or any person associated with a member shall participate in or materially influence any decision made by the organisation in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever.

Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value). The provisions and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document."

13. THE ANNUAL GENERAL MEETING of the Club shall be held in the month of November in each year. The date, time and place of the meeting shall be fixed by the Committee then in office.

The order and conduct of business shall be as defined in STANDING ORDERS.

The Secretary shall post notices giving the place, date and time of the Annual General Meeting on the Club notice boards in the UCSA building, Ilam, and the LUS building, Lincoln, at least Fourteen (14) days prior to the meeting.

14. REMITS. At least Twenty Eight (28) days before the date fixed for an Annual General Meeting any member of the Club may submit in writing

to the Secretary of the Club a list of Remits intended to be brought forward at that meeting. Such remits must be accompanied by an explanatory note. No Remit which has not been so submitted, other than the Remits and Notices submitted by the Committee shall be discussed at such a meeting.

The Secretary of the club shall, at least Seven (7) days prior to the date of an Annual General Meeting, give notice of all Remits received and which may be dealt with by resolution at that Meeting, by placing them on the Club notice boards in the UCSA building, Ilam, and the LUS building, Lincoln.

Notices of Amendment shall be given to the Secretary of the Club at least Four (4) days before the date of the Annual General Meeting and the same shall be placed on the club notice boards in the UCSA building, Ilam, and the LUS building, Lincoln, by the Secretary of the Club at least Two (2) days before the Meeting.

Every such resolution shall require a majority vote of 60% Of those present and entitled to vote but a formal decision may be demanded in accordance with Standing Orders.

15. ELECTION OF OFFICERS AND COMMITTEE MEMBERS.

Nominations for all Officers and Committee Members shall be made in writing to the Secretary of the Club at least Seven (7) days prior to the date of the Annual General Meeting.

Nominations for Officers and Committee members can be made from the floor and seconded by current financial members in attendance at the AGM.

16. SPECIAL GENERAL MEETING. The Secretary of the Club may, at any time providing Fourteen (14) clear days notice has been given, call for any purpose, a Special general Meeting of the Club and shall do so forthwith upon a requisition in writing signed by at least Six (6) current financial members. The Committee shall have power at any time to convene a Special General Meeting.

An agenda paper of the business to be transcribed at any such Meeting shall accompany the notice convening the Meeting. At least Fourteen (14) clear days notice of all Special General Meeting shall be given to members by posting notice of such Meetings on the Club notice boards in the UCSA building, Ilam, and the LUS building, Lincoln.

17. At any General or Special Meeting a QUORUM shall be Eleven (11) persons present and entitled to vote. The quorum shall include half the total elected Committee and must include Two (2) of the following: President, Vice President, Secretary or Treasurer.

18. All Members of the Club shall be entitled to ATTEND any Annual or Special General Meetings, but only duly elected Officers, Delegates

and the Immediate Past President shall be entitled to speak except by leave of the Chairman.

19. All Life Members, Officers and Financial Members of the Club shall be entitled to VOTE at any Annual or Special General Meeting. In the case of an equality of votes the Chairman shall have a Casting as well as a Deliberative vote. Voting will be judged either on the voices, by show of hands, or by a written ballot.
20. THE OFFICERS OF THE CLUB, who shall be elected at the Annual General Meeting, shall be the Patron, President, Immediate Past President, Vice President, Life members, Honorary Secretary, Honorary Treasurer and Honorary Auditor, Senior Club Captain, Men's Club Captain, Women's Club Captain, Uni League Club Captain, Convenor, Sponsorship Officer, Gear Coordinator, and Social Officer.

The number of Honorary Vice Presidents shall be determined by each Annual General Meeting. All Officers, excluding Life Members, shall hold office from their election until the close of the next Annual General Meeting. On retirement, the president shall remain an Officer, designated the Immediate Past President for a further period of Two (2) years. No nomination shall be accepted unless the nominee is present at the meeting or their consent is given in writing.

21. THE CONDUCT OF THE AFFAIRS OF THE CLUB. The affairs of the Club shall be governed by a Committee, formed in the manner set out in these Rules. The Committee shall meet as and when required at regular intervals. The dates of these meetings will be established at the first Committee Meeting.
22. THE COMMITTEE shall consist of the President, Vice President, Immediate Past President, Honorary Secretary, Honorary Treasurer, Senior Club Captain, Men's Club Captain, Women's Club Captain, Uni League Club Captain, Convenor, Sponsorship Officer, Gear Coordinator and Social Officer to be elected at the Annual General Meeting. The Vice President will be the Volunteer Coordinator.

A quorum of the Committee shall consist of Seven (7) members.

The Committee shall administer the affairs and the business of the Club.

The Committee shall have the power to appoint Coaches for the current season and set any remuneration. Such appointments shall be made at the first meeting of the Committee each year.

The Committee shall have the power to fill any position left vacant at the Annual General Meeting and any vacancies occurring during the ensuing year.

The Committee may, by resolution of not less than 60% of its members present at any meeting, enact, repeal or amend regulations for the purpose of securing the objects of the Club, giving effect to the provisions of these Rules or of regulating in greater detail, the matter herein provided for.

Any Resolution appearing in the minutes of the Committee and purporting to enact, repeal or amend any regulation shall be deemed to have been validly passed if such Minutes purport to have been signed by the Chairman of a subsequent meeting, at which such minutes were confirmed. The Committee shall, at its first meeting, elect its own Chairman, Deputy Chairman, delegates to the UCSA, LUS, MFF and the Convenors of any sub-committees.

The Committee shall have power to co-opt members and such persons outside its members to act on any sub-committee, but the Convenor of such a Committee shall always be a member of the Committee.

If any member of the Committee shall fail to attend Three (3) consecutive meetings without satisfactory explanation, that office may be filled by the Committee.

23. THE EMERGENCY COMMITTEE shall consist of the President, Honorary Treasurer, and Honorary Secretary, with any Two (2) members forming a quorum.

The Emergency Committee shall have power to deal only with urgent matters concerning the day-to-day running of the Club when it is inopportune to call a meeting of the Committee.

The subject matter and decisions made by the Emergency Committee shall be placed before the Committee at its next meeting.

24. MISCONDUCT. Where it is alleged that any Member or Officer of the Club has been guilty of any severe breach of the Rules and regulation of the Club, the Rules and Regulations of the MFF shall apply and when appropriate the Rules and Regulations of the UCSA and the LUS.

If in the opinion of the Committee, a Club Officer has been guilty of a serious breach of these Rules or the Rules of the MFF, or has committed an act of gross misconduct of any kind, then the Committee may forthwith remove that Officer from office, or may require that Officer to resign from office within a specified time, and in default of such resignation may from then on remove that person from office.

The Committee may, on cause shown, suspend for so long as it thinks fit, or in a case of gross misconduct, expel from the Club, any Officer, member, or Player for failure to comply with the Rules of the Club or

the Rules of the MFF or Regulations in pursuance of these Rules or any part of them.

No person shall be suspended, removed from office, or expelled from the Club without being given the opportunity to state their case before a meeting of the Committee.

25. Any DISPUTE as to the financial running of the Club and / or decisions made by the Committee shall be referred in the first instance to the Executives of the UCSA and the LUS.
26. The COMMON SEAL of the Club shall be kept in the custody of the Honorary Secretary and shall be used only by authority of a Resolution of the Committee in that behalf. Every instrument to which that Seal shall be affixed shall be signed by Two (2) Officers of the Club and counter-signed by the Honorary Secretary or other member of the Committee.
27. Any applications to DISSOLVE OR WIND UP the Club must be made under the terms and provisions of Sections 24, 25, 26 or 28 of the Incorporated Societies Act 1908.
28. On the Club being DISSOLVED OR WOUND UP or for any other reason ceasing to exist, all its assets and debts shall accrue to the University of Canterbury Student's Association and the Lincoln University Sport. The Secretary of the University of Canterbury Student's Association, the secretary of the Lincoln University Sport and the Mainland Football Federation Secretary must be promptly notified of such a decision.

If upon the winding up or dissolution of the organisation there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the organisation but shall be given or transferred to some other organisation or body having objects similar to the objects of the first organisation, or to some other charitable organisation or purpose, within New Zealand.

**STANDING ORDERS
FOR
ANNUAL GENERAL MEETINGS
AND
SPECIAL GENERAL MEETINGS**

1. The Club shall meet at such place and at such time as it may appoint.
2. If, after quarter of an hour subsequent to the time fixed for the meeting, no quorum is present, the meeting shall lapse.
3. By a majority vote of voters present, any matter may be considered by the Club "in committee".
4. The chair shall be taken by the President of the Club. In their absence or by their wish the Vice President shall take the chair.
5. The order of business shall be:
Apologies, Reading and Confirmation of the Minutes of the Previous Meeting, Business arising out of the previous meeting, Correspondence (inwards, outwards and live), financial statements, Reception of reports, Notice of motion, Election of office bearers, General Business.
6. After 10 p.m. formal business only shall be gone on with.
7. A motion carried by the Club may only be altered or rescinded by a 60% majority of those members entitled to vote on the evening on which the motion was passed, or Seven (7) days notice must be given by the member proposing the alteration or rescission.
8. All questions may be determined by eligible voters present on the voices.

By the Chairman's decision, or at the request of at least Three (3) eligible voters, voting may be done by a show of hands, the Chairman or Secretary to count them.

The Election of Officers where necessary shall be by written ballot. Decisions on major matters if decided on the voices or a show of hands may also be made by written ballot.

9. Each member on speaking shall rise and address the Chairman and not any other member of the Club. During the time any member is speaking all other members shall remain seated.

When the Chairman rises to speak, no one shall continue standing or speaking nor shall anyone rise until the Chairman has sat down.

10. The mover of every original motion but not of an amendment (unless it becomes the motion) shall have the right to reply not introducing therein any

new matter and confining themselves strictly to the answering of the previous objections immediately after which the question shall be put by the Chair.

No other members shall be allowed to speak more than once on the same question unless permission be given to explain or the attention of the Chairman is called to a point of order.

11. When an amendment is moved upon a motion no further amendment shall be moved or taken into consideration until the first is disposed of, but any number of amendments may be brought forward in succession and the question may be put in such a manner that if one amendment is negative another may be moved upon the original motion, but if an amendment be affirmed, it shall form the proposition under consideration, whereupon further amendments may be moved. The question must ultimately be put upon the original or amended motion, as the case may be, in order to permit of its being passed as a resolution.
12. All motions, whether original ones or amendments, shall if the Chairman requests it be reduced to writing, signed by the mover and seconder and handed to the Secretary. No notice of motion or amendment shall be discussed unless the same is duly signed.
13. If the Chairman of the Club shall be of the opinion that any motion be proposed to be made thereat is of an objectionable character, it shall be competent for them, either before or after the same is brought forward, to put it to the vote (on which no discussion shall be allowed), as to whether the same shall be entertained or not and if the majority of the voters present decide not to entertain such motion, the same shall be considered disposed of for the day.
14. Any decision or ruling by the Chairman may be dissented from or overruled by a majority of the voters present, but the motion of dissent from the Chairman's ruling shall not be spoken to, except by the mover and seconder of the motion, whose remarks must be confined to a period of Five (5) minutes each, and by the Chairman.
15. No motion to amend, repeal or add to the Standing Orders of the Club shall be put to vote, unless Seven (7) days notice of such motion has been given, and no such notice of motion shall be deemed to be carried unless passes by a 60% majority of the voters present.
16. With the consent of 60% of the voters present, any notice of motion or amendment may be withdrawn or the wording of the same altered, providing the sense is not altered.
17. Notices shall definitely state the business to be considered and no other business except that for which the meeting has been called shall be taken at any special meeting.

18. No member of the Club shall leave the room whilst evidence is being taken on protests, appeal or charges, except with the permission of the Chairman.
19. No application for removal of disqualifications or suspensions or penalty passed on a member of the Club shall be dealt with unless Seven (7) days notice shall have first been given to the Club.
20. No disqualifications or suspension or penalty passed on a member of the Club shall be removed or altered, unless some fresh evidence is adduced in support of the same, and then only with the support of a 60% majority vote of voters present.
21. In all these Rules "voters" means those eligible to vote under the Constitution of the Universities of Canterbury Association Football Club Incorporated.