



# Auckland Tramping Club

Regulations 2015

# **REGULATIONS OF THE AUCKLAND TRAMPING CLUB (INCORPORATED) MADE PURSUANT TO CLUB RULE 10.4**

## **1. INTERPRETATION**

The current version of these Regulations can be viewed and downloaded from the Club Website. Hard copies shall be available at all reasonable times for inspection by members.

In these Regulations, unless a contrary intention appears:

**“Act”** means the Incorporated Societies Act 1908 and subsequent amendments.

**“Club”** means "The Auckland Tramping Club (Incorporated)"

**“Committee”** means the General Committee of the Club for the time being appointed under Section 10.3 of the Club Rules.

**“Year”** means the financial year of the Club, extending from the First Day of April in each year to the Thirty-first day of March in the following year.

**“Member”** means a person elected to one of the classes of membership of the Club as defined in Section 9.2 of the Club Rules.

**“Regulation”** means a regulation made pursuant to Section 10.4 of the Club Rules.

**“Sent to Registered Address”** means for correspondence to be mailed or electronically transmitted to the latest updated postal or electronic address provided by the member, with preferred method of communication indicated by the member.

**“Registrar”** means the Registrar of Incorporated Societies.

**“Roll”** means the register of Club members kept by the Secretary of the Club as required by Section 22 of the Incorporated Societies Act 1908, and Section 7 of the Club Rules.

**“Officer”** means a person deputed to one of the offices of the Club prescribed in the regulations.

**“Subscription”** means the annual subscription payable in the year.

Heading shall not affect the interpretation of these Regulations.

Words importing the singular number shall include the plural and vice versa. Words importing the male shall include the female and vice versa.

## **2. COMMITTEE**

### **2.1 STRUCTURE**

In addition to the offices of President, Secretary, and Treasurer, as required by Rule 10.1, the committee may also include offices such as, but not limited to, Huts Officer, Trips Officer, Transport Officer, and three General Committee members.

In addition the committee may appoint officers to assist them in their duties. The duties of the officers are to be defined in procedural manuals.

In addition, the Committee may from time to time establish sub committees to assist them in their duties. The duties of any sub committee will be as defined by the Committee when the sub committee is established. No sub committee may commit the Club to any financial expenditure without express authority. No sub committee may delegate any of its powers.

In the absence of any nominations for the offices of Secretary or Treasurer at any Members Meeting the Committee subject to the approval of the Members Meeting, may appoint a professional person who need not be a member of the Club, to act as Secretary and / or Treasurer and may pay him / her such fee as the Committee in its discretion may think fit.

### **2.2 NOTICE OF COMMITTEE MEETING**

A meeting of the Committee may be called at any time by the President or the Secretary and shall be called within fourteen days of the receipt by the Secretary of a requisition signed by at least three members of the Committee.

Notice of every Committee Meeting shall be given to all members of the Committee by sending to them at least three days before the time appointed for the meeting a notification of the time and place of such meeting and of the business to be transacted thereat. The following documents should accompany each Notice of Meeting - agenda, minutes of the previous meeting, sub committee papers, payment requests, and changes to regulations.

### **2.3 QUORUM**

At each meeting of the Committee, five members present shall constitute a quorum, and the Chairperson shall have a casting or deliberative vote.

## **2.4 FREQUENCY**

The Committee will meet at least six times per calendar year.

The Committee shall meet at such times and places and in such manner (including by telephone or video conference) as it may determine and otherwise where and as convened by the President or Secretary. Where appropriate, the Committee may elect to deal with business before the committee by way of email or written correspondence rather than by meeting.

The Committee and any sub committee may act by resolution approved by a simple majority of the members of the Committee or sub committee in the course of a telephone conference call or through a written ballot conducted by mail or email or other agreed electronic means.

## **2.5 ATTENDANCE AT MEETINGS**

- a) Committee members are obligated to attend all committee meetings and are required where possible to give prior notice of inability to attend for all or part of a meeting.
- b) If a member of a committee consistently fails to fulfil their obligation to attend committee meetings to the extent expected by the committee, then the committee may resolve by a 2/3rds majority to expel that member from the committee and, if considered necessary, replace that member as if it were a casual vacancy.

## **3. MEMBERSHIP**

### **3.1 APPLICATIONS**

Application for membership shall be made to the club in such format as may be from time to time prescribed by the Committee for that purpose.

### **3.2 QUALIFICATION FOR MEMBERSHIP**

The committee may set qualifying conditions for membership as are deemed appropriate from time to time.

### **3.3 ELECTION TO MEMBERSHIP**

Any qualifying application for membership shall be presented to the committee and if no objection is raised within the specified timeframe, shall be accepted upon payment of the requisite subscription.

In the event that an objection is raised then the application shall be referred to the next Committee Meeting and acceptance will require a two-thirds (2/3rds) majority of the members of the Committee present and voting at the meeting.

### **3.4 JUNIOR MEMBERS**

- a) A Junior member shall on attaining the age of eighteen (18) years be reclassified as an Ordinary member by the Committee but such reclassification shall not affect the subscription payable by such member for the balance of the year.

### **3.5 ENTRANCE FEE**

- a) The entrance fee payable by a person on election as an ordinary or junior member for the first time shall be as determined by the committee from time to time.

### **3.6 ANNUAL SUBSCRIPTION**

- a) The subscription for a member shall be as determined by the Club at the Annual General Meeting. A subscription provides for the distribution and dissemination of club information and other publications by electronic means only.
- b) The subscription for a member shall consist of:
  - i) General levy dependent on the membership class
  - ii) FMC levy
- c) An honorary life member shall be exempt from payment of subscriptions.
- d) A life member shall be exempt from payment of subscriptions.
- e) On the election of any person as a member, he or she shall pay forthwith the entrance fee plus a full subscription for the current year up until 30<sup>th</sup> June next.
- f) A member may elect to pay an additional fee annually, of an amount as determined by the committee from time to time and based on actual costs, to be entitled to have certain club and/or other publications sent to them by post.
- g) A member re-joining after becoming unfinancial in that year shall pay the current full year's subscription for his or her classification, plus any additional fee incurred under clause (f) above.
- h) The committee shall have the power to exempt from or remit payment of subscription in any case where the committee is of the opinion that the circumstances so warrant.

## **4. BOOKING PROCEDURES**

- 4.1** No advance booking is required for Sunday / Weekday trips unless specified. Bookings for Weekend trips may commence as soon as the Booking Officer and the Trip Leader determine this is appropriate.

- 4.2** For a person to be booked on a multi-day trip they must have first booked in with the leader of the trip and the Booking Officer must have received the payment. Close off for receipt of payments and confirmation of booking should be (wherever possible) 7.00 pm on the Wednesday before a weekend trip and for longer trips, a week prior to departure.
- 4.3** The leader of a trip may exclude a person from a trip if it is considered they are inadequately equipped or lack the necessary skills or fitness for the trip.

## **5. ADMINISTRATION OF MONIES**

- 5.1** All monies received by the Booking Officers for the ATC SnowSports Lodge or multi-day trips shall be deposited into the bank account as soon as possible after the commencement of the trip.
- 5.2** All payments shall be approved by the Committee. Any two of the President, Secretary or Treasurer must authorise all payments.
- 5.3** Trip Money, excluding non refundable external deposits already paid, will be refunded in full if the Booking Officer is notified 48 hours before the trip departure. Application for refunds for later cancellations must be made in writing to the Committee within 7 days. Generally, refunds of 50% will be given where unexpected circumstances cause withdrawal from the trip. A refund of up to 100% may be given at the discretion of the Committee.

## **6. RETENTION OF RECORDS**

Club records should be retained as follows: -

Annual Accounts .....	Indefinitely
Minutes of Members Meetings .....	Indefinitely
Minutes of Committee meetings.....	Indefinitely
Membership list as at 30 June .....	Indefinitely
Correspondence.....	3 years
2 copies of Club Magazine.....	Indefinitely
Financial Records.....	7 years

## **7. SAFETY**

- 7.1** The Club promotes safety in all its activities. Leaders and organisers of club activities should ensure that all participants on activities they are involved in are aware of any potential risks.
- 7.2** Members should take all practicable steps to acquaint themselves with the potential risks presented on Club activities and should advise organisers of Club activities of any new risks they become aware of.

**7.3** The club promotes group activities. Recreational drugs and alcohol that affect a person's ability to perform the club's activities are not encouraged. In addition. Any person participating in club activities who is on prescription drugs or has a medical condition which could affect that person's ability to complete the activity or could be vital information for paramedics in the event of an accident, should advise the leader of the activity.

**7.4** The Club may run courses for its members. The ratio of instructors to participants should be: -

Theory - no limit but best practice would be.....	1:20
Bushcraft on trails.....	1:10
Bushcraft off trails.....	1:5
Specialist Tramping eg River Crossing.....	1:5
Climbing / abseiling.....	1:5
Basic Snowcraft.....	1:5
Advanced Snowcraft.....	1:3

## **OTHER REGULATIONS**

- 8.** Animals and firearms are prohibited on Club trips and in Club huts and property.
- 9.** Smoking is strictly prohibited in all of the Club buildings and vehicles. The use of matches, candles or anything else involving naked flames is not permitted in the bunkrooms of ATC SnowSports Lodge.

--ENDS REGULATIONS