



# **South Canterbury Amateur Athletics Club Incorporated**

## **By-Laws**

### **As per SCAAC Constitution Clause 24.1**

The Club Committee may make, alter, or rescind bylaws for the general management of the society, so long as these are not repugnant to these rules or to the provisions of law. All such bylaws shall be binding on all Members (unless otherwise stated in the bylaws). A copy of the bylaws of the Club shall be available for inspection by any Member on request to the Club Committee.

# South Canterbury Amateur Athletic Club

## By Laws

### 1. Meetings

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- 1.1 The President (or Chairperson) may invite any person to attend and speak through the Chair at any ordinary (committee) meeting.
- 1.2 A committee member will forfeit their position on the committee after 3 consecutive absences without explanation or apology for meeting attendance.

### 2. Officers, Duties and Committee<sup>1</sup>

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- 2.1 The Officers of the Club<sup>2</sup> shall be the
  - a) President
  - b) Secretary
  - c) Treasurer
  - d) Senior vice-president
  - e) Junior vice-president
- 2.2 The **President** of the Club shall be charged with the duties normally entrusted to the president, including but not limited to:
  - a) Accepting responsibility for representing, supporting and encouraging the Committee and the membership at all levels.
  - b) Preparing the agenda in consultation with the secretary.
  - c) Checking over all correspondence received
  - d) Coordinating and delegating tasks to other Committee Members
  - e) Encouraging teamwork and providing support to Committee Members
  - f) Representing the Club and its members during relevant Club procedures or athletics related occasions
  - g) Communicating relevant information to the Committee and the membership
  - h) Working alongside the committee in ensuring athletics activities are conducted safely and all relevant safety procedures are adhered to
  - i) Be an ex-officio member of all sub-committees
- 2.3 The **Secretary** of the Club shall be charged with the duties normally entrusted to the Secretary, including but not limited to:
  - a) the preparation of the agenda for meetings in consultation with the chairperson
  - b) the recording of all and the overseeing of distribution of Minutes of all General meetings and ordinary Committee meetings.
  - c) Read, distribute, record, reply if appropriate, and file correspondence
  - d) Send adequate notice or reminders of meetings
  - e) Make arrangements as directed and on behalf of the Committee
- 2.4 The Committee may chose to appoint a Minute Secretary in the absence of the Secretary at any meeting.
- 2.5 The **Treasurer** of the Club shall be charged with the duties normally entrusted to the Treasurer, including but not limited to

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<sup>1</sup> See also SCAAC Constitution Clause 16 Club Committee

<sup>2</sup> Refer SCAAC Constitution Clause 16.3 Club Committee Restriction

- a) the receipt and disbursement of all monies and the keeping of proper books of accounts.
- b) present to the ordinary committee meetings a statement of income and expenditure since the previous meeting and the accounts for payment for approval.
- c) present to the Annual Meeting a statement of the Income and Expenditure for the year and a duly reviewed statement of financial accounts.
- d) close liaison with the Registration Administrator to ensure correct fees are paid according to the category of membership
- e) ensuring the books and statements of accounts shall be reviewed by the appointed Reviewer for presentation at the Annual General Meeting.

2.6 The **Senior or Junior Vice Presidents** will act for the president in their absence.

2.7 The **Committee** members shall adhere to the committee Code of Conduct<sup>3</sup> as follows:

- a) Be diligent in their role
- b) Attend Committee meetings or forward their apology prior to the meeting
- c) Treat all people associated with the Club, including members, other Clubs' members, volunteers, partners, external stakeholders, and fellow Committee Members with respect
- d) Always consider the welfare of the Club's members above "on field" success
- e) Attend to their fiduciary responsibility and make decisions based on what is best for the Club as a whole, not for any individual's interest or gain
- f) Not take advantage of their position on the Committee in any way
- g) Declare any Conflicts of Interest as they arise and act to ensure that these conflicts do not pose a risk to the organisation or the membership
- h) Be open to feedback from members and respond appropriately
- i) Be honest at all times
- j) Always represent the Club and the Committee in a professional manner
- k) Adhere to the policies and procedures established by the Club
- l) Adhere to the legislative requirements of the Club
- m) Act as a positive role model with respect to good sporting behaviour
- n) Respect the equipment and resources of the Club and only use these in Club related business
- o) Always look for opportunities for improved performance of the Club operations and Committee functions
- p) No smoking or excessive use of alcohol when associated with the Club and related activities
- q) Not speak to the media about any aspect of the Club that could damage the Club, its members or its reputation.
- r) Participate in relevant training to improve the quality of participation if required
- s) Participate in succession planning across all roles

2.8 The **Registration Administrator** has the delegated authority to manage the tasks required of registering members, and maintaining and updating the membership list using Athletics NZ ClubNet. Other tasks include but are not limited to:

- a) Be competent in using ClubNet and training an assistant and/or successor.
- b) reporting/communicating membership information or matters to the Committee as required.
- c) keeping all membership information confidential.

2.9 The **Results Coordinator** will be charged with managing all tasks required to maintain results including:

- a) preparation and printing of results sheets
- b) receipt and entering of all results on to the Club Meet Manager Programme.

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<sup>3</sup> See also SCAAC Constitution Clause 16.14 Duties of Committee Members.

c) provision of calculated results for end of season prizegiving.

- 2.10 A Club committee member cannot be a member of another Athletic Club committee.
- 2.11 The Committee may appoint sub-committees for such purposes as it may think fit and may delegate to such sub-committees such of its powers and any conditions as it may determine.
- 2.12 The Committee may appoint a senior Woman's Club Captain and a Senior Men's Club Captain. Both Club Captains may be ex-officio members of the Committee if they are not already elected to the Committee.
- 2.13 The Committee may appoint one or two Junior Female Club Captains and/or one or two Junior Male Club Captains.
- 2.14 The Committee may appoint Deputy Club Captains

### **3. Classification of Membership**

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- 3.1 Ordinary Member<sup>4</sup>
- a) A current committee member
  - b) Parents – either or both parents, or a legal guardian of a registered athlete under 18 years of age whose name is listed on the registration form.
  - c) Active Member 7 to 14 years – Membership enables an athlete to take part in Athletics New Zealand national and centre championships and other inter-club events or any event requiring registration. All competitive member athletes must be registered through an Athletics New Zealand affiliated club.
  - d) Active Members 6 years and under – Membership enables an athlete to take part in Athletics New Zealand, Centre or Club activities or any event requiring registration. All member athletes must be registered through an Athletics New Zealand affiliated club
  - e) Competitive Member 15 and over - A competitive membership enables an athlete to take part in Athletics New Zealand national and centre championships and other inter-club events or any event requiring registration. All competitive member athletes must be registered through an Athletics New Zealand affiliated club.
  - f) Secondary Club- Social Member – This membership is for people wishing to join a second club as a social (non-competitive) member only. You must hold a current, paid membership with your primary club.
  - g) Social Member 15 years and over – A Social membership enables a club athlete (any club member who enters club events as a runner walker etc) to participate in club only events.
  - h) *A Non-Competitive member 7-14 years – Membership enables athletes to take part in Club Training days and may participate non competitively at Club Saturday competitions. i.e. any points gained are not counted. This membership does not include competitions offered through Mid-South Subcentre.*<sup>5</sup>
  - i) Get Set Go 6 years and under - Children 6 years or under who are participating in Wednesday evening activities
  - j) Club Coach
    - i. Person who is appointed as a Club Coach by the Committee and is working towards or has attained an Athletics New Zealand recognised qualification.
    - ii. Run Jump Throw facilitator
    - iii. Get Set Go facilitator
  - k) Club Official – Person who is recognised as a Club Official by the Committee and has achieved Athletics NZ Level C, B or A official qualifications.
  - l) Volunteer – Volunteers are defined as people that give their time freely to the Club but don't take part in the Club Nights and Club Runs as a participant.

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<sup>4</sup> Refer SCAAC Constitution Clause 6.1.a Membership/Club Members/Ordinary Members

<sup>5</sup> Insertion agreed at Club Committee meeting July 2019

- 3.2 Associate Member
  - i. Patron
  - ii. Patroness
  - iii. Honorary vice-president
- 3.3 Life Member as conferred in 4.1-8

#### **4. Life Membership**

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- 4.1 Life membership<sup>6</sup> may be conferred on any person for special services to the Club for a minimum of ten years.
- 4.2 Nominations for life membership may be made by any two Members of the Club or the Club Committee preferably by the end of the month of April prior to the next General Meeting. Nominations will be presented in writing accompanied by documentation that records and demonstrates the nominee's significant, sustained and high quality service contribution over a minimum of 10 years that enhanced the reputation and future of the Club.
- 4.3 The nomination will be considered by a Sub-committee comprising the President, Secretary and the two nominators to check the nominee's length of service and criteria of special services. The Sub-committee may consult with a Life Member of the Club if necessary.
- 4.4 The points to be taken into account when considering any nomination should include:
  - a) the general attitude and overall demeanour of the nominee to ensure that the attitude is one that reflects a dedication to the values of the Club;
  - b) an active and positive participation in the activities of the Club during the period of service;
  - c) commitment to the principals of good sportsmanship and behaviour consistent with the Club's Code of Conduct;
  - d) been a member of the Club for a minimum total of ten (10) years;
  - e) direct involvement with Club activities/service on the Committee;
- 4.5 If the nomination is agreed it is then presented to the Club Committee and discussed and determined "In Committee".
- 4.6 If the nomination is approved by the Club Committee it will be recommended to the Annual General Meeting of the Club by the nominators.
- 4.7 In the event that the incumbent President or Secretary is the Nominee, that person's place on the Sub-committee is to be taken by the immediate past or the senior-vice president.
- 4.8 Election: Life Members shall be elected by the Members at a General Meeting by Special Resolution and 75% majority of the votes cast.
- 4.9 Life members are entitled to hold a committee position if nominated.
- 4.10 Retraction of a Life Membership Award may occur where the recipient has conducted him/herself in a manner that reflects directly and adversely on the image or activities of the Club. This provision will only be exercised in exceptional circumstances under the Constitution Section 12. Cessation of Membership.

#### **5. Patron/Patroness**

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- 5.1 Term of Office is to be accepted for no longer than 3 years<sup>7</sup>. They may be re-elected for up to 3 consecutive terms.
- 5.2 There may be one Patron and one Patroness at any one time.
- 5.3 The initial approach to the individual is made in person and followed up with a letter that sets out clear expectations of the role.
- 5.4 The individual is then nominated at the Annual General Meeting. If there is more than one nomination the position is decided by election.

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<sup>6</sup> Refer SCAAC Constitution Clause 8 Life Members

<sup>7</sup> Refer SCAAC Constitution Clause 15.1 Governance/Patron and/or Patroness

- 5.5 Role: The Patron/Patroness:
- i. is a supporter and promoter of the club
  - ii. may be called upon for advice or guidance
  - iii. may attend club functions on invitation
  - iv. may speak at Club functions on invitation
  - v. may be invited to assist in Club processes in a neutral capacity
  - vi. is someone who the members of the club hold the utmost respect for as an individual.
  - vii. holds a neutral position and as per the Constitution<sup>8</sup> does not vote irrespective of any other position they may concurrently hold in the Club.

## 6. Voting<sup>9</sup>

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- 6.1 When a committee member is participating in a committee meeting using technology<sup>10</sup> such as video or telephone and where a quorum of members are physically present, that member may cast a vote on any resolutions as put during the meeting and while they are "present/on line." Their presence is recorded in the minutes.

## 7. Delegates

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- 7.1 The Committee may elect delegates from the Club Committee, or if suitable from the active Membership, to the committees of other organisations as deemed appropriate and of benefit to, or in the best interest of the Club.
- 7.2 Delegates of the Club shall represent the Club and endeavor to enable decisions in the best interests of the Club and in accordance with the decisions of the Club Committee.
- 7.3 Delegates will report back to the Committee in person or in writing, any or all matters relevant to and affecting the functioning and aims of the Club

## 8. Media

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- 8.1 The Club president is deemed to be the overall and primary spokesperson for the Club.
- 8.2 The Club committee may appoint media liaison officers to manage all Club media.

## 9. Competitions

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- 9.1 It is expected that registered athletes will wear the correct Club uniform when competing at and representing the Club at competitions or events.
- 9.2 The athlete must be wearing the correct club uniform to be eligible for Club cups.
- 9.3 To be eligible for Club records the athlete must be wearing the correct club uniform and competing at any Athletics NZ sanctioned event.<sup>11</sup> The Club record application form must be submitted to the Club Committee within one month of the occurrence, for consideration.

## 10. Club Trophies and Cups

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- 10.1 The Club will endeavour to run the required competitions for the following Cups and Trophies
- 10.2 The dates for the competitions for the contested cups and trophies will be notified to the Club athlete membership and officials.
- 10.3 All age group cups will be aligned with the age groups as defined by Athletics New Zealand.
- 10.4 **Contested Cups:** All athletes competing in each of these Cups are required to compete together in each event.

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<sup>8</sup> Refer SCAAC Constitution Clause 15.1 Governance/Patron and/or Patroness

<sup>9</sup> Refer SCAAC Constitution Clause 17.12 Meeting of Members/Voting

<sup>10</sup> Refer SCAAC Constitution Clause 16.20 Club Committee/Meetings using Technology

<sup>11</sup> Alteration agreed at Club Committee meeting March 2023

- a) MacKay Cup
  - i. Under 16 men's – 4 events – 100m, 400m, long jump and discus
  - ii. Eligible athletes must start in the four events
- b) Drake Cup
  - i. Under 16 women's – 4 events 100m, 400m, long jump and discus
  - ii. Eligible athletes must start in the four events
- c) Wederell Cup
  - i. 14 years and younger boys high jump and long jump
  - ii. Eligible athletes must start in the two events
- d) Chambers Family Cup
  - i. 14 years and younger girls high jump and long jump
  - ii. Eligible athletes must start in the two events
- e) Alliance Textiles Cup: Under 18 decathlon (Men)
- f) Gillian Leadley Memorial Cup: Junior Women's heptathlon
- g) Eldon Moffat Cup: Senior Men's decathlon
- h) Old Timers Cup: Senior women's decathlon
- i) Presidents Cup: Open 5000m
- j) Ray Bennett Trophy: Female's Long Distance
- k) Westenra Cup: Open men's 100m
- l) Beth Arthur Cup: Open women's 100m
- m) Dick Wood Trophy: Open men's 400m
- n) Moss Family Trophy: Open women's 400m
- o) Mary and Ron Hannam Cup: Open women's long jump. All athletes must compete at the same time
- p) Squire Cup: Open women's high jump. All athletes must compete at the same time.
- q) SC Wine and Spirit Co. Ltd. Cup: Men's Open Long Jump. All athletes must compete at the same time
- r) Vic MacKay Memorial Trophy (Veteran Men's 5000m)
- s) Robert Parry Trophy (Open Men's pentathlon)
- t) Baird Family Trophy (Open Women's pentathlon)

#### 10.5 **End of Season Cups**

The recipients for the following cups and trophies will be decided by the Committee.

- a) Allan Davidson Memorial Challenge Cup - Best Male All Rounder
- b) John Foley Shield - Most Improved Athlete of the Season - Male or Female
- c) Moffat Family Cup - Most Improved Athlete of the Season - opposite gender of the recipient of the John Foley Shield
- d) Sportsmanship for Men
- e) Sportsmanship for Women
- f) Sportsmanship for Boys
- g) Sportsmanship for Girls
- h) Most Improved junior athlete - Boys
- i) Most Improved junior athlete – Girls
- j) Best Athlete

#### 10.6 **Season's Points Cups**

The recipients for the following cups and trophies will be decided by season's points.

- a) McRaes Cup - Most Season's Points Veteran Men (35 years and older)
- b) G J Wallace Cup - Most Season's Points - Senior Men
- c) United Building Society Trophy – Most Seasons Points over the Men's throwing events
- d) Rhodes Cup – Most Seasons Points over the Women's throws events (W20 to senior women only)
- e) Higgs Cup – Most Season's Points Men's U16
- f) Gail Cup - Most Season's Points Women's U16
- g) Veteran Women's – Most Season's Points 35 years and older

#### 10.7 Club Championship Cups

The recipients for the following cups and trophies will be decided on results.

- a) E B Tyson Challenge Cup - Junior Men's 1500m/Mile - Men's 20 and under
- b) Schoolboys Challenge Cup - 14yrs boys, most points over Club Championships
- c) Schoolgirls Challenge Cup - 14yrs girls, most points over Club Championships
- d) Senior Women's Challenge Cup - Senior women's most points over Club Championships
- e) M20 Challenge Cup - most points over Club Championships
- f) M18 Challenge cup - most points over Club Championships
- g) W18 Challenge Cup - most points over Club Championships
- h) Hammer Thrower's Mug - 16 years and over, male or female
- i) Nikki Cup - W U16 years throwing events - most points over Club Championships
- j) Phillips Cup - M U16 years field events - most points over Club Championships
- k) Tom Birnie 1500m Cup - 10 year old boy
- l) Tom Birnie 1500m Cup - 10 year old girl
- m) Tom Birnie 1500m Cup - 11 year old boy
- n) Tom Birnie 1500m Cup - 11 year old girl

#### 11. South Canterbury Sports Awards Nomination Process<sup>12</sup>

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- 11.1 The Club committee will select nominees for the South Canterbury Sports Awards from Club membership and invite nominees (or their delegate) to complete the relevant nomination form.
- 11.2 Nomination forms of these invited Club members are to be completed and received by the Club secretary by the date posted by the Secretary.
- 11.3 The Club committee or other agreed delegate will review all nomination forms and verify information and achievements as required.
- 11.4 Any nomination of a SCAAC member forwarded directly to the Sub-centre must be returned/forwarded to the Club Committee (before the due date as per 11.2), and will not be accepted by Sub-centre.
- 11.5 The Club Committee will make the final selection of the nominees that will be put forward to the Sub-Centre.

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<sup>12</sup> Approved and Inserted October 2022