

RULES OF THE STAR BOATING CLUB

NAME

1. The name of the Club shall be "The Star Boating Club (Incorporated)".

REGISTERED OFFICE

2. The registered office shall be in the Clubhouse or in such other place as the Committee may from time to time determine.

OBJECTS

3. The objects for which the Club is established are:
 - (a) To aid and assist its members to participate successfully in the sport of rowing
 - (b) To promote the general welfare of its members and to foster a feeling of friendship and good fellowship among them
 - (c) To assist and encourage the development of sport in general
 - (d) To undertake any lawful activity that will further the interests of the Club.

CLUB COLOURS AND CRESTS

4. The colours of the Club shall be a blue star on a white ground. The Club Crest shall be a star placed above the motto "Semper Refulgens".

DRESS

5. The Club dress shall be:
 - (a) The ROWING DRESS in competition shall consist of rowing shorts and a singlet with alternative blue and white hoops or rowsuit with the same colour combinations for the torso section.

MANAGEMENT

6. The management of the Club shall be conducted by a Committee of the officers of the Club, plus school representatives, plus a Rowing Director and a minimum

of two and a maximum of six Club Members. This allows for a maximum potential number of people on the committee of 15.

7. The officers of the Club shall consist of a President, a Vice-President a Secretary and a Treasurer, who shall be elected by ballot at the Annual General Meeting each year and shall hold office from the end of that meeting until the end of the next Annual General Meeting.
- 7A Each school associated with the Club may appoint one representative who shall be a member of the Club, who shall be appointed to the General Committee. That person shall have equal voting rights within the General Committee to any other member of the committee. For the avoidance of doubt, a person appointed as a school representative may also serve as an officer of the Club or elected member of the Committee, if elected to hold such a position.
- 7B The Committee shall appoint a Rowing Director and a Deputy Rowing Director each year at its first meeting following the Annual General Meeting.
8. The Rowing Director shall have full control over the plant owned by the Club and over the actions of members while on Club premises or representing the Club always providing that such control is not in opposition to the decisions of the Committee and shall have such additional powers as the Committee may confer from time to time by by-law.
9. The Secretary shall, in person or by deputy, attend each meeting of the Club and Committee, keep minutes of the proceedings, keep electronic or paper files of all relevant communications and other Club documents, issue notices of meetings when directed, and conduct the correspondence of the Club.
10. The Treasurer shall collect and account for all subscriptions, dues, fines and funds and disburse all monies of the Club under the authority of the Committee, but no monies shall be paid out except by cheque signed by the Treasurer, countersigned by the Secretary or the President, or by electronic transfer actioned by the Treasurer and at least one other authorised Committee member and in either case authorised by a minute of the Committee.
11. The other members of the Committee shall be elected annually by ballot immediately after the election of officers.
12. Five members of the Committee present at any meeting shall form a quorum. Any member of the Committee who shall be absent from three consecutive meetings of the Committee shall, unless some good reason be furnished for the absence, cease to be a member of the Committee under rule 14. Meetings of the Committee shall be convened by the Secretary by written notice to each

member and chaired by the President, if present. If the President is not present, the Vice-President shall chair the meeting.

- 12A The Committee shall have power to regulate its own procedures and, in particular, to establish protocols for electronic circulation of motions, voting, and passing of resolutions without the necessity for Committee members to meet in person.
13. The Committee shall be the Executive of the Club and shall:
- (a) have the entire management of the Club
 - (b) subject to Rules 13B, and 13C, have the power to authorise the receipt and expenditure of such Club funds as it considers necessary for the furtherance of the objects of the Club.
 - (c) have the power to raise monies to purchase plant or carry out other activities associated with the sport of rowing.
- 13A The Committee of the Club shall have the following general powers:
- (a) To accept and carry out any trusts attached to gifts to or for the benefit of the Club.
 - (b) Invest all or any monies held by the Club in and upon such investments as the Committee may from time to time decide.
 - (c) To adopt such means as the Committee may determine for the purpose of raising money and for obtaining assets for the furtherance of the objects of the Club and to accept contributions, collections, donations, legacies, gifts, grants, loans, debentures and subsidies of every kind.
 - (d) To draw, make, accept, endorse, cheques of exchange, warrants, and other negotiable securities or transferable instruments.
 - (e) To institute, initiate, or take and to defend, compromise or abandon legal proceedings involving the affairs of the Club
 - (f) To employ staff to assist in the work of the Club at such wages and on such terms as may be deemed expedient and to obtain and pay for professional and other advice and services provided always that in the event a member of the Committee is so employed, the wages or remuneration payable shall at all times be limited by the provisions of an employment contract or normal scale of industry or professional charges.

- 13B The Committee ability to sell, part with, assign charge or otherwise dispose of any of the Club's assets shall be subject to the following requirements:
- (a) If the assets individually or collectively exceed the purchase price of a new eight (including riggers and oars), the consent of at least 75% of the members at a Special General Meeting of the Club, present in person or by proxy and entitled to vote must be given before the transaction(s) proceed;
 - (b) If the assets individually or collectively exceed the purchase price of a new single (including riggers and oars) the consent of at least 75% of the Committee must be given before the transaction(s) proceed.
- 13C the Committee shall not authorise completion of any transaction involving purchase of an asset or assets having a cost exceeding the purchase price of a new eight (including riggers and oars) without having first given not less than 25 days notice by email to all Life, Full and Honorary Members of its intention to do so.
14. The Committee shall have power to appoint acting officers, or members of the Committee, to fill any vacancies which may occur. Such appointments shall hold good only until a general meeting when all such vacancies may be filled.
- 14A The Committee shall have the power to co-opt persons to the Committee to promote the affairs of the Club within specified areas laid down by the Committee of the Club, and such persons will not have voting rights within the Committee.
15. The Committee shall have power to make by-laws for carrying out and enforcing these rules, and from time to time to add to, alter or repeal such by-laws. It shall also have power if it thinks proper, to remit any fines imposed under any by-laws. All by-laws so made by the Committee shall be submitted to the next General Meeting for ratification.
16. A copy of all rules and by-laws of the Club shall be kept posted in a conspicuous part of the Clubhouse.
17. The Committee shall have power to expunge the name of any non-financial members from the register.
18. The committee shall have power at its discretion to suspend any member from the Club who wilfully breaks any rules or by-laws or is guilty of misconduct provided that any member so suspended shall have the right to appeal to a General Meeting of the Club.

COACHES COMMITTEE

19. The Coaches Committee shall consist of the Rowing Director and, all Club Coaches.
20. The function of the Coaches Committee is to:
 - (a) Act as a support mechanism for coaches
 - (b) Co-ordinate the Club's activities
 - (c) Uphold the behaviour of Club crews
21. The Coaches Committee will be responsible, each year, for setting the standards required for individual Club squads. These standards will include criteria for:
 - (a) Club members wishing to row above their current status;
 - (b) Crews and/or squads competing at major regattas.

SELECTION OF CREWS

22. The coach has overall responsibility for the selection of crews within his/her squad. The Coaches Committee will, each year, establish selection criteria to assist individual coaches with the selection of crews.
23. If a Club member or crew wishes to appeal a selection decision, the Rowing Director will mediate between the coach and the member(s) concerned in the first instance. If this is unsuccessful the issue will be decided at a meeting of the Coaches Committee.

MEMBERSHIP

24. The members of the Club shall consist of:

Full members
Honorary members
Associate members
Life members
Volunteer members
School members

- (a) A FULL MEMBER is a financial member who is eligible to take part in the activities of the Club.

- (b) AN HONORARY MEMBER is a Coach, Parent, Teacher, or person wishing to support the activities of the Club and elected by the eligible voting members annually at an Annual General Meeting, to a position as an officer or member of the Committee. After election they are entitled to a vote at a General Meeting for the term of their office
- (c) A LIFE MEMBER may be elected by a resolution at any General Meeting. Such membership is open to persons who complete twenty years of active membership, or have been of service to the Club and which service the Club wishes to recognise. Life members pay no Club subscription.
- (d) A SCHOOL MEMBER shall be a pupil of a college, the Administration of which has arranged with the committee to row its pupils under the colours of the Club and who is registered as a member of the Club, or an individual rower aged under 18 accepted for membership of the Club. School members shall not be allowed to vote on any subject at a General Meeting, but may be allowed to speak at the discretion of the chairman.
- (e) AN ASSOCIATE MEMBER, is a financial member of the Club, and shall be allowed to use the facilities of the Club except the boats and shall not be allowed to vote on any subject at a General Meeting.
- (f) A VOLUNTEER MEMBER is;
- A parent or caregiver of a school member who assists the operations of the Club:
 - Any other person requested by an officer or other Committee Member of the Club to undertake a specified role in the day to day operation of the Club.

Volunteer members shall not be allowed to vote on any subject at a General Meeting, but may be allowed to speak at the discretion of the chairman.

25. No one shall be eligible for membership as either a Full, Honorary or Associate member unless they have reached the age of 18 years..
26. Every member shall on completing a registration form and being accepted for membership by the Committee as being a person likely to contribute positively to achievement of the Club's objects, be bound by these rules and by-laws of the Club in every respect and shall then become entitled to all the privileges of their category of membership.
27. Any member desirous of withdrawing from the Club shall give written notice of such desire to the Secretary, and shall be liable for the subscription for the full

year current at the date of receipt of such notice. The Committee may however, waive payment of the Club subscription in whole or in part based on the extent to which the member has used the Club shed or plant during the season in which they have resigned.

SUBSCRIPTIONS

28. The annual subscription shall become due and payable on the "Official Club Opening Day" as set down by the Committee each year or upon a member joining the Club, whichever is the later. Subscriptions shall be as passed from time to time at the Annual General Meeting.
29. If any subscription, fine or levy be not paid within one (1) month from the date on which they become due, the Committee may after due notice has been given to the member in arrears, refuse that member the use of the Clubhouse, plant or Club facilities to take action under rule 18. The Committee shall have power to remit any portion of a subscription in case of illness, or for any other good reason. For new members joining after the official opening day, subscriptions become due on their election as a member of the Club.

MEETINGS

30. The Annual General Meeting of the Club shall be held as soon as possible after the 31st March. The Committee shall furnish a report on the affairs of the Club, the Treasurer shall prepare a statement of all monies received and paid on account of the Club during the preceding twelve (12) months ending on 31st March, and a statement of assets and liabilities which shall, together with the Committee's report and notice of meeting be circulated among members by emailing to the member addresses held by the Secretary at least seven days prior to such meeting.
- 30A *A Special General Meeting may be called by the President, or by the Committee, or on the requisition of ten (10) Life, Full or Honorary members of the Club and notice (including the object of such meeting) shall be given to as many members as possible either orally, in writing (including email) or advertised on the Club's notice board and/or website not less than fifteen (15) working days prior to the date of the meeting. Notices shall state the time, date and place of the meeting.*
31. At the Annual or Special General Meeting of the Club:

- (a) The President shall take the chair, or in the absence of the President, the Vice-President, or in the absence of both the President and Vice-President the meeting shall elect its own chairman.
 - (b) Fifteen (15) members, which shall include 10 members with voting rights (Full, Life or Honorary), shall form the quorum and such meeting shall lapse if a quorum be not present in person or by proxy within thirty (30) minutes after the time appointed.
 - (c) Each Full or Life member shall have one (1) vote and in the event of equality of votes the chairman shall have a casting as well as deliberative vote.
 - (d) The voting shall be on the voices, by show of hands or by ballot at the discretion of the chairman, except that if any member present demand that a ballot be taken, then such ballot will be taken. A proxy held on behalf of eligible voters shall entitle the holder to cast one vote on a ballot of members in accordance with the terms of the proxy.
 - (e) Any Associate, School or Volunteer member may attend and speak to the meeting at the chairman's discretion but shall have no vote.
 - (f) Any member with voting rights may call for accounts circulated in advance of the meeting to be reviewed, in which case, the Committee shall arrange for a qualified accountant (either in practice or retired) to review the accounts and to advise his/her view as to whether they present a true and fair view of the financial position of the Club. For the avoidance of doubt, a review for this purpose is not an audit. The review shall be circulated by the Secretary to all members as soon as it is available in the same manner as a notice of an Annual General Meeting.
 - (g) Any member with voting rights may call for verification of members' voting rights.
32. No member shall be proposed as an officer, auditor, trustee or member of the Committee unless notice of such proposal, signed by the proposer and seconder, shall have been received by the Secretary at least 72 hours before the time of the General Meeting at which such proposal is to be considered.

ALTERATIONS TO RULES

33. The rules of the Club may be altered by a General Meeting provided that no such alteration of Rules shall be made at any meeting unless notice of intention to propose such alterations shall have been given by notification seven (7) days previously.
- 32A No addition to or alteration of the payments to members clause or the winding up clause shall be approved without the Inland Revenue Department's approval.

GENERAL

34. A notice board shall be affixed in a conspicuous place in the Clubhouse, and all notices posted thereon, duly signed by the officer giving the same, shall be considered as official notices, and must be attended to accordingly.
35. Members of kindred clubs and strangers visiting Wellington may be allowed to row in the Club boats on the invitation of a member, and on permission being obtained from a member of the Committee, for a period not exceeding one (1) month after which they will be required to apply for membership.
36. Where in these rules or in the by-laws any power and authorities are vested in the Rowing Director, such powers or authorities shall in the absence of the Rowing Director be exercised by the Deputy Rowing Director or in the absence of both, by member or members of the Committee present.
37. These rules and by-laws shall be deemed to apply so far as applicable to all plant and facilities necessary for the operations of the Club, including any premises for the time being occupied by the Club.
38. Any case not provided for in these rules or the by-laws, or any question arising as to their interpretation, shall be decided by the Committee.

WINDING-UP

39. A majority of the members present at a Special General Meeting convened for the purposes after seven (7) days notice by advertisement in one local newspaper may resolve that the Club be wound up as from the date to be named in such resolution. Such resolution shall be confirmed at a subsequent Special General Meeting called for the purpose and held not earlier than thirty (30) days

after the first resolution. In the event that the resolution is confirmed the whole of the net assets of the Club shall be handed to the Wellington Amateur Rowing Association, to be held in trust by the Association, the income to be used for the furtherance of the sport of rowing in the Province.

COMMON SEAL

40. Any mortgage, charge, insurance instrument or other writing necessary to be executed by the Club shall be sealed by the Common Seal of the Club by and in the presence of the President and the Secretary or by and in the presence of the Vice President and the Secretary. The Common Seal of the Club shall be securely kept by the Secretary for the time being of the Club and shall not be affixed to any deed or document except as aforesaid and in the pursuance of a resolution of the Committee.

PAYMENTS TO MEMBERS

41. No member or person associated with a member of the Club shall derive any income, benefit or advantage from the Club where they can materially influence the payment of the income benefit or advantage, except where that income, benefit or advantage is derived from:
- (a) Professional services to the Club rendered in the course of business charged at no greater rate than current market rates, or
 - (b) Interest on money lend at no greater rate than current market rates.

STAR BOATING CLUB PRESERVATION CHARITABLE TRUST

42. The Committee of the Club shall appoint one of its members to be a trustee of the Star Boating Club Preservation Trust and the Club shall coordinate with the Trust through the Committee in order to assist the Trust in managing and preserving the Star Boating Club building, also known as 'The Boatshed' and all leases of property, real and personal, in the interests of the Star Boating Club