

Constitution

New Zealand Axemen's Association Incorporated

Introductory rules

1. Name

1.1. The name of the society is New Zealand Axemen's Association Incorporated (abbreviated to "NZAA" and in this Constitution referred to as the 'Society').

2. Charitable status

2.1. The Society is already registered as a charitable entity under the Charities Act 2005.

3. Definitions

3.1. In this Constitution, unless the context requires otherwise, the following words and phrases have the following meanings:

'Act' means the Incorporated Societies Act 2022 or any Act which replaces it (including amendments to it from time to time), and any regulations made under the Act or under any Act which replaces it.

'Annual General Meeting' means a meeting of the Members of the Society held once per year which, among other things, will receive and consider reports on the Society's activities and finances.

'Axemen' means male and female competitors in woodchopping and sawing events.

'Centre' means the Incorporated Societies that represent geographical areas within the Sub-Associations.

'Club' means the Axemen Clubs that fall under the umbrella of the Centres.

'Committee' means the Society's governing body. The Committee comprised of two (2) representatives appointed annually from each of the Members.

'Competitor' means an individual registered as a competitor with the Society through a Member whether or not that individual is in fact competing.

'Constitution' means the rules in this document.

'General Meeting' means either an Annual General Meeting or a Special General Meeting of the Members of the Society.

'Interested Member' means a Member who is interested in a matter for any of the reasons set out in section 62 of the Act.

'Interests Register' means the register of interests of Officers, kept under this Constitution and as required by section 73 of the Act.

'Life member' means a Life Member of the Society nominated and approved in accordance with 10.1.(b) of this Constitution.

'Matter' means— the Society's performance of its activities or exercise of its powers; or an arrangement, agreement, or contract (a transaction) made or entered into, or proposed to be entered into, by the Society.

'Member/s' means the Sub-Associations who have consented to become a Member of the Society and have been properly admitted to the Society who have not ceased to be a Member of the Society.

'Members Representatives' or 'Members' Representatives' means a Member's representative or representatives on the Committee.

'Notice' to Members includes any notice given by email, post, or courier; and the failure for any reason of any Member to receive such Notice or information shall not invalidate any meeting or its proceedings or any election.

'Officer' means a natural person who is: a member of the Committee, or occupying a position in the Society that allows them to exercise significant influence over the management or administration of the Society, including any Chief Executive or Treasurer.

'President' means the Officer responsible for chairing General Meetings and committee meetings, and who provides leadership for the Society.

'Register of Members' means the register of Members kept under this Constitution as required by section 79 of the Act.

'Secretary' means the Officer responsible for the matters specifically noted in this Constitution.

'Special General Meeting' means a meeting of the Members, other than an Annual General Meeting, called for a specific purpose or purposes.

'Sub-Association(s)' means:

- a. The Northland Axemen's Association - Comprising the area of New Zealand north of a straight line from Silverdale to Kaupapapapa.
- b. The Northern Axemen's North Island Association - Comprising the area of New Zealand that is between the Northern Axemen's Association and Central Axemen's Association.
- c. The Central Axemen's Association - The north boundary of which is defined as a straight line from Hicks Bay to Mount Tongariro Trig, then a straight line to Moerangi, then in a straight line west to Awakino. The south boundary of which is defined as the southern coast of the North Island.
- d. The Southern Axemen's Association - Comprising the area of New Zealand that lies south of the area of the Central Axemen's Association and includes Stewart Island and the Chatham Islands.

'Treasurer' means the Committee Member responsible for, among other things, overseeing the finances of the Society.

'Vice President' means the Officer elected or appointed to deputise in the absence of the President.

'Working Days' mean as defined in the Legislation Act 2019. Examples of days that are not Working Days include, but are not limited to, the following — a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereign's birthday, Te Rā Aro ki a Matariki/Matariki Observance Day, and Labour Day.

4. Purposes

4.1. The Society is established and maintained exclusively for charitable purposes (including any purposes ancillary to those charitable purposes), namely:

- a. To administer wood chopping and sawing events throughout New Zealand, and to foster and control growth and development of the sport.
- b. To do whatever the Society deems reasonably appropriate to encourage and promote by demonstration and competition wood chopping sawing events for which prizes may be awarded for merit and ability.
- c. To have the authority to annually co-opt a promotional body to be responsible for organizing events and sponsorship for television, shows etc when and where required.
- d. To construct and amend Society rules, by-laws and regulations for the purpose of a uniform system of wood chopping and sawing competition rules throughout New Zealand.
- e. To be responsible for the conducting of national and international events (unless delegated to other parties by the Society).
- f. To support a Member, Centre or club that conducts a national or international event and axemen who compete in such events.
- g. To have the power to lay down the format for selecting axemen and women to compete in national and international events and to appoint a manager if deemed appropriate by the Society.
- h. To hold or allot national and international events as considered reasonably appropriate by the Society.
- i. To be responsible for holding a master register of axemen registered in New Zealand for each season.
- j. To certify and register all:
 - i. New Zealand records established by registered New Zealand competitors at a public meeting; and
 - ii. The results of New Zealand Championships, conducted under Society rules and by permission of the Society.
- k. To take such disciplinary action as the Society deems appropriate against any Member, Life Member, centre, club, official or competitor who fails to comply with any rules, by-laws or regulations of the Society.
- l. To act as coordinator between Members and show societies (overseas) to establish handicap marks for New Zealand axemen competing outside New Zealand.
- m. To hear appeals brought against the decisions of Members.

n. To borrow, raise and invest money, purchase apparatus, goods or material for the purpose of promoting the objects of the Society.

o. To purchase, lease or otherwise acquire, exchange, sell or otherwise dispose of, any land, building or property which the Society deems appropriate.

p. To do all such other lawful things as are incidental or conducive to the attainment of objects of the Society.

4.2. Any income, benefit, or advantage must be used to advance the charitable purposes of the Society.

5. Act and Regulations

5.1. Nothing in this Constitution authorises the Society to do anything which contravenes or is inconsistent with the Act, any regulations made under the Act, or any other legislation.

6. Restrictions on society powers

6.1. The Society must not be carried on for the financial gain of any of its members.

6.2. The Society's capacity, rights, powers, and privileges are subject to the following restrictions: The Society must not operate for the purpose of, or with the effect of—

a. distributing, any gain, profit, surplus, dividend, or other similar financial benefit to any of its Members (whether in money or in kind); or

b. having capital that is divided into shares or stock held by its Members; or

c. holding, property in which its members have a disposable interest (whether directly, or in the form of shares or stock in the capital of the society or otherwise).

6.3. But the Society will not operate for the financial gain of Members simply if the Society—

a. engages in trade,

b. pays a Member for matters that are incidental to the purposes of the Society, and the Member is a not-for-profit entity,

c. distributes funds to a Member to further the purposes of the Society, and the Member—

i. is a not-for-profit entity, and

ii. is affiliated or closely related to the Society, and

iii. has the same, or substantially the same, purposes as those of the Society.

d. reimburses a Member for reasonable expenses legitimately incurred on behalf of the Society or while pursuing the Society's purposes,

e. provides benefits to members of the public or of a class of the public and those persons include Members or their families,

f. provides benefits to Members or their families to alleviate hardship,

g. provides educational scholarships or grants to Members or their families,

h. pays a Member a salary or wages or other payments for services to the Society on arm's length terms (terms reasonable in the circumstances if the parties were connected or related only by the transaction in question, each acting

independently, and each acting in its own best interests; or are terms less favourable to the Member than those terms and the payment for services, or other transaction, does not include any share of a gain, profit, or surplus, percentage of revenue, or other reward in connection with any gain, profit, surplus, or revenue of the Society),

i. provides a Member with incidental benefits (for example, trophies, prizes, or discounts on products or services) in accordance with the purposes of the Society.

j. on removal of the Society from the Register of Incorporated Societies having its surplus assets distributed under subpart 5 of Part 5 of the Act to a Member that is a not-for-profit entity.

7. Registered office

7.1. The registered office of the Society shall be at such place in New Zealand as the Committee from time to time determines.

7.2. Changes to the registered office shall be notified to the Registrar of Incorporated Societies—

a. at least 5 working days before the change of address for the registered office is due to take effect, and

b. in a form and as required by the Act.

8. Contact person

8.1. The Society shall have at least 1 but no more than 3 contact person(s) whom the Registrar can contact when needed.

8.2. The Society's contact person must be:

a. At least 18 years of age, and

b. Ordinarily resident in New Zealand.

8.3. A contact person can be appointed by the Committee or elected by the Members at a General Meeting.

8.4. Each contact person's name must be provided to the Registrar of Incorporated Societies, along with their contact details, including:

a. a physical address or an electronic address, and

b. a telephone number.

8.5. Any change in that contact person or that person's name or contact details shall be advised to the Registrar of Incorporated Societies within 20 Working Days of that change occurring, or the Society becoming aware of the change.

Members

9. Minimum number of members

9.1. The Society shall maintain the minimum number of Members required by the Act.

10. Types of members

10.1. The classes of membership and the method by which Members are admitted to different classes of membership are as follows:

a. Member

A Member is a Sub-Association admitted to membership under this Constitution and which has not ceased to be a Member.

b. Life Member

A Life Member is a person honoured for highly valued services to the Society elected as a Life Member by resolution of a General Meeting passed by a simple majority of those Members present and voting. A Life Member shall have all the rights and privileges of a Member and shall be subject to all the same privileges and duties as a Member except those of voting rights at meetings, paying subscriptions and levies. Any individual who is a member of a Sub-Association may be nominated as a Life Member by the Sub-Association of which they are a member. The nomination must be in writing and have been moved, seconded and passed at an annual general meeting of the Sub-Association.

11. Becoming a member: consent

11.1. Every applicant for membership must consent in writing to becoming a Member.

12. Becoming a member: process

12.1. An applicant for membership must complete and sign any application form, supply any information, or attend an interview as may be reasonably required by the Committee regarding an application for membership and will become a Member on acceptance of that application by the Committee.

12.2. The Committee may accept or decline an application for membership at its sole discretion. The Committee must advise the applicant of its decision.

12.3. The signed written consent of every Member to become a Society Member shall be retained in the Society's membership records.

12.4. A new Member or members may be appointed by the division of an existing Sub-Association into two or more Sub-Associations.

12.5. The motion to divide an existing Sub-Association must be in writing and signed by two (2) existing Members as proposer and second respectively one of which must be from the Sub-Association to be divided. The motion must have been moved, seconded and passed by both the proposer and second Member at their respective annual general meetings.

12.6. The motion must be approved by special resolution at an annual general meeting or special general meeting of the Society.

13. Members' obligations and rights

13.1. Every Member shall provide the Society in writing with the name of that Member's primary contact person and contact details (namely, physical or email address and a telephone number) and promptly advise the Society in writing of any changes to those details.

13.2. All Members shall promote the interests and purposes of the Society and shall do nothing to bring the Society into disrepute.

13.3. A Member is only entitled to exercise the rights of membership (including attending and voting at General Meetings, accessing or using the Society's premises, facilities, equipment and other property, and participating in Society activities) if all subscriptions and any other fees have been paid to the Society by their respective due dates, but no Member or Life Member is liable for an obligation of the Society by reason only of being a Member.

13.4. The Committee may decide what access or use Members may have of or to any premises, facilities, equipment or other property owned, occupied or otherwise used by the Society, and to participate in Society activities, including any conditions of and fees for such access, use or involvement.

14. Subscriptions and fees

14.1. The annual subscription and any other fees for membership for the then current financial year shall be set by resolution of a General Meeting. The date for payment of the annual subscription and any other fees for membership shall be set by resolution of a General Meeting (which can also decide that payment be made by periodic instalments).

14.2. Any Member failing to pay the annual subscription (including any periodic payment), any levy, or any capitation fees, prior to the AGM each year shall be considered as unfinancial and shall (without being released from the obligation of payment) have no membership rights and shall not be entitled to participate in any Society activity or to access or use the Society's premises, facilities, equipment and other property until all the arrears are paid. If such arrears are not paid prior to the AGM each year the Committee may terminate the Member's membership (without being required to give prior notice to that Member).

15. Ceasing to be a member

15.1. A Member ceases to be a Member—

- a. by resignation from that Member's class of membership by written notice signed by that Member to the Committee, or
- b. on termination of a Member's membership following a dispute resolution process under this Constitution, or
- c. on death (or if a body corporate on liquidation or deregistration, or if a partnership on dissolution of the partnership), or
- d. by resolution of the Committee where—
 - i. The Member has failed to pay a subscription, levy or other amount due to the Society prior to the AGM each year.
 - ii. In the opinion of the Committee the Member has brought the Society into disrepute.

15.2. with effect from (as applicable)—

- a. the date of receipt of the Member's notice of resignation by the Committee (or any subsequent date stated in the notice of resignation), or
- b. the date of termination of the Member's membership under this Constitution, or

- c. the date of death of the Member (or if a body corporate from the date of its liquidation or deregistration, or if a partnership from the date of its dissolution), or
- d. the date specified in a resolution of the Committee and when a Member's membership has been terminated the Committee shall promptly notify the former Member in writing.

16. Obligations once membership has ceased

16.1. A Member who has ceased to be a Member under this Constitution—

- a. remains liable to pay all subscriptions and other fees to the Society's next balance date,
- b. shall cease to hold himself or herself out as a Member of the Society, and
- c. shall return to the Society all material provided to Members by the Society (including any membership certificate, badges, handbooks and manuals).
- d. shall cease to be entitled to any of the rights of a Society Member.

17. Becoming a member again

17.1. Any former Member may apply for re-admission in the manner prescribed for new applicants, and may be re-admitted only by resolution of the Committee.

17.2. But, if a former Member's membership was terminated following a disciplinary or dispute resolution process, the applicant may be re-admitted only by a resolution passed at a General Meeting on the recommendation of the Committee.

18. Suspension and expulsion

18.1. The Committee has the power to suspend a Member, Life Member or Competitor in the event that such Member, Life Member, or Competitor breaches the rules of the Society, breaches any by-laws set by the Committee or is otherwise found by the Committee to have committed any unfair practice or misconduct which brings the Society into disrepute.

Committee

19. Committee composition

19.1. The Committee will consist of two (2) representatives from each Member and will include four (4) Officers:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer

19.2. A majority of the Officers on the Committee must be either:

- a. Members of the Society, or
- b. representatives of bodies corporate that are Members of the Society.

19.3. The Secretary and Treasurer role can be combined.

19.4. The Secretary and the Treasurer may be elected from outside the Members' Representatives.

19.5. In the event of a vacancy occurring on the Committee the Member whose representation of the Committee has fallen below two (2) shall appoint another representative to fill such a vacancy for the remainder of the period of the annual term.

20. Functions of the committee

20.1. From the end of each Annual General Meeting until the end of the next, the Society shall be managed by, or under the direction or supervision of, the Committee, in accordance with the Incorporated Societies Act 2022, any Regulations made under that Act, and this Constitution.

21. Powers of the committee

21.1. The Committee has all the powers necessary for managing — and for directing and supervising the management of — the operation and affairs of the Society, subject to such modifications, exceptions, or limitations as are contained in the Act or in this Constitution.

22. Sub-committees

22.1. The Committee may appoint Sub-Committees consisting of such persons (whether or not Members of the Society) and for such purposes as it thinks fit.

22.2. Unless otherwise resolved by the Committee –

- a. the quorum of every Sub-Committee is half the members of the Sub-Committee but not less than 2;
- b. a Sub-Committee may co-opt additional members,
- c. a Sub-Committee can have its own bank account and manage its own finances, but must render to the Committee an annual balance sheet which can be audited by an auditor if required by the Committee.
- d. a Sub-Committee must not commit the Committee to any financial expenditure without express authority from the Committee;
- e. a Sub-Committee must not work in conflict with the Committee, including in relation to sponsorship and financial matters; and
- f. a Sub-Committee must not further delegate any of its powers.

22.3. Sub-Committees include, but are not limited to:

- a. Men's Sub-Group;
- b. Colt's Sub-Group;
- c. Women's Sub-Group;
- d. Veteran's Sub-Group.

22.4. The Sub-Committees have the ability to set rules to govern themselves but these rules must be approved by the Committee.

23. General matters: committees

23.1. The Committee and any Sub-committee may act by resolution approved during a conference call using audio and/or audio-visual technology or through a written ballot conducted by email, electronic voting system, or post, and any such resolution shall be recorded in the minutes of the next Committee or sub-committee meeting.

23.2. Other than as prescribed by the Act or this Constitution, the Committee or any Sub-committee may regulate its proceedings as it thinks fit.

Officers

24. Qualifications of officers

24.1. Every Officer must be a natural person who—

- a. has consented in writing to be an Officer of the Society, and
- b. certifies that they are not disqualified from being elected or appointed or otherwise holding office as an Officer of the Society.

24.2. Officers must not be disqualified under section 47(3) of the Act from being appointed or holding office as an Officer of the Society, namely—

- a. a person who is under 16 years of age
- b. a person who is an undischarged bankrupt
- c. a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993, or any other similar legislation
- d. a person who is disqualified from being a member of the governing body of a charitable entity under the Charities Act 2005
- e. a person who has been convicted of any of the following, and has been sentenced for the offence, within the last 7 years—
 - i. an offence under subpart 6 of Part 4 of the Act
 - ii. a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961)
 - iii. an offence under section 143B of the Tax Administration Act 1994
 - iv. an offence, in a country other than New Zealand, that is substantially similar to an offence specified in subparagraphs (1) to (3)
 - v. a money laundering offence or an offence relating to the financing of terrorism, whether in New Zealand or elsewhere
- f. a person subject to:
 - i. a banning order under subpart 7 of Part 4 of the Act, or
 - ii. an order under section 108 of the Credit Contracts and Consumer Finance Act 2003, or
 - iii. a forfeiture order under the Criminal Proceeds (Recovery) Act 2009, or
 - iv. a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act.

g. a person who is subject to an order that is substantially similar to an order referred to in paragraph (6) under a law of a country, State, or territory outside New Zealand that is a country, State, or territory prescribed by the regulations (if any) of the Act.

24.3. Prior to election or appointment as an Officer a person must—

- a. consent in writing to be an Officer, and
- b. certify in writing that they are not disqualified from being elected or appointed as an Officer either by this Constitution or the Act.

24.4. Note that only a natural person may be an Officer and each certificate shall be retained in the Society's records.

25. Officers' duties

25.1. At all times each Officer:

- a. shall act in good faith and in what he or she believes to be the best interests of the Society,
- b. must exercise all powers for a proper purpose,
- c. must not act, or agree to the Society acting, in a manner that contravenes the Act or this Constitution,
- d. when exercising powers or performing duties as an Officer, must exercise the care and diligence that a reasonable person with the same responsibilities would exercise in the same circumstances taking into account, but without limitation:
 - i. the nature of the Society,
 - ii. the nature of the decision, and
 - iii. the position of the Officer and the nature of the responsibilities undertaken by him or her
- e. must not agree to the activities of the Society being carried on in a manner likely to create a substantial risk of serious loss to the Society or to the Society's creditors, or cause or allow the activities of the Society to be carried on in a manner likely to create a substantial risk of serious loss to the Society or to the Society's creditors, and
- f. must not agree to the Society incurring an obligation unless he or she believes at that time on reasonable grounds that the Society will be able to perform the obligation when it is required to do so.

25.2. The duties of each specific Officer are:

- a. The President - Must be acquainted with the Constitution, rules, by-laws and regulations of the Society, should be experienced and capable of conducting meetings of the Council and must be capable of ruling with good judgement. If present, they shall chair all Committee meetings and General Meetings. They shall perform all the duties usually associated with the office of President. They shall be consulted on all matters related to the welfare of the Society, and all public statements required from the Society shall be made through them with their consent.
- b. The Vice-President - Is to assist the President when necessary. In the event of the President being unable to perform a duty or duties, the Vice-President may be appointed by the President or by the Committee to perform a duty on his or her

behalf.

c. The Secretary - Must become acquainted with as well as guard and maintain the Constitution, rules, by-laws and regulations governing the order and conduct of the Society. They shall record full and accurate minutes of all meetings of the Society (including Committee and Sub-Committee meetings), must receive and dispatch correspondence according to instructions, attend to the necessary arrangements prior to meetings, and keep in close contact with the President and Members' Representatives on all matters concerning the welfare of the Society.

d. The Treasurer - The Treasurer shall keep an accurate account of all monies received and expended by the Society and shall present to the President the Society's annual balance sheet and statement of accounts, duly audited, prior to the annual general meeting. They shall be authorised to endorse orders made payable to the Society.

26. Election or appointment of officer

26.1. The election of Officers shall be conducted as follows.

a. Officers shall be elected during Annual General Meetings. However, if a vacancy in the position of any Officer occurs between Annual General Meetings, that vacancy shall be filled by resolution of the Committee (and any such appointee must, before appointment, supply a signed consent to appointment and a certificate that the nominee is not disqualified from being appointed or holding office as a Officer (as described in the 'Qualification of Officers' rule above). Any such appointment must be ratified at the next Annual General Meeting.

b. A candidate's written nomination, accompanied by the written consent of the nominee with a certificate that the nominee is not disqualified from being appointed or holding office as an Officer (as described in the 'Qualification of Officers' rule above) shall be received by the Society at least 2 Working Days before the date of the Annual General Meeting. If there are insufficient valid nominations received, further nominations may be received from the floor at the Annual General Meeting.

c. Votes shall be cast in such a manner as the person chairing the meeting determines. In the event of any vote being tied, the tie shall be resolved by the incoming Committee (excluding those in respect of whom the votes are tied).

d. Two Members (who are not nominees) or non-Members appointed by the President shall act as scrutineers for the counting of the votes and destruction of any voting papers.

26.2. The failure for any reason of any financial Member to receive such Notice of the general meeting shall not invalidate the election.

26.3. In addition to Officers elected under the foregoing provisions of this rule, the Committee may appoint other Officers for a specific purpose, or for a limited period, or generally until the next Annual General Meeting. Unless otherwise specified by the Committee any person so appointed shall have full speaking and voting rights as an Officer of the Society. Any such appointee must, before appointment, supply a signed consent to appointment and a certificate that the nominee is not disqualified from being appointed or holding office as an Officer (as described in the 'Qualification of

Officers' rule above).

27. Term

27.1. The term of office for all Officers elected to the Committee shall be 1 year(s), expiring at the end of the Annual General Meeting in the year corresponding with the last year of each Officer's term of office.

27.2. There is no limit of the length of a term the Officers and President can serve.

28. Removal of officers

28.1. An Officer shall be removed as an Officer by resolution of the Committee or the Society where in the opinion of the Committee or the Society —

- a. The Officer has brought the Society into disrepute.
- b. The Officer has failed to disclose a conflict of interest.
- c. The Committee passes a vote of no confidence in the Officer.

28.2. with effect from (as applicable) the date specified in a resolution of the Committee or Society.

29. Ceasing to hold office

29.1. An Officer ceases to hold office when they resign (by notice in writing to the Committee), are removed, die, or otherwise vacate office in accordance with section 50(1) of the Act.

29.2. Each Officer shall within 7 Working Days of submitting a resignation or ceasing to hold office, deliver to the Committee all books, papers and other property of the Society held by such former Officer.

30. Conflicts of interest

30.1. An Officer or member of a Sub-committee who is an Interested Member in respect of any Matter being considered by the Society, must disclose details of the nature and extent of the interest (including any monetary value of the interest if it can be quantified)—

- a. to the Committee and or Sub-committee, and
- b. in an Interests Register kept by the Committee.

30.2. Disclosure must be made as soon as practicable after the Officer or member of a sub-committee becomes aware that they are interested in the Matter.

30.3. An Officer or member of a sub-committee who is an Interested Member regarding a Matter—

- a. must not vote or take part in the decision of the Committee and/or sub-committee relating to the Matter unless all members of the Committee who are not interested in the Matter consent; and
- b. must not sign any document relating to the entry into a transaction or the initiation of the Matter unless all members of the Committee who are not interested in the Matter consent; but
- c. may take part in any discussion of the Committee and/or sub-committee relating to the Matter and be present at the time of the decision of the Committee

and/or sub-committee (unless the Committee and/or sub-committee decides otherwise).

30.4. However, an Officer or member of a sub-committee who is prevented from voting on a Matter may still be counted for the purpose of determining whether there is a quorum at any meeting at which the Matter is considered.

30.5. Where 50 per cent or more of Officers are prevented from voting on a Matter because they are interested in that Matter, a Special General Meeting must be called to consider and determine the Matter, unless all non-interested Officers agree otherwise.

30.6. Where 50 per cent or more of the members of a sub-committee are prevented from voting on a Matter because they are interested in that Matter, the Committee shall consider and determine the Matter.

General meetings

31. Procedures for all general meetings

31.1. The Committee shall give all Members at least 10 Working Days' written Notice of any General Meeting and of the business to be conducted at that General Meeting.

31.2. That Notice will be addressed to the Member at the contact address notified to the Society and recorded in the Society's register of members. The General Meeting and its business will not be invalidated simply because one or more Members do not receive the Notice of the General Meeting.

31.3. Only financial Members may attend, speak and vote at General Meetings—

- a. in person, or
- b. by a signed original written proxy (an email or copy not being acceptable) in favour of some individual entitled to be present at the meeting and received by, or handed to, the Committee at least 24 hours before the scheduled commencement of the General Meeting, or
- c. through the authorised representative of a body corporate as notified to the Committee, and
- d. no other proxy voting shall be permitted.

31.4. No General Meeting may be held unless at least two thirds of eligible financial Members attend throughout the meeting and this will constitute a quorum.

31.5. If, within 15 minutes after the time appointed for a meeting a quorum is not present, the meeting – if convened upon request of Members – shall be dissolved. In any other case it shall stand adjourned to a day, time and place determined by the President of the Society, and if at such adjourned meeting a quorum is not present those Members present in person or by proxy shall be deemed to constitute a sufficient quorum.

31.6. A Member is entitled to exercise two (2) votes on any motion at a General Meeting in person or by proxy. However where a Sub-Association Member has 150 or more competitors registered with that Sub-Association, having paid their fees in full, that Member's two representatives on the Committee shall have a maximum of three (3) votes in total. If the Sub-Association Member has less than 50 competitors registered with that Sub-Association then that Member's two representatives on the

Committee shall have a maximum of one (1) vote in total.

31.7. Voting at a General Meeting shall be by voices or by show of hands or, on demand of the President or of two (2) or more Members present, by secret ballot.

31.8. Unless otherwise required by this Constitution, all questions shall be decided by a simple majority of those in attendance in person or by proxy and voting at a General Meeting or voting by remote ballot.

31.9. Any decisions made when a quorum is not present are not valid.

31.10. The Committee may consider a resolution at a General Meeting if it has first been moved, seconded and passed at a meeting of the Member proposing the resolution, such meeting to have been held in accordance with the constitution of that Member. Any resolution must have been received by the Secretary-Treasurer in writing no later than fourteen (14) working days before the date of the General Meeting.

31.11. The Society may pass a written resolution in lieu of a General Meeting, and a written resolution is as valid for the purposes of the Act and this Constitution as if it had been passed at a General Meeting if it is approved by no less than 75 percent of the Members who are entitled to vote on the resolution. A written resolution may consist of 1 or more documents in similar form (including letters, electronic mail, or other similar means of communication) each proposed by or on behalf of 1 or more Members. A Member may give their approval to a written resolution by signing the resolution or giving approval to the resolution in any other manner permitted by the Constitution (for example, by electronic means).

31.12. General Meetings may be held at one or more venues by Members present in person and/or using any real-time audio, audio and visual, or electronic communication that gives each Member a reasonable opportunity to participate.

31.13. All General Meetings shall be chaired by the President. If the President is absent, the meeting shall elect another member of the Committee to chair that meeting.

31.14. Any person chairing a General Meeting has a deliberative and, in the event of a tied vote, a casting vote.

31.15. Any person chairing a General Meeting may —

- a. With the consent of a simple majority of Members present at any General Meeting adjourn the General Meeting from time to time and from place to place but no business shall be transacted at any adjourned General Meeting other than the business left unfinished at the meeting from which the adjournment took place.
- b. Direct that any person not entitled to be present at the General Meeting, or obstructing the business of the General Meeting, or behaving in a disorderly manner, or being abusive, or failing to abide by the directions of the chairperson be removed from the General Meeting, and
- c. In the absence of a quorum or in the case of emergency, adjourn the General Meeting or declare it closed.

31.16. The Committee may propose motions for the Society to vote on ('Committee Motions'), which shall be notified to Members with the notice of the General Meeting.

32. Minutes

32.1. The Society must keep minutes of all General Meetings.

33. Annual General Meetings: when they will be held

33.1. An Annual General Meeting shall be held once a year on a date and at a location and/or using any electronic communication determined by the Committee and consistent with any requirements in the Act, and the Constitution relating to the procedure to be followed at General Meetings shall apply.

33.2. The Annual General Meeting must be held no later than the earlier of the following—

- a. 6 months after the balance date of the Society
- b. 15 months after the previous annual meeting.

34. Annual General Meetings: business

34.1. The business of an Annual General Meeting shall be to—

- a. confirm the minutes of the last Annual General Meeting and any Special General Meeting(s) held since the last Annual General Meeting,
- b. adopt the annual report on the operations and affairs of the Society,
- c. adopt the Committee's report on the finances of the Society, and the annual financial statements,
- d. selection of the Committee,
- e. set any subscriptions for the current financial year,
- f. appoint an auditor if required,
- g. appoint an honorary solicitor if required,
- h. arrange insurance on behalf of the Society and its Members of any type considered to be reasonably appropriate for the Society or its activities,
- i. consider any motions of which prior notice has been given to Members with notice of the Meeting, and
- j. consider any general business.

34.2. The Committee must, at each Annual General Meeting, present the following information—

- a. an annual report on the operation and affairs of the Society during the most recently completed accounting period,
- b. the annual financial statements for that period, and
- c. notice of any disclosures of conflicts of interest made by Officers during that period (including a summary of the matters, or types of matters, to which those disclosures relate).

35. Special General Meetings

35.1. Special General Meetings may be called at any time by the Committee by resolution.

35.2. The Committee must call a Special General Meeting if it receives a written request signed by at least two Members.

35.3. Any resolution or written request must state the business that the Special General Meeting is to deal with.

35.4. The rules in this Constitution relating to the procedure to be followed at General Meetings shall apply to a Special General Meeting, and a Special General Meeting shall only consider and deal with the business specified in the Committee's resolution or the written request by Members for the Meeting.

Committee meetings

36. Procedure

36.1. The quorum for Committee meetings is at least two-thirds of the number of members of the Committee.

36.2. A meeting of the Committee may be held either—

- a. by a number of the members of the Committee who constitute a quorum, being assembled together at the place, date and time appointed for the meeting; or
- b. by means of audio, or audio and visual, communication by which all members of the Committee participating and constituting a quorum can simultaneously hear each other throughout the meeting.

36.3. A resolution of the Committee is passed at any meeting of the Committee if a majority of the votes cast on it are in favour of the resolution. Every Officer on the Committee shall have one vote.

36.4. If at a meeting of the Committee, the President is not present, the members of the Committee present may choose one of their number to be chairperson of the meeting. The chairperson does not have a casting vote in the event of a tied vote on any resolution of the Committee.

36.5. Except as otherwise provided in this Constitution, the Committee may regulate its own procedure.

37. Frequency

37.1. The Committee shall meet as required at such times and places and in such manner (including by audio, audio and visual, or electronic communication) as it may determine and otherwise where and as convened by the President or Secretary.

37.2. The Secretary, or other Committee member nominated by the Committee, shall give to all Committee members not less than 2 Working Days' notice of Committee meetings, but in cases of urgency a shorter period of notice shall suffice.

Records

38. Register of Members

38.1. The Society shall keep an up-to-date Register of Members.

38.2. For each current Member, the information contained in the Register of Members shall include —

- a. Their name, and
- b. The date on which they became a Member (if there is no record of the date they joined, this date will be recorded as 'Unknown'), and

- c. Their contact details, including —
 - i. A physical address or an electronic address, and
 - ii. A telephone number.

38.3. The register will also include each Member's —

- a. postal address
- b. email address (if any)
- c. whether the Member is financial or unfinancial

38.4. Every current Member shall promptly advise the Society of any change of the Member's contact details.

38.5. The Society shall also keep a record of the former Members of the Society. For each Member who ceased to be a Member within the previous 7 years, the Society will record:

- a. The former Member's name, and
- b. The date the former Member ceased to be a Member.

39. Interests Register

39.1. The Committee shall at all times maintain an up-to-date register of the interests disclosed by Officers and by members of any Sub-committee.

40. Access to information for members

40.1. A Member may at any time make a written request to the Society for information held by the Society.

40.2. The request must specify the information sought in sufficient detail to enable the information to be identified.

40.3. The Society must, within a reasonable time after receiving a request —

- a. provide the information, or
- b. agree to provide the information within a specified period, or
- c. agree to provide the information within a specified period if the Member pays a reasonable charge to the Society (which must be specified and explained) to meet the cost of providing the information, or
- d. refuse to provide the information, specifying the reasons for the refusal.

40.4. Without limiting the reasons for which the Society may refuse to provide the information, the Society may refuse to provide the information if —

- a. withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons, or
- b. the disclosure of the information would, or would be likely to, prejudice the commercial position of the Society or of any of its Members, or
- c. the disclosure of the information would, or would be likely to, prejudice the financial or commercial position of any other person, whether or not that person supplied the information to the Society, or
- d. the information is not relevant to the operation or affairs of the society, or
- e. withholding the information is necessary to maintain legal professional privilege, or

- f. the disclosure of the information would, or would be likely to, breach an enactment, or
- g. the burden to the Society in responding to the request is substantially disproportionate to any benefit that the Member (or any other person) will or may receive from the disclosure of the information, or
- h. the request for the information is frivolous or vexatious, or
- i. the request seeks information about a dispute or complaint which is or has been the subject of the procedures for resolving such matters under this Constitution and the Act.

40.5. If the Society requires the Member to pay a charge for the information, the Member may withdraw the request, and must be treated as having done so unless, within 10 Working Days after receiving notification of the charge, the Member informs the Society —

- a. that the Member will pay the charge; or
- b. that the Member considers the charge to be unreasonable.

40.6. Nothing in this rule limits Information Privacy Principle 6 of the Privacy Act 2020 relating to access to personal information.

Finances

41. Control and management

41.1. The funds and property of the Society shall be—

- a. controlled, invested and disposed of by the Committee, subject to this Constitution, and
- b. devoted solely to the promotion of the purposes of the Society.

41.2. The Committee shall maintain bank accounts in the name of the Society.

41.3. All money received on account of the Society shall be banked within 10 Working Days of receipt.

41.4. All accounts paid or for payment shall be submitted to the Committee for approval of payment.

41.5. The Committee must ensure that there are kept at all times accounting records that—

- a. correctly record the transactions of the Society, and
- b. allow the Society to produce financial statements that comply with the requirements of the Act, and
- c. would enable the financial statements to be readily and properly audited (if required under any legislation or the Society's Constitution).

41.6. The Committee must establish and maintain a satisfactory system of control of the Society's accounting records.

41.7. The accounting records must be kept in written form or in a form or manner that is easily accessible and convertible into written form. And the accounting records must be kept for the current accounting period and for the last 7 completed accounting periods of the Society.

42. Balance date

42.1. The Society's financial year shall commence on 01/07 of each year and end on 30/06 (the latter date being the Society's balance date).

Dispute resolution

43. Meanings of dispute and complaint

43.1. A dispute is a disagreement or conflict involving the Society and/or its Members in relation to specific allegations set out below.

43.2. The disagreement or conflict may be between any of the following persons—

- a. 2 or more Members or Competitors
- b. 1 or more Members or Competitors and the Society
- c. 1 or more Members or Competitors and 1 or more Officers
- d. 2 or more Officers
- e. 1 or more Officers and the Society
- f. 1 or more Members or Officers and the Society.

43.3. The disagreement or conflict relates to any of the following allegations—

- a. a Member, a Competitor or an Officer has engaged in misconduct
- b. a Member, a Competitor or an Officer has breached, or is likely to breach, a duty under the Society's Constitution or bylaws or the Act
- c. the Society has breached, or is likely to breach, a duty under the Society's Constitution or bylaws or the Act
- d. a Member's rights or interests as a Member have been damaged or Member's rights or interests generally have been damaged.

43.4. A Member, or an Officer may make a complaint by giving to the Committee (or a complaints subcommittee) a notice in writing that—

- a. states that the Member or Officer is starting a procedure for resolving a dispute in accordance with the Society's Constitution; and
- b. sets out the allegation(s) to which the dispute relates and whom the allegation or allegations is or are against; and
- c. sets out any other information or allegations reasonably required by the Society.

43.5. The Society may make a complaint involving an allegation against a Member or an Officer by giving to the Member or Officer a notice in writing that—

- a. states that the Society is starting a procedure for resolving a dispute in accordance with the Society's Constitution; and
- b. sets out the allegation to which the dispute relates.

43.6. The information setting out the allegations must be sufficiently detailed to ensure that a person against whom an allegation or allegations is made is fairly advised of the allegation or allegations concerning them, with sufficient details given to enable that person to prepare a response.

43.7. A complaint may be made in any other reasonable manner permitted by the Society's Constitution.

43.8. All Members (including the Committee) are obliged to cooperate to resolve disputes efficiently, fairly, and with minimum disruption to the Society's activities.

43.9. The complainant raising a dispute, and the Committee, must consider and discuss whether a dispute may best be resolved through informal discussions, mediation, arbitration, or a tikanga-based practice. Where mediation or arbitration is agreed on, the parties will sign a suitable mediation or arbitration agreement.

44. How complaint is made

44.1. A Member or an Officer may make a complaint by giving to the Committee (or a complaints subcommittee) a notice in writing that—

- a. states that the Member or Officer is starting a procedure for resolving a dispute in accordance with the Society's Constitution; and
- b. sets out the allegation or allegations to which the dispute relates and whom the allegation is against; and
- c. sets out any other information reasonably required by the Society.

44.2. The Society may make a complaint involving an allegation or allegations against a Member or an Officer by giving to the Member or Officer a notice in writing that—

- a. states that the Society is starting a procedure for resolving a dispute in accordance with the Society's Constitution; and
- b. sets out the allegation to which the dispute relates.

44.3. The information given under subclause (1b.) or (2b.) must be sufficient to ensure that a person against whom an allegation is made is fairly advised of the allegation or allegations concerning them, with sufficient details given to enable that person to prepare a response.

44.4. A complaint may be made in any other reasonable manner permitted by the Society's Constitution.

45. Person who makes complaint has right to be heard

45.1. A Member or an Officer who makes a complaint has a right to be heard before the complaint is resolved or any outcome is determined.

45.2. If the Society makes a complaint—

- a. the Society has a right to be heard before the complaint is resolved or any outcome is determined; and
- b. an Officer may exercise that right on behalf of the Society.

45.3. Without limiting the manner in which the Member, Officer, or Society may be given the right to be heard, they must be taken to have been given the right if—

- a. they have a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
- b. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
- c. an oral hearing (if any) is held before the decision maker; and

d. the Member's, Officer's, or Society's written or verbal statement or submissions (if any) are considered by the decision maker.

46. Person who is subject of complaint has right to be heard

46.1. This clause applies if a complaint involves an allegation that a Member, an Officer, or the Society (the 'respondent')—

- a. has engaged in misconduct; or
- b. has breached, or is likely to breach, a duty under the Society's Constitution or bylaws or this Act; or
- c. has damaged the rights or interests of a Member or the rights or interests of Members generally.

46.2. The respondent has a right to be heard before the complaint is resolved or any outcome is determined.

46.3. If the respondent is the Society, an Officer may exercise the right on behalf of the Society.

46.4. Without limiting the manner in which a respondent may be given a right to be heard, a respondent must be taken to have been given the right if—

- a. the respondent is fairly advised of all allegations concerning the respondent, with sufficient details and time given to enable the respondent to prepare a response; and
- b. the respondent has a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
- c. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
- d. an oral hearing (if any) is held before the decision maker; and
- e. the respondent's written statement or submissions (if any) are considered by the decision maker.

47. Investigating and determining dispute

47.1. The Society must, as soon as is reasonably practicable after receiving or becoming aware of a complaint made in accordance with its Constitution, ensure that the dispute is investigated and determined.

47.2. Disputes must be dealt with under the Constitution in a fair, efficient, and effective manner and in accordance with the provisions of the Act.

48. Society may decide not to proceed further with complaint

48.1. Despite the 'Investigating and determining dispute' rule above, the Society may decide not to proceed further with a complaint if—

- a. the complaint is considered to be trivial; or
- b. the complaint does not appear to disclose or involve any allegation of the following kind:
 - i. that a Member or an Officer has engaged in material misconduct
 - ii. that a Member, an Officer, or the Society has materially breached, or is likely to materially breach, a duty under the Society's Constitution or bylaws

or the Act:

- iii. that a Member's rights or interests or Members' rights or interests generally have been materially damaged:
- c. the complaint appears to be without foundation or there is no apparent evidence to support it; or
- d. the person who makes the complaint has an insignificant interest in the matter; or
- e. the conduct, incident, event, or issue giving rise to the complaint has already been investigated and dealt with under the Constitution; or
- f. there has been an undue delay in making the complaint.

49. Society may refer complaint

49.1. The Society may refer a complaint to—

- a. a subcommittee or an external person to investigate and report; or
- b. a subcommittee, an arbitral tribunal, or an external person to investigate and make a decision.

49.2. The Society may, with the consent of all parties to a complaint, refer the complaint to any type of consensual dispute resolution (for example, mediation, facilitation, or a tikanga-based practice).

50. Decision makers

50.1. A person may not act as a decision maker in relation to a complaint if 2 or more members of the Committee or a complaints subcommittee consider that there are reasonable grounds to believe that the person may not be—

- a. impartial; or
- b. able to consider the matter without a predetermined view.

Liquidation and removal from the register

51. Resolving to put society into liquidation

51.1. The Society may be liquidated in accordance with the provisions of Part 5 of the Act.

51.2. The Committee shall give 30 Working Days written Notice to all Members of the proposed resolution to put the Society into liquidation.

51.3. The Committee shall also give written Notice to all Members of the General Meeting at which any such proposed resolution is to be considered. The Notice shall include all information as required by section 228(4) of the Act.

51.4. Any resolution to put the Society into liquidation must be passed by a simple majority of all Members present and voting.

52. Resolving to apply for removal from the register

52.1. The Society may be removed from the Register of Incorporated Societies in accordance with the provisions of Part 5 of the Act.

52.2. The Committee shall give 30 Working Days written Notice to all Members of the proposed resolution to remove the Society from the Register of Incorporated Societies.

52.3. The Committee shall also give written Notice to all Members of the General Meeting at which any such proposed resolution is to be considered. The Notice shall include all information as required by section 228(4) of the Act.

52.4. Any resolution to remove the Society from the Register of Incorporated Societies must be passed by a simple majority of all Members present and voting.

53. Surplus assets

53.1. If the Society is liquidated or removed from the Register of Incorporated Societies, no distribution shall be made to any Member's representative on the Committee, any Officer Bearer or Competitor.

53.2. After payment of all debts, costs and liabilities has been made, the surplus property must be divided between the Members pro-rata, to further a charitable purpose or purposes as defined in s5(1) of the Charities Act 2005.

53.3. However, in any resolution under this rule, the Society may approve a different distribution to a different not-for-profit entity from that specified above, so long as the Society complies with this Constitution and the Act in all other respects and the distribution is to further a charitable purpose or purposes as defined in s5(1) of the Charities Act 2005.

Alterations to the constitution

54. Amending this constitution

54.1. All amendments must be made in accordance with this Constitution. Any minor or technical amendments shall be notified to Members as required by section 31 of the Act.

54.2. The Society may amend or replace this Constitution at a General Meeting by a resolution passed by a 75 percent majority of those Members present and voting.

54.3. The Members must have had the opportunity to consider the proposed amendments at their own General Meeting and the proposal to amend this Constitution must have been voted on and passed by a 75 percent majority at the General Meeting of the Member.

54.4. That amendment may be approved by a resolution passed in lieu of a meeting but only if authorised by this Constitution.

54.5. Any proposed resolution to amend or replace this Constitution shall be signed by at least 20 per cent of eligible Members and given in writing to the Committee at least 14 Working Days before the General Meeting at which the resolution is to be considered and accompanied by a written explanation of the reasons for the proposal.

54.6. Any proposed resolution to amend or replace this Constitution shall be considered at a General Meeting only if it has been passed at a general meeting of the Member that has been held in accordance with the Constitution of that Member.

54.7. At least 3 Working Days before the General Meeting at which any amendment is to be considered the Committee shall give to all Members notice of the proposed

resolution, the reasons for the proposal, and any recommendations the Committee has.

54.8. When an amendment is approved by a General Meeting it shall be notified to the Registrar of Incorporated Societies in the form and manner specified in the Act for registration, and shall take effect from the date of registration.

Other

55. Common seal

55.1. The Society will have a common seal that must be kept in the custody of—

a. The Secretary.

55.2. The common seal may be affixed to any document:

a. by resolution of the Committee, and must be countersigned by 2 Officers or

b. by such other means as the Committee may resolve from time to time.

56. Bylaws

56.1. The Committee from time to time may make and amend bylaws, and policies for the conduct and control of Society activities and codes of conduct applicable to Members, but no such bylaws, policies or codes of conduct applicable to Members shall be inconsistent with this Constitution, the Act, regulations made under the Act, or any other legislation.

57. Anti-Doping

57.1. Subject to rule 57.2., the rules of the Society for anti-doping shall be the sports anti-doping rules made by Drug Free Sport New Zealand, and as amended from time to time.

57.2. Nothing in rule 57.1. is intended to replace or supersede any applicable rule of an International Axemen's Federation (should one exist) which may apply with respect to anti-doping matters provided the applicable rule of the International Federation is consistent in all respects with the World Anti-Doping Code.

57.3. For avoidance of doubt, the sports anti-doping rules referred to in rule 57.1. shall replace all existing anti-doping rules, policies, by-laws or regulations of the Society.

57.4. To the extent of any inconsistency between the sports anti-doping rules and any rule in this constitution or any policy, regulation or by-law of the Society, the sports anti-doping rules shall apply.