

UNIVERSITY OF CANTERBURY Hunting Society

CONSTITUTION

ARTICLE ONE: NAMING

1.1 The name of the club shall be “*University of Canterbury Hunting Society*”, also recognised as Huntsoc.

ARTICLE TWO: OBJECTIVES OF THE CLUB

2.1 The aims of the club shall be:

1. To raise the standard of skills and safety in the areas of Hunting.
2. To promote and provide safety awareness and education in the outdoors, notably in hunting in the Southern Alp.
3. To provide a fun and social environment for both new and experienced hunters to interact.
4. Provision of resources for the use of members.
5. Training and tuition for beginners and experienced to up skill.
6. The provision of trips and events for members to be involved in.
7. The club shall not provide all these benefits exclusively to members.

ARTICLE THREE: MEMBERSHIP

3.1 Membership is open to any member of the public.

3.2 Any eligible person shall become a member of the club upon the payment of their respective annual membership fee, the amount of which will be determined by the committee annually, AND the provision of the required details to the membership officer or their representative. Upon the provision of these, an individual may hereinafter be referred to as ‘a member’.

3.3 Life membership is available to those who the committee officers see fit, at an unlimited number.

3.4 Termination of membership of a "member" requires a unanimous decision by the committee. Grounds for termination include unlawful behaviour, blackmail, threatening behaviour and any other behaviour deemed unacceptable by the committee.

ARTICLE FOUR: THE COMMITTEE

4.1 The committee shall conduct the business of the club, in order to achieve the objectives of the club annually.

4.2 The committee shall be elected at the Annual General Meeting (AGM), or in the event required, an Extraordinary General Meeting (EGM).

4.3 The committee shall vote on all decisions on a majority rules basis. In a minimum four member committee this shall be three votes.

Any officer's annual fees may be refunded to them should the committee decide in their first meeting of the year.

4.4 All officers of the committee must act in the best interest of the club by taking all reasonable measures to ensure they fill their job description, as defined by the *University of Canterbury Hunting Society Officer Job Descriptions* (annexed document) and this *University of Canterbury Hunting Society constitution*.

1. The committee shall consist of the following officers:

1. President
2. Secretary
3. Treasurer
4. Trips& Events Officer
5. Membership Officer
6. Public Relations Officer
7. Social Officer
8. Gear Locker Officer

A committee will not be formed if roles 1-4 cannot be filled by appropriate candidates.

Up to 14 general officers may be committee members, making the largest possible committee no more than 25 (twenty-five) members, and the smallest possible committee 4 (four) members, hereinafter 'officers'.

4.5 President

The President must have been a committee member for one or more preceding years to their appointment as President.

The essence of the President's role is to provide experienced and wise advice to the committee in a timely manner, whilst minimizing their active involvement in day to day running of the club.

Specific duties involve, but are not limited to:

1. Provision of continuity from year to year, helping with the annual transition.
2. Active offers of support, ideas and encouragement for social and training based events.
3. Provision of leadership and direction to the club and committee.
4. Effective delegation of tasks in order to fulfil the aims of the club.
5. Be available for consultation by all committee members.
6. Ensuring that all committee members are briefed on, and enacting, their duties.
7. The President shall be a cheque signatory.
8. Be the first point of contact for the UCSA and outside organisations.
9. Communicate with the Vice President regularly, and the club monthly.
10. Have sufficient Hunting related contacts outside the club.
11. The President will be the media liaison in the second instance.
12. Develop and update accurate records of members
13. Being available at every meeting and clubs day with membership forms.
14. Print information sheets on the club.
15. Act as the contact person for member change of details.
16. Print full membership lists including:
 - a. Emergency details to be held by President, and Secretary.
 - b. UCSA / non-UCSA members, including Student Numbers before 31st March.
17. Hold original copies of membership forms.
18. Ensure all membership fees are collected and handed to Treasurer in a timely manner.
19. Ensure contact details for all officers are available for both officers and members.

4.6 Secretary

The secretary may ask for assistance from the Treasurer, or be called on for assistance from the Treasurer.

Specific duties involve, but are not limited to:

1. Taking and creating the minutes as a summary of all meetings.
2. Preparation of an action list at the conclusion of meetings, to be given to the President and Vice President.
3. Chairing meetings in the event of the absence of the President.
4. Notifying UCSA Clubs Development Officer of any changes to the *University of Canterbury Hunting Society constitution* (this document in its entirety).
5. Maintaining an understanding of the current *University of Canterbury Hunting Society constitution* and the Officer Job Descriptions and the distribution of these to any member who requests these.
6. Preparation of all affiliation forms as required by the UCSA.
7. Keep records of all documents and forms used by the club.
8. Ensure receipts go to Treasurer following club events for reconciliation and reimbursement.
9. Creation of correspondence between the committee and the club every two months.
10. Preparation of an agenda for all committee meetings, AGM and EAGM.

4.9 Treasurer

The essence of the Treasurer's role is to monitor and control all cash and credit payments and receipts, keep an accurate record of them, and ensure the club does not fall into an undesirable financial position.

The Treasurer will act in accordance with Article Eight (8) of the *University of Canterbury Hunting Society constitution* in its entirety. This article relates to the management of finances.

The Treasurer may ask for assistance from the Secretary, or be called on for assistance from the Secretary.

Specific duties involve, but are not limited to:

1. Communication with trip leaders and organisations to determine appropriate budgets for trips and events.
2. Control of and security of cash at events, including ensuring appropriate change is available at all events.
3. Arranging the change of cheque signatories following the election of new committee member(s).
4. Ensure receipts go to Treasurer following club events for reconciliation and reimbursement.
5. The Treasurer shall be a cheque signatory.
6. To prepare a budget for the year and Treasurer's report, presented at the HAGM and to the UCSA Club's Development Officer before 31st March annually, and for usage with grant applications.
7. To organise grant applications.
8. To keep track of and budget for future financial commitments.
9. To advise the Vice President and President of the current cash situation.

4.7 Trips & Events Officer

The essence of the Trip Officer's job is to provide a safe environment for trips which run within the budgets established by the Treasurer. The Trips & Events Officer has the ability to call off a trip or refuse access to individuals where he or she sees the trip to be unsafe or beyond the ability of members. The Officer may also be Social Officer in the event of a non- election of the role.

Specific duties involve, but are not limited to:

1. Research and organisation of regular and annual trips:
 - a. Learn to Tahr Hunt
 - b. Learn to Duck shoot
 - c. Take a girl Hunting
 - d. Hangis
 - e. BBQs
 - f. Clay Day
 - g. Video Nights
2. Ensure there are sufficient numbers of instructors and first aid officers available on each official club trip. For groups of more than 20, two first aid officers and one instructor is required.

3. Prepare a programme of intended trips for the year, to be presented to the committee at the HAGM.
4. Encouragement of teaching orientated trips.
5. Organise a summer contact list, so safe events can be organised over summer.
6. Ensure receipts go to Treasurer following club events for reconciliation and reimbursement.

4.8 Membership Officer

The essence of the Membership Officer's role is to encourage people to join the club and hold detailed committee, member and emergency contact lists regularly.

Specific duties involve, but are not limited to:

1. Develop and update accurate records of members
2. Being available at every meeting and clubs day with membership forms.
3. Print information sheets on the club.
4. Act as the contact person for member change of details.
5. Print full membership lists including:
Emergency details to be held by President, and Secretary.
UCSA / non-UCSA members, including Student Numbers before 31st March.
6. Hold original copies of membership forms.
7. Ensure all membership fees are collected and handed to Treasurer in a timely manner.
8. Ensure contact details for all officers are available for both officers and members.

4.9 Social Officer

This role may be incorporated with that of the Trips & Event Officer. The essence of the Social Officer's role is to organise fun activities in which members and non-members can interact. The officer shall not provide solely hunting orientated meetings.

Specific duties involve, but are not limited to:

1. Organisation of events and discussion of budgets with Treasurer.
2. Availability for members to contact and suggest events.

4.10 Quartermaster

The essence of the Quartermaster's role is to ensure that all gear is in good order and available to hire. The responsibility of condition, whereabouts and availability of gear lies with the Quartermaster.

Specific duties involve, but are not limited to:

1. Maintain inventory of gear and to retire gear when appropriate.
2. Organising hiring of gear.
3. Maintain an accurate record of gear available, gear hired and details of people who hold gear.
4. Publicise gear locker within the club.
5. Be available for members to contact to hire gear from.

4.11 Committee Meetings

Meetings of the committee will be held at least bi-monthly (every two months). All officers shall be informed of dates, times and locations, invited to attend, vote, discuss matters arising and raise points of order at these meetings.

4.12 The quorum for a meeting shall be 4 (four) officers.

4.13 Meetings of the committee shall be convened by the President or Secretary. At least 3 days notice must be given to members of the committee.

4.14 Officers of the Committee shall hold office until they are stood down or their position is re-elected at any AGM or EAGM.

ARTICLE FIVE: MEETINGS

5.1 Informal, fortnightly club meetings are normally held during University of Canterbury term times at 6.00pm in the Bush Inn Tavern. All club members are welcome to attend and address issues to any committee member. These meetings can include welcomes to new members, announcements, trip sign ups and announcements. All information relayed at any fortnightly meeting will be made available on <https://www.facebook.com/profile.php?id=100001222359319> and via email; however minutes will not be taken.

5.2 Committee Meetings

The express purposes of committee meetings are:

1. To keep in touch with other officers, present a short report on what each officer is doing.
2. Disseminate non urgent mail.
3. Make action plans and policy decisions.
4. Discussion of purchasing of major items, or the outgoing revenue.
5. Discuss proposals to apply for funding.
6. Discuss affiliations and support with other organisations.
7. Discuss safety concerns.
8. To decide what action must be taken to further the aims of the club.
9. Organise events for the club.

5.3 Annual General Meetings (AGM)

The Annual General Meeting of the club shall take place in the second semester of the academic year, at a time to be determined by the committee of the Society.

These meetings shall be chaired by the Vice President and Secretary in their respective instances.

No less than 7 (seven) days notice of the Annual General Meeting shall be given. The location, date and time of the A.G.M. shall be notified to the Committee and members, and advertised by public

notice within the University, on <https://www.facebook.com/profile.php?id=100001222359319> and via email.

Officer's roles are available for review at any AGM.

5.4 Extraordinary General Meetings

An Extraordinary General Meeting of the Society may be convened to:

1. Hold an election to fill a vacancy on the committee, should one arise;
2. Consider a proposal to amend this constitution or any other governing instrument of the Society;
3. Address any other circumstance not provided for in this constitution.

An Extraordinary General Meeting shall be convened:

1. By majority decision of the committee; or
2. On foot of a submission to the committee of the Society of a petition signed by not less than 30 (thirty) members of the Society.

No less than 10 (ten) days notice of an Extraordinary General Meeting shall be given. The location, date and time of the E.G.M. shall be notified to the Committee and members, and advertised by public notice within the University, on Huntsoc Facebook and on the club notice board.

Any one or more officer's role can be reviewed at an EGM.

ARTICLE 6: ELECTION OF THE COMMITTEE

- 6.1 The committee of the club shall be elected at the Annual General Meeting.
- 6.2 All members of the club shall be eligible for election to the committee.
- 6.3 Candidates for each position on the committee of the Society must be proposed and seconded by members of the club at the AGM.
- 6.4 All members of the club shall be entitled to vote in the election of the committee.
- 6.5 The election of officers of the committee shall take place by vote at the AGM. Where the votes obtained by any candidate exceed the votes obtained by any other candidate for that position, he/she shall be deemed elected to that position.

ARTICLE 7: RESIGNATIONS FROM THE COMMITTEE

- 7.1 The resignation of any officer of the committee shall be instituted by a letter of resignation to the Secretary of the club. In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the President.

ARTICLE 8: MANAGEMENT OF FINANCE

- 8.1 The finances of the club shall be managed by the Treasurer and overseen by the President and Secretary of the club.
- 8.2 No member of the committee of the club shall receive remuneration from the club, or use their office for personal financial gain.
- 8.3 The club is a non-profit, non-loss organisation and must act accordingly.

ARTICLE 9: AMENDMENTS TO THE CONSTITUTION

- 9.1 Amendments to this constitution may be made at any Half Annual General Meeting, Annual General Meeting, or Extraordinary General Meeting of the club.
- 9.2 Such amendments to this constitution as may be approved by any Half Annual General Meeting, Annual General Meeting, or Extraordinary General Meeting of the club require a 75% majority vote to be amended.
- 9.3 Amendments to this constitution must be relayed to all affiliated groups and all members of the club.

ARTICLE 10: DISSOLUTION OF THE CLUB

- 10.1 The Club may be dissolved by a [two-thirds] majority vote of its membership at any General Meeting. The club shall fall into abeyance should it fail to validly elect a committee for 3 (three) successive years
- 10.2 On dissolution of the club, its assets shall be sold and the cash used to repay outstanding debts, with any excess to be given to the New Zealand Mountain Safety Council.