



**CONSTITUTION OF THE CHRISTCHURCH PISTOL CLUB
INCORPORATED**

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1. DEFINITIONS

AGM means Annual General Meeting.

Constitution means this constitution.

Committee means the group of people appointed as officers under Rule 10.1.

Committee Member means a member of the Committee including Elected Committee Members and Appointed Committee Members.

General Meeting means an AGM or SGM.

Member means and includes all classes of members of Christchurch Pistol Club described under Rule 4.

Purposes means the purposes of Christchurch Pistol Club described under Rule 3.1.

Ordinary Resolution means a resolution passed by a majority of votes cast.

Register means the register of Members specified in Rule 8.

Rules means these rules and “Rule” shall have a corresponding meaning.

SGM means Special General Meeting.

Special Resolution means a resolution passed by two-thirds of votes cast.

Christchurch Pistol Club means Christchurch Pistol Club Incorporated.

2. NAME

2.1 The name of the incorporated society is Christchurch Pistol Club Incorporated (**Christchurch Pistol Club**).

2.2 The registered office of Christchurch Pistol Club shall be at the place as determined by the Committee and subsequently notified to the Registrar of Incorporated Societies.

3. PURPOSES

3.1 The purposes of Christchurch Pistol Club are:

- (a) To foster, educate, encourage and promote target pistol shooting and skill development in target pistol shooting;
- (b) To promote and maintain the good reputation of the Christchurch Pistol Club, target pistol shooting and associated activities;
- (c) To conduct shooting, shooting practices, and competitions;

- (d) To promote safety and responsibility in the care and handling of firearms;
- (e) To build social interaction and community for members;
- (f) To promote opportunities and facilities to enable, assist and enhance the participation, enjoyment and performance in target pistol shooting;
- (g) To acquire by purchase, lease or otherwise, any pistol range or ranges, pistols or small arms, ammunition, or any other property necessary for the purposes of Christchurch Pistol Club, and entering into and the carrying out of all contracts and agreements necessary for these purposes;
- (h) To acquire any licenses necessary for the purpose of operating Christchurch Pistol Club;
- (i) To affiliate and co-operate, where appropriate, with any other Club, Association or Incorporated Society of similar nature; and
- (j) To do all or any other lawful things, or acts which may be necessary, or conducive towards the carrying out of the above purposes, or which may be in the interests of Christchurch Pistol Club or its members, and pistol shooting in general.

4. MEMBERSHIP

- 4.1 The Members of Christchurch Pistol Club shall be:
 - (a) Current members of the Christchurch Pistol Club at the time this Constitution is adopted;
 - (b) Persons who have been admitted to membership in accordance with this Constitution; and
 - (c) Life Members being members who have who have rendered eminent service to Christchurch Pistol Club and have been elected to life membership at a General Meeting of Christchurch Pistol Club by a majority vote of two thirds of the members present at the General Meeting.
- 4.2 Applications for membership must be in either written (hard copy) or electronic (digital) form on Christchurch Pistol Club's designated application form together with any application fee which has been determined by the Committee and the applicant must sign a consent to be a Member.
- 4.3 There shall be a proposer and a seconder who shall be financial members of the Christchurch Pistol Club.
- 4.4 The applicant shall comply in all respects with the current New Zealand Pistol Association application form FM I requirements and conditions.
- 4.5 The Committee will decide if the applicant will be admitted to membership and that decision shall be final without any requirement for the Committee to provide reasons for the decision.
- 4.6 Nominations for Life Membership must set out the nominators' reasons as to why they believe the person has rendered eminent service to the Christchurch Pistol Club together with any evidence which support's the nominators' belief.

5. MEMBERSHIP RIGHTS AND OBLIGATIONS

- 5.1 Members acknowledge and agree that:
- (a) Members are bound by this Constitution and by the regulations, by-laws, policies, and procedures of Christchurch Pistol Club.
 - (b) In order to receive or continue to receive membership entitlements, Members must meet all requirements of membership set out in this Constitution or as otherwise set by the Committee, including payment of any membership or other fees within a required time period.
 - (c) The failure by a Member to comply with 5.1(b) may result in withdrawal of membership entitlements but shall not excuse such Member from being bound by this Constitution.
 - (d) Members are entitled to all rights, entitlements, and privileges of membership conferred by this Constitution.

6. RESIGNATION AND TERMINATION OF MEMBERSHIP

- 6.1 A Member may resign by notice in writing to the Committee.
- 6.2 Membership may also be withdrawn, suspended or terminated by the Committee if a Member fails to comply with this Constitution including any codes of conduct or requirements set out in regulations, by-laws, policies or procedures of Christchurch Pistol Club or if a member acts in a manner which is considered by the Committee to be harmful to Christchurch Pistol Club or inconsistent with the standards of behaviours expected of a Member.
- 6.3 A Member whose membership is withdrawn, suspended or terminated by the Committee may apply for the matter to be reviewed by such process as may be specified in any regulations, by-laws, policies or procedures of Christchurch Pistol Club or in the absence of any relevant provisions then by a General Meeting of Christchurch Pistol Club. If the issue goes to a General Meeting, then the decision of the Committee shall stand except to the extent it is varied by or overturned by a Special Resolution passed at such a General Meeting.
- 6.4 A Member ceases to be a member by dying; by becoming mentally incapable of conducting their own affairs.

7. MEMBERSHIP FEES

- 7.1 The Committee shall annually determine:
- (a) Any membership or other fees payable by each Member;
 - (b) The due date for such fees; and
 - (c) The manner for payment of such fees.
- 7.2 Members admitted to Life Membership are deemed to be a financial member of Christchurch Pistol Club and any annual fees are waived by the Christchurch Pistol Club and that member's membership fee to the New Zealand Pistol Club shall be paid by the Christchurch Pistol Club.

8. REGISTER OF MEMBERS

- 8.1 The Secretary shall keep and maintain a Register in which shall be entered the full name, last known contact details, class of membership, the date of entry of each Member and any other details about each Member as agreed by that Member or required by law.
- 8.2 The Secretary will update the Register as soon as practicable after becoming aware of changes to the information recorded on the Register.

9. POWERS

- 9.1 The governance and control of the affairs of the Christchurch Pistol Club, including the control and investment of funds, is vested in the Committee (as defined in Rule 10.1) who may exercise all powers and do all acts and things which may be exercised by Christchurch Pistol Club under this Constitution, including to:
- (d) comply with and/or enforce the Rules in this Constitution
 - (e) control the funds and assets of the Club
 - (f) set the fees for the ensuing year prior to the end of the club's financial year and shall set down payment terms and any late payment penalties that may be applied.
 - (g) Make regulations, by-laws, policies, and procedures of Christchurch Pistol Club consistent with this Constitution and the purposes of Christchurch Pistol Club
 - (h) purchase, lease, hire or otherwise acquire, hold, manage, maintain, insure, sell, or otherwise deal with property and other rights, privileges, and licences;
 - (i) control and raise money including borrow, invest, loan or advance monies and secure the payment of such money by way of mortgage or charge over all or part of any of its property and enter into guarantees;
 - (j) sell, lease, mortgage, charge or otherwise dispose of any property of Christchurch Pistol Club and grant such rights and privileges over such property as it considers appropriate;
 - (k) determine, raise, and receive money by subscriptions, donations, fees, levies, entry or usage charges, sponsorship, government funding, community funding or otherwise;
 - (l) open and operate in the name of Christchurch Pistol Club such bank accounts as deemed necessary;
 - (m) produce, develop, create, license, and otherwise exploit, use, and protect the intellectual property of Christchurch Pistol Club;
 - (n) make, alter, rescind any rules, by-laws, regulations, policies and procedures for the governance, management, and operation of Christchurch Pistol Club, and;

- (o) determine, implement, and enforce disciplinary, disputes and appeal procedures, including rules, regulations, and policies for such and, conduct hearings and impose sanctions and penalties;
- (p) consider and settle disputes between Members;
- (q) determine who are its Members and withdraw, suspend, or terminate membership;
- (r) Enter into, manage, and terminate contracts or other arrangements with employees, sponsors, Members, volunteers and other persons and organisations;
- (s) Make, alter, rescind, and enforce rules of competition;
- (t) Organise and control competitions, events, and programmes;
- (u) Select representative teams and squads;
- (v) Delegate powers of Christchurch Pistol Club to any person, committee, or sub-committee;
- (w) Purchase or otherwise acquire all or any part of the property, assets and liabilities of any one or more companies, institutions, incorporated societies, or organisations whose activities or objects are similar to those of Christchurch Pistol Club, or with which the Christchurch Pistol club is authorised to amalgamate or generally for any purpose designed to benefit the Christchurch Pistol Club;
- (x) Do any other acts or things which are incidental or conducive to the attainment of the purposes of Christchurch Pistol Club.

9.2 If any situation arises that, in the opinion of the Committee, is not provided for in the Constitution, any regulations, or the policies or procedures of Christchurch Pistol Club, the matter will be determined by the Committee.

Use of funds

9.3 The income and property of Christchurch Pistol Club shall be applied solely towards the promotion of the Purposes of Christchurch Pistol Club. No Member of Christchurch Pistol Club, or anyone associated with a Member, is allowed to take part in, or influence any decision made by Christchurch Pistol Club in respect of payments to, or on behalf of, the Member or associated person of any income, benefit, or advantage.

9.4 Except as provided in this Constitution:

- (a) No portion of the income or property of Christchurch Pistol Club shall be paid or transferred, directly or indirectly, by way of dividend, bonus, or otherwise to any Member or Committee Member; and
- (b) No remuneration or other benefit in money or money's worth shall be paid, or given, by the organisation to any Member or Committee Member except under Rules 9.1(n) and 11.7.

- 9.5 Any payments made to a Member of Christchurch Pistol Club, or person associated with a member, must be for goods or services that advance the Purposes of Christchurch Pistol Club, and must be reasonable and relative to payments that would be made between unrelated parties. This provision and its effect must not be removed from the Constitution and must be included in any alteration of, addition to, or revision of, the Constitution.

10. OFFICERS

- 10.1 The officers of Christchurch Pistol Club shall be:
- (y) President
 - (z) Vice President
 - (aa) Secretary
 - (bb) Treasurer;
 - (cc) Club Captain
 - (dd) 8 Committee Members
- together being **the Committee**.
- 10.2 A Member seeking appointment, election, or to remain in office as a Committee Member shall be eligible to do so but the following persons shall not be eligible for appointment, election, or to remain in office as an officer:
- (ee) A person who is not a member of Christchurch Pistol Club or ceases to be a member of Christchurch Pistol Club;
 - (ff) A member who has submitted their resignation in writing from the Christchurch Pistol Club;
 - (gg) A person who is an employee of, or contractor to Christchurch Pistol Club (note this does not prevent an officer receiving an honorarium payment if this is approved by the Committee);
 - (hh) A person who is an undischarged bankrupt or is subject to a condition not yet fulfilled or any order under the Insolvency Act 2006, or any equivalent provisions under any previous or replacement legislation;
 - (ii) A person who has been convicted of any offence punishable by a term of imprisonment of two (2) or more years (whether or not a term of imprisonment is imposed) unless that person has successfully appealed that conviction or has served the sentence imposed on them;
 - (jj) A person who is prohibited from being a director or promoter of or being concerned or taking part in the management of a company under the Companies Act 1993 or the Charities Act 2005; and
 - (kk) A person who is subject to a property order made that the person is lacking in competence to manage their own affairs under the Protection of Personal and Property Rights Act 1988.

- 10.3 Any Committee Member who is absent without leave from three consecutive Committee meetings shall cease to be an officer.
- 10.4 The Committee may fill any Committee vacancies which occur prior to the next Annual General Meeting. If more than 3 elected officers vacate their office, a SGM shall be called to fill the vacancies arising, including any position filled by co-opting.

Duties of Officers

- 10.5 The duties of officers are as set out in this Constitution and include the following:
- (a) **The President** shall preside at all meetings of Christchurch Pistol Club or of the Committee, provided that in their absence, the Vice President shall preside, and in the absence of both the President and the Vice President, the meeting shall elect another officer of Christchurch Pistol Club to take the chair.
 - (b) **The Secretary** shall keep the usual minutes, attend to the necessary correspondence, render such returns as may be required from time to time by the Registrar of Incorporated Societies and attend to the usual secretarial business
 - (c) **The Treasurer** shall collect subscriptions and entrance fees for all competitions and keep a full and correct account of the financial transactions of Christchurch Pistol Club. The treasurer shall bank all Christchurch Pistol Club moneys in the Christchurch Pistol Club s bank account(s).
 - (d) **The Club Captain** shall foster and promote competition between the membership and affiliated clubs, liaise between members and Committee as the first point of contact for resolution of minor problems, promote and foster sporting competition within Christchurch Pistol Club.
 - (e) **Committee Members** shall:
 - i. Be familiar with this Constitution and any regulations, by-laws, policies, and procedures of Christchurch Pistol Club
 - ii. Regularly attend Committee meetings and General Meetings of Christchurch Pistol Club;
 - iii. Provide good governance for Christchurch Pistol Club;
 - iv. Exercise the powers of the Committee for proper purpose;
 - v. Regularly monitor and review the performance of Christchurch Pistol Club;
 - vi. Act in good faith and the best interests of Christchurch Pistol Club at all times;
 - vii. Act, and ensure Christchurch Pistol Club acts, in accordance with this Constitution;
 - viii. Disclose to the Committee the nature and extent of any interest in a transaction or proposed transaction as soon as the Committee Member becomes aware of the fact that they have such interest;

- ix. Take such other steps as determined by the Committee in respect of any interest specified in Rule 10.5(e)(vii) which may include, without limitation, abstaining from deliberations and/or vote regarding such interest;
- x. Not disclose information that the Committee Member would not otherwise have available other than in their capacity as a Committee Member, to any person, or make use of or act on the information except as agreed by the Committee for the purposes of Christchurch Pistol Club; or as required by law.
- xi. Do such other things within these rules as the Committee agrees to promote the purposes of Christchurch Pistol Club.

11. COMMITTEE MEETINGS AND PROCEDURE

- 11.1 Except to the extent specified in this Constitution, the Committee shall regulate its own procedure.
- 11.2 Committee meetings may be called at any time by the President and/or Secretary or two Committee Members but generally the Committee shall meet at regular intervals agreed by the Committee Board and the Committee shall hold at least ten (10) meetings per financial year at such time and place as shall from time to time be decided upon by the President or by the Secretary.
- 11.3 The quorum for a Board meeting shall be at least 8 Committee Members.
- 11.4 Each Committee Member shall have one vote. The President shall have an additional casting vote if the voting is tied. Voting shall be by voices or upon request of any Committee Member by a show of hands or by a ballot. Proxy and postal voting are not permitted.
- 11.5 A resolution in writing, signed or consented to by email, facsimile, or other forms of visible or other electronic communication by a majority of the Committee shall be valid as if it had been passed at a meeting of the Committee. Any such resolution may consist of several documents in the same form each signed by one or more Members of the Committee.
- 11.6 Any Committee Member may participate in any meeting of the Committee and vote on any proposed resolution at a meeting of the Committee without being physically present. This may occur by telephone, through video conferencing facilities or by other means of electronic communication provided that prior notice of the meeting is given to all Committee Members and all persons participating in the meeting are able to hear each other effectively and simultaneously. Participation by a Committee Member in this manner at a meeting shall constitute the presence of that Committee Member at that meeting.
- 11.7 The Committee may, by majority vote, pay an honorarium and/or reimburse its Committee Members for their actual and reasonable expenses incurred in the conduct of Christchurch Pistol's Club's business.

12. SPECIFIC APPOINTMENTS

- 12.1 There shall be a:

- (ll) Club Armourer and Groundkeeper of Christchurch Pistol Club and
- (mm) Training and Health and Safety Officers

who shall be engaged or employed for such term and on such conditions as the Committee may determine.

- 12.2 Either of the appointees to these roles may attend Committee meetings on and when required by the Committee but will have no voting rights.

13. GENERAL MEETINGS

- 13.1 Christchurch Pistol Club must hold an AGM once every year during the month of June and at such time, date and place as the Committee determines.
- 13.2 Twenty-eight (28) days' notice shall be given to members by the Secretary by written notice to each member of the Club (receipt of such written notice means as posted or emailed to the last known address or email address).
- 13.3 The AGM shall:
 - (a) receive Reports from the President, the Treasurer, and the Club Captain;
 - (b) receive the Balance Sheet as reviewed;
 - (c) elect officers for the coming year;
 - (d) elect Christchurch Pistol Club auditor; and
 - (e) transact any other general business concerning the Christchurch Pistol Club.
- 13.4 Not less than 21 days before the date set for the AGM, proposed motions (including alterations to the Constitution) and other items of business must be received in writing by the Secretary from the Members and/or the Committee. Applications for Elected Committee Members must be received by such date set by the Committee and if no date is set, not less than 21 days before the date set for the AGM with leave for the President to accept nominations up to and including the date of the AGM.
- 13.5 Special General Meetings may be called by the Committee at any time or shall be called upon written request to the Secretary of at least seven (7) members of Christchurch Pistol Club stating the object of such meeting.
- 13.6 A minimum of seven (7) days notice of a Special General Meeting such meeting shall be given in the same manner as for the Annual General Meeting, and such notice shall contain particulars of the business to be conducted at the meeting.
- 13.7 The Special General Meeting must only deal with the business for which the Special General Meeting was requested.

Minutes

- 13.8 The Secretary shall record and keep Minutes of all General Meetings which shall be made available to Members upon request by Members.
- 13.9 Any irregularity, error or omission in notices, agendas and relevant papers of General Meetings or the omission to give notice within the required time frame or

the omission to give notice to all Members and any other error in the organisation of the meeting shall not invalidate the meeting or prevent the meeting from considering the business of the meeting provided that:

- 13.10 The Chairperson in their discretion determines that it is still appropriate for the meeting to proceed despite the irregularity, error, or omission; and
- 13.11 A motion to proceed is put to the meeting and a majority, of two-thirds of votes cast, is obtained in favour of the motion to proceed.

Quorum

- 13.12 No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting is due to commence. The quorum for a General Meeting shall be twenty Members who are entitled to vote. The quorum must be present at all times during the meeting.
- 13.13 If a quorum is not obtained within half an hour of the intended commencement time of the General Meeting, then the General Meeting shall be adjourned to such other day, time and place as determined by the Committee and if no quorum is obtained at the stage of such further General Meeting, then the Members present at that further General Meeting are deemed to constitute a valid quorum.

Voting

- 13.14 The following persons are eligible to be present and vote at a General Meeting in accordance with this Constitution:
 - (nn) Financial Members (that is all Members who fees have been paid); and
 - (oo) Life Members.
- 13.15 Voting shall generally be conducted by voices or by show of hands as determined by the Chairperson of the meeting unless a secret ballot is called for and approved by Ordinary Resolution.
- 13.16 Elections of the President and Elected Committee Members at an AGM must be undertaken by secret ballot.
- 13.17 If there are:
 - (a) the same number of nominations as positions available; or
 - (b) insufficient nominations for the positions,the position shall be left vacant and filled as if it is a vacancy in accordance with Rule 10.4.
- 13.18 Those applicants for the Elected Committee Member positions which have the highest number of votes in their favour will be declared elected.
- 13.19 An Ordinary Resolution at a General Meeting shall be sufficient to pass a resolution except as specified in this Constitution.

- 13.20 Proxy Votes are admissible and valid for General Meetings as long as they comply with the following criteria:
- a. They are only valid for matters previously circulated to all members eligible to vote at such meetings. This includes such matters as election of officers, notices of motion and remits;
 - b. They must be notified to the Secretary prior to the meeting, such notification to be in writing and signed by the person represented; and
 - c. They must record the voting intention of the member on the notified matters for the General Meeting and may not be of a general or blanket nature (for example "I vote as my nominated representative votes").
- 13.21 The notification of proxy shall be regarded as the presentation of an apology.
- 13.22 In the event of inequality of votes at a General Meeting, the Chairperson shall have an additional or casting vote.
- 13.23 In the event that a secret ballot is called, two scrutineers must be appointed at the General Meeting to count the votes.

14. DISPUTES AND COMPLAINTS

- 14.1 A disagreement or conflict is a dispute if:
- (a) it is between:
 - i. 2 or more members;
 - ii. 1 or more members and Christchurch Pistol Club;
 - iii. 1 or more members and 1 or more officers;
 - iv. 2 or more officers;
 - v. 1 or more officers and Christchurch Pistol Club; or
 - vi. 1 or more members or officers and Christchurch Pistol Club; and
 - (b) the disagreement or conflict relates to an allegation that:
 - vii. a member or an officer has engaged in misconduct;
 - viii. a member or an officer has breached, or is likely to breach, a duty under this Constitution or regulations, by-laws, policies, and procedures of Christchurch Pistol Club or the Incorporated Societies Act 2022 (or subsequent legislation);
 - ix. Christchurch Pistol Club has breached, or is likely to breach, a duty under this Constitution or regulations, by-laws, policies, and procedures of Christchurch Pistol Club or the Incorporated Societies Act 2022 (or subsequent legislation);
 - x. a member's rights or interests as a member have been damaged or members' rights or interests generally have been damaged.

- 14.2 A member, an officer, or a society makes a complaint if, in accordance with this Constitution:
- (a) the member or officer starts a procedure for resolving a dispute in accordance with this Constitution; or
 - (b) Christchurch Pistol Club starts a procedure for resolving a dispute in accordance with this Constitution (for example, Christchurch Pistol Club starts a disciplinary action against a member or an officer in relation to an allegation referred to Rule 14.1 (b)).
- 14.3 The Committee must create procedures for resolving disputes and complaints which are consistent with the rules of natural justice.

15. FINANCES

- 15.1 Unless otherwise determined by the Committee, the financial year of Christchurch Pistol Club shall end on the 30th day of May each year.
- 15.2 Statements of financial position and financial performance shall be reviewed each year and the accounts shall be submitted to the AGM. The review shall be appointed at each AGM.

16. COMMON SEAL

- 16.1 The common seal of Christchurch Pistol Club shall be held by the Secretary and shall be affixed to documents only upon resolution of the Committee. Any two members of the Committee of the Club shall testify to such affixing by signing their names and official designations.

17. ALTERATIONS OF RULES

- 17.1 The Constitution may only be altered, added to, or rescinded by Special Resolution passed at a General Meeting.
- 17.2 The Committee may amend this Constitution if the amendment has no more than a minor effect or corrects errors or makes similar technical alterations.
- 17.3 Any amendment under Rule 17.2 can only be made after written notice of the amendment has been sent to every Member with advice that the Member may object to the amendment within 20 working days of sending out the notice. If no objection from a Member is received within 20 working days after the notice is sent, then Committee may make the amendment. If an objection from a member is received within 20 working days of the notice being sent, then the amendment may not be made.
- 17.4 No alteration, addition to or revision of this Constitution shall be approved if it affects any personal benefit prohibition or the winding-up rules of Christchurch Pistol Club. This Rule 17.4 must not be removed from the Constitution and must be included in any alteration of, addition to or revision of the Constitution.
- 17.5 Any amendments to this Constitution must be provided to the Registrar of Incorporated Societies within 25 working days after the amendment has been approved in accordance

with this Constitution together with any information or certificate required under the Incorporated Societies Act 2022, any subsequent legislation and/or associated regulations.

18. WINDING UP

- 18.1 Christchurch Pistol Club may be wound up if, at a General Meeting of its Members, it passes a Special Resolution requiring the Christchurch Pistol Club to be wound up and this resolution is confirmed by further Special Resolution at a subsequent General Meeting called for that purpose and held not earlier than thirty (30) days after the date on which the resolution so to be confirmed is passed.
- 18.2 If upon the winding-up or dissolution of Christchurch Pistol Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the property shall not be paid to or distributed among the Members of Christchurch Pistol club but shall be given or transferred to some other association, organisation or body having purposes similar to the Purposes of Christchurch Pistol Club or to a legally constituted New Zealand charity

19. INDEMNITY

- 19.1 Christchurch Pistol Club shall indemnify every member of the Committee, and other volunteers and employees of Christchurch Pistol Club in respect of all liability arising from the proper performance of their functions connected with Christchurch Pistol Club.