

Interpretation and Definitions

In this Constitution, unless the context requires otherwise:

- **Act** means the Incorporated Societies Act 2022.
- **Club** means Christchurch Pistol Club Incorporated.
- **Committee** means the elected governing body described in Clause 4.
- **Officer** means a member of the Committee and any person deemed an officer under the Act.
- **Member** includes all classes of membership defined in Clause 3 unless specified otherwise.
- **Section** refers to a recognised group within the Club representing a shooting discipline or style (e.g., ISSF, CAS).
- **Subcommittee** means any group appointed by the Committee to carry out delegated tasks.
- **Club Day** means a day designated in the Club calendar as eligible for attendance toward compliance with licensing or endorsement requirements.
- **Special Resolution** means a resolution passed by at least 75% of votes cast at a properly notified General Meeting.
- **Notice** includes communication via email or other digital platforms, unless otherwise required by law.

Words in the singular include the plural and vice versa. Headings are for reference only and do not affect interpretation.

Christchurch Pistol Club Incorporated Constitution

August 2025

1. Name and Registered Office

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

The registered office of the Club shall be at such place in New Zealand as the Committee determines from time to time. Any change to the registered office must be notified to the Registrar of Incorporated Societies at least 5 working days before the change takes effect, in accordance with the Act.

2. Purposes

The purpose of Christchurch Pistol Club is to promote the safe, lawful, and responsible participation in pistol shooting sports in New Zealand.

To advance this purpose, the Club may:

- Provide facilities, equipment, and organised events for recreational and competitive pistol shooting;
- Encourage participation in recognised shooting disciplines through training, coaching, and competition;
- Support education in firearms safety, responsible ownership, and lawful use;
- Foster an inclusive environment where members can develop skills and contribute to the shooting community;
- Represent the interests of members in matters affecting shooting sports or firearms law;
- Affiliate with organisations such as Pistol New Zealand, or others whose objectives are aligned with those of the Club;
- Undertake any lawful activity that helps to further the objectives of the Club.

The Club shall operate in accordance with New Zealand law and the Incorporated Societies Act 2022.

2.1 Club Ethos and Interpretation

Christchurch Pistol Club is a member-led organisation that values safety, fairness, and personal responsibility.

The Club exists to foster a positive environment where members of all backgrounds can participate in pistol shooting safely, lawfully, and with mutual respect.

When interpreting this Constitution, or making decisions not explicitly covered by it, the Committee and members should act in a manner consistent with:

- The purpose of the Club;
- The safety and wellbeing of all participants;
- The fair and inclusive treatment of members;
- The spirit of good sportsmanship and responsible firearms use.
- This statement is intended to guide the interpretation and application of the Constitution, and to support consistent, principled decision-making.

3. Membership

Membership classes, entitlements, and obligations are subject to this Constitution and any relevant Club policies.

3.1 Classes of Members:

- Affiliated Member – a person who holds their primary membership at another Pistol New Zealand affiliated club but wishes to participate in Christchurch Pistol Club activities. Affiliated Members may not vote or hold office.
- Probationary Member – a new applicant who has been provisionally accepted but has not yet met the requirements for Full Membership. Probationary Members may not vote or hold office.
 - Progression to Full Membership is subject to completion of the Club’s safety and induction requirements, satisfactory conduct and participation, and approval by the Committee.
 - The Committee may adopt policies relating to the length, requirements, or assessment of the probationary period.
- Full Member
- Life Member – appointed for distinguished service.
 - may be conferred by Special Resolution at a General Meeting, on the recommendation of the Committee, in recognition of exceptional and sustained service to the Club.

- Nominations must be submitted in writing to the Committee, which will determine whether to forward the nomination for member approval. The Committee may adopt criteria and processes for Life Membership through Club policy.

3.2 Admission:

Any person wishing to join the Club must submit a completed application form. Applications are considered by the Committee and may be approved, declined, or deferred at its discretion.

Applicants for Full Membership must be proposed and seconded by two current Full or Life Members of the Club. They must also meet and continue to comply with any relevant admission requirements established by Pistol New Zealand (PNZ) or its successor body.

The Committee may, at its discretion, establish policies governing the admission process, including application forms, referee checks, probationary pathways, induction procedures, and safety assessments.

An application for membership does not guarantee acceptance. The Committee may decline an application if it considers that the applicant does not meet the Club's standards for safe participation or alignment with its purposes. Reasons for declining an application need not be disclosed.

3.3 Rights and Obligations:

All members of the Club must comply with this Constitution, and with any rules, policies, procedures, or codes of conduct adopted by the Club.

Full Members and **Life Members** are entitled to vote at General Meetings and may hold office. They have unrestricted access to Club activities and facilities, subject to any lawful policies or safety rules in force.

Probationary Members and **Affiliated Members** do not have voting rights and may not hold office. Their access to Club activities and facilities may be limited in accordance with Club policy.

The Committee may, at its discretion, adopt or amend policies defining expectations for member behaviour, conduct, dress, safety compliance, or other matters relevant to maintaining the purpose and reputation of the Club.

3.4 Termination of Membership

A member may resign at any time by giving written notice to the Secretary. Resignation takes effect upon receipt of the notice, unless a later date is specified. Resigning from the Club does not release a member from any outstanding financial obligations.

The Committee may terminate a member's membership if it determines that the member has breached the Constitution, Club policies, safety procedures, or Code of Conduct; has brought the Club into disrepute; or has otherwise failed to meet the expectations of membership. In such cases, the Committee must follow the dispute resolution process set out in Clause 8, including providing the member with a fair opportunity to respond.

Membership will be automatically terminated if a member is more than two months overdue in paying their subscription or any other fees owed to the Club. The Committee may reinstate the membership if full payment is received within one month of termination, and the Committee agrees to accept the reinstatement.

A person whose membership has ceased may apply to rejoin the Club in the same manner as a new applicant. If the original departure was voluntary, the Committee may consider the application at its discretion. If the person was previously removed due to a disciplinary or dispute process, they may only be re-admitted after a minimum of two years, and only by Special Resolution at a General Meeting, following a recommendation from the Committee.

Where a member is removed from the Club for any reason, the Club is legally required to notify **Te Tari Pūreke – Firearms Safety Authority**. This is a mandatory requirement under firearms law and is not subject to Committee discretion.

3.5 Suspension

The Committee may suspend a member for a defined period if it considers that the member has breached the Club's Constitution, safety procedures, or Code of Conduct; has engaged in conduct that may bring the Club into disrepute; or poses a risk to the safety or wellbeing of others. Suspension may be imposed as an alternative to termination where the Committee considers it a more appropriate response.

An immediate interim suspension may be imposed by the President if urgent action is required to protect the safety of members, the reputation of the Club, or the integrity of Club operations. If the President is unavailable, the Vice President may impose the suspension. Alternatively, any three Committee members acting jointly may impose an interim suspension in the absence of the President and Vice President.

The Officer or Committee members who impose the suspension must notify the full Committee and the affected member as soon as practicable and must provide a written report outlining the reasons for the suspension within 24 hours.

The Committee must review any interim suspension and initiate a formal process under Clause 8 (Dispute Resolution) within seven days. Following that process, the Committee may confirm, modify, or lift the suspension.

While suspended, a member may not access Club facilities, attend events, or vote at meetings, unless otherwise specified by the Committee. The Committee may impose specific terms or conditions on a suspension, including limits on participation, access,

or other privileges. The member remains liable for all fees during the suspension period and must comply with any conditions set by the Committee for reinstatement.

All suspensions must be documented and formally communicated to the member, including the reason, duration, and any applicable conditions.

4. Governance

4.1 – Committee Composition

The Committee is the governing body of the Club and shall consist of the following Officers:

- President
- Vice President
- Secretary
- Treasurer
- Club Captain
- Up to eight additional Committee Members

Each Officer and Committee Member must be a Full or Life Member of the Club. All elected members of the Committee have equal voting rights on Committee decisions. The Committee may appoint additional individuals to support its work in non-voting roles, such as coordinators or advisers, but such appointees do not form part of the Committee unless elected at a General Meeting.

The Committee must maintain a minimum of five elected members. If the number of elected members falls below this threshold, the remaining members must take reasonable steps to fill the vacancies as soon as practicable.

4.1.1 Role Clarity and Assignment

The Committee must ensure that each of its members, including general Committee Members, has a clear understanding of their assigned responsibilities.

This does not override or reassign the formal Officer roles (President, Vice President, Secretary, Treasurer, Club Captain) as elected at the AGM.

The Committee may define and assign additional duties or portfolios by policy or resolution, taking into account the skills and availability of its members.

This should be reviewed at the first Committee meeting following the AGM or whenever there is a change in membership.

4.2 Committee Elections and Terms:

All Officers and Committee Members are elected at the Annual General Meeting by the members present. Each nominee must be a current Full or Life Member of the Club.

Nominations must follow the process set by the Committee and notified to members in advance of the meeting. If the number of valid nominations does not exceed the number of vacancies, nominees may be declared elected unopposed. If there are more nominations than positions available, an election will be held at the AGM.

If there are still vacancies after this process, nominations may be accepted from the floor at the AGM. If positions remain unfilled, the Committee may appoint eligible members to fill those roles under Clause 4.6.

Committee members are elected for a two-year term. They may serve for up to six consecutive years (three full terms), after which they must step down for at least one year before being eligible to stand again.

To maintain continuity, the Committee will manage elections so that approximately half of the positions are up for election each year. When this Constitution is first adopted, some roles may be elected for a one-year term to help establish this rotation.

If a Committee member steps down mid-term, the Committee may appoint a Full Member to fill the vacancy. That person will serve until the original term expires and must be confirmed at the next AGM.

Committee members are expected to attend at least 80% of Committee meetings each year (normally at least 10 of 12 meetings). If a member misses meetings regularly without reasonable excuse, the Committee may remove them under Clause 4.5.

All elected Committee Members take office at the conclusion of the AGM and serve until the end of their term, unless they resign or are removed earlier under this Constitution.

Transitional Clause – Starting the New Election Cycle

When this Constitution is adopted, the current Committee will stay in place until the next AGM.

At that AGM:

- All Committee positions will be open for election.

- To begin the two-year term cycle, some roles may be elected for just one year so that about half the Committee changes each year going forward.
- After this transition, all future terms will be for two years as set out in Clause 4.2.

4.3 Officer Duties:

All Committee Members are considered Officers under the Incorporated Societies Act 2022 and must act in accordance with the duties set out in that Act.

Each Officer must act in good faith and in what they believe to be the best interests of the Club. They must exercise their powers for proper purposes, with the care and diligence that a reasonable person would in the same circumstances.

Officers must comply with this Constitution, any Club policies, and all applicable laws. They must also avoid conflicts of interest unless properly disclosed and managed in accordance with Clause 7.

Officers and Committee Members are collectively responsible for the decisions of the Committee, regardless of individual roles. They must respect the confidentiality of Committee discussions and ensure that the Club's decisions, resources, and information are managed responsibly.

The Committee may adopt additional role-specific expectations or conduct guidelines through Club policy or resolution, provided they are consistent with this Constitution.

4.4 Disqualification (per the Incorporated Societies Act 2022):

A person is disqualified from being elected to, or continuing to serve on, the Committee if they do not meet the eligibility requirements under the Incorporated Societies Act 2022.

Specifically, a person may not hold office if they:

- Are under the age of 16;
- Are an undischarged bankrupt;
- Have been convicted of a serious offence or an offence involving dishonesty within the last seven years;
- Are prohibited from being a director under the Companies Act 1993;
- Are subject to a personal or property order under the Protection of Personal and Property Rights Act 1988; or
- Cease to be a financial member of Christchurch Pistol Club.

The Committee must ensure that any person elected or appointed to the Committee meets these requirements and must take reasonable steps to remove any person who becomes disqualified during their term.

4.5 Committee Powers

The Committee is responsible for managing the affairs of the Club and may exercise all powers necessary to do so, except for those matters that are required by this Constitution or by law to be decided by the members.

In particular, the Committee may:

- Adopt and amend policies, procedures, codes of conduct, and standing orders;
- Set and manage membership fees, event charges, and other financial matters;
- Manage the Club's property, assets, and finances, including authorising expenditure;
- Approve and oversee the engagement of staff, contractors, or service providers;
- Establish Sections or subcommittees and delegate authority to them as appropriate;
- Take disciplinary action, including suspension or termination of membership, in accordance with this Constitution;
- Ensure the Club complies with all applicable laws and regulations;
- Represent the Club in dealings with external bodies or authorities;
- Make any other decisions reasonably required to achieve the Club's purposes.

The Committee may delegate its powers to a subcommittee or individual, provided that such delegation is recorded in the Committee's minutes and remains subject to Committee oversight.

4.6 – Appointed Club Roles

The Committee may appoint individuals to carry out specific operational or compliance-related roles as required, such as Armourer, Health and Safety Officer, or Records Officer.

These appointees do not need to be members of the Committee and serve at the discretion of the Committee. Their roles, duties, and responsibilities may be defined and adjusted through Club policy.

Appointees may be paid or unpaid. Any appointment involving payment must comply with Clause 6A (Honoraria, Staff, and Contractors), and any person with a potential conflict must follow the procedures in Clause 7 (Conflicts of Interest).

4.7 – Vacancies and Removal

If a vacancy arises on the Committee between Annual General Meetings, the Committee may appoint a Full or Life Member of the Club to fill the vacancy. The appointee shall hold office until the conclusion of the next Annual General Meeting and may stand for re-election.

A Committee Member may resign by giving written notice to the President or Secretary. The resignation takes effect upon receipt, unless a later date is specified in the notice.

A Committee Member may be removed from office by a resolution passed at a General Meeting. The Committee may also remove a Committee Member if they become disqualified under Clause 4.4 or fail to attend three consecutive Committee meetings without leave of absence.

Any decision to remove a Committee Member must be made in accordance with the principles of natural justice and must be recorded in the Committee's minutes.

5. Meetings

5.1 Annual General Meeting (AGM):

The Club must hold an Annual General Meeting (AGM) each year, no later than two months after the end of the financial year. At least 28 days' written notice of the AGM must be provided to all members, including the date, time, location, and agenda.

A quorum for the AGM is 20 members or 10% of the current membership, whichever is greater.

The business of the AGM must include:

- Receiving the Annual Reports and financial statements from President, Club Captain and Treasurer;
- Electing Committee members;
- Confirming any appointments (such as a financial reviewer);
- Considering any motions properly submitted by members;

Members may submit motions for inclusion on the agenda by providing written notice to the Secretary at least 14 days prior to the meeting. Only matters listed on the agenda

may be voted on at the AGM, unless the Chair allows other business to be discussed without formal resolution.

5.2 Special General Meetings (SGMs):

A Special General Meeting (SGM) may be called by resolution of the Committee, or upon written request from at least **10% of the Club's voting members**.

The notice must specify the matters to be considered, and no other business may be transacted at that meeting.

5.3 Committee Meetings:

The Committee must meet regularly to manage the affairs of the Club. A minimum of 11 Committee meetings shall be scheduled each year unless the President, with the agreement of a majority of the Executive, determines there is no substantive business to be conducted in a given month.

Meetings may be held in person or using any technology that allows participants to hear and be heard.

The Executive (President, Vice President, Secretary, Treasurer, Club Captain) may make decisions between meetings if necessary for the efficient operation of the Club. All such decisions must be reported to the full Committee at the next scheduled meeting and recorded in the minutes.

A quorum is a majority of the current Committee members. The Chair may exercise a casting vote in the event of a tie.

Committee meetings should focus on governance, strategic direction, policy oversight, and significant operational decisions. Routine matters should be handled under delegation where appropriate and reported to the Committee as needed.

5.4 Voting:

Each Full Member and Life Member is entitled to one vote at General Meetings. Voting by proxy is not permitted. Unless otherwise specified in this Constitution, decisions are made by a simple majority of votes cast.

5.5 Meeting Records:

The Secretary, or a person delegated by the Committee, must ensure that minutes are taken and retained for all General Meetings and Committee meetings. The minutes must record the date and location, attendance, motions passed, and key decisions made.

Approved minutes shall be made available to members on request, unless withholding them is necessary for legal, privacy, or other reasonable grounds.

5.6 Validity of Meetings Despite Procedural Irregularities:

A meeting of the Club, the Committee, or any subcommittee is not invalid solely because of a procedural defect in notice or delivery, provided that:

- The meeting was otherwise properly convened;
- A quorum was present; and
- No material disadvantage was caused to any member as a result of the defect.

5.7 Club Policies and Procedures:

The Committee may adopt or amend policies, procedures, standing orders, and codes of conduct to support the effective operation of the Club. All such policies must be consistent with this Constitution and may be updated by the Committee as needed.

5.8 Sections and Subcommittees:

The Committee may establish Sections of the Club to represent recognised shooting disciplines such as ISSF, CAS, Multigun, or Black Powder. Each Section must appoint a director and organise activities in accordance with Club policy.

The Committee may also establish subcommittees for specific purposes and delegate appropriate powers and responsibilities to them, provided such delegations are consistent with this Constitution.

6. Finances

The Committee is responsible for setting all membership and other Club fees. These must be reasonable and consistent with the purposes of the Club.

The Club must not operate for the private financial benefit of its members. All income, assets, and resources must be applied solely to advance the Club's stated purposes and to support its operations and governance.

The Club must prepare annual financial statements that fairly reflect its financial performance and position. These statements must be prepared by a qualified accountant or chartered accountant.

A formal financial review or audit may be conducted at the discretion of the Committee, or if required by law or by a funding agency or external body.

6.1 Honoraria, Staff, and Contractors

The Committee may approve the payment of honoraria to Officers or members in recognition of significant voluntary contributions, provided the amounts are reasonable, clearly documented, and consistent with the Club's purposes.

The Club may also engage staff or contractors — including Club members — to perform paid roles such as administration, armoury services, or other operational needs. Any such arrangement must be approved by the Committee and must comply with relevant employment or contracting laws.

No person may vote on or influence decisions about payments to themselves or associated persons, except as permitted under the Club's conflict of interest procedures (see Clause 7).

7. Conflicts of Interest

Every Officer of the Club must disclose any actual or potential conflict of interest to the Committee as soon as they become aware of it. A conflict of interest exists when an Officer's personal or financial interests could interfere with their duty to act in the best interests of the Club.

All disclosures must be recorded in a Conflicts Register maintained by the Secretary.

An Officer who has declared a conflict of interest must not vote on any matter related to the conflict. At the discretion of the Committee, the Officer may also be excluded from any discussion relating to the matter.

The Committee may adopt additional policies or procedures to manage conflicts of interest, provided those policies are consistent with this Constitution and the Incorporated Societies Act 2022.

8. Dispute Resolution

This clause applies to disputes between members, between a member and the Club, or between a member and the Committee.

Where a dispute arises, the parties must first make reasonable efforts to resolve the matter informally and in good faith. If informal efforts fail, a formal written complaint may be submitted to the Secretary.

Upon receiving a complaint, the Committee must acknowledge it within 7 days and determine how it will be handled. The Committee may appoint a subcommittee or engage an independent person to investigate and make recommendations.

All parties involved in the dispute must be given a fair opportunity to present their views. The Committee must ensure that the dispute is handled in accordance with the principles of natural justice.

Following the investigation, the Committee will make a decision on how to resolve the matter. This may include mediation, a recommendation, or disciplinary action, depending on the nature and severity of the issue.

If the complainant is not satisfied with the outcome of the Committee's decision, they may request a further review. The Committee may, at its discretion or as provided in Club policy, refer the matter to an appeals panel comprising three individuals:

- One member appointed by the Committee who was not involved in the original decision;
- One member nominated by the complainant; and
- One representative of Pistol New Zealand, or a person approved by PNZ.

The appeals panel must consider the matter in accordance with the principles of natural justice and report its findings to the Committee. The Committee will then determine any final action, taking the panel's recommendations into account.

All parties involved in a dispute, including Committee members, investigators, and appeals panel participants, must treat the matter as confidential. Information may only be shared as necessary to carry out the dispute process, comply with legal obligations, or engage relevant external parties such as Pistol New Zealand. Breaches of confidentiality may be treated as misconduct under this Constitution.

9. Alteration of Constitution

The Committee may propose amendments to this Constitution and present them to a General Meeting for member approval.

This Constitution may be amended by Special Resolution of the members at a General Meeting. Proposed changes must be notified to all members at least 14 days in advance of the meeting.

The Committee may make minor amendments to this Constitution to correct typographical errors, formatting issues, or non-substantive matters such as dates or scheduling, provided that:

- The change does not alter the intent or effect of any clause;

- No member objects to the change within 21 days of notification; and
- The change is reported at the next General Meeting.

No amendment may conflict with the Incorporated Societies Act 2022 or any other applicable law.

10 Compliance and Record Retention

The Club must comply with all applicable laws and regulations, including the Incorporated Societies Act 2022 and all relevant firearms legislation.

The Club must retain appropriate financial and governance records for a minimum of seven years, or as otherwise required by law.

Members may request access to Club records, subject to Committee approval and any legal, privacy, or operational considerations.

11 Member Access to Records

All members have the right to access governance records of the Club, including Committee meeting minutes (except public-excluded minutes), financial reports, and policy documents.

Access must be provided in a timely and reasonable manner, subject only to legal, privacy, or operational restrictions. The Committee may withhold information only where there is a clear justification for doing so and must record the reason for any refusal.

12. Winding Up

If the Club is wound up or liquidated, any surplus assets must be transferred to one or more not-for-profit organisations within New Zealand that have similar purposes. These recipient organisations must not be carried on for the private pecuniary profit of any individual.

No part of the Club's assets may be distributed to its members.

The specific recipient organisation(s) shall be determined by Special Resolution of the members at the time of winding up. If the members do not make a decision, the Registrar of Incorporated Societies will determine how the surplus assets are to be distributed

End of Constitution

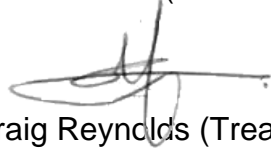
This constitution was adopted at the Annual General Meeting held on August 28 2025



Ken Watson (President)



Steve Frame (Secretary)



Craig Reynolds (Treasurer)