

# RULES OF NEW ZEALAND COMPETITIVE AEROBICS FEDERATION INCORPORATED

## BACKGROUND

- 1 This amended version of rules and constitution has been accepted and approved by the NZCAF Executive motion on the 29<sup>th</sup> of June 2015
- 2 Changes in this version:
  - 2.1 Revision of clause 30.3  
Removed “and not represented another country, in the FISAF World Championships, in the previous three years.”

## SUMMARY OF ABBREVIATIONS

- 1 NZCAF New Zealand Competitive Aerobics Federation
- 2 FISAF Federation of International Sports Aerobics and Fitness
- 3 AGM Annual General Meeting
- 4 NZ New Zealand

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# **RULES OF NEW ZEALAND COMPETITIVE AEROBICS FEDERATION INCORPORATED**

## **CLAUSE 1      INGOA / NAME**

The name of the society will be New Zealand Competitive Aerobics Federation Incorporated in these Rules called the Society.

## **CLAUSE 2      TARI / REGISTERED OFFICE**

The registered office of the Society shall be the postal address of the Secretary or at a place the Executive Committee shall from time to time determine. The Society shall advise the Registrar of Incorporated Societies of any change in its location

## **CLAUSE 3      WHAKATAKANGA / MISSION**

As the national governing body for sports aerobics we are dedicated to the development, promotion and regulation of sports aerobics competition. We do this by ensuring the enforcement of fair and equitable rules and procedures, and by endeavouring to advance the level of sports aerobics in New Zealand from grass roots and junior level to international competition.

## **CLAUSE 4      NGA KORONGA / OBJECTS**

The objects of the Society will be to ensure sports aerobics competition is carried out in a planned and efficient way. In particular the Society will: Serve as the coordinating body for sports aerobics activity in NZ; exercise jurisdiction over regional and national activities, sanction competition held in NZ; and promote international competition.

- 4.1 Promote and encourage physical fitness, promote sportsmanship and public participation in sports aerobics competition and activities in N.Z., educate, train, and certify members and the public with respect to sports aerobics competition; assist organisations and individuals concerned with the development of programs for athletes in sports aerobics competition; and provide services for members' common benefit.
- 4.2 Assign recognised status to those competitions whose operations have been sanctioned by the Society to further the interests of sports aerobics in NZ in order to serve and promote the best interests of recognised sports aerobics competitions and expand and enhance the image of sports aerobics.
- 4.3 Provide a system of Rules and Guidelines with which to govern sports aerobics at the regional and national level, along with an effective means of enforcing them, and a judicial process that is fair to competitors while providing for optimum integrity within the sport.
- 4.4 Disseminate and distribute, or otherwise make readily available to athletes, coaches, trainers, managers, administrators, and officials, in a timely manner the applicable Rules and Guidelines; and any changes to such Rules and Guidelines of the Federation; and provide for the swift and equitable resolution of conflicts and disputes involving its members.

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- 4.5 Establish organisational “shared understanding” of Maori aspirations, tikanga and values throughout the Society’s systems and procedures.
- 4.6 Develop interest and participation in sports aerobics throughout N.Z. and work with affiliate organisations, and other user groups to encourage participation.
- 4.7 Work cooperatively with whānau, hapu, iwi and other user groups in tamariki, rangatahi and pakeke development giving application to Te Tiriti o Waitangi.
- 4.8 Protect the right of any athlete, coach, trainer, manager, administrator, or official to participate in sports aerobics competition; and provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in sports aerobics competition without discrimination on the basis of race, colour, religion, age, sex, or national origin and with fair notice and opportunity for a hearing to any athlete, coach, trainer, manager, administrator, or official before declaring such individual ineligible to participate.
- 4.9 Provide effective and timely communication to every level of athlete, coach, trainer, manager, administrator, or official within the sport.
- 4.10 Serve as the National Federation for sports aerobics competition in N.Z. and member of FISAF.
- 4.11 Work together with FISAF in its mission to protect competition from any form of abuse, extend the universality of sports aerobics, and promote its visibility to the public.
- 4.12 Coordinate the calendar of competitions to assure NZCAF and FISAF level competitive opportunities domestically; enhance the level of national competition in all FISAF disciplines; and provide for varying levels of regional and national competition in a wide variety of disciplines to increase the breadth and depth of the sport throughout the country.
- 4.13 Aid FISAF in its mission to help athletes achieve sustained competitive excellence.
- 4.14 Select and qualify individuals and teams to represent NZ in international competition and certify, in accordance with the applicable international rules, the eligibility of such individuals and teams.
- 4.15 Provide the strongest possible N.Z. representation internationally including providing a selection process for each major event.
- 4.16 Assign such powers as are necessary to the efficient and effective operation of the organisation and the management of sport aerobics.
- 4.17 Execute other activities consistent with the objects of the society.

## **CLAUSE 5      TAKETAKE / POWERS**

The Society will have the following powers:

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- 5.1 To make or alter the Rules and to adopt all changes by resolution in an Annual General Meeting;
- 5.2 To make or alter Competition Rules and to adopt all changes before commencement of the next competition season;
- 5.3 To implement disciplinary procedure and impose sanctions and penalties;
- 5.4 To develop drug testing and other policies and associated disciplinary procedures;
- 5.5 To assign functions to and/or enter into agreement with other organisations such as the NZ Sports Drug Agency;
- 5.6 To enter into and/or terminate, contracts with athletes, administrators, officials, members, sponsors, media and other persons, agencies and organisations;
- 5.7 To develop job descriptions and appoint and terminate the appointments;
- 5.8 To delegate duties, co-opt or appointment of sub-committees or individuals;
- 5.9 To disseminate private or other information about members with their consent, via written declaration, and subject to the purpose being in accordance with the Objects, of the Society;
- 5.10 To subscribe to, affiliate to and co-operate with kindred or other organisations, including international;
- 5.11 To exercise all rights, powers and duties which under these Rules are required to be performed by the Executive Committee.
- 5.12 To enter into all negotiations, contracts and agreements in the name and on behalf of the Society as it may consider expedient for its purposes, provided that such negotiations, contracts and agreements are not in conflict with its objects.
- 5.13 To make provision for the signing or endorsing of cheques or other negotiable instruments on behalf of the Society and to open such accounts as the Executive Committee may think fit.
- 5.14 To fill any casual vacancy in its elected members and the person or persons so appointed shall retire at the next Annual General Meeting of the Society, but shall be eligible for election.
- 5.15 To appoint at its first meeting following the Annual General Meeting the appointment of any sub-committees.
- 5.16 To ensure the quorum for Executive Committee Meetings shall be four (4) Executive Committee members.

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- 5.17 To use funds as the Executive Committee will consider what is necessary or proper in payment of its costs and expenses, including the employment and dismissal of counsel, solicitors, agents, and officers, according to principles of good employment and the Employment Relations Act 2000 or any subsequent enactments.
- 5.18 To purchase, take on, lease or in exchange or hire or otherwise, acquire any real or personal property and any rights or privileges, which the Executive Committee considers necessary or proper for the purpose of attaining the objects of the Society.
- 5.19 To sell, exchange, let, bail or lease, with or without option of purchase or, in any other manner, dispose of such property, rights or privileges.
- 5.20 To invest surplus funds in any way permitted by law for the investment of incorporated society funds and upon such terms as the Executive Committee considers appropriate.
- 5.21 To borrow or raise money from time to time with or without security as the Executive Committee considers appropriate.
- 5.22 To manage and control the funds, affairs, concerns and business of the Society and will have the power to do all things (subject to such limitations and restrictions as may be prescribed in these Rules) as are necessary to carry out the Objects of the Society.
- 5.23 To claim expenses for work related to the Society which they have been requested to do by Executive. Prior approval is required for any expense claims resulting from the work undertaken for the Society.
- 5.24 To approve reimbursement. This approval may be given prior to the expenditure, or following the event if the expenditure was unforeseen. Receipts must be provided to the Treasurer for expenses in administration (e.g. postage, tolls) to be reimbursed.
- 5.25 To do all things as may from time to time be necessary or desirable to achieve and attain the objects of the Society.

## **CLAUSE 6 MEMA / MEMBERSHIP**

- 6.1 Membership fee is \$15 per person due and payable with each entry to regional competition.
- 6.2 The Regional Organiser will forward the membership fee to the Treasurer within two (2) weeks following the regional competition.
- 6.3 Membership of the Society will be on the approved application form or competition registration form.
- 6.4 Members will abide by these Rules, comply with decisions and resolutions of the Society; and remit, in due time, the fees or any other contributions determined in accordance with these Rules.

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- 6.5 A Financial Member is a Member who has paid the appropriate Membership Fee for the current year.
- 6.6 Financial Members will be entitled to participate in all General Meetings, to receive all relevant notices and papers, to participate in competitions of the Society, to attend and exercise one vote at General meetings, and to receive one copy of the Society's Rules and Guidelines. Members may stand for election as Officers or Regional Organisations or serve in a co-opted role. Members under age 18years will not be permitted to hold office.
- 6.7 The Treasurer will keep a register of members, containing details as required by the Incorporated Societies Act, namely: full name, residential address, occupation, and category of membership of all persons admitted to membership of the Society, the dates of their admission and all subsequent changes and shall keep and maintain the Register accord with the provisions of the Privacy Act 19
- 6.8 Every member shall advise any change of address to the Society in writing and any such change of address shall be entered in the register.
- 6.9 The Executive Committee may determine, impose, fix, vary and/or otherwise regulate annual membership fees payable by members, further, the Executive Committee may determine when and in what manner annual membership fees shall be payable.
- 6.10 A 'Family membership' is available when three or more athletes from the same parent or guardian are applying for membership. Applications must be lodged with the Secretary at least 2 weeks prior to the closure of regional entries.
- 6.11 The Executive Committee may at times grant life memberships to members who it feels have given outstanding service to the Society and its members. The Treasurer will keep a register of all life members in accordance with Clause 6.7.

## **CLAUSE 7 WHAKAAETANGA UTU / SANCTION FEES**

- 7.1 The Sanctioning year of the Society will be from the 1<sup>st</sup> day of October to the 31<sup>st</sup> Day of October in the following year.
- 7.2 Regional Organisations and other user groups will be eligible to host a competition of the Society subject to ratification by the Executive Committee.
- 7.3 Regional Organisations and other user groups will abide by these Rules, comply with decisions and resolutions of the Society; and remit, in due time, Sanction fees or any other contributions determined in accordance with these Rules.
- 7.4 Regional Organisations and other user groups will provide a register of competitors in an editable digital format (e.g. Excel Spreadsheet) to the National Treasurer, containing competitor details namely: Names, addresses and occupation of competitors; the date on

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which the competitor registered; and the date on which the competitor ceased to be a competitor and the reason.

- 7.5 Regional Organisations and other user groups will be entitled to receive one copy of the Society's Technical Rules, and access to available resources, systems, and services of the Society.
- 7.6 The Executive Committee may determine, impose, fix, vary and/or otherwise regulate Sanction fees payable by Regional Organisations and other user groups, further, the Executive Committee may determine when and in what manner Sanction fees shall be payable. Sanction Fees apply to each and every competition of the Society and become due and payable within two (2) weeks of competition closure. Sanction fees are to be forwarded to the Treasurer.
- 7.7 The Executive Committee shall have power in its absolute discretion to remove or suspend any Regional Organisations or user group whose conduct in its opinion is, or has been derogatory of the character or prejudicial to the interests of the Society or its objects. The removal or suspension of a Regional Organisation or user group shall not relieve them of liability for the payment of arrears of their Sanction fees or any debt or payment due to the Society.

## **CLAUSE 8 NGA HUI / GENERAL MEETING**

- 8.1 General Meeting refers to an Annual General Meeting, Special General Meeting, Teleconference Meeting or Email Meeting unless otherwise specified.
- 8.2 The quorum for a General Meeting will be four (4) members present.
- 8.3 At least seven (7) days notification of each General Meeting will be given to members recorded in the Register of members. It will be the responsibility of the Regional Representative to inform the Treasurer of member contact details.
- 8.4 Notification of a General Meeting will specify either the time, date and place of the meeting. Notification will also describe in a general way all the matters that will arise to be considered and specify what further and more detailed information on these matters is available from the Executive Committee. Full information will be provided concerning any proposed amendments to the Rules or any matter which is the business of a Special General Meeting. Such information will be supplied to any member requesting it.
- 8.5 The General Meeting will be chaired by the President of the Executive Committee. In the absence of the President the meeting will elect a person to chair the meeting from among the members present.
- 8.6 A member may be represented at a General Meeting by a nominee appointed by notice in writing to the Secretary and received by the Secretary before the meeting. A member will



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have the right at any time to change, withdraw or revoke the appointment of the member's nominee by notice in writing to the Secretary. The appointed nominee must be a financial member.

- 8.7 All questions will if possible be decided by consensus. However, where a consensus decision cannot be reached on a matter, the decision will, unless otherwise specified in these Rules will be made by a majority vote.
- 8.8 Only financial members will be eligible to vote. Affiliate members will be eligible to attend meetings and speak.
- 8.9 Voting will be by a show of hands unless members indicate an alternative preference. If any member requests a secret ballot on any vote or election, a secret ballot will be held.
- 8.10 If voting is tied, the President will have a casting vote.

## **CLAUSE 9 HUI A TAU / ANNUAL GENERAL MEETING**

- 9.1 The Annual General Meeting will be held in conjunction with the National Competition
- 9.2 The Annual General Meeting will carry out the following business:
  - 9.2.1 Receive the minutes of the previous Annual General Meeting and of any other General Meeting held since the last Annual General Meeting.
  - 9.2.2 Receive the Executive Committee Report on the activities of the Society over the last year and the proposed priorities and directions for the Society in the current year.
  - 9.2.3 Receive the balance sheet and statement of income and expenditure for the past year and the estimate of income and expenditure for the current year.
  - 9.2.4 Elect the officers and other ordinary members of the Executive Committee of the Society.
  - 9.2.5 Appoint an auditor of the Society's accounts.
  - 9.2.6 Conduct any other business which may properly be brought before the meeting.
  - 9.2.7 Consider such other business as may be accepted by permission of the majority of members present and with power to vote at such meeting.
  - 9.2.8 Take minutes, record the names of those present; all decisions which are required by the Rules of the Society or by law to be made by the Society; and any other matters discussed at the meeting.
- 9.3 A member who wishes to bring any business before an Annual General Meeting shall give notice in writing of that business to the Secretary for inclusion on the agenda.

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- 9.4 Be open to all Society members, who are encouraged to attend.
- 9.5 All resolutions at any meeting shall be decided by a bare majority of members present and voting except in such cases where these rules require otherwise.
- 9.6 All resolutions passed at any meeting will if held in conformity with these rules, be binding upon all members of the Society whether present at such a meeting or not.
- 9.7 In the event of any member being unable to be present or represented at a meeting such member may in writing appoint a proxy. The appointed proxy must be a financial member.
- 9.8 Any meeting of the Society may be adjourned to such date and place as the meeting shall decide.

## **CLAUSE 10 HUI A MOTUHAKE / SPECIAL GENERAL MEETING**

- 10.1 Special General Meetings may be called by the Executive Committee or by a written request made by at least five (5) members which is to be delivered to the Secretary. Where the meeting has been called on the written request of five (5) members it will be called within thirty (30) days of the delivery of that request to the Secretary.
- 10.2 A Special General Meeting will only consider business related to the reason for which it is called, as notified to the members.

## **CLAUSE 11 HUI A WAEA / TELECONFERENCE MEETING**

- 11.1 The Executive Committee will have a meeting by linking together by teleconference. To the extent applicable, the rules and procedures relating to General meetings set out in Clause 8 will apply to a teleconference held under this section. In addition, the following rules are to apply:
  - 11.1.1 Notice must have been given to every Member entitled to receive notice of a meeting of the Executive Committee; and each Member taking part in a teleconference must: at the start of the teleconference, acknowledge the Member's participation in the teleconference to the other Members taking part; be able to hear the other Members taking part at all times throughout the teleconference; and on any vote, individually express his or her vote at the teleconference.
  - 11.1.2 Member may not leave a meeting held under this section by disconnecting his or her telephone unless he or she has first obtained the permission of the Chairperson. A Member is to be presumed to have continued to be present and to have formed part of the quorum, at all times during a teleconference unless he or she has been expressly permitted to leave.

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- 11.2 In exceptional circumstances, for example where time is of the essence, the Executive Committee may make recommendations by facsimile, electronic mail or other means of communication without a meeting having to be held.
- 11.3 In such circumstances, any recommendation of the Executive Committee must be unanimous. If a consensus cannot be achieved, then a meeting under , or a teleconference under section 11, must be held.
- 11.4 If a unanimous recommendation is achieved, the Executive secretary must prepare a record of the recommendation, which is then signed off by the Committee Members

## **CLAUSE 12 HANGA O TE ROOPU IWI / STRUCTURE OF THE SOCIETY**

- 12.1 The Society will comprise of an Executive Committee, Ex Officio Members, and Regional Organisations.

### **12.2 Nga Kaiwhakahaere / Executive Committee**

- 12.2.1 The Executive Committee will comprise a President, a Vice President, a Secretary, a Treasurer and no less than three (3) and no more than six (6) Ex Officio Officers.
- 12.2.2 The Executive Committee will have the power to fill any places vacant following the Annual General Meeting, or any vacancy that arises in the Executive Committee or among its named officers until the next Annual General Meeting.
- 12.2.3 Elected members of the Executive Committee will retire at each Annual General Meeting, but will be eligible for re-election at the same and subsequent meetings. Newly elected Executive Committee members will take office immediately upon their election.
- 12.2.4 Nominations for elected positions on the Executive Committee, including officer-bearers, may be by way of written nomination signed by a current member and endorsed with the consent of the nominee and given to the Secretary at least seven (7) days before the day fixed for the Annual General Meeting. No nomination may be withdrawn after the date on which nominations close. If there are insufficient nominations to fill the vacant positions on the Executive Committee, oral nominations may be received at the Annual General Meeting, provided that no member will be elected who has not consented to being nominated.
- 12.2.5 The Executive Committee will conduct meetings via teleconference or email unless otherwise specified at least six (6) times every year. All members of the Executive Committee, including office-bearers, will be given at least (7) days notice of the meeting by the Secretary, verbally, or by email.

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- 12.2.6 The Secretary will ensure a record of minutes is maintained and distributed to executive members and made available to any member of the Society and which, for each meeting of the Executive Committee, records the names of those present; all decisions which are required in the Rules or by law to be made by the Society, and any other matters discussed at the meeting. The Executive Committee will at all times be bound by the decisions of the members at General Meetings.
- 12.2.7 The Executive Committee will, when it considers it appropriate, seek advice from Regional Organisations on specific issues relating to sports aerobics. Regional Organisations will give a written opinion for consideration at its next meeting.
- 12.2.8 In relation to the disclosure of information (including under the Official Information Act 1982), all information, documents and other material relating to Executive business, are confidential to the Executive Committee.
- 12.2.9 Executive Committee members are prohibited from speaking to the media in relation to the activities of the Society and any matters discussed at or considered at meetings, unless members have the prior written agreement of the President.
- 12.2.10 Executive Committee members are to be alert to potential conflicts of interest as they arise in their daily professional life or otherwise and declare any such conflicts at the next committee meeting.
- 12.2.11 Executive committee members are to avoid, to the greatest extent possible, any conflict between the performance of their duties and obligations as committee members, and any obligations and interests they may have as a result of their professional duties and any agreement, arrangement, understanding or other connection or interaction (whether legally enforceable or not).
- 12.3 The procedure for meetings will be as follows:
- 12.3.1 A quorum will be at least half of its members.
- 12.3.2 If a member of the Executive Committee, including an office-bearer, does not attend three (3) consecutive meetings without leave of absence that member may, at the discretion and on decision of the Executive Committee will be removed from the Executive Committee.
- 12.3.3 All questions will if possible be decided by consensus. In the event that a consensus cannot be reached then a decision will be made by a majority vote by show of hands.
- 12.3.4 If the voting is tied, the President will exercise a casting vote.

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12.3.5 Each meeting will be chaired by the President of the Society. In the absence of the President the meeting will elect a person to chair the meeting from among the members present.

12.4 The Executive Committee will conduct meetings via teleconference unless otherwise specified at least six (6) times every year. All members of the Executive Committee, including office-bearers, will be given at least (7) days notice of the meeting by the Secretary, verbally, or by email.

12.5 The Secretary will ensure a record of minutes is maintained and distributed to executive members and made available to any member of the Society and which, for each meeting of the Executive Committee, records

12.5.1 The names of those present;

12.5.2 All decisions which are required in the Rules or by law to be made by the Society, and

12.5.3 Any other matters discussed at the meeting.

12.6 The Executive Committee will at all times be bound by the decisions of the members at General Meetings.

## **CLAUSE 13 NGA TAKETAKE ME NGA MAHI / POWERS AND DUTIES**

### **13.1 Te Perehitini / The President will**

13.1.1 Be the Chairperson and Chief Executive Officer of the Society

13.1.2 Manage and direct the duties of the Executive Committee

13.1.3 Be official representative and spokesperson of the Society on all occasions

13.1.4 Preside at all meetings of the Society and Executive Committee when present

13.1.5 Be an ex-officio member of all Committees or appoint a representative to the position.

13.1.6 Have general and active management responsibilities

13.1.7 Ensure all directives and resolutions of the Executive Committee are carried into effect.

13.1.8 Promote the interests of the Society, in accordance with the objects of the Society;

13.1.9 Present an Annual Report to the Annual General Meeting;

13.1.10 Liaise with regional, national and international organisations.

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13.1.11 Have a casting vote at all General, Special, Executive meetings.

## **13.2 Te Perehitini Tuarua / The Vice-President will**

13.2.1 Assume the duties of the President of the Society in his or her absence.

13.2.2 Perform such duties and exercise such powers as may be delegated by the President

13.2.3 Perform duties and exercise such powers assigned by the Executive Committee or President.

## **13.3 Te Hēkeretari / The Secretary will**

13.3.1 Provide administrative support to the Executive arranging meetings, taking minutes and keeping officers up to date with information and news

13.3.2 Oversee and record the administrative operations of the Society

13.3.3 Ensure a record of minutes is maintained and distributed to executive members and made available to any member of the Society.

13.3.4 Records the names of those present, all decisions made by the Executive committee; and any other matters discussed at the meeting

13.3.5 Advise the Registrar of Incorporated Societies of any change in location of its registered office

13.3.6 Retain custody of the Common Seal, title deeds, securities and other documents belonging to the Institute.

13.3.7 Forward two copies of the Annual Report and Annual Accounts to the Registrar and,

13.3.8 Notify the Registrar of changes to the constitution, (two copies with changes in different type face, signed by officers of the organisation and witnessed by a JP, plus a fee of \$0 for minor changes or \$10 for a complete change of constitution).

## **13.4 Te Kaitiakimoni / The Treasurer will**

13.4.1 Receive all monies payable to the Society, issue receipts, deposit monies received in the Society's bank account;

13.4.2 Send any accounts required or requested;

13.4.3 Pay the Society's accounts by cheque, on the authority of the Executive;

13.4.4 Ensure that true and fair accounts are kept of all money received and expended by the Society

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- 13.4.5 Invest surplus moneys, on the authority of the Executive;
- 13.4.6 Prepare the annual statement of accounts and balance sheet, and arrange for the accounts for that financial year to be audited by an accountant appointed for that purpose;
- 13.4.7 Receive Membership fees, and keep a record of all members as required by the Incorporated Societies Act;
- 13.4.8 Reimburse Executive members for expenses for Executive business,
- 13.4.9 Forward Annual Accounts to the Registrar of Incorporated Societies
- 13.4.10 Keep a register of members, containing details as required by the Incorporated Societies Act, namely: Names, addresses and occupation of members; the date the member registered; the date membership ceased, and the reason.
- 13.4.11 Members are asked to inform the Treasurer promptly if they change any information in 1 above. The Society mailing list is to be treated as confidential, and must not be released to outside interests, except at the discretion of the Executive, who shall exercise all due caution.

## **CLAUSE 14 POTI O NGA ĀPIHA / ELECTION OF OFFICERS**

- 14.1 No person shall be elected to office unless that person is present at the Annual General Meeting at which he or she is to be elected or has previously signified in writing his or her willingness to accept nomination.
- 14.2 Nomination for candidates for election as officers shall be delivered to the Secretary not less than seven (7) days before the date of the Annual General Meeting at which the election is to take place.
- 14.3 If insufficient nominations are received, any vacant positions remaining shall be deemed to be casual vacancies.
- 14.4 If the number of nominations received is equal to the number of vacancies to be filled the persons nominated shall be deemed to be elected.
- 14.5 If the number of nominations received exceed the number of vacancies to be filled a ballot shall be held.
- 14.6 Ex-Officio officers shall be appointed by the Executive when necessary.

## **CLAUSE 15 WHAI O NGA ĀPIHA / TENURE OF OFFICERS**

- 15.1 A person will immediately cease to be an Officer when she or he resigns in writing.

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- 15.2 The Society will have the power to fill any vacancy that arises or to appoint any additional officers
- 15.3 The Society may continue to act notwithstanding any vacancy, but if their number is reduced below minimum number of officers as stated in this deed, the continuing officer/s may act for the purpose of increasing the number of officers to that minimum but for no other purpose.
- 15.4 The Society, by a motion decided by a two-thirds (2/3<sup>rd</sup>) majority of votes, may terminate a person's position as an Officer and member of the Society, if it believes that such action is in the best interests of the Society.
- 15.5 The tenure of office of all members of the Society shall terminate on appointment of their successor.
- 15.6 The positions of Secretary and Treasurer may be combined

## **CLAUSE 16 PANA MO TE TARI / REMOVAL FROM OFFICE**

- 16.1 Any Officer of the Society or any member of the Executive may be removed from office by a resolution passed at a Special General Meeting of the Society convened for that purpose and carried by a majority of two-thirds of those present and voting at such a meeting

## **CLAUSE 17 NGA KOMITI O TE ROOPU IWI / COMMITTEES OF THE SOCIETY**

- 17.1 Committees will be created by a resolution of the Society or the Executive Committee as needed.
- 17.2 The members will serve at the discretion of the committee
- 17.3 Committees will serve at the discretion of the Society or Executive Committee
- 17.4 Committees will have the power to appoint a representative and members of such committees as it shall from time to time deem advisable
- 17.5 Committees will consider and make independent and objective recommendations on proposals; advise on possible strategic directions; consider and report, or make independent and objective recommendations, to the executive committee on any matters that may be referred to it by the executive committee.
- 17.6 Committees will have the powers that may be reasonably necessary to enable it to perform its functions, including without limitation, the power to: consult with, and seek evidence or information from, such parties it considers necessary or appropriate.

## **CLAUSE 18 KOMITI ITI / EX-OFFICIO OFFICERS**



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- 18.1 Ex-officio Officers shall comprise of Regional Representatives, Regional/National Competition Coordinator, Website Coordinator, Technical Advisor, Funding Coordinator, and Database Coordinator

## **CLAUSE 19 MAHI O TE KOMITI ITI / DUTIES OF EX-OFFICIO OFFICERS**

### **19.1 The Regional Representative will:**

- 19.1.1 Administer the activities charged to them by the Executive Committee
- 19.1.2 Liaise between the Society and its Region
- 19.1.3 Report their actions to and receive direction from the Executive Committee.
- 19.1.4 Promote the Society to both its members and the community.
- 19.1.5 Coordinate communication and publicity for the Society.
- 19.1.6 Maintain close contact with the Executive, responding as soon as practicable to requests for information or action.
- 19.1.7 Be available for meetings whenever possible
- 19.1.8 Provide a report of regional activities for Executive meetings,

### **19.2 The Regional/National Competition Coordinator will:**

- 19.2.1 Coordinate all events and services of the Society and the region
- 19.2.2 Be responsible for the organization of competitions, workshops, and service projects for the Society's members to participate in.
- 19.2.3 Organize regular activities/workshops and events for the Society.

### **19.3 The Website Co-Coordinator will:**

- 19.3.1 Maintain responsibility for the editorial content of all website material.
- 19.3.2 Oversee the content as required and manage updates and changes.
- 19.3.3 Establish online communication solutions and mailing lists to support the needs of members.
- 19.3.4 Coordinate requests for new mailing lists or changes, as well as updating and maintaining a central repository of mailing list information.
- 19.3.5 Perform duties may change from time to time as required by the Society to meet the demands of its business.

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## **19.4 The Technical Advisor will:**

- 19.4.1 Provide technical advice, assistance and guidance for development, preparing and consulting on draft documents, and analysing and synthesising feedback.
- 19.4.2 Support the implementation of technical initiatives and emerging trends.
- 19.4.3 Establish links with regional organisations, members, athletes, coaches, managers and provide problem-solving support, information, documentation, and guidance on procedures and best practice.
- 19.4.4 Manage the design, editing, printing and distribution of Technical Rules and information as requested.
- 19.4.5 Manage the often conflicting views, needs and expectations of key stakeholder groups.
- 19.4.6 Facilitate strong relationships with other organisations working in related areas.
- 19.4.7 Develop and build the capacity of judges
- 19.4.8 Develop a technical panel to oversee the development and ongoing changes to the rules, workshops for judges and coaches etc.
- 19.4.9 Liaise with Executive Committee in relation to drafting Technical Rules

## **19.5 The Funding Coordinator will:**

- 19.5.1 Be responsible for the organisation of all funding of the Society.
- 19.5.2 Make application/s to the various funding providers on behalf of the Society at least 6months prior to the competition is scheduled to take place.
- 19.5.3 Obtain competition details namely; name of the competition event, frequency of the competition, date of the competition, venues/facilities used for the competition.
- 19.5.4 Submit a detailed prospective budget for the event/activity with funding application. This budget will need to show the amount of funding being requested, and details of what the funding will be used for.
- 19.5.5 Compile all requested information and supporting documentation, competitive quotes (for goods or services), and any other relevant information.
- 19.5.6 Ensure funds must be spent specifically for the purpose/s approved by the Executive Committee. These purposes must be of direct and immediate benefit to the Society.

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19.5.7 Coordinate the fair distribution of funds as are made available to the society from the funding agency according to the directives and priorities specified by the executive committee

19.5.8 To monitor, administer and evaluate proposals

19.5.9 To meet the specific NZ Government requirements for funding

19.5.10 To oversee the planning, funding & strategy of proposals

19.5.11 Write funding proposals and present to Executive committee as required.

19.5.12 Perform other Duties requested of from time to time

## **19.6 The Database Coordinator will:**

19.6.1 Be responsible for keeping a record of all financial members of the Society and of the achievements of these members.

19.6.2 Keep a register of members up to date and in compliance with the Incorporated Societies Act 1908 and regulations and that it is available to the Society Treasurer as is required by the Rules.

19.6.3 Ensure that membership information is collected in such a way that it is used for the benefit of the Society and in compliance with the Privacy Act

19.6.4 Process registrations for membership and administer annual renewals of membership in a timely manner

## **CLAUSE 20 NGA ROHE / REGIONAL ORGANISATIONS**

20.1 Any group of five or more members who share some affinity such as origin, locality or interest may form a Regional Organisation of the Society subject to ratification by the Executive Committee.

20.2 Regional Organisations will serve at the discretion of the Society or Executive Committee

20.3 Regional Organisations will have the power to appoint a representative and members of such committees as it shall from time to time deem appropriate.

20.4 Regional Organisations will consider and make independent and objective recommendations on proposals; advise on possible strategic directions; consider and report, or make independent and objective recommendations, to the Executive Committee on any matters that may be referred to it by the Executive Committee.

20.5 Each Regional Organisation will be at liberty to make its own rules subject to the provisions of these Rules to enable it to perform its functions, including without limitation, the power

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to: consult with, and seek evidence or information from, such parties it considers necessary or appropriate.

- 20.6 Regional Organisations will use the name New Zealand Competitive Aerobics Federation (NZCAF) followed by the name of the Regional Organisation (for example, NZCAF Auckland Regional).
- 20.7 Members of Regional Organisations will be financial members of the Society.
- 20.8 Each Regional Organisation will have power to levy its members for regional activities. To organise and control competitions, to develop, organise, deliver, and participate in programmes of education and training.
- 20.9 Regional Organisations will have no automatic right to the funds of the Society.
- 20.10 Organise or take part in meetings, seminars, training sessions, competitions and any other gatherings to further the interests of sports aerobics and their membership, and to be of support to individuals who request information, guidance and encouragement.
- 20.11 Encourage new membership, and ensure that in widely-spread regions members do not feel isolated, but are encouraged into the Society "fold".
- 20.12 Maintain close liaison with their Regional Representative and therefore with Executive, so that any suggestions, problems and complaints can be referred on.
- 20.13 Regional Organisations will furnish the Society with all competitor details including names, addresses, and competing date. Any change of address shall be immediately notified to the Treasurer.
- 20.14 Regional Organisations will report the number of competitors and forward payment of associated membership fees to the Treasurer within two (2) weeks of competition closure. Membership shall not take effect until the membership fee has been received.
- 20.15 Each Regional Organisation will determine the activities of sports aerobics for each year and in conjunction with the Executive Committee agrees to the Rules and Guidelines of the Society.
- 20.16 Regional Organisations will assist and encourage schools, clubs, academies, and other organizations to build their sports aerobics capacity so that it can first compete in local and national competitions and ultimately in FISAF world championships. There are five Regional Organisations namely:
- Auckland, comprising Northland, Auckland, Hamilton, Coromandal, Tauranga
  - Gisborne, comprising Rotorua, Whakatane, Opotiki, Hawkes Bay, Taupo, Poverty Bay
  - Wellington, comprising Wellington, Wairarapa, Manawatu, Taranaki

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- Christchurch, comprising Nelson, Marlborough, Timaru North, Christchurch, Canterbury, West Coast
- Dunedin/Invercargill, comprising Timaru South, Dunedin, Invercargill

## **CLAUSE 21 RAUPAPA / DISCIPLINE**

The Executive may at any time by letter invite a member within a specified time to resign from membership for breach of these Rules and in default of resignation to submit the question of the member's expulsion to a special general meeting to be held within one calendar month from the date of such letter and at such meeting the member whose expulsion is under consideration shall be allowed to offer an explanation verbally or in writing and if a majority of the members present shall vote for expulsion the member shall be expelled but without releasing the member from any liability to the Society. Instead of expelling such member the general meeting shall have power to suspend such member from membership for such period as it thinks fit or to fine the member such amounts as it thinks fit.

## **CLAUSE 22 PUTEA NGA WHAKARITENGA/ FINANCIAL ARRANGEMENTS**

- 22.1 The financial year of the Society will be from 1<sup>st</sup> day of October to the 31<sup>st</sup> Day of October in the following year or as may be determined by the Executive Committee from time to time.
- 22.2 The funds of the Society will be kept in the name of the Society in a financial institution decided by the Executive Committee.
- 22.3 All monies shall be deposited as soon as practicable after receipt thereof Bookkeeping Proper books and accounts shall be kept and maintained either in written or printed showing correctly the financial affairs of the Society and the particulars usually shown in the books of a like nature. All amounts will be paid by cheque signed by any two Executive Committee members, or other member's authorised from time to time by the Executive Committee.
- 22.4 All expenditure shall be approved or ratified at an Executive Committee meeting.
- 22.5 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances, or petty cash which may be open.
- 22.6 The Executive Committee will determine the amount of petty cash
- 22.7 The income and property of the Society obtained will be used and applied solely in promotion of its Objects and in the exercise of its powers as set out in these Rules and no portion shall be distributed, paid or transferred directly or indirectly by way of a dividend, bonus or otherwise by way of profit to or amongst the members of the Society
- 22.8 At the Annual General Meeting, the Executive Committee will decide by resolution the following:

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22.8.1 How money will be received by the Society;

22.8.2 Who will be entitled to produce receipts?

22.8.3 What bank accounts will operate for the ensuing year, including the purposes of and access to accounts?

22.8.4 Who will be allowed to authorise the production of cheques and the names of cheque signatories; and

22.8.5 Policy concerning the investment of money by the Society, including what type of investment will be permitted.

22.9 The Treasurer will ensure that true and fair accounts are kept of all money received and expended.

22.10 The Executive Committee will arrange for the accounts of the Society for that financial year to be audited by a person appointed for that purpose.

22.11 Every year a financial statement shall be prepared showing all the receipts and expenditure of the Society since the preceding statement of the funds and effects and liabilities and assets of the Society and every such statement shall be signed by the President and Treasurer and be laid before the Annual Meeting.

## **CLAUSE 23      CLAUSE23 HIRA / COMMON SEAL**

23.1 The Common Seal of the Society will be kept in the custody and control of the Secretary.

23.2 When required, the Common Seal will be affixed to any document following a resolution of the Society and will be signed by the Treasurer and one other person appointed by the Executive Committee.

## **CLAUSE 24      INIHUA / INDEMNITY**

24.1 No Officer or member of the Executive shall be liable for the acts or defaults of any other Officer or member of the Executive or any loss occasioned thereby, unless occasioned by their willful default or by their willful acquiescence.

24.2 The Officers, Executive and each of its members shall be indemnified by the Society for all liabilities and costs incurred by them in the proper performance of the functions and duties, other than as a result of their wilful default.

## **CLAUSE 25      WHAKAREREKĒTANGA O NGA TURE / ALTERATIONS TO RULES**

25.1.1 Any alteration, amendment or rescission of these Rules shall be made only by a resolution passed by a majority of members present at the Annual General Meeting of the Society or at a Special General Meeting called for that purpose. Notice of

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motion for alteration, amendment or rescission shall be given to the Secretary not less than one calendar month prior to the Annual or Special General Meeting as the case may be. Any alteration, amendment or rescission of these rules shall forthwith be registered with the Registrar of Incorporated Societies. Note: Such alteration shall not be legal until registered with the Incorporated Societies.

## **CLAUSE 26      NGA WENEWENE / DISPUTES**

26.1.1 If a dispute arises at any time in respect of a matter which is not provided for in this Constitution or any doubt exists as to the interpretation of this Constitution or any other matter shall arise pertaining to the Society, its property or interests, the same shall be determined by the Executive Committee whose decision shall be conclusive and binding on all members unless revoked at a Special General Meeting held not later than the next following Annual General Meeting.

## **CLAUSE 27      WHAKAMUTUNGA / WINDING UP**

27.1 The Society may be wound up if at a General meeting of its members, it passes a resolution to wind up, and the resolution is confirmed at a subsequent general meeting called together for that purpose and held not earlier than 30 days after the date on which the resolution to be confirmed was passed.

27.2 Any surplus assets after the payment of all outstanding liabilities will be distributed among such community organisations in New Zealand that has similar objects to the Society and as the members will decide in a General Meeting. If the Society is unable to resolve any disagreement over the distribution of surplus assets then the provisions of Section 27 of the Incorporated Societies Act 1908, or the relevant provisions of subsequent enactments, will apply.

## **CLAUSE 28      WHAWHAI KAUPAPA A TARU KINO / ANTI DOPING POLICY**

28.1 The Society's Anti Doping Policy has been compiled in accordance with The World Anti-Doping Code ([Wada's WebPages](#) and WADA Prohibited Substances and Prohibited Methods in Sport.)

28.2 The Society's Anti-doping Policy shall apply to NZCAF, each NZCAF Member, and each participant in the activities of NZCAF or any of its Members, by virtue of the participant's membership, accreditation, or participation in NZCAF, or its Members, activities or events.

28.3 Anti-Doping programs seek to preserve what is intrinsically valuable about sport. This intrinsic value is often referred to as "the spirit of sport", it is essence of Olympism; it is how we play true. The spirit of sport is the celebration of the human spirit, body and mind, and is characterized by the following values:

- Ethics, fair play and honesty

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- Health
- Excellence in performance
- Character and education
- Fun and joy
- Teamwork
- Dedication and commitment
- Respect for rules and laws
- Respect for self and other participants
- Courage
- Community and solidarity

It is a responsibility of each Member to ensure that all national level testing on the Member's athletes complies with the NZCAF Anti-Doping Rules/Policy.

NZCAF condemns the use of performance enhancing drugs and doping practices in sport because it is contrary to the ethics of sport and potentially harmful to the health of athletes.

For the purpose of this Policy a doping practice is: the taking of substances or use of methods prohibited by the World Anti-Doping Agency doping Policy as referred to on the WADA List of Doping Classes and Methods; or assisting, or being involved in a doping practice.

In our Sanctioned Events all competitors must sign the competitor's release. This document is a commitment to follow the WADA Anti-Doping rules.

The competitor cannot compete without signing this commitment.

Those found to have engaged in a doping practice are liable to sanctions by the Executive committee. The Executive committee may also fine that person or member in amount of up to \$NZCAF

When drug testing is conducted at a sanctioned event, all athletes must make themselves available for testing.

28.4 The use of banned substances (performance enhancing drugs) is prohibited and compliant with these Rules, the Society has the right to test any competitor at any time (in or out of competition) for the presence of banned substances. The Society also has the right to delegate to and/or authorise such testing by any organisation with which it has approved including the New Zealand Sport Drug Agency.



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28.5 Such testing shall be carried out in accordance with any Rules, regulations or by-laws which the Society may adopt from time to time.

28.6 The penalties for use of banned substances shall be:

28.6.1 For a first offence disqualification and two years suspension.

28.6.2 For a second offence disqualification and suspension for life.

28.6.3 In the event of the International Competitive Aerobic Federation FISAF specifying penalties in excess of those provided in these Rules, the FISAF penalties shall be automatically adopted but only after advice of the same has been forwarded to members.

28.7 The only avenue of appeal in the case of a positive test shall be to the Society at the offender's expense and such appeal shall be heard by the Executive Committee having a quorum of three (3) Executive Committee members.

28.8 At any such hearing the offender concerned shall have the right to be heard.

28.9 The Chairman of the hearing shall be the President of the Society and if there is any equality of votes the Chairman shall have the casting vote.

28.10 To provide rules for the control of performance enhancing drugs (and banned substances

## **CLAUSE 29 KAUPAPA A TAHUA / FUNDING POLICY**

29.1 The objective of this Funding policy is to give guidance to the Funding Officer and Executive Committee regarding the allocation of funding.

29.2 The competition must be a national or international event. Priority will be given to international events in the first instance.

29.3 The competition is not eligible if it has received funding from another source (no double dipping).

## **CLAUSE 30 KAUPAPA A KŌWHIRITANGA / SELECTION POLICY**

30.1 To be considered for selection to the New Zealand Team for any FISAF World Championships, athletes must be the age allowed to qualify.

30.2 There are specific rules laid down by the Society regarding eligibility when competing for selection. Rules regarding nationality and citizenship are based on the conditions laid down in the Rules.

30.3 Candidates will be financial members and citizens of New Zealand and not represented another country, in the FISAF World Championships, in the previous three years.

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- 30.4 All athletes who wish to be considered for selection will be subject to confirmation of fitness.
- 30.5 One discretionary place may be granted in each team - male and female for athletes where up to two non-travelling reserves may also be named.
- 30.6 The final composition of the team will be announced no later than 90 days prior to the world championships.
- 30.7 Athletes wishing to compete in higher age categories must inform the Selectors of their intentions. Athletes wishing to compete in a higher age category may lose any selection gained in their appropriate age category if they do not accept this selection before the due date. At the selectors discretion, athletes maybe promoted to a higher age category if they meet the appropriate performance criteria for that category.
- 30.8 A major selection consideration will be the selection of a team of world class standard and therefore not all positions may be filled.
- 30.9 Dispensation - During National Selection Event(s): Where injury, illness, mechanical factors, misadventure or other relevant factors have prevented completion of National Selection Events an athlete may apply for a Dispensation on their Dispensation Nomination Form. All evidence to support such a Dispensation nomination must be included and forwarded to the Selection Panel, within 5 working days of the selection competition.
- 30.10 Selectors have the right to require an athlete to submit to a fitness test and/or medical examination solely to determine an athlete's readiness to perform at the FISAF World Championships.
- 30.11 If a selected member should withdraw and or is declared unfit to continue as a member the Selection Committee will replace this member with the first reserve athlete (if appropriate).
- 30.12 If a selected member is determined to be injured or ill subsequent to selection, their continued status as a member will be re-assessed by the Selection Panel in consultation with medical personnel or nominated representative.
- 30.13 The members may be required to attend a pre-championships camp at a venue in New Zealand preceding departure for events overseas.
- 30.14 It is anticipated that the Society will appoint a coach, judge manager for the Representative teams travelling to the World Championships.
- 30.15 Unless the Society attains funding to send a team to the FISAF World Championship, members will be required to fund their own travel and accommodation expenses.
- 30.16 If funded, then compulsory bookings are required through the official NZCAF travel agent.

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- 30.17 If self funded, athletes are expected to use the designated travel agent in order to enable team management and arrangements, but may apply to use alternative arrangements in exceptional cases. All members will be required to sign an Athlete Agreement within 14 days of the announcement of the team.
- 30.18 Any selected member of the team not willing to sign the agreement, which meets the minimum requirements laid down by the Society, will be replaced.
- 30.19 The provisional team will be announced at the Qualifying competition.
- 30.20 Any member who has satisfied the eligibility criteria and who has lodged a Registration Form as per the requirements of this Policy and considered for selection by the Selection Panel may appeal against their non-selection.
- 30.21 Any appeal against non-selection must be in writing and clearly outline the basis for the appeal. Appeals must be lodged with the Head Judge.