

Rules of the Christchurch Tramping Club

(Incorporated)

April 2023

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1. Name

The name of the club shall be "Christchurch Tramping Club (Incorporated)".

2. Registered Office

The registered office of the Club shall be at such place as the Committee shall from time to time determine. Due notice of every change of the place of the registered office shall be given to the Registrar of Incorporated Societies.

3. Interpretation

In these rules, unless a contrary intention appears:

"Act" means the Incorporated Societies Act 1908 and subsequent amendments;

"Club" means the "Christchurch Tramping Club (Incorporated)";

"Committee" means the Committee for the time being appointed under rule 14;

"Year" means the financial year of the Club as defined in rule 16.

Words importing the singular member shall include the plural member and vice versa. The decision of the Committee on the interpretation of the Rules or on any matter or thing pertaining to the property or interests of the Club shall be conclusive and binding on all members until revoked at a General Meeting.

4. Objectives

The Club is established:

- (a) to arrange tramping and other trips and camps during weekends, holiday periods and other suitable times for the benefit of members;
- (b) to foster and develop a love and appreciation of the outdoors and to create an interest in the protection of the flora and fauna of the country;
- (c) to arrange a number of social functions during the year for the benefit of the members;
- (d) to acquire real and personal property for the benefit of the Club and properly dispose of property no longer required by the Club;
- (e) to act in co-operation with the Government of New Zealand or any other club, committee, society or institution for the promotion of tramping facilities in New Zealand and to affiliate with other kindred organisations.

5. Membership

There shall be four classes of membership:

- (a) Ordinary Membership;
- (b) Junior Membership;
- (c) Associate Membership;
- (d) Life Membership.

6. Ordinary Membership

- (a) Ordinary members shall be eighteen (18) years of age or over.
- (b) Application for membership shall be made on the Club's official Nomination Form after the applicant has done a minimum of three days tramping on at least two Club trips.
- (c) Candidates shall be nominated by a financial Club member and seconded by one other financial Club member.
- (d) The completed Nomination Form shall be considered by the Committee at its next meeting. If approved by not less than two thirds of those present and voting the applicant shall be elected to Ordinary membership. Such approval can be subject to any conditions that the Committee may deem fit.
- (e) The newly appointed member will receive written advice of their membership together with all necessary information including a copy of the Club Rules and Regulations. In the event of an application being declined the unsuccessful applicant will be advised of the Committee's decision with an explanation.
- (f) Membership of the Club shall take effect from the date of Committee approval subject to the current subscription being paid within one month of that date.
- (g) Couples with the same address shall have a reduced subscription rate as determined by the committee. The couple shall receive one FMC Bulletin/Newsletter to this address.

7. Junior Membership

- (a) Junior members of more than ten (10) years and less than eighteen (18) years of age may be admitted at the discretion of the Committee. The nomination must be approved by the guardian of the applicant. Any participants under the age of 16 must be accompanied by a guardian on club trips.
- (b) Membership shall be granted in the same way as outlined in Rule 6 (b)-(f) for Ordinary membership.
- (c) Upon reaching the age of eighteen (18) a Junior member will become an Ordinary member.

8. Associate Membership

- (a) Ordinary and Junior members who retire from active tramping and who wish to retain an interest in the Club may apply to the Committee for a transfer to Associate membership.
- (b) Transfer is conditional on having been an Ordinary or Junior member for at least three years or a lesser period at the discretion of the Committee.
- (c) Associate members at General Meetings are not entitled to vote except on resolutions that affect their membership rights.
- (d) Associate members shall not be eligible for election to the Committee but this shall not preclude their election or appointment to any sub-committee.
- (e) Any Associate member who participates in more than three Club tramping trips during the year shall be classified as an Ordinary (or Junior) member and becomes liable for the Ordinary (or Junior) member subscription.

9. Life Membership

- (a) Any Ordinary or Associate member, on the basis of rendering exceptional service to the Club or to the furtherance of its objectives, may be elected as a Life Member at any General Meeting.
- (b) A two thirds majority of those present and voting shall be necessary for such an election.
- (c) A Life member shall enjoy all the rights and privileges of an Ordinary member.
- (d) A Life member shall be waived the subscription fee.
- (e) A Life member's spouse/partner, if a Club member, shall also be waived the subscription fee.
- (f) When a Life member ceases to be a Club member, continued waiving of the subscription fee in Rule 9(e) shall be at the discretion of the Committee.
- (g) There shall be no more than ten Life members at any one time.

10. Resignation

- (a) Any member may resign from the Club by giving written notice to the Committee.
- (b) Such notice shall not be accepted until any arrears of subscriptions or other monies owed to the Club are paid.

11. Expulsions

- (a) Should the Committee consider that the conduct of a member is injurious to the character of the Club and if not less than two thirds of the whole Committee are satisfied that this is the case, after an opportunity of defence has been afforded to the member, then the Committee shall request the member to resign within fourteen days.
- (b) In the event of the member not resigning, then the Committee shall submit the question of the member's expulsion to a Special General Meeting of the Club.
- (c) At the Special General Meeting, the member, whose expulsion is under consideration, shall be afforded the opportunity to offer an explanation, either written or verbal, of their conduct. If, after hearing the explanation, not less than two thirds of the members present and voting, vote for the expulsion, then the member shall immediately cease to be a member. Voting shall be held by secret ballot and the Chairperson shall not have a casting vote.

12. Annual Subscription

- (a) The annual subscription and any late payment surcharge payable by members of the Club shall be decided upon from time to time by the members at any General Meeting.
- (b) All annual subscriptions are to be paid in advance and shall be due and payable on 1 May each year.
- (c) Newly appointed members after 30 November are only required to pay half the annual subscription for that year.
- (d) If any member fails to pay the annual subscription within one calendar month of the due date then they shall be sent a reminder notice. If the subscription remains unpaid after one calendar month of the reminder notice then the defaulter shall cease to be a member of the Club.

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- (e) Any member whose membership ceases under Rule 12(d) can be re-admitted at the discretion of the Committee upon receiving a satisfactory explanation and upon payment of all arrears of the subscription for the current annual subscription year or other monies owed.
- (f) Any prospective member joining within 2 months prior to the start of the new membership year shall be required to pay a full year's membership, which will be carried over to the new membership year.

13. Other Charges

The Club may make at its discretion any charge it deems as reasonable to any Member or Non-Member for the use of Club property or privileges.

14. Committee

- (a) The management of the Club and its property shall be vested in a Committee which comprises the following named officers:

President

Vice President

Secretary

Treasurer

Editor

Club Captain

Trip Organiser

Hut Convenor

Gear Custodian

Social Convenor

IT Convenor

Membership Officer

Youth Programme Coordinator (ex officio)

and a maximum of five other members (not including the Immediate Past President).

- (b) The Committee shall be elected from financial members, other than Associate members, at each Annual General Meeting. Committee members shall be nominated by any financial member of the Club and be seconded by any other financial member of the Club. Members not present at the Annual General Meeting cannot be elected to the Committee unless they have previously signified their willingness to accept nomination.
- (c) The Committee shall have the power to fill any vacancy for the remainder of the term of the Committee.
- (d) The Committee shall meet at least six times a year. Committee members shall be summoned in such a manner and upon such notice as the Committee shall from time to time determine.
- (e) The quorum for all Committee meetings shall be six, of which at least two shall be named officers listed in Rule 14(a). The Chairperson shall have both a deliberative (i.e. normal) and a casting vote.

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- (f) At its first meeting after the Annual General Meeting the Committee shall appoint from its members any additional Club officers it deems fit. Additionally, the Committee can appoint club members not on the Committee for any other necessary roles, i.e. email moderator.
- (g) Committee members shall not hold more than two offices at the same time. For the purposes of this rule, membership of any Sub-Committee does not constitute an office.
- (h) No officers shall hold the same office for more than four consecutive years, but shall be eligible for re-election after standing down for two years.
- (i) Should an officer be absent from three consecutive meetings without reasonable cause then they shall, at the discretion of the Committee, cease to hold office.
- (j) The Committee may at its discretion cancel, abandon or amend any trip or social function as circumstances warrant. This does not limit the power of the Club Captain or a Trip Leader to cancel, abandon or amend a trip as weather or other circumstances warrant.
- (k) The Committee shall have the power to enforce the Club Rules and deal with any matter which may arise from time to time concerning the Club's activities.
- (l) The Committee shall have the power to alter, amend or rescind, as it deems necessary, the Regulations as listed in Appendix A. Any changes will be notified to the Club's membership. Any such changes can be revoked or amended by a majority of the members present and voting at a General Meeting.
- (m) The business conducted at each Committee meeting must include a review of all Club income and expenditure since the last meeting. All expenditures must be approved by an ordinary resolution.
- (n) Any financial member of the Club may attend official Committee meetings and be afforded speaking rights. The Committee may exclude non-Committee members for the purposes of discussing any particular business matter.
- (o) During the year succeeding their term of office as President, each retiring President shall hold office as Immediate Past President of the Club ex-officio, and without voting rights.
- (p) The Youth Programme Coordinator (ex officio) does not hold voting rights.

15. General Meetings

- (a) There shall be two types of General Meetings:
 - (i) Annual General Meeting and
 - (ii) Special General Meeting.
- (b) An Annual General Meeting shall be held within three months of the close of each financial year. The date is to be determined by the Committee.
- (c) The following business shall be transacted at each Annual General Meeting:
 - (i) Confirmation of minutes from the previous Annual General Meeting
 - (ii) Matters arising from the minutes
 - (iii) Receipt and consideration of the annual report and financial statements
 - (iv) Election of Committee members listed in Rules 14(a) and 15(o).
 - (v) Consideration of notified motions
 - (vi) Consideration of any other appropriate business.

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- (d) Notices of motions shall be given to the Secretary in writing in time to be included with the notice of the meeting as specified in 15(g).
- (e) The Committee may, at any time, summon a Special General Meeting for any specific purpose.
- (f) The Committee shall summon a Special General Meeting within twenty-one days upon the requisition in writing to the Committee of at least fifteen financial members for any specific purpose. The requisition shall set out in the form of resolutions the business proposed to be discussed.
- (g) The Secretary shall, at least ten days before any General Meeting, send to each member at their home or email address in the Club's membership register, notice of the date, time, location and proposed business of such meeting.
- (h) The business to be discussed at a Special General Meeting is limited to that stated in the requisition and notice of such meeting. Nothing in this Rule shall prohibit the amendment of any proposal by the Special General Meeting.
- (i) All General Meetings will be chaired by the President or failing them a Vice-President or failing them some other financial member elected by the meeting.
- (j) The quorum for a General Meeting shall be fifteen financial members present in person. If a quorum is not present within thirty minutes of the time set down for the commencement of the meeting, no business shall be transacted and the meeting adjourned for not more than twenty eight days.
- (k) Ten days' notice of the adjourned meeting shall be sent to all members. At the adjourned meeting whatever number of financial members are present at the expiry of thirty minutes from the specified commencement time shall constitute a quorum.
- (l) Voting shall be by voice or, if any member present so desires, by a show of hands or a poll by secret ballot.
- (m) Each financial member shall have one vote and in the case of equality the Chairperson shall have a second or casting vote.
- (n) A newly elected President or Secretary may request that the outgoing incumbent retain the chair for the remainder of the meeting.
- (o) A Club Patron, who shall be a member of the Committee ex officio and without voting rights, may be appointed each year at the Annual General Meeting.
- (p) General Meetings shall be conducted in accordance with the procedures in Appendix B.

16. Annual Accounts

- (a) The financial year of the Club shall end on 31 January (balance date) each year or on a date as determined by the Committee.
- (b) Financial statements, comprising a Statement of Receipts and Payments and a Balance Sheet and any others required by the Act, shall be prepared as at the balance date each year.
- (c) Once the financial statements have been approved by the members of the Club at a General Meeting a copy shall be sent to the Registrar of Incorporated Societies in accordance with the Act.
- (d) At the discretion of the Committee, the financial statements and accounts may be reviewed or audited. The method of such review or audit shall be at the discretion of the committee.

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- (e) The Annual General Meeting of the Club may direct a review or audit of the Club accounts when considering the financial statements. Nothing in this Rule shall prohibit a proposal to review or audit the Club accounts from being considered at a Special General Meeting.

17. Common Seal

- (a) A Common Seal shall be kept in the custody of the secretary.
- (b) The Seal shall only be affixed to documents at a meeting of the Committee or in pursuance of a resolution thereof.
- (c) Affixing of the Seal shall always be attested by at least three members of the Committee.

18. Borrowing Powers

- (a) The Club shall have the power to borrow, upon security of any real or personal property which it may hold, from time to time such monies as may be required for the following purposes:
 - (i) carrying on the activities of the Club or
 - (ii) providing increased facilities or services to or for its members or
 - (iii) the support of any person or organisation which may achieve the like purposes.
- (b) The Club may give and execute all mortgages, pledges or securities on such terms as may be necessary.
- (c) The Committee, upon approval of not less than two thirds of the whole Committee, shall have the power to borrow money, whether secured or unsecured, up to a maximum of twenty five percent of the value of the net assets of the Club as per the last audited financial statements.
- (d) Borrowings, whether secured or unsecured, in excess of the limit in Rule 18(c) shall be approved by a majority of members present and voting at any General Meeting.

19. Club Property

- (a) The Club shall have the power to purchase, lease, hire or otherwise acquire, any real or personal property which the Committee thinks suitable for the furtherance of its objects. Club property shall be adequately protected and insured.
- (b) No person or organisation shall take possession of or use any Club property except by authority of the Committee or its authorised agent.
- (c) Members shall be liable to pay the full cost of replacing or repairing any Club property lost, damaged or destroyed whilst used by them or under their responsibility.
- (d) The Club shall not be liable for any personal injury or damage to or loss of private property on any Club premises.

20. Affiliation

- (a) The Club may affiliate with any organisation or body whose objects and purposes are similar to, or ancillary to, those of the Club or which is likely to enable the Club to better or further its objects.
- (b) Any such affiliation shall be approved by a majority of not less than two thirds of the members present and voting at a General Meeting.

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- (c) The Committee shall oversee the affiliation and may spend Club money to a level it shall deem reasonable for the support of the body or organisation with which it shall become affiliated.
- (d) The Committee may grant such privileges, including the use of Club property, as it thinks fit in support of an authorised affiliation.

21. Alterations to Rules

- (a) These Rules shall only be altered, amended or rescinded by a resolution passed by not less than three quarters of the members present and voting in any General Meeting.
- (b) Notice of the meeting shall be in accordance with Rule 15(g) and specify the proposed alteration, amendment or rescission. Nothing in this Rule shall prohibit the amendment of any proposal by the General Meeting.
- (c) Any alteration, amendment or rescission of these rules shall be notified to the Registrar of Incorporated Societies in accordance with the Act.
- (d) Any alteration, amendment or recession of the Rules affecting the objects, the personal benefit or liquidation of the Club shall require approval of the New Zealand Inland Revenue. The provisions and effects of this Rule shall not be removed from this document and shall be included and implied into any document replacing this document.

22. Club Funds

- (a) All monies not immediately required shall be placed to the credit of the Club's bank account. The Treasurer shall ensure that this occurs on a timely basis.
- (b) Any monies in excess of short-term requirements shall be invested by the Committee in a manner authorised by law for the investment of trust funds in New Zealand.
- (c) All cheques and withdrawals shall be signed by any two of the following Club officials:
 - (i) Treasurer
 - (ii) Secretary
 - (iii) President
 - (iv) Club Captain
- (d) Any special funds which may be established from time to time shall be kept in separate accounts and not be available for general expenditure.
- (e) No member of the Club or any person associated with a member shall participate in or materially influence any decision made by the Club in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open-market value). The provisions and effects of this Rule shall not be removed from this document and shall be included in and implied into any document replacing this document.

23. Liquidation

- (a) The Club may be put into liquidation upon the passing of a resolution appointing a liquidator. This resolution must be passed by a simple majority of the members present and voting at any

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General Meeting. The resolution must be confirmed by a simple majority of those present and voting, at a subsequent General Meeting called for that purpose.

- (b) The second meeting shall be held not earlier than thirty days after the date on which the resolution to be confirmed was passed.
- (c) The disposal of surplus assets after paying all costs, debts and liabilities shall be in accordance with the provisions of a resolution passed by a simple majority of the members present and voting at a General Meeting. The disposal of any surplus assets shall not be made to the members of the Club but shall be made to another organisation or body within New Zealand having objects similar to those of the Club.
- (d) Liquidation shall be subject to the Act and any regulations made under it and Part XVI of the Companies Act 1993.

24. Indemnity

All members of the Committee are indemnified by the Club from all losses and expenditure incurred by them in or about the discharge of their lawful duties, except such losses or expenses incurred by their wilful default or negligence.

Appendix A: Regulations of the Christchurch Tramping Club (Inc.)

These regulations cover Club administration and the running of Trips.

(Note: Appendix A does not form part of the Club's registered rules. Any changes to these regulations will be publicised in the monthly newsletter).

1 Duties of Officers

The responsibilities of the officers listed below shall be to:

(a) President

- Preside at all general and committee meetings, when present, and to foster the harmonious running of the Club.
- Assist with preparation of the agenda for each committee and general meeting in conjunction with the Secretary.
- Be familiar with the procedures for meetings and apply them where necessary.

(b) Vice President

- Deputise for the President in his/her absence.
- Assist the President and Club Captain in the day-to-day running of Club activities.
- Assist with welcoming guests.
- Report to the President and/or Committee, matters raised by members.

(c) Club Captain

- Encourage the good conduct of all members on Club trips.
- See that trips are carried out to schedule or as near as circumstances allow.
- Be responsible for carrying out the Club's rules and regulations as regards the organisation and running of its outdoor activities.
- Cancel or alter Club trips when weather, the safety of members or other circumstances makes this advisable. This does not limit the power of the appointed Trip Leader to make the same decision prior to or during the trip.
- Facilitate the announcements and reports at weekly Club meetings.

(d) Secretary

- Carry out the secretarial duties of the Club as directed by the Committee and according to these rules and regulations.
- Attend to general correspondence (trip permissions excluded).
- Clear the mailbox frequently.
- Prepare the agenda for each committee and general meeting in conjunction with the President.
- Keep a proper record of proceedings of all general and committee meetings.
- Supply Committee members with minutes of the previous meeting and notice of the next meeting at least seven days in advance.
- Prepare and arrange circulation to members of the annual report and accounts.
- Arrange for annual financial statements and any modifications to the Rules, after approval by the members, to be sent to the Registrar of Incorporated Societies.

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(e) Treasurer

- Be responsible for the collection of monies owing to the Club and for making payments owed by the Club. Collection of monies may be delegated to the relevant officer who shall then be responsible to the Treasurer.
- Keep proper books of account and keep them up to date.
- Provide each committee meeting with a list of receipts and payments due since the last meeting. Accounts for payment shall not be paid until approved by the Committee unless the Committee has directed otherwise.
- Prepare an annual budget of income and expenditure for the approval of the Committee and report quarterly to the Committee on this budget.
- Prepare the annual accounts at the end of the financial year within one month of the close of the financial year.
- Provide the annual accounts to the Secretary for circulation with the annual report.
- Arrange the necessary insurance for Club property, public liability and any other insurance the Committee decides upon.
- Generally carry out the wishes of the Committee on financial matters in compliance with the Club's rules and regulations.

(f) Editor

- Publish and distribute the Club's monthly newsletter "The Christchurch Trumper"
- Prepare any other publications required by the Committee unless the Committee appoints another person to this work.

(g) Trip Organiser

- Be responsible for the organisation and dissemination of overnight and day trip programmes.
- Maintain a record of trips and number of trampers for statistical purposes.
- Prepare trip statistics for the Secretary for circulation with the annual report.

(h) Access Officer

- Maintain records of trips which require permission from private landowners or leaseholders.
- Contact landholders in good time to obtain permission.
- Inform the Trip Leader whether permission has been granted or not, and any restrictions.
- Report any refusals of permission or other access problems to the Trip Organiser and Committee.

(i) Club Archivist

- Obtain and store past Club records, no longer required for current Club administration.
- Safeguard these records and make them reasonably available to Club members for the purposes of information, research and historical interest.
- Arrange storage, subject to Committee approval, in suitable public archives of all or part of the Club records, where appropriate.

(j) Gear Custodian

- Provide storage for all the Club's tramping, camping and climbing gear and to ensure that it is maintained in good condition subject to normal wear and tear.
- Make available equipment required for Club trips and, at the Custodian's discretion, for use by individual members.
- Keep a list of all equipment and make recommendations to the Committee for replacement or new purchases as required.

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- Record the issue and return of all equipment and collect payment for its use as set by the Committee (plus any charges for lost or damaged gear) on behalf of the Treasurer.

(k) Social Convenor

- Organise an entertainment programme for Club nights and arrange suitable speakers.
- Arrange for votes of thanks.
- Provide a gift for speakers who are not Club members as determined by the Committee.
- Arrange other social events from time to time.
- Ensure that a projector, screen, video equipment and/or other presentation equipment is available in working order as required by speakers.
- Be responsible for all equipment used at Club nights.
- Arrange a photographic competition for the Roy Evans Memorial Trophy annually or bi-annually.

(l) Assistant Social Convenor

- Arrange seating and organise supper for Club nights.

(m) Hut Convenor

- Select members for the hut sub-committee.
- Chair the hut sub-committee which is to meet at least quarterly. The sub-committee is to comprise the convenor and a minimum of three others. One of the sub-committee is to be appointed the hut booking officer.
- Obtain and maintain supplies of fuel and other materials required for operation of the Club hut.
- Make recommendations to the main Committee on any matters related to the maintenance, management and occupation of the hut. Expenditure is to be approved by the main Committee except that emergency expenditure may be approved by the President and Treasurer jointly.
- Ensure that the requirements of the Building Act, Resource Management Act, Health and Safety in Employment Act and other relevant legislation are complied with insofar as is possible with respect to the hut.
- Liaise with the Arthurs Pass Association (Inc.).

(n) Prospective Member Hosts (a minimum of two, preferably one male and one female)

- Welcome prospective members and provide them with information about the Club and suitable trips and assist with their integration into the Club.
- Maintain lists of prospective members and mail introductory information to them.
- Prepare addressed envelopes for dispatch of the Club newsletter to prospective members.
- Provide prospective members with membership application forms.
- Present new member applications to committee.
- Notify applicants for Club membership of the Committee's decision. Send a copy of the Rules and Regulations and a subscription notice to successful applicants.
- Liaise with the Club Captain regarding any problems experienced by and with prospective members and, if necessary, report these to the Committee.
- Ensure that at least one of the hosts attends each Club meeting promptly at its advertised start time, to be available to prospective members.

(o) Training Officer

- Arrange training programmes to improve the competence of members in tramping and other mountain recreation skills.
- Arrange training programmes to improve the leadership skills of suitable members.

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- Liaise with other organisations providing training in mountain recreation and safety skills and to ensure that members are informed of their courses.
- Arrange attendance at such courses by suitable members where appropriate.
- Liaise with the Club Captain, Trip Organiser and Social Convenor on including training programmes in the general Club programme.

(p) Conservation Officer

- Investigate conservation issues which may affect the Club's interests or the quality of the natural environment or landscape of the land the Club uses.
- Liaise with kindred conservation and recreational organisations including the Department of Conservation (DOC) on such issues.
- Report to the Committee on such issues and recommend courses of action.
- Write letters/submissions on issues where appropriate.
- Arrange Club representation at DOC recreational user meetings and other meetings where appropriate.
- Arrange Club personnel for DOC work parties where appropriate. This may require liaison with the Club Captain and Trip Organiser.

(q) FMC Liaison Officer

- Study information supplied by FMC and report to the committee on matters that affect the Club with recommended courses of action.
- Maintain contact with FMC personnel at regional level and, as far as possible, at national level.
- Supply FMC with details of Club membership and reply to other requests for information.
- Arrange attendance at FMC Annual General Meetings and other meetings and seminars where appropriate.
- Contact FMC on matters that affect the Club which the committee considers should be handled by the Federation.

(r) IT Convenor

- Select members for the IT sub-committee.
- Chair the IT sub-committee which is to meet at least quarterly. The sub-committee is to comprise the IT Convenor and a minimum of two others.
- Maintain the Club's IT environment.
- Make recommendations to the main Committee on any matters related to the IT infrastructure of the Club. Expenditure is to be approved by the main Committee.

(s) Membership Officer

- Be responsible for presenting new and returning (lapsed) members applications to the Committee for approval.
- Maintain the club membership database.
- Ensure paid up financial members receive their FMC cards.

(t) Youth Programme Co-ordinator

- Administer and co-ordinate the Brian Dougan Youth Programme.
- Organise and support volunteers for the Youth Programme.
- Ensure Youth Programme compliance with all regulatory, legal and safety obligations.
- Report to the Committee on Youth Programme activities.
- Apply for and administer funding to support the Youth Programme as required, with committee approval for required spending.

2 Tramping Trips

- (a) Trips shall be arranged in accordance with the Club Rules. Dates, times, and places are to be advertised in either
 - (i) In the monthly Newsletter and on the club website, access organised via the club Access Officer.
 - (ii) Via the club members email system and on the club website, access to be organised by the Trip Leader.
- (b) If the weather or other circumstances prevent a trip from being held as scheduled, the trip will be changed, postponed or cancelled.
- (c) Anyone intending to go on a Club trip should put their name on the appropriate trip list by the advertised closing date. Late entries may be accepted at the discretion of the Trip Leader.
- (d) The trip leader shall have the right to refuse any person on safety, fitness, logistical, or any other reasonable grounds. The refused member will have an opportunity to discuss the situation with the Club President.
- (e) Anyone intending to participate in trips involving prepayment shall pay a deposit.
- (f) Anyone participating in Club trips shall pay their proportion of the cost of such trips as designated by the current trip cost calculated on the rear of the trip list. All fees for Department of Conservation and private facilities (e.g. hut fees) shall be paid by persons on Club trips.
- (g) Any person whose name appears on the trip list as at 10.00 p.m. on the closing date for any trip may, at the Committee's discretion, be liable for their share of the cost of the trip.
- (h) Anyone travelling independently, shall do so at his or her own expense.
- (i) Members are free to arrange private trips amongst themselves and may hire Club equipment at current rates, subject to the gear custodian's discretion.
- (j) Visitors and prospective members participate in official trips on the understanding that they comply with the Rules and Regulations of the Club.
- (k) All trip participants are responsible for their safety and the safety of all party members.

3 Conduct of all trips

- (a) In all excursions conducted by the Club, all persons will be expected to obey the directions of the Leader appointed for the excursion and their direction on any matter is final.
- (b) Members may invite non-member guests only with prior permission from the Leader. Any guests will be bound by the rules of the club. Any non-member who does not have prior permission may be excluded from the trip by the Leader.
- (c) Breaking away from the main party without the prior permission of the Leader is strictly forbidden. This rule may help to avoid waste of time and worry searching for absent party members who may be presumed lost.
- (d) Firearms and animals are not permitted on trips without the prior permission of the Committee. Anyone arriving on a trip with either an animal or firearm without the prior permission of the Committee shall not be permitted to start on the trip.
- (e) Individuals, not the Club, are held responsible for all breakages or damage.
- (f) Damage and loss of Club equipment should be reported to the Gear Custodian as soon as is practical.

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- (g) Any Club gear assigned to a person on a Club trip (e.g. part of a tent) is their responsibility until returned to either the Trip Leader or the Gear Custodian.
- (h) Trip participants are asked to preserve the good name of the Club in every way possible. They are particularly requested to respect the property and privacy of local residents and landowners. Gates should be left as found. Climb through a fence, not over it. All trip participants must observe the Minimum Impact Code.
- (i) Trip participants must carry any specialised personal equipment (helmet, ice axe, crampons etc.) specified by the Leader prior to the closing date. Any participant who does not have such equipment may be excluded from the trip by the Leader
- (j) On all trips all persons must carry enough gear and food (including water) to complete the trip safely. If not sure what is required, consult the Trip Leader.
- (k) Each member shall equip themselves with a small first aid kit and carry it on all trips. A whistle is also recommended.
- (l) Alcoholic beverages may only be carried on Club trips at the discretion of the Committee.
- (m) Illegal substances are not permitted on Club trips.
- (n) The responsibilities of the Trip Leader are described in the Leadership Guidelines as set by the Committee.

Appendix B: Procedures for General Meetings

1 Chairperson

- (a) The chairperson shall preside over the meeting and adhere to the following:
 - deal justly and courteously with everyone
 - ensure that the majority rules
 - ensure everyone has a fair hearing
 - facilitate the will of the meeting, not obstruct it
 - maintain order
- (b) The chairperson shall be heard without interruption.
- (c) At any time during the meeting any member may, at the request of the chairperson or any acting chairperson, take the chair temporarily as acting chairperson.
- (d) Someone wishing to speak must do so through the chair.
- (e) When two or more members desire to speak, the chairperson shall call upon the person who, in the chairperson's opinion, first indicated a desire to speak.
- (f) Only one matter at a time shall be debated.
- (g) The chairperson may exercise a discretion at any time during the meeting to impose a time limit on speakers, whether generally or on the speakers to any particular business.
- (h) The chairperson has the right to expel any person from the meeting whose behaviour the chairperson considers to be disruptive. Failure to acknowledge the chair is reason enough for expelling a person from the meeting.
- (i) The chairperson shall vacate the chair when they wish to participate in the debate once a motion has been introduced.

2 Motions

- (a) A motion should commence with “That.....”, express a proposed decision in a formal manner and be in the affirmative rather than negative.
- (b) A motion requires a mover and a seconder and must be accepted by the chairperson before any debate takes place.
- (c) Once moved, seconded and accepted by the chairperson a motion becomes “the property” of the meeting subject to the control of the chairperson.
- (d) The mover of a motion is entitled to speak first in the debate.
- (e) The seconder of the motion is entitled to speak immediately after the mover or to reserve the right to speak later in the debate.
- (f) A motion may be amended by following steps (a)-(e), but an amendment cannot itself be amended. If the amendment is passed, debate resumes on the motion as amended.
- (g) The mover of a motion is entitled to a right of reply before the motion is put to the vote.
- (h) Unless otherwise stated motions shall be passed if a majority of those present and entitled to vote and voting support the motion. The chairperson shall declare the result of the vote.
- (i) A matter which has been resolved (i.e. by a resolution) by the meeting may be rescinded or recommitted by a majority vote of the meeting.

3 Procedural Motions*

- (a) Debate on any particular matter may be interrupted by the proposal of a procedural motion.
- (b) A procedural motion may not be amended and must be seconded.
- (c) The procedural motions allowed are:
 - (i) that the matter/motion be now settled
 - (ii) that the meeting proceed to the next business
 - (iii) that the matter/meeting be adjourned
 - (iv) that the matter/motion be referred to a sub-committee
 - (v) that the speaker be no longer heard

* Notes on the use of procedural motions

3c (i) is used where it is felt that the debate has drifted from the point or gone on too long.

3c (ii) is used where a matter needs more discussion and the feeling of the meeting is not to decide upon it just yet.

3c (iii) is used to allow the meeting to be adjourned to continue unfinished business or if a meeting has got too heated and a cooling off period is required or order needs to be restored. Note that no new business can be discussed at an adjourned meeting unless proper notice has been given.

3c (v) is used where it is felt that a speaker is unduly dominating a meeting or debate and/or is not addressing the topic under discussion.

3c (vi) is used where it is felt that a ruling the chairperson has made does not reflect the feeling or will of the meeting. It gives the meeting an opportunity to alter a ruling which the chairperson must then accept.

3c (vii) allows the meeting to be conducted in a different manner (e.g. a brainstorming session) for a specific period.

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With any of these motions, once seconded, the chairperson has the discretion whether or not to accept it.

(vi) that the chairperson's ruling be disagreed with

Once seconded, the chairperson must vacate the chair immediately but has the right of reply. A new ruling may be passed by the meeting. The chairperson then resumes the chair and accepts the ruling of the meeting.

(vii) that the procedures (or a procedure) be suspended

A time limit must be put on the discussion time. The motion must be passed by a majority of two thirds of those present and voting.

4 General

- (a) The chairperson shall ensure that a quorum is present while business is being transacted.
- (b) The chairperson has the right to refuse business or a motion that is in breach of the Rules or contrary to law.
- (c) Any motion, question or order of procedure not provided for or not fully provided for in these Procedures shall be determined by a ruling by the chairperson.
- (d) The chairperson shall decide in what order matters are dealt with.

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