

Christchurch Tramping Club Incorporated

Bylaws

These bylaws cover Club administration and the running of Trips. They do not form part of the Club Constitution. Any changes to these bylaws will be publicised in the monthly newsletter.

1 Committee

The management of the Club and its property shall be vested in a Committee which comprises up to nine elected officers:

- President
- Vice President
- Club Captain
- Secretary
- Treasurer
- Hut Convenor
- Communications & Engagement Officer
- IT Convenor
- Membership Officer

The following appointed officers, if their appointments are made, will be members of the committee ex-officio and without voting rights:

- Club Patron (ex officio); and
 - Youth Programme Coordinator (ex officio)
- (a) Committee members shall not hold more than two offices at the same time. For the purposes of this bylaw, membership of any Sub-Committee does not constitute an office.
 - (b) Should an officer be absent from three consecutive meetings without having an apology formally made to the committee and accepted by the committee or, without reasonable cause, for having made an apology, then they shall, at the discretion of the Committee, cease to hold office.
 - (c) 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.
 - (d) 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.
 - (e) 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.
 - (f) 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.

- (g) The Youth Programme Coordinator, who shall be a member of the Committee ex officio and without voting rights, may be appointed by the Committee and have their re-appointment confirmed each year at the Annual General Meeting.”
- (h) The Club Patron, who shall be a member of the Committee ex officio and without voting rights, may be appointed by the Committee and have their re-appointment confirmed each year at the Annual General Meeting.

2 Responsibilities of Committee 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 Constitution and Bylaws 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.
- Endorse members of the Trips sub-committee.
- Chair the Trips sub-committee.

(d) Secretary

- Carry out the secretarial duties of the Club as directed by the Committee and according to the Club Constitution and Bylaws.
- 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 five working 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 Constitution, after approval by the members, to be sent to the Registrar of Incorporated Societies.

(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 Constitution and Bylaws.

f) Hut Convenor

- Endorse members for the hut sub-committee.
- Chair the hut sub-committee.
- 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.) as needed.
- Maintain relevant documentation related to the Club hut, including compliance records, maintenance logs, and any required permits or approvals.

(g) Communications & Engagement Officer

- 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.
- Coordinate oversight of the club's communication channels, including email and social media.
- Chair the Communications sub-committee.

(h) IT Convenor

- Endorse members for the IT sub-committee.

- Chair the IT sub-committee.
 - 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.
- (i) Membership Officer
- Be responsible for presenting new and returning (lapsed) membership applications to the Committee for approval.
 - Maintain the club membership database.
 - Ensure paid up financial members receive their FMC cards.
 - Check the club bank account for membership payments and update these into the database.
 - Advise the Treasurer of subscription payments and assist with classification of other payments that may be unclear.
 - 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 send introductory information to them.
 - Provide prospective members with membership application forms.
 - Notify applicants for Club membership of the Committee's decision.
 - Liaise with the Club Captain regarding any problems experienced by and with prospective members and, if necessary, report these to the Committee.
 - Maintain the membership application form.
 - Report membership status to the committee.
 - Email newsletters to prospective members for three months after initial contact.
 - Email prospective members about upcoming club meetings for three months after initial contact.
 - Mail monthly newsletters to members who have paid for this service.
 - Mail quarterly FMC Backcountry magazine to members who have paid for this service.
- (j) Youth Programme Co-ordinator (ex-officio)
- 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.

3 Sub-committees

The Club shall have sub-committees as set out below.

- (a) Trips sub-committee
 - The sub-committee is to comprise the Club Captain and a minimum of four others to carry out the following duties:
 - Trip coordination
 - Access administration
 - Gear custodianship
 - Training coordination
- (b) Communications sub-committee
 - The Communications sub-committee is to comprise the Communications & Engagement Officer and a minimum of four others to carry out the following duties:
 - Supporting the Communications & Engagement Officer
 - Newsletter editing
 - Social media and marketing administration
 - FMC and conservation liaison
 - Club archives oversight
- (c) Hut sub-committee
 - The sub-committee is to comprise the Hut convenor and a minimum of three others. At least one member of the sub-committee is to be appointed the hut booking officer.
 - The sub-committee will support the Hut Convenor in carrying out duties relating to the maintenance, management and occupation of the hut.
- (d) IT sub-committee
 - The sub-committee is to comprise the IT Convenor and a minimum of two others.
 - The sub-committee will support the IT Convenor in the maintenance of the Club's IT environment and infrastructure.
- (e) Sub-committee member selection
 - The Committee is collectively responsible for co-opting any new sub-committee members.
 - The Chair of each sub-committee must endorse any new members.
 - The Chair of each sub-committee is responsible for ensuring the number of sub-committee members remains adequate to carry out all necessary duties and advising the Committee of any challenges relating to the sub-committee.
- (f) Sub-committee meetings, reporting and handover requirements
 - Each sub-committee will meet as required to fulfil their responsibilities, in person or virtually.
 - Sub-committee chairs will collate any reports for information, discussion or decision and present these to the Committee. Members of the sub-committees may present to the Committee in person, if they wish to do so.
 - When stepping down from a subcommittee role, each member is responsible for ensuring a smooth transition for their successor. Departing members will:
 - **Provide Documentation:** Organise and pass on all relevant documents, records, and notes related to your role, including any ongoing projects or commitments.
 - **Share Key Information:** Brief your successor on essential details, such as deadlines, contacts, processes, and any challenges or lessons learned during your time in the role.
 - **Offer Guidance:** Where possible, allocate time to meet with your successor to explain your responsibilities, answer questions, and provide context for their new role.

4 Life Members

There shall be no more than ten Life members at any one time.

5 Tramping Trips

Trips shall be arranged in accordance with the Club Constitution. Dates, times, and places are to be advertised in either or both:

- (i) the monthly Newsletter and on the club website, access organised via the club Access Officer; and/or
 - (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 refusal with the Club President.
 - (e) Anyone intending to participate in trips involving prepayment shall pay a deposit to the person making the prepayment.
 - (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 Constitution and Bylaws of the Club.
 - (k) All trip participants are responsible for their safety and the safety of all party members.

6 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 trip 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 Constitution and Bylaws 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 is 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 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.
- (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.
- (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 a trip participant is not sure what is required, they will 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 be carried on Club trips only at the discretion of the trip leader. Responsible alcohol consumption is permitted during club activities when legally permitted. Members are expected to drink in moderation and ensure that their behaviour remains respectful, safe, and does not negatively impact others.
- (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.

7 Financial Charges Other Than Subscriptions

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.

8 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.
- (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.