



CONSTITUTION OF WELLINGTON MASTERS ATHLETICS INCORPORATED

Amended 8th September 2004 (Rule 12)
Amended 19th September 2005 (Rule 7.6(d))
Amended 16th September 2008 (Rule 12)
Amended 28th September 2011 (Rule 12(f))
Amended 24th September 2014 (Rule 9.4)
Amended 26th September 2018 (Rule 10.6)
Amended 24th September 2020 (Rule 12(a) to (d))
Amended 28th September 2023 (Rule 14.2)
Amended 25th September 2024 (Rule 10.6)
Amended 25th September 2024 (Rule 12(f))

New Bylaw added 15th September 2009
(Out of Pocket Expenses)

The Constitution of the *[Wellington Masters Athletics Incorporated]*

1. Name

The name of the body shall be “[**The Wellington Masters Athletics Incorporated**]”.

2. Interpretation

The expressions defined in this constitution have the meanings given in this clause, unless a different meaning is clearly intended to apply.

“[**NZMA**]” means the New Zealand [**Masters Athletics**] Incorporated.

“Committee” means the Committee for the time being constituted in accordance with clause 9 of the constitution.

“Centre” means the Wellington Centre as constituted by this document, and also refers to the geographical area covered by the Wellington Centre of Athletics New Zealand.

“Athletics” means the sports of track running and field events, cross country running, road running, and race walking.

“[**Master**] Athlete” means an athlete who meets the age criteria demanded by the World Association of [**Masters**] Athletics ([**WMA**]).

3. Objectives

- 3.1 To act in the Centre as the co-ordinating and controlling body for the [**Masters Athletics**] and to represent the latter at General Meetings of the [**NZMA**].
- 3.2 To affiliate to the [**NZMA**] and to be subject to and comply with the rules of the [**NZMA**].
- 3.3 To promote within the Centre, membership of and participation in, the [**Masters**] Athletic movement.
- 3.4 To support any other Centre or any other Association, group or person whose objectives are similar to those of the Centre.
- 3.5 To encourage, develop and co-ordinate athletic competition within the Centre, and between the Centre and other Centres.
- 3.6 To take over the assets and liabilities of the unincorporated body known as the Wellington Centre of the New Zealand Association of Veteran Athletes.
- 3.7 To do all such things as are conducive or incidental to the attainment of the above objectives.

4. Powers

- 4.1 To purchase, lease or otherwise acquire and dispose of any real or personal property in any way which is conducive to carrying out the objectives of the Centre.
- 4.2 To borrow money or raise moneys by the issue of debentures or upon mortgage or otherwise with or without security.
- 4.3 To make any donation to any person, object or institution in furtherance of the objects of the Centre of [NZMA].
- 4.4 To invest any monies of the Centre upon such terms as it shall think fit.
- 4.5 To fix such levies as may be required from Centre members.
- 4.6 To ensure that events are conducted in accordance with the rules of [NZMA].

5. Centre Boundary

Any adjustment of the boundary of the Centre shall be as defined by the [NZMA].

6. Registered Office

The registered office shall be at such place or places as the Centre shall from time to time determine.

7. Membership

- 7.1 Every [**Master**] Athlete as defined in clause 2 of this constitution shall ipso facto be a member of the Centre.
- 7.2 The Centre shall verify the age of any person applying for membership of the [NZMA]. This shall be done by sighting the birth certificate of the applicant or such other evidence as may be accepted by the Committee.
- 7.3 Any member may resign by notice in writing to the Centre Secretary.
- 7.4 Any person who fails to pay the annual membership fee by the date determined by the Committee or before the end of the current financial year shall be presumed not to have been a member at all during the season for the fee payable.
- 7.5 Discipline
 - (a) The Committee shall have the right to request an explanation from any member who is considered to have acted in a manner contrary to the objectives of the [**Masters Athletics**] or in any way which could bring the [**Masters Athletics**] in disrepute. Having considered any such explanation the Committee shall have the right to recommend to the [NZMA] that the [NZMA] suspend or terminate membership of such member.

- (b) Such a [Master] Athlete shall be informed by registered letter that the recommendation has been made and that the [NZMA] will write to him or her about it before any further action on the recommendation.
- (c) The Centre shall forward all relevant information to the [NZMA] to the intent that the [NZMA] shall be sufficiently informed to make a reliable judgement, and it shall withhold no information on the matter which is in its possession. This is to be done at the earliest possible time. At the same time the Centre shall indicate to the [NZMA] whether or not it wishes to be heard at any hearing which may take place.

7.6 Life membership

- (a) Any person may be elected a Life Member of the Centre following a nomination to a General Meeting of the Committee.
- (b) Before making such nomination the Committee shall require that a written recommendation be submitted to it from a member on the merits of the [Master] Athlete concerned.
- (c) The award shall be granted upon the nominee receiving three-fourths of the votes of those eligible to vote at the General Meeting. Voting shall be by secret ballot.
- [(d) Speaking and voting rights shall be granted to Life Members at Annual General Meetings, Special General Meetings and Executive Meetings.]

7.7 Pre [Master] Membership

Pre-[Masters], that is to say, persons in the five year age group immediately below the minimum age for [Master] Athletes set by the [NZMA] shall be entitled to apply for Membership of the Centre.

8. Subscriptions

The annual membership fee shall be in addition to any fee levied by the [NZMA] and shall be confirmed by a vote of members at the Annual General Meeting. The Centre shall collect the [NZMA] levy and account to the Treasurer of the [NZMA] by such date as the [NZMA] may nominate.

9. Officers

9.1 The Officers of the Centre shall consist of:

President who shall chair the general meetings of the Centre and meetings of the committee.

A Vice-President who shall chair meetings in the absence of the President.

Secretary.

Treasurer.

9.2 The Committee

The Committee shall consist of the Officers as defined in 9.1 and members elected by the Annual General Meeting not exceeding eight in number.

9.3 Nominations

- (a) Nominations for Officers and Committee Members shall be received at the Annual General Meeting.
- (b) When two or more candidates are nominated for one office, the elections to that office shall be by secret ballot.
- (c) The Committee elected at the Annual General Meeting shall have the power to fill any position for which nominations have not been made, or becomes vacant before the next Annual General Meeting.

9.4 Honorary Officers

The Annual General Meeting shall appoint an Honorary [*Verifier*].

10. Management

- 10.1 The affairs of the Centre shall be governed by the Committee. The Committee shall have all the powers of the Centre except such as must be exercised by the Centre in General Meeting as provided by this Constitution.
- 10.2 Without limiting the powers conferred in clause 10.1 the Committee shall have the power to appoint Sub-Committees or a person or persons to organise its various activities.
- 10.3 The President shall be an ex-officio member of all Sub-Committees.
- 10.4 The Chairperson of any meeting of the Committee or any Sub-Committee shall have a casting as well as a deliberative vote.
- 10.5 The newly elected Committee shall take office at the conclusion of the Annual General Meeting and shall meet at such times as are expedient.
- 10.6 The quorum at all meetings of the Committee shall be [*four*] members whom at least two shall be either the President, Vice-President, Secretary or Treasurer.

11. Functions of the Committee

The Committee's functions shall include the following:

- (a) To implement decisions and policy arising from General Meetings.
- (b) To present an Annual Report and Balance Sheet to the Annual General Meeting.

- (c) To make recommendations to the Annual General Meeting.
- (d) If requested to do so, to adjudicate any dispute that may arise between clubs and or/[Masters] Athletes within the Centre on matters relating to [NZMA].

12. General Meetings

- [(a) Thirty days' notice of the Annual General Meeting (AGM) shall be given to members. Such notice may be given in writing or by email or declaration on the Centre website. The notice shall specify the date, time, and place of the meeting.]*
- (b) This notice shall include a call for nominations for the Executive Committee and any remits to be conducted at the AGM. Responses should be received by the Secretary 14 days before the meeting.*
- (c) Not less than 10 days prior to the AGM, all members shall be advised of the business to be conducted at the upcoming AGM including any remits and nominations for office.*
- (d) Nominations for the Executive Committee shall comprise of the Patron, President, Vice President, Secretary and Treasurer. Nominations for these officers and other Committee members may also be taken from the floor at the AGM.]*
- (e) A Special General Meeting shall be called by the Committee at the request of not less than 15 [financial] members and all [financial] members shall be given [14 days] notice of such meeting. No business shall be conducted at any Special General Meeting except that which has been specified in the notice.*
- (f) The quorum for a General Meeting shall be [eight] members, of whom at least two shall be the President, Vice-President, Secretary or Treasurer.*

13. Annual General Meeting

13.1 The Annual General Meeting shall be held not later than 31st day of October in each year.

13.2 The business of the Annual General Meeting shall include:

- (a) Quorum check.
- (b) Apologies.
- (c) Minutes of previous General Meeting.
- (d) Notice of matters not on the Agenda.
- (e) President's report.
- (f) Financial statement, balance sheet, and recommendations.
- (g) Annual Subscriptions for ensuing year.

- (h) Election of Officers.
- (i) Remits for Annual General Meeting of the [NZMA].
- (j) Matters under Item (d).
- (k) General.

14. Finance

- 14.1 All money paid to the Centre shall be lodged in a bank account or other investment approved by the Committee.
- [14.2 All payments shall be by electronic banking transfer and these payments to be authorised by two Committee members that have been authorised by the Committee to have access to the system for electronic banking transfers. More than two Committee members may be authorised to have access to the electronic banking transfer system.]*
- 14.3 The Committee may exercise all the powers of the Centre except where expressly reserved for General Meetings but in respect of decisions to borrow and make advances to further the objectives of the Centre, shall do so only pursuant to a resolution passed by not less than three-fourths of the total membership of the Committee.
- 14.4 The financial year of the Centre shall end on the 31st August.
- 14.5 No member of the [Masters Athletics] or any person associated with a member shall participate in or materially influence any decision made by the [Masters Athletics] in respect of 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 arms length transaction [being the open market value]. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

15 By-Laws

- (a) Such matters concerning the operation of the Centre as are not specifically covered by this Constitution may be subject of by-laws which may be drawn up by the Committee and approved at a General Meeting or altered or rescinded by the Committee subject to ratification at a General Meeting.
- (b) The Committee shall determine any matter not provided for in the by-laws.

16. Alteration to the Constitution

- 16.1 This Constitution shall not be altered or rescinded except by a resolution passed by three-fourths majority of the members present and voting at a General Meeting. The Secretary shall, one month before the date of the general Meeting, give notice to members of any proposed changes to the Constitution, including rescission.

- 16.2 No addition to or alteration or recession of the rules shall be approved if it affects the non-profit aims, personal benefit clause or winding up clause.

17. Winding Up

In the event of the [**Wellington Masters Athletics Incorporated**] being wound up the assets of the [**Wellington Masters Athletics**] remaining after discharging all debts and obligations of the [**Wellington Masters Athletics**] shall be passed to the [**NZMA**]. Should the [**NZMA**] have ceased to exist such assets shall be passed to the Wellington Centre of Athletics New Zealand.

18. Common Seal

The common seal of Wellington Masters Athletics must be kept in the custody of the Secretary. The common seal may be affixed to any document:

- (a) By resolution of the Committee and must be countersigned by two Committee members or by one Committee member and the Secretary.
- (b) By such other means as the Committee may resolve from time to time.

BY LAWS

1. Conduct of events

All events shall be conducted by the Centre in accordance with the rules of IAAF and those modified to meet the needs of [**Masters Athletics**] as defined by [**WMA**].

2. Animals

No contestant may be accompanied by an animal or use a wheeled vehicle in a foot race conducted by the [**Masters Athletics**].

3. Out of Pocket Expenses

That an out of pocket expenses grant of \$200 be paid to the Secretary and the Treasurer of Wellington Masters Athletics Inc. for the coming year.

This motion was moved, seconded and Carried at the 2009 AGM.