



Constitution 2012

C1 Name

The name shall be Tauranga Synchronised Swimming Club Incorporated (known as "Tauranga Synchro")

C2 Definitions

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| 2.1 | SSNZ | The governing body of synchronised swimming in NZ |
| 2.2 | FINA | The Federation Internationale de Natation, the world governing body to which SSNZ is affiliated, through Aquatics New Zealand, as the member for New Zealand |
| 2.3 | Meet | Shall be a meeting for competition purposes |
| 2.4 | Member | A person shall be deemed a member of Tauranga Synchro if they have paid all fees due |
| 2.5 | New Zealander | Any New Zealander may compete in Championships and hold titles provided they are New Zealand citizens or permanent New Zealand residents and are a financial member of SSNZ. The ability to represent New Zealand at any International Competition is subject to FINA Rules. |
| 2.6 | Committee Meeting | A meeting of the elected Officers of the Club. |
| 2.7 | Parent Meeting | A meeting of all the members of the Club – in addition to AGM. |

C3 Objectives

The aim of Tauranga Synchro shall be to promote the sport of synchronised swimming in Tauranga and ensure each swimmer can progress to the level they desire through a clearly outlined programme.

And in addition

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| 3.1 | To affiliate with SSNZ which Tauranga Synchro recognises as the governing body of the sport in New Zealand. |
| 3.2 | To provide administrative services to its members |
| 3.3 | To promote attitudes and behaviours conducive to good conduct and fair play |
| 3.4 | To ensure the uniformity of the Rules and Regulations for the governance and administration of Tauranga Synchro for its members |
| 3.5 | To adjudicate on all matters of dispute referred by a member |
| 3.6 | To undertake such actions or activities as are incidental to or conducive to the attainment of the above objects. |

C4 Powers

- 4.1 To prescribe, make and adopt such rules, regulations and resolutions and to do all such acts as may be necessary or desirable to carry out the objects or to conduct business including all lawful acts incidental or conducive to the attainments of the objects.
- 4.2 To prescribe any fees or charges to be paid by members.
- 4.3 To open and operate bank accounts.
- 4.4 To sanction any member by warning, fine, suspension, or expulsion.
- 4.5 To delegate its powers as it may, from time to time, see fit.
- 4.6 To undertake or promote any action required to attain the objects of Tauranga Synchro

C5 Colours

The colours of Tauranga Synchro shall be blue and gold.

C6 Financial Year

Until Tauranga Synchro shall otherwise determine by ordinary resolution passed at an Annual General Meeting or at a Special General Meeting called for that purpose, the financial year shall be from the 1st day of April to the 31st day of March.

C7 Winding Up

- 7.1 Tauranga Synchro may be wound up at either an Annual General Meeting or Special General Meeting if a resolution to so wind up is passed by a majority of at least 75% of those present and entitled to vote.
- 7.2 If upon the winding up or dissolution of Tauranga Synchro there remains after the satisfaction of all its debts and liabilities any property whosoever, the same shall not be paid to or distributed among the members of the organisation, but shall be given or transferred to some other organisation or body with a charitable purpose, who ideally will have objects similar to the objects of Tauranga Synchro. Or if such an organisation cannot be found, to some other charitable organisation or purpose within New Zealand.

C8 Membership

- 8.1 Membership of Tauranga Synchro shall be open to any person who is eligible, applies for membership of the Club and who has paid all relevant Club fees.
- 8.2 A member of Tauranga Synchro must recognise, observe and comply with the Constitution, Rules and Regulations of Tauranga Synchro and SSNZ and membership may be refused if the club has reason to believe this will not be the case.
- 8.3 Any income, benefit or advantage must be used to advance the charitable purposes of the organisation. No member of the organisation, or anyone associated with a member, is allowed to take part in, or influence any decision made by the organisation in respect of payments to, or on behalf of, the member or associated person of any income, benefit or advantage. Any payments made to a member of the organisation, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties. The provisions and effect of this clause shall not be removed from this document, and shall be included and implied into any document that might replace this document in the future.
- 8.4 Each member may be represented at AGMs and SGMs by one parent or guardian who shall be entitled to one vote.

- 8.4 Members and their representatives agree to pay all fees in a timely manner according to the rules of the club.
- 8.5 Members and their representatives agree to assist with any tasks required to ensure the smooth running of club activities during usual training sessions and before, during and after competition meets.

C9 Termination of Membership

- 9.1 A member may terminate membership at any time, either verbally or in writing to the coach. Due to the club's financial commitments, fees for the entire term in which the member last attended are payable in full.
- 9.2 Failure to abide by the Rules and Regulations set out in the Tauranga Synchro Constitution may result in a member facing suspension or termination of their membership after due inquiry. Suspension or expulsion may arise from:
- (i) inappropriate behaviour by the member or the member's representative
 - (ii) False or inaccurate statements made by the member or member's representative which are detrimental to the club or any of its members
 - (iii) Failure to pay fees or money due within 8 weeks of the due date without prior consent of the club officers
- 9.3 Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a Special General Meeting called for such purpose, and the decision of the Special General Meeting shall be final.

C10 Structure and Composition of the Club

- 10.1 The Club shall be governed by a minimum of three Officers of the Club.
- 10.2 To manage the administration of the club, officers will be elected annually at the Annual General Meeting. At a minimum, these Officers shall comprise Chairperson, Treasurer and one other.

C11 Functions, Operations and Powers of the Officers

- 11.1 The Officers shall administer the finances, appoint bankers and direct the opening and closing of bank accounts for specific purposes, transfer funds from one account to another as necessary and close any such account.
- 11.2 The Officers shall fix the manner in which such banking accounts shall be operated upon.
- 11.3 The Officers shall make recommendations for the fees payable each year and shall set these at a reasonable level whilst ensuring club costs can be met.
- 11.4 The Officers shall manage all other administrative and operational affairs of the club, co-opting the help of members as needed.
- 11.5 All other matters shall be brought to the membership for discussion at regular meetings.

C12 Annual General Meeting

- 12.1 Tauranga Synchro shall hold the Annual General Meeting no later than May 30th each year.
- 12.2 The business of the AGM shall be to:
- receive the annual report and financial statements
 - to determine membership fees
 - to carry out any elections required
 - to consider remits and constitutional changes
 - to deal with any other business which the meeting agrees to consider.

- 12.3 The members representatives of Tauranga Synchro present at the AGM shall be entitled to one vote each
- 12.4 The Chairperson shall preside over the AGM, or in her/his absence, those present and entitled to vote shall elect a chairperson of the meeting.
- 12.5 Notice of the AGM shall be given in writing to all members not less than 30 days before the date of such meeting. Such notice shall include the calling of nominations for elected officers, calling for any notices of motion, constitutional amendments or any other business.
- 12.6 All nominations, notices of motion and constitutional amendments shall be in the hands of the Chairperson at least 7 days prior to the AGM.

C13 Special General and Other Meetings

- 13.1 The Officers may convene a Special General Meeting at their discretion, or on receiving a requisition setting forth the objects of such meeting, signed by not less than 75% of the club members.
- 13.2 There shall be at least 4 Committee Meetings per year – a minimum of one per term. All Officers will be entitled to one vote.
- 13.3 Each member may be represented at AGMs and SGMs by one parent or guardian for each member who shall be entitled to one vote if required. A quorum of a minimum of 50% of members with full voting rights will be required at AGMs and SGMs.
- 13.4 There shall be a minimum of two Parent Meetings each year that all members are invited to (in addition to the AGM and SGMs), typically to be held prior to competitions.
- 13.5 The Chairperson holds a casting vote if required.

C14 Governance

The affairs of Tauranga Synchronised Swimming shall be governed and conducted by the club's members and officers.

C15 Fees

- 15.1 Term fees shall be agreed by the members each year at the AGM.
- 15.2 All membership fees shall be paid by week 3 of every term, unless alternative arrangements have been made with the Treasurer and/or Chairperson.
- 15.3 For the purposes of payment of affiliation fees, all SSNZ fees shall be paid by 31st March of the calendar year. Arrangements can be made for payment with the Treasurer provided they are paid by the due date.

C16 Indemnity

The Officers of Tauranga Synchro shall be indemnified against all disbursements, expenses, liabilities and losses incurred by them in or about the discharge of their duties, except such as happen from their own wilful act, neglect or default.

C17 Disputes Resolution

If a member has a dispute with Tauranga Synchro, the member shall attempt to resolve the dispute by the following processes:

- i) a meeting between the member and the Officers. The member may nominate two other members to be involved in this discussion; and the officers may also nominate two other members.
- ii) mediation between the parties with an independent mediator

C18 Common Seal

- 18.1 Tauranga Synchro shall have a Common Seal which will be held by the Secretary or Treasurer.
- 18.2 A document shall be executed on behalf of Tauranga Synchro if the Common Seal is attached to the document and the document is signed by any one of the Chairperson, Secretary or Treasurer.

C19 Altering the Constitution

- 19.1 Tauranga Synchro may alter or replace this Constitution by a resolution passed at a meeting by a two-thirds majority of the members' representatives present.
- 19.2 Any proposed motion to amend or replace this Constitution shall be circulated to all members at least 7 days prior to the meeting at which the changes will be considered with a written explanation of the reasons for the proposal.
- 19.3 No addition to or alteration or recession of the rules shall be approved if it affects the non-profit aims, personal benefit clause or the winding-up clause. 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.

C20 Rules for the Control of Banned Substances

In accordance with the policies of the IOC, FINA and the NZOC, and in compliance with the NZSDA Act 1994, and the Sport Drug (Urine Testing) Regulations 1994; Tauranga Synchro prohibits doping, (as defined in the Act, and/or FINA Rules) sometimes known as 'prohibited substance abuse' or 'prohibited method use' or 'drug abuse,' on both Fair Play and health grounds. ANY and ALL costs related to, associated with, and incurred by any member of Tauranga Synchro in respect of any doping infringement, shall be borne by the individual member.

C21 Gender Equity


Tauranga Synchro will encourage gender equity policies which will improve operations and attitudes within synchronised swimming in New Zealand.

*Constitution approved, December 2012
Signed on behalf of the members*


Shirley Hooper
Chair


Sally Weston
Treasurer


Laura Ning
Marketing


Angela Thomas
Membership/Parent Liaison

Approved, December 2012