



The

# *Memphis Rockers*

Rock 'n' Roll Club

Hamilton NZ

Constitution

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# 1. Club Name

1.1 The name of the organization shall be known as:

**The Memphis Rockers Rock 'n' Roll Club.**

# 2. Objects

- 2.1 To encourage the enjoyment of 1950's genre (but not limited to) rock 'n' roll music, and 1950's free-style dance technique.
- 2.2 To promote a high standard of social interaction and fellowship within all club activities.
- 2.3 To act in co-operation with other Associations, Committee's and Societies for the promotion of Rock 'n' Roll music and dancing.
- 2.4 To acquire assets that assist in the promotion of club activity.

# 3. Club Colours

- 3.1 The club colours shall be Gold and Black
- 3.2 The club logo will be the gold Elvis silhouette on black background.



# 4. Membership

- 4.1 Any person is eligible for membership who undertakes to conform to the constitution and rules of the club. An application for membership shall be completed and submitted to the committee for approval at the first available committee meeting.
- 4.2 Provisional membership will commence upon the acceptance of the membership application form with the relevant fees by the applicant to membership officer or treasurer. Membership fees will be charged at a pro rata basis in conjunction with the end of the financial year.
- 4.3 Committee approval of all new members will be decided at the next available committee meeting.
- 4.4 Membership expires on the balance date of the club being 31st March each year.

- 4.5 Privileges and benefits are to be extended to current financial members only.
- 4.6 **Annual subscriptions** shall be decided at an Annual General Meeting (AGM) and payable by new members on a pro rata basis throughout the year. ( Refer Annexure)
- 4.7 **Members** shall be provided with a current membership card which shall be presented on request. Cards issued remain the property of the club.
- 4.8 The committee may approve the member club night rate only to affiliated Rock 'n' Roll club members who are verified as currently financial at their own club.
- 4.9 **Damage:** - Any and all damage caused to club property by an individual member(s) shall be remedied by full restitution from the member(s) concerned and that member(s) shall be subject to expulsion from the club as may be determined by the committee.
- 4.10 **Payment to members:** - No member(s) of the club shall receive income or financial benefit / advantage from the organization where they can materially influence the payment of that income benefit or advantage.
- 4.11 Members under the age of 18 are unable to vote on matters concerning the club.

## 5. Resignation from Membership

- 5.1 Members shall resign their membership in writing addressed to the committee and shall formally be accepted at the next committee meeting.
- 5.2 A resigning member shall forfeit all rights to and claims upon the club including property and funds, but shall not be discharged from any liabilities to the club which, may have been accrued by that member(s).

## 6. Complaints and Disputes Process

- 6.1 All complaints should be presented to the Secretary in writing.
- 6.2 The Secretary will bring any / all complaints to the next full committee meeting for discussion and resolution.
- 6.3 There shall be no undue delay in the resolution of complaints.
- 6.4 The Secretary shall respond to the member(s) outlining the resolution of the complaint.
- 6.5 In the event of a dispute which remains unresolved, an independent arbitrator shall be referred to for final resolution. The arbitrator shall be acceptable to all parties.

## **7. Suspension and expulsion of members**

7.1 The committee shall have the power to suspend or expel any member who shall wilfully break the constitution and or rules of the club, and / or whose conduct in the committee's opinion renders them unfit for membership of the club.

7.2 No member shall be expelled or suspended without the opportunity of speaking before a meeting of the committee. Members shall receive seven (7) days' notice requesting an explanation of their conduct. An expulsion will require the presence of at least 70% of committee members, after which an expelled / suspended member forfeits all rights to club membership

7.3 An expelled member shall be unable to re-apply for membership within the first twelve (12) months of their expulsion. A further application must be approved by the committee.

7.4 All property belonging to the club must be returned to the club including property such as music CD's tapes and record, DVD Video tapes outfits and paper based documentation.

## **8. Financial**

8.1 The financial year shall be the 1st April to the 31st March 20xx.

8.2 The club is authorised to establish one only standalone bank account which cannot receive monies via direct internal bank transfer from any other club account unless the procedure in bullet point 3 is followed. The account name should reflect the primary purpose of the account as "Petty Cash".

8.3. Furthermore, the club may obtain a Debit Card for the purpose of accessing the petty cash via ATM and EFTPOS purchases.

8.4. Club funds may be transferred to the account via direct internal bank transfer from any other club account once duly authorised by two signatory's and the normal business direct credit process. All amounts so transferred are to be transparently identified as to their purpose.

8.5. The maximum transaction that may be transferred as just "petty cash" is \$50.

8.6. Control of the pin number of the card remains the responsibility of the Treasurer. The Treasurer may, if required or directed by the committee, change the pin number (e.g. if there is a possibility that the pin number has been comprised). The pin number is to be changed annually once a new committee have been elected [for security reasons]. The executive may change the pin number with committee approval but only the treasurer may change the pin number without the committee's approval.

8.7. The debit card and pin number may be provided to committee members only (i.e. non committee members will not have access to the Debit card and the pin number.

## **9. Interpretation**

9.1 The interpretation of this constitution remains the responsibility of the committee.

## **10. Committee**

10.1 The committee shall consist of the following positions:

- President
- Vice-President(optional)

- Secretary & Membership Officer
- Treasurer
- Up to three (3) other committee members

10.2 The committee shall have the power to appoint sub committees for special purposes.

10.3 Committee members who wish to resign must do so in writing.

10.4 Members who are absent for three (3) consecutive meetings shall be deemed to have vacated their office. This member shall not be eligible for nomination to the committee at the next AGM.

10.5 Club members have the right to attend committee meetings but shall have no voting rights and may not comment unless invited to do so by the committee during general business.

10.6 A quorum of the committee shall not be less than 75% of the total committee Members

10.7 The committee shall meet monthly during the course of the financial year.

10.8 Special committee meetings can be called by a notice given to the secretary /President by a majority of the members of the committee. A seven day period is required.

10.9 The committee has the power to co-opt members onto the committee to temporarily fill vacancies until the next AGM.

10.10 Committee members appointed at the AGM shall stand in office for that year only and be re-elected to the same / alternative position where their nomination has been submitted at the AGM for consideration by the members.

10.11 The committee shall maintain an approved set of Club Rules (see 4.1) for the smooth operation of the club. Copies of these rules are to be freely available.

## 11. Executive

11.1 No member of the executive shall reside in the same household as any other member of the Executive.

11.2 The Executive shall comprise of the President, Secretary and Treasurer. The Executive shall be empowered to attend to all urgent matters as required and shall report to the next full committee meeting with supporting minutes. A quorum shall comprise two of the above.

11.3 The executive shall advise the appropriate authority of any changes to the constitution, and or registered office of the club.

11.4 The executive shall have the power to ban any member for a breach of club rules and / or constitution from club functions until their case is heard by the committee.

## 12. Duties of Committee Members.

12.1 **President:** - To preside over the club at all times, controlling all committee, general and special meetings and present a presidential report to the AGM.

12.2 **Secretary:** - To attend to and keep all records / minutes of committee meetings, including attendees, issue of notices for meetings when required. To maintain a record of all incoming and outgoing correspondence. To keep and care for all records of the club relevant to their position.

12.3 **Treasurer:** - Shall receive all monies on behalf of the club, give receipt and lodge all monies into the designated bank account. There shall be two signatories for accounts as designated by the committee, one of which shall be the Treasurer. The Treasurer shall keep all financial records, accounts and provide a copy of the financial statement of position to each committee meeting. On retirement these records shall be handed back to the committee.

The recording of all club property in conjunction with the club's asset register. Any and all repairs and maintenance issues will be brought to the committee's attention at their regular meeting to ensure that these facilities are maintained at the highest standard

12.4 **Membership Officer:** - This position is responsible for the process of and recording of all new member application forms, all renewals for existing members and maintenance of all member records within the club data base. The club data base is central to all communication to club members and must be always maintained with current information.

12.5 The purpose of the **Vice-President** is for succession planning either as an introduction process or the former President assisting the new President.

12.6 **Expenses and reimbursements**

12.6.1 **Approval to purchase products and services on behalf of the committee.**

Members (including committee members) may purchase products and/or services on behalf of the committee for exclusive use by Memphis Rockers when either requested to do so by a committee member or have requested and been approved permission to purchase products or services on behalf of the committee.

12.6.2 **Approval of Reimbursements**

Members who incur expenditure on behalf of the committee are to fill out an Expense Reimbursement Claim Form, attaching receipts. Approval signatures by any two committee members are required on the form. A clear description of the expense must be written on the expense claim form. The treasurer should process the actual reimbursement via internet banking. If as internet banking, an additional executive member (i.e. Secretary of President) must approve the reimbursement online as per current procedures.

12.7 **Committee Member:** - This position is seen as a floating position and available to be used in conjunction with all other duties of the committee as and when required. This person will fill in for and or replace other committee members during their tenure as required.

12.8 **Liability of club committee members:** - All club committee members are expected to perform their duties with due diligence. Any act wilful or otherwise that causes loss or damage to club property, club branding or brings discredit to the club shall forfeit their position on the committee and provide restitution to the club according to the loss incurred.

12.9 **Conflicts of Interest:** Any committee member is to declare any possible conflict of interest at the next available committee meeting. In particular if they are on the committee of any other Rock-n-Roll club or organization.

12.10 **Vice-President:** Shall be appointed by the committee.

## 13. Annual General Meeting

13.1 The Annual General Meeting (AGM) must be held within three months of the end of the financial year.

13.2.1 **Notice to members:** - Notice of the AGM shall be announced at all club nights leading up to the meeting and published on social media or Web site giving more than 14 day's notice of the time and place of the meeting.

13.2.2 Memphis Rockers Rock 'n' Roll Club meetings are open to current financial members only. Guests in attendance shall have no voting rights and may not comment unless invited to do so by the chair during general business.

13.3 **Nomination of Committee Members:** - All committee positions will be deemed vacant on the day of the AGM. All committee positions (except Vice-President) must be nominated and seconded and are elected / re-elected by a majority of voting members. Nominees to the committee must be current and have been a member for at least the previous six months. Nominations should be submitted in writing on the appropriate form. Only in the event of insufficient written nominations received for given positions, may candidates be nominated and seconded from the floor of the AGM, but they must have prior agreement with the nominee who must also agree to be bound by the constitution.

13.4 **Voting Rights:** - Only current financial members as at the date of the AGM have voting rights.

13.5 **Recording of Votes:** - Two scrutineers shall be nominated for the express purpose of recording the votes for all positions during the voting process. Votes shall be cast by a show of hands where a candidate is standing UN-contested. Where two or more people are contesting a position then voting shall be cast by secret ballot and handed to the scrutineers for their joint recording and reporting back to the meeting.

13.6 **Quorum:** - A quorum shall be 20% or more of the number of financial members as at the date of the AGM meeting. The number of members required to meet the condition of a quorum will be established by the outgoing committee. Where a quorum cannot be established within 30 minutes of the designated start time of the AGM meeting, then the meeting will be adjourned and re scheduled for an alternative date but within the following 21 days. At that meeting the number of members present will be constituted as the quorum

13.7 **Minutes:** - A copy of the minutes of the AGM shall be made available to all financial members at the normal weekly club meetings within 30 days of the AGM.

## 14. Special General Meetings

14.1 **Special General Meetings** (SGM's) shall be called by the committee to deal with matters where a decision is required by club members prior to the convening of a normal AGM meeting. An SGM can be called for by five committee members and must include one of the executive members.

14.2 Quorum and voting rights for an SGM shall be the same as for an AGM. (refer section 13)

## 15. General

15.1 **Amendments:** - Amendments, additions and deletions to this constitution can be made by a majority of financial members of the club at a properly constituted AGM or SGM.

15.1.1 A remit shall be sent to the Secretary requesting a change to the constitution within 60 days prior to the meeting. Remits shall identify the specific amendment, addition or deletion with an accompanying discussion that specifies the benefit it brings to the club as a result. All remits must be submitted to the acting committee in the first instance.

15.2 **Public / Press Statements:** - No member or group of members shall make any public / press statement on behalf of the club without the express permission of the executive of the club.

15.3 **Loss and damage to persons and personal property:** - The club is not held responsible for any loss or damage to personal property or personal injury sustained in the normal activity of club activity.

15.4 **Smoking:** - Club venues are considered smoke free zones at all times.

15.5 **Trophies:** - All trophies are considered as assets of the club. Refer club asset rules and procedures in section 7.4



15.6 Sponsorship: - All members proposing to arrange sponsorship under the clubs name must seek approval from the committee in writing. All submissions must outline all relevant details indicating resources required, funding if any and return to the club and for the purpose required.

15.6 Under no circumstances will Memphis Rockers Rock N Roll Club allow its name to be used in conjunction with any promotional activity outside its financial and or immediate control. (Refer section 4.10)

## 16. Competitions

16.1 All members of the **Memphis Rock n Roll club** are encouraged to enter into local, regional and national competitions at their own expense. There will be no subsidy for any competition at any level for any event, unless otherwise stated by the committee based on fund raising events and grant funds available.

16.2 Members who enter a competition where they represent the club must first seek approval from the executive committee, unless invited to do so. Entry for invitations remain the cost of the competitor(s).

16.3 Members are free to seek subsidy for competitions from fund raising at their own expense but must comply with section 16.5.

16.4 Where members wish to collaborate in group fundraising events where the use of the Club name is used, approval must first be gained from the committee.

16.5 Any and all funds raised from such events must be “tagged” for competition use. The Treasurer shall be required to keep appropriate records and report to the committee. The Committee shall have full control over all funds raised for such purposes and will be used in “good faith” based on the fund raising event.

## 17. Wind Up

17.1 A notice to wind up the club must be sent to all financial members giving members 21 days' notice.

17.2 An AGM / SGM must be called to vote on the motion to close the club. A simple majority of members present will be required to pass the motion.

17.3 Existing executive members will be asked to wind up the clubs affairs in terms of notifying clubs societies and facility managers. Disposal of club assets will be made by way of sale / auction.

17.4 Funds available in all Memphis Rockers Rock n Roll Club's bank accounts (including any funds received by Disposal of club assets as detailed in section 17.3) will be disbursed to any outstanding creditors in the first instance and the balance donated to the charity of choice.

## Fee Annexure

Fees for all members are set by the membership at the AGM meeting held by club members. Currently the fee structure is as follows:-

Category	Fee
Single (18yrs and over)	\$20.00

Fees for new members only are charged on a pro rata basis as follows:-

Join Date	Pro rate charge
April—June	100%
July—Sept	75%
Oct—Dec	50%
Jan—Mar	25%