



New Zealand Canoe Polo Association Incorporated  
**Constitution**  
Amended by the 2018 Annual General Meeting

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**1. Name**

1.1. The organisation shall be called the "**New Zealand Canoe Polo Association Incorporated**", hereafter referred to as the Association.

**2. Mission Statement**

2.1. The mission statement of the Association shall be "**To promote and encourage all aspects of Canoe Polo in New Zealand for the future of the sport and its participants.**"

**3. Objectives**

- 3.1. The following shall be the Objectives of the Association, all of which shall have equal value:
- (a) Promote and encourage the sport of Canoe Polo in every aspect and at every level throughout New Zealand.
  - (b) Act as the prime representative of New Zealand Canoe Polo.
  - (c) Affiliate and work with the New Zealand Canoe Federation, hereafter referred to as the Federation, the International Canoe Federation, and other relevant organisations in the best interests of Canoe Polo.
  - (d) Coordinate the establishment of Regional Canoe Polo Associations, hereafter referred to as the Regions, and to issue guidelines to the Regions to ensure that

they are accountable and subservient to the Association.

(e) Encourage the development of existing and prospective Members.

3.2. In addition to the above objectives, the Association will support the preservation of the natural canoeable waterways of New Zealand.

**4. Powers**

4.1. Within the bounds of the Association Constitution and Policies, and in whatever manner is agreed to be in the best interests of the sport, the Association shall be empowered to:

- (a) Promote the Association and its Objectives.
- (b) Accept and terminate Association membership.
- (c) Form Regional Associations and define or amend Regional Boundaries.
- (d) Appoint and remove staff and coordinators, and define job descriptions.
- (e) Delegate duties and co-opt or appoint sub-committees or individuals.
- (f) Arrange and control competitions, or delegate the power to do so.
- (g) Affiliate and co-operate with other organisations, including international.
- (h) Disseminate private or other information about members with their consent, through a written declaration, and subject to the purpose being in accordance with the Objectives of the Association.

- (i) Raise funds through subscriptions, levies, investments, fundraising and donations.
- (j) Apply income and funds to the promotion of the Objectives of the Association.
- (k) Lend, invest, borrow, raise or secure the payment of money.
- (l) Acquire by purchase, lease or grant any property or rights.
- (m) Manage, let, sell, exchange or otherwise deal with property of the Association.
- (n) Incur liabilities.
- (o) Insure property and employees of the Association.
- (p) Enter into and terminate contracts.
- (q) Have and apply drug testing procedures.
- (r) Have and apply disciplinary procedures.
- (s) Apply disciplinary actions to any Region, Member or Member Body, including the application of fines and suspension or expulsion from Association and Regional membership.
- (t) Alter the Association's Constitution.
- (u) Make or alter Policies, Rules and Guidelines.

## 5. Common Seal

- 5.1. There shall be a Common Seal of the Association, which shall:
- (a) Have thereon the words "New Zealand Canoe Polo" and a trademark of the Association.
  - (b) Remain in the custody of the Association's Secretary.
  - (c) Not be affixed to any document, save by the authority of the Board, and then in the presence of the Secretary and one of two Board members appointed for the purpose. Each person witnessing the affixing of the Common Seal shall sign every instrument to which it is affixed.

## 6. Registered Office

- 6.1. There shall be a Registered Office of the Association, which shall be:
- (a) At the address appointed by the Board.
  - (b) Registered with the Registrar of Incorporated Societies. The Association shall register all changes of address within fourteen days of the change.

## 7. Regional Associations

- 7.1. New Zealand shall be geographically divided into a maximum of eight Regions, in each of which a Regional Canoe Polo Association shall be formed.
- 7.2. The Regional Associations, generally referred to as Regions, shall be responsible for regionally coordinating efforts to achieve the Association's Objectives.

## 7.3. Each of the Regions shall:

- (a) Be incorporated as a branch of the Association or as an Incorporated Society.
- (b) Have a Constitution that does not conflict with the Constitutions of the Association or the Federation, and which has been approved by the Board.
- (c) Not have Policies which conflict with the Constitutions or Policies of the Association or the Federation.
- (d) Accept members according to the Constitution and Policies of the Association.
- (e) Form Regional Committees in which a delegate from each Regional Member shall have the right of at least one vote as specified in their Constitution.
- (f) Have provisions in their Constitution for the formation of Disciplinary Tribunals according to Policies of the Association.
- (g) Co-operate with all instructions and requirements of the Association.

## 7.4. The responsibilities of each of the Regional Committees shall include:

- (a) Forwarding changes in their Constitution to the Board.
- (b) Forwarding to the Board the Constitutions and Constitution changes of Member Bodies, membership information, and any other information as required.
- (c) Paying the required levies to the Board.
- (d) Forwarding their annual audited accounts to the Board within three months of the end of their financial year.
- (e) Enforcing disciplinary action on their members as required by the Association and their own Disciplinary Tribunals.

## 7.5. The redrafting of Regional Boundaries, or adjustment of the number of Regional Associations, shall require a vote at a General Meeting.

- 7.6. In the absence of a Regional Committee in any Region, applications for new membership, levies and other membership information for that Region shall be forwarded to the Board for receipt and approval.

## 8. Association Membership

- 8.1. Members shall be affiliated to the Associations as an Individual Member, or as a member of a Member Body.
- 8.2. The classes of Member Bodies shall be:
- (a) Regional Member, generally referred to as Club.
  - (b) National Member.
- 8.3. Individual Members and persons belonging to the organisations implied by articles 8.2((a))

and ((b)) are termed Members, and the organisations termed Member Bodies.

- 8.4. All Members and Member Bodies are accordingly affiliated to the New Zealand Canoe Federation and International Canoe Federation.

### 9. Regional Members

- 9.1. Organisations which meet the Constitutional and Policy requirements of the Association may be affiliated as Regional Members of the Association, and of the Region in which they are domiciled, if they:

- (a) Have applied for Regional Membership in writing to that Regional Committee. If the organisation is constituted, its Constitution shall accompany such an application, otherwise a statement of the organisation's Objectives shall accompany the application.
- (b) Are an Incorporated Society, or incorporated as a branch of an Incorporated Society, or a Registered Company.
- (c) Have had their Constitution or Objectives approved by that Regional Committee.
- (d) Have been accepted under article 9.2.
- (e) Fulfil the requirements of article 9.4.

- 9.2. New Regional Membership:

- (a) Can be provisionally granted to the applying organisation by the Regional Committee upon the fulfilment of Regional Membership requirements.
- (b) Shall require a vote at the following Annual General Meeting to be ratified. If the required majority is not achieved, their provisional Regional Membership shall be terminated.

- 9.3. Each Regional Member which complies with article 9.4, and is not the subject of articles 12, 13, or 14, shall be entitled to:

- (a) The right for each of its Members indicated under article 9.4(c) to participate in Canoe Polo in all aspects and at all levels, subject to restrictions provided for in policies of the Association, unless they, their Member Body, or the Region to which they are affiliated is subject to disciplinary restrictions.
- (b) The right for each of its Members indicated under article 9.4((c)) to use the Disciplinary Tribunals of first the Region to which they are affiliated, then the Association, and then the Federation to appeal the procedures of Canoe Polo related disciplinary action.
- (c) Appoint a delegate who shall have the right to one vote at General and Committee Meetings of the Region to which they are

affiliated and at Special and Annual General Meetings of the Association.

- (d) Obtain upon request to the Regional Committee to which they are affiliated, a copy of General, Board and Committee Meeting minutes, and the Annual Accounts of the Association and their Region.

- 9.4. The responsibilities of each Regional Member shall be to:

- (a) Forward changes in their Constitution or Objectives to their Regional Committee.
- (b) Pay the required levies to their Regional Committee.
- (c) Forward to their Regional Committee up to date membership and other information as required by their Regional Committee or the Association. All membership information shall be accompanied by a written consent from each of its joining Members stating how that information may be used.
- (d) Comply with the Constitutions, Policies and Directives of the Association and the Region.
- (e) Make reasonable efforts, as determined by the Board, for delegates to attend General Meetings of the Association.
- (f) Enforce disciplinary action on their Members as required by the Disciplinary Tribunals of the Board, their Regional Committee, or their own organisation.

### 10. Individual Members

- 10.1. Individuals who share any of the Association's Constitutional Objectives may affiliate as Individual Members of the Association, and of the Region in which they are domiciled, if they:

- (a) Have applied for Individual Membership in writing to that Regional Committee. The individual's related objectives shall be stated in such an application.
- (b) Have been accepted under article 10.2.
- (c) Fulfil the requirements of article 10.4.

New Individual Membership can be granted to the applying individual by the Regional Committee upon the fulfilment of the Individual Membership requirements.

- 10.3. Each Individual Member that complies with article 10.4, and is not the subject of articles 12, 13, or 14, shall be entitled to:

- (a) The right to participate in Canoe Polo in all aspects and at all levels, subject to restrictions provided for in policies of the Association, unless they or the Region to which they are affiliated is subject to disciplinary restrictions.
- (b) The right to use the Disciplinary Tribunals of first the Region to which they are affiliated, then the Association, and then

- the Federation to appeal the procedures of Canoe Polo related disciplinary action.
- 10.4. The responsibilities of each Individual Member shall be to:
- (a) Forward to their Regional Committee the required levies.
  - (b) Forward to their Regional Committee information as required, that shall be accompanied by a written consent from them, stating how that information may be used.
  - (c) Comply with the Constitutions, Policies and Directives of the Association and the Region.

### 11. National Members

- 11.1. Organisations which operate extensively throughout more than one Region, and which meet the Constitutional and Policy requirements of the Association may affiliated as National Members of the Association if they:
- (a) Have applied for National Membership in writing to the Board. If the organisation is constituted its Constitution shall accompany such an application, otherwise a statement of the organisations Objectives shall accompany the application.
  - (b) Are an Incorporated Society, or incorporated as a branch of an Incorporated Society, or a Registered Company.
  - (c) Have had their Constitution or Objectives approved by the Board.
  - (d) Have been accepted under article 11.2.
  - (e) Fulfil the requirements of article 11.4.
- 11.2. New National Membership:
- (a) Can be provisionally granted to the applying organisation by the Board upon the fulfilment of National Membership requirements.
  - (b) Shall require a vote at the next Annual General Meeting to be ratified. If the required majority is not achieved, their provisional National Membership shall be terminated.
- 11.3. Each National Member which complies with article 11.4, and is not the subject of articles 12, 13, or 14, may, as negotiated with the Association and agreed to by the Annual General Meeting, be entitled to:
- (a) The right for each of its Members indicated under article 11.4(c) to participate in Canoe Polo in all aspects and at all levels, subject to restrictions provided for in policies of the Association, unless they or their organisation is subject to disciplinary restrictions.

- (b) The right for each of its Members indicated under article 11.4(c) to use the Disciplinary Tribunals of first the Association, and then the Federation to appeal the procedures of Canoe Polo related disciplinary action
- (c) Appoint a delegate according to their Constitution who shall have the right to a maximum of two votes at Special and Annual General Meetings of the Association. At the time of consideration for membership, or on application, at the next Annual General Meeting of the Association a vote shall be cast to determine these numbers of votes. If the required majority is not obtained in such a vote, or the vote is not made, then the National Member Nationally Affiliated Organisation shall have one vote at Special and Annual General Meetings of the Association
- (d) Upon request, a copy of General and Board Meeting minutes, and the Annual Accounts of the Association.

- 11.4. The responsibilities of each National Member Nationally Affiliated Organisation shall be to:
- (a) Forward changes in their Constitution to the Secretary.
  - (b) Pay the required levies to the Secretary.
  - (c) Forward to the Secretary up to date membership and other information as required by the Association. All membership information shall be accompanied by a written consent from each of its joining members stating how that information may be used.
  - (d) Comply with all requirements specified by the Association in granting the membership to that organisation, and comply with the Constitution, Policies and Directives of the Association.
  - (e) Enforce disciplinary action on their Members as required by the Disciplinary Tribunals of the Board, or their own organisation.

### 12. Voluntary Termination of Membership

- 12.1. Any member wishing to resign must notify the Board in writing not less than thirty days after the beginning of the financial year or be liable for that year's levies.

### 13. Suspension of Membership

- 13.1. Any Member Body or Member may be suspended from the Association and its Regions for non-compliance with the Constitutions, Policies and Directives of the Association, or at any General or Board Meeting for any cause the meeting deems sufficient.

13.2. Membership to the Association lapses automatically after sixty days of a new calendar year upon non-payment of the Association levy.

13.3. Re-admission to membership of the Association or the Region shall only be allowed upon the full payment of all outstanding levies and penalties incurred to the Association and full compliance with the Constitutions, Policies and Directives of the Association and, where applicable, its Regions.

13.4. Any lapsed memberships, or memberships suspended by the Board shall be reviewed at the Annual General Meeting immediately following such a lapse or suspension.

#### **14. Expulsion from Membership**

14.1. Any Member Body or Member may be expelled from the Association and its Regions by any General Meeting for any cause the meeting deems sufficient.

14.2. If the required majority at the following Annual General Meeting is not achieved to ratify a new Regional Membership, then that membership allowed under article 9.2((a)) or 11.2((a)) shall be terminated.

#### **15. Board**

15.1. The Board is a group of elected and appointed Directors responsible for overseeing the management of the Association

15.2. The board shall be responsible for nationally coordinating efforts to achieve the Association's objectives.

15.3. The Board shall be comprised of the following Directors:

- (a) Four elected Directors who shall be elected at the Annual General Meeting. Where positions are not filled at the AGM, then the sitting board may appoint additional members to fill the empty positions.
- (b) In addition to (a) above, up to two appointed Directors who shall be appointed by the sitting Board.
- (c) The Chairperson shall be elected by the Board from one of their number.
- (d) The Executive Director shall be Secretary to the Board.
- (e) Directors shall sit on the Board for a term of two years with two elected Directors positions and one appointed Director position being reappointed each year. In the first year two elected Directors and one appointed Director shall be appointed for a term of one year.
- (f) The President, who shall be elected annually at the Annual General Meeting of the Association, to hold office until the end of the next Annual General Meeting. The President shall be entitled to attend and have speaking rights at all meetings but shall not have voting rights.

15.4.

The Board:

- (a) Shall be empowered to carry out the Objectives of the Association according to the Association's Constitution and Policies.
- (b) Shall appoint a management team according to the Association's Policy, to run the day to day business of the Association.
- (c) Shall appoint Disciplinary Tribunals from its number as required by the Association's Policies.

#### **16. Federation Delegate**

16.1. The Association's Federation Delegate shall be appointed by the Board and is not restricted to being a Director.

16.2. The Federation delegate shall not be empowered to report on matters related to the Association without ratification of that report by the Board.

#### **17. Annual General Meeting**

17.1. There shall be an Annual General Meeting of the Association once in every calendar year. The date, time and place of the meeting shall be set by the Board not less than three months prior to the meeting.

17.2. Not less than two months prior to the meeting, the Secretary shall give all Board members, Regional Secretaries, and Member Bodies written notice of the date, time and place of the meeting.

17.3. All notified reports, motions, board nominations, president nominations and remits to be considered at the meeting shall be in writing and shall be in the hands of the Secretary twenty-eight days prior to the meeting.

17.4. Not less than fourteen days prior to the meeting the Secretary shall give all Board members, Regional Secretaries, and Member Bodies written notice of the agenda, and copies of all notified reports, motions, board nominations, president nominations and remits to be tabled.

17.5. Within six (6) weeks of the meeting the Secretary shall circulate the minutes to all Board members, Regional Secretaries and Member Bodies.

#### **18. Special General Meetings**

18.1. Upon notice in writing requesting a Special General Meeting, signed by the secretaries of not less than one third of Member Bodies, being delivered to the Secretary, the Association shall convene a Special General Meeting to be held not later than forty-two days after receipt of such request. Certified copies of the relevant minutes of the Member Bodies' meetings shall accompany the request.

- 18.2. The Board can convene a Special General Meeting at its discretion
- 18.3. Not less than twenty-eight days prior to the meeting the Secretary shall give all Board members, Regional Secretaries, and Member Bodies written notice of the date, time and place of the meeting.
- 18.4. All notified reports, motions and remits to be considered at the meeting shall be in the hands of the Secretary at least fourteen days prior to the meeting.
- 18.5. Not less than seven days prior to the meeting the Secretary shall give each Board members, Regional Secretaries, and Member Bodies written notice of the agenda, and copies of all notified reports, motions and remits to be tabled.
- 18.6. Within twenty-eight (28) days of the meeting the Secretary shall circulate the minutes to all Board members, Regional Secretaries and Member Bodies.

### 19. Board Meetings

- 19.1. Board meetings shall be convened not less than four times per calendar year.
- 19.2. A Board meeting shall be convened:
- Not later than the date set at the conclusion of the preceding Board meeting.
  - Not later than twenty-one days after a written request for a Board meeting, signed by not less than two Board members, has been received by the Secretary.
- 19.3. Not less than fourteen days prior to a Board meeting the Secretary shall give Board members written notice of the date, time and place of the meeting.
- 19.4. All notified reports, motions and remits to be considered at the meeting shall be in writing and shall be in the hands of the Secretary fourteen days prior to the date set for the meeting.
- 19.5. Not less than seven days prior to a meeting the Secretary shall give Board members written notice of the agenda, copies of all notified reports, motions and remits to be tabled at the meeting.
- 19.6. Within fourteen days of the meeting the Secretary shall circulate the minutes to all Board members and Regional Secretaries.
- 19.7. Shorter notification periods than those specified for Board meetings shall be allowed if authorised by two-thirds of the possible Board votes.

### 20. All Meetings

- 20.1. The Chairperson appointed by the Board shall chair all meetings of the Association. If the Chairperson is unavailable, another member of

the Board may be appointed by the meeting to act as Chairperson.

- 20.2. The quorum of any meeting shall be determined by the number of people required to give one vote more than half the eligible votes possible for that meeting.
- 20.3. Any Member shall be entitled to attend any meeting of the Association, but shall not be entitled to address the chair except through on of those entitled to vote, or by invitation of the Chairperson.
- 20.4. The business of the meetings shall be governed by the Association's Constitution and Policies.
- 20.5. Meeting places can be a virtual location, such as teleconference, chat, email, as determined in the Association's policies, rules, and procedures.

### 21. Voting

- 21.1. At any General Meeting of the Association
- One delegate from each Regional Member shall be entitled to cast one vote.
  - One delegate from each National Member shall be entitled to cast a maximum of two votes as determined by its membership rights in article 11.3.
  - Each Regional Representative shall be entitled to cast two votes.
  - Proxy votes on notified remits and motions shall be permitted provided that certified copies of the relevant minutes of the Member Body's meeting accompany the vote, and that he proxy vote is tabled prior to the opening of that meeting.
  - The Chairperson shall remain neutral on all issues but in the case of a tied vote the Chairperson may exercise a casting vote only. This vote shall only be cast in favour of the status quo.
  - Lapsed or suspended Members, and Regions failing to fulfill the requirements of articles 7.3 and 7.4 of the Constitution, do not have voting rights.
  - A person shall only be entitled to cast votes on behalf of one Member Body or one Board Position.
- 21.2. At any Board Meeting each Director including the Chairperson shall be entitled to cast one vote
- 21.3. At any Regional General or Committee Meeting;
- One delegate from each Regional Member shall have the right of at least one vote as specified in the Region's Constitution.
  - Lapsed or suspended members do not have voting rights.
  - All other vote entitlements shall be stated in the Region's Constitution.

- 21.4. Voting rights at any other meetings convened by the Association shall be described by the Association's Policies.
- 21.5. All Member Bodies with vote entitlements shall appoint delegates to cast their votes. The Member Bodies shall notify the Association's Secretary in writing of whom their appointed delegate is prior to the beginning of the meeting. Such notification shall be certified by the Member Body's President and Secretary, or by a member appointed for that purpose.
- 21.6. All votes shall be cast by voice or show of hands, unless before the result is decided a secret ballot is demanded by a clear majority of votes cast by those present and entitled to vote. In the event of a ballot two neutral persons shall act as scrutineers. Such voting papers may be reviewed by the Chairperson at the time and shall be destroyed as directed by the Chairperson once the result of the ballot has been determined and announced.
- 21.7. All resolutions and matters requiring a vote shall be decided by a simple majority of vote cast by those present and entitled to vote, with the exception of the following business which shall require a two thirds majority;
- The making, altering or deleting any part of the Association Constitution.
  - The making, altering or deleting of any Association Policy.
  - Any matter arising related to membership of the Association.
  - Any matter arising related to the Association's Regional Boundaries.
  - Any matter dealing with the capital funds of the Association.
- 22. Finance**
- 22.1. The Association's financial year shall end on 31 December.
- 22.2. A Treasurer shall be appointed by the Board to manage the accounts of the Association according to the Association's Policies.
- 22.3. Cheque and Credit card accounts shall only be set up in the Association's name by approval of the Board. The Board may appoint this authority in its management Policies.
- 22.4. Payments drawn on the Association's accounts by cheque shall be signed by two persons appointed for the purpose by the Board.
- 22.5. Persons holding Credit Cards linked to any Association account shall be held accountable for debts incurred by them without written consent of the Treasurer.
- 22.6. Cash payments shall not be made with Association funds.
- 22.7. No payments shall be made in the absence of relevant vouchers.
- 22.8. All accounts shall be either authorised for payment by the Board before payment is made or, if payment is necessary and made between meetings, such action shall be ratified at the next Board Meeting. The Board may appoint these authorities in its management Policies.
- 22.9. Two types of levies may be payable by Member Bodies and Members:
- Association levies, which may be set and adjusted at the Annual General Meeting. The levies so set shall be the levies payable from the date of the Annual General Meeting.
  - Regional levies, which may be set and adjusted according to the Region's Constitution. The Annual General Meeting may set a maximum Regional levy.
- 22.10. An auditor shall be appointed by the Board who shall:
- Be a member of the Institute of Chartered Accountants of New Zealand.
  - Not be a Board member or officer of the Association.
  - Be authorised to call for the production of all books, papers and documents relating to the affairs of the Association.
  - Audit or review the annual accounts of the Association if requested to a level of assurance as specified by the Board and at minimum in accordance with the requirements of the Federation, within 3 months of the end of the Association's financial year, or more frequently by request of the Board, and if requested provide an audit or review report to the Board and Annual General Meeting.
- 22.11. The funds of the Association, from whatever source derived, shall be used only for the promotion of the Objectives of the Association. No portion of the funds shall be paid or transferred directly or indirectly by way of dividend, bonus, salary or otherwise to any member of the Association with the exception of reimbursement of legitimate and actual expenditure on behalf of the Association, and of overpaid amounts.
- 23. Association Policy**
- 23.1. The Policies of the Association shall be binding on the Board who shall be responsible for enforcing such Policies.
- 23.2. The making, altering or deleting of any Policies of the Association shall be made by resolution for adoption of such changes at a Board Meeting according to the Association's Policies. All new or changed Policies shall require ratification at the following General

Meeting.

- 23.3. Upon ratification of an Association Policy by a General Meeting, the Common Seal shall be affixed to that Policy. All Policies superseded by the newly ratified Policies are automatically repealed.

#### **24. Alterations to the Constitution**

- 24.1. If a dispute arises at any time regarding a matter which is not provided for in the Constitution, or any doubt exists as to the interpretation of the Constitution then the same shall be determined by vote at the following General Meeting.
- 24.2. Constitutional rules may be altered, added to, or rescinded by resolution for such changes at a General Meeting.
- 24.3. The Secretary shall within fourteen days notify all amendments to the Constitution to the Federation and Registrar of Incorporated Societies.
- 24.4. Any changes to the Constitution duly approved by a General Meeting shall be valid only when accepted by the Registrar of Incorporated Societies.
- 24.5. No addition to or alteration of the aims/objects, payments to members (finance) clause or the winding-up clause shall be approved without the approval of Inland Revenue. 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.

#### **25. Winding Up and Dissolution**

- 25.1. The Association may be liquidated in terms of Section 24 of the Incorporated Societies Act 1908.
- 25.2. If upon the winding up of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Association, but shall firstly be given or transferred to some other organisation within New Zealand having objectives similar to the Objectives of the Association, or secondly for some other charitable purpose within New Zealand.



