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## Certificate - Alteration of rules

Section 21 Incorporated Societies Act 1908

### 1. Name of society

Cycling New Zealand Canterbury Incorporated

### 2. Society number

221028

I certify that the alteration has been made in accordance with the rules of the society.

#### Name

Leanne Creighton

#### Position

Board Member and Treasurer

#### Signature

04

/ 05

/ 2015

### 3. Complete this checklist before filing your application

- This certification has been completed by an officer of or a solicitor for the society.
- A copy of the rule alteration(s) is attached. **NOTE** | This can either be a complete copy of the updated rules with the alterations underlined or in bold type, or a copy of the particular rule(s) that were altered.
- The copy of the alteration to rules has been signed by three members of the society.

#### For society name changes --

- This rule alteration also includes a name change for the society, and
- We have checked that the new name of the society is available by conducting Register Searches at both [www.societies.govt.nz](http://www.societies.govt.nz) and [www.companies.govt.nz](http://www.companies.govt.nz).

### What must be included in your rules?

Section 6 of the Incorporated Societies Act 1908 requires that a society's rules include the following:

- The name of the society (ending with the word Incorporated)*
- The objects for which the society is established*
- How people become members of the society and cease being members of the society*
- How meetings of the society will be called and held and how voting will take place*
- How officers of the society will be appointed*
- Control and use of the common seal*
- How the society's funds will be controlled and invested*
- The powers (if any) that the society has to borrow money*
- How any property of the society will be distributed in the event of the society being wound up*
- How the rules of the society can be altered*

NPC# 09  
10 APR 2015

### 4. Your contact details

Name and postal address

Leanne Creighton  
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Christchurch 8245

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Email (option)



***Rules of  
Cycling New Zealand Canterbury  
Incorporated***

***April 2015***

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# ***Rules of Cycling New Zealand Canterbury Incorporated***

## **1. TITLE**

- a. Canterbury Centre shall be called "Cycling New Zealand Canterbury Incorporated" and shall be registered under the Incorporated Societies Act 1908.
- b. In these rules "Centre" shall mean "Cycling New Zealand Canterbury Incorporated"

## **2. REGISTERED OFFICE**

- a. The Registered Office of the Centre shall be the residence of The Secretary, or such place as may, from time to time, be specified by the Centre and notified to the Companies Office.
- b. All postal correspondence shall be addressed to the Registered Office and all electronic correspondence (E-Mail, etc) shall be addressed to The Secretary.

## **3. OBJECTIVES**

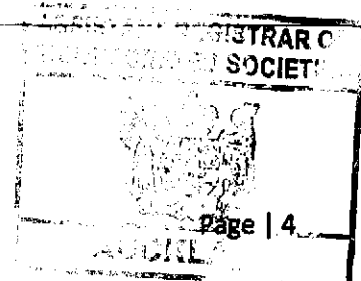
- a. To promote, administer and control road and track cycling within the Canterbury Region as defined by Cycling New Zealand or Cycling New Zealand Road and Track.
- b. To exercise all powers, and perform all duties vested in it, and imposed upon it, by the rules of Cycling New Zealand or Cycling New Zealand Road and Track.
- c. To do such things, not being unlawful or inconsistent with these presents, or with the Incorporated Societies Act 1908, as, in the opinion of Centre, would further, or tend to further, the interests of members, or encourage and further the sport of road and track cycling generally.

## **4. DEFINITIONS**

- a. "Act" means the Incorporated Societies Act 1908 and any amendment or re-enactment of the Act.
- b. "CNZ" means Cycling New Zealand
- c. "CRT" means either Cycling New Zealand Road and Track.
- d. "Rider" means a competitor holding a current valid membership with CNZ.
- e. Words of the plural shall include the singular and vice versa.
- f. Words of the masculine gender shall include the feminine gender and vice versa.

## **5. AFFILIATION**

- a. The Centre shall at all times be affiliated to CNZ.



## **6. RULES**

- a. The Centre shall uphold such laws and rules of the sport of road and track cycling as may, from time to time, be adopted by either CNZ or CRT.
- b. The Centre may make and adopt bylaws for competition, but all clubs affiliated to The Centre shall be notified in writing before such bylaws are applied.

## **7. MEMBERSHIP**

- a. The Centre shall consist of all members of all affiliated clubs in the Canterbury Region, accepted by, and subscribing to The Centre.
- b. Every Club which is affiliated to The Centre impliedly undertakes to comply with these rules, and any refusal or neglect to do so shall render the club liable to expulsion by a resolution carried by not less than two thirds (2/3) of those members present at a General Meeting of The Centre who are eligible to vote. All Clubs expelled under these rules shall forfeit all rights in, and claims upon, The Centre and its property, and shall remain liable for all dues, fines and/or levies owing to The Centre at the time of expulsion.
- c. Every club shall, within the time prescribed, submit a copy of its Rules or Amendments thereto, to The Centre. No rule shall be repugnant to The Centre rules.

## **8. AFFILIATION TO CENTRE**

- a. A Club desiring to become affiliated to The Centre shall make application in writing and shall furnish the following information with the application:
  - i). A copy of the proposed Club rules.
  - ii) An example of the proposed Club colours.
  - iii) A list of Club officers and officials
  - iv) The current Centre affiliation fee (which will be refunded should affiliation not be supported).
- b. The Centre shall forward the proposal to all affiliated clubs for comment. In the event of a division of support for affiliation, either by area, category or objectives, The Centre shall determine by ballot whether the affiliation shall be supported.
- c. If the affiliation is supported The Centre shall forward the application, together with such recommendations as it may deem proper, to CRT which alone shall decide whether affiliation should be granted.
- d. The Secretary of The Centre shall, as soon as possible after the approved affiliation of the new Club, forward a copy of these rules to The Secretary of that Club.

## **9. CESSATION OF AFFILIATION**

- a. Any Club may withdraw from affiliation with The Centre by notice in writing to the Centre Secretary, but such disaffiliation may not be effected until all outstanding dues, fines and penalties, and any Centre property held by the Club have been received by The Centre from that Club.

#### **10. SANCTIONS**

- a. In accordance with the current CRT Disciplinary Procedures Policy Section 8
- b. Riders may be sanctioned for breaches of the current CRT Racing Rules.
- c. Any fines shall not exceed those set down in Appendix 1 to the current CRT Racing Rules.
- d. At the completion of the event, if the offender has not appealed (appeals not permissible under CRT Racing Rules), or paid the fine in full, that rider is deemed to have accepted the penalty.
- e. Riders shall have fourteen (14) days to complete payment of fines.
- f. Where a fine remains unpaid after fourteen (14) days have elapsed since the fine was imposed, then the rider who is liable for that fine will be considered ineligible to compete in any event until the fine has been discharged in full.

#### **11. SUSPENSIONS**

- a. In accordance with the current CRT Disciplinary Procedures Policy Section 8.

#### **12. APPEALS**

- a. In accordance with the current CRT Disciplinary Procedures Policy Sections 5 to 7.

#### **13. JUDICIARY COMMITTEE**

- a. The Judiciary Committee shall consist of three (3) persons. The Judiciary Panel shall consist of two (2) members drawn from each Club affiliated to The Centre. Each affiliated club's nominated member's names shall be forwarded to the Centre Secretary seven (7) days prior to the Annual Meeting. The Centre Board shall appoint a Judiciary Committee from the Judiciary Panel as required.
- b. The Judiciary Panel shall investigate all matters dealing with conduct and/or actions of riders and/or officials, or any affiliated club members referred to it by the Centre Board, and shall hold such inquiries as it may deem necessary, and propose in its findings imposition of penalties, including suspensions, as it deems appropriate.
- c. No member of the Judiciary Panel may become a member of the Judiciary Committee when an investigation or complaint involves a member of his or her club, or there is some other conflict of interest. Should there be insufficient members on the Judiciary Panel to form a valid Judiciary Committee, the remaining members of the Judiciary Panel shall be empowered to co-opt any other valid members of the Centre Board or affiliated Clubs to form a Judiciary Committee.

- d. A meeting of the Judiciary Committee shall be convened within seven (7) days of the receipt of the referral from the Centre Board.
- e. As soon as the investigation is completed a written report containing the Judiciary Committee's findings and proposed penalties, together with a summary of all evidence submitted, shall be signed by all Judiciary Committee members and submitted to the Centre Secretary without delay.
- f. The Centre Board shall ratify the findings and penalties and the Centre Secretary shall convey these to the offenders/s, his or her Club, and CNZ/CRT as applicable.

#### **14. LIFE MEMBERS**

- a. The Centre may, by the affirmative vote of three-fourths (3/4) of those present and eligible to vote at an Annual Meeting, elect as Life Members, conditional upon ten (10) years service to The Centre, such persons as have rendered signal service to The Centre, and who are approved by the affirmative vote of the Centre Board.
- b. Seven (7) days notice shall be given to every member of the Centre Board of any meeting at which Life Members are to be proposed.
- c. A badge, of a design approved by the Centre Board, shall be awarded to Life Members.
- d. Any Centre Levies shall no longer apply to the Life Member.

#### **15. MANAGEMENT**

- a. The affairs of The Centre shall be governed by a Board consisting of the Officers of the Centre and elected Board Members.

#### **16. OFFICERS OF THE CENTRE**

- a. The Officers of the Centre shall consist of the Chairperson, the Secretary and the Treasurer.
- b. The Officers of the Centre shall be elected by the Centre Board from within its members at the first Centre Board meeting after the Annual Meeting, or at the first Centre Board meeting after an Officer retires or resigns from his/her position.

#### **17. BOARD MEMBERS**

- a. The Centre Board shall consist of a minimum of three (3) members and shall be elected at the Annual Meeting. Nominations for election to the Centre Board may only be accepted from financial members of Canterbury Centre affiliated Clubs at the date of the Annual Meeting on the prescribed nomination form. The nominee need not be associated with an affiliated club and must accept the nomination.



- b. The term of office of elected Centre Board members shall extend until, and include, the second (2<sup>nd</sup>) Annual Meeting after their election, unless a Centre Board Member gives written notice to the Centre Secretary to retire earlier.
- c. Additionally, the Centre Board shall comprise a representative from each affiliated Club in the Canterbury Region. Affiliated Clubs shall internally select their representative who must be a financial member of that club. Club representatives shall serve for a term of 12 months extending until, and including, the following Centre Annual Meeting. Club representatives shall enjoy full speaking and voting rights. Affiliated Clubs may internally select for each Centre Annual Meeting the same representative, or a new representative, as they see fit using the prescribed nomination form.
- d. The Centre Board may co-opt Board Members to fill vacancies that may occur between elections. Such co-opted Board Members shall enjoy full speaking and voting rights as if they had been elected at a Centre Annual Meeting, but must, if they so wish, apply for election in the prescribed manner at the next Centre Annual Meeting.
- e. The Centre Board may also co-opt onto the Centre Board any other person/s as it sees fit to fill a particular role, from time to time, and for any period. Such persons need not be financial members of Canterbury Centre or any affiliated Club and may be afforded speaking rights but not voting rights.
- f. Any Centre Board Member or Club Representative who, without prior reasonable excuse and written apology to the Centre Secretary, absents himself from three (3) consecutive Centre Board Meetings shall be deemed to have forfeited his/her position. The Board shall then co-opt a replacement Board Member, or request the affiliated Club in question to select a replacement representative and conduct an internal election should such a forfeiture involve an Officer of the Centre Board.

## **18. ANNUAL MEETING**

- a. The Annual Meeting shall be held not later than 31 May each year, on a date and at a place to be fixed by the Centre Board.
- b. Written advice of the date of the Annual Meeting shall be sent to all Centre Board members, Club Representatives, Life Members, and Secretaries of all affiliated Clubs at least twenty eight (28) days prior to the date of the Annual Meeting.
- c. Notices of Motion, Remits, and completed Nomination Forms for inclusion on the Agenda of the Annual Meeting must be forwarded in writing to the Centre Secretary no later than fourteen (14) days prior to the date of the Annual Meeting.
- d. Written notice of the Annual Meeting shall be sent to all Centre Board members, Club Representatives, Life Members and Secretaries of affiliated clubs no later than seven (7) days prior to the date of the Annual Meeting. Such notice is to include the Agenda (completed with Notices of Motion, Remits and listing nominees for election), Minutes of the previous Annual Meeting, Annual Chairperson's Report, Treasurers Report and Annual Accounts.

- e. The business to be conducted at the Centre Annual Meeting shall be:
- (1) Roll Call
  - (2) Voting Strength
  - (3) Apologies
  - (4) Confirmation of minutes of previous Centre Annual Meeting
  - (5) Matters arising from previous Centre Annual Meeting
  - (6) Confirmation of minutes of any previous Special Meeting/s
  - (7) Matters arising from any previous Special Meeting/s
  - (8) Presentation and adoption of Chairperson's Annual Report
  - (9) Presentation and adoption of Treasurer's Annual Report and Annual Accounts
  - (10) Notices of Motion
  - (11) Remits
  - (12) Election of Patron, Auditors, and Nominations for Centre Board Members
  - (13) Setting of Club affiliation fees and Centre rider levies for the forthcoming licencing year.
  - (14) General business
  - (15) Closure
- f. All Life Members and financial members of affiliated Clubs shall be eligible to attend the Annual or Special Meetings, provided that the member's affiliated club is in date with Affiliation Fees on the date of the Annual or Special Meeting and shall have full speaking and voting rights.

#### **19. SPECIAL MEETINGS**

- a. A Special Meeting of Centre shall be convened on a resolution of the Centre Board, or on the requisition of a minimum of four (4) financial members of affiliated Clubs.
- b. The request shall state the purpose/s for which the Special Meeting is called, and no other business shall be considered at the meeting.
- c. The procedure to be adopted for the conduct of the meeting shall be in accordance with that stipulated for the Annual Meeting, in so far as applicable.
- d. Notice in writing of every Special Meeting shall be sent to all Centre Board Members, Club Representatives, Life Members and Secretaries of affiliated Clubs at least seven (7) days prior to the appointed date of such meeting, and shall state the time and venue for the meeting and an agenda for the business to be conducted.

#### **20. NOMINATIONS**

- a. Nominations of candidates for all elective positions must be in writing on the prescribed form, proposed and seconded by any financial members of affiliated Clubs, and signed as accepted by the nominee. Nominations are to be received by the Centre Secretary fourteen (14) days prior to the Annual Meeting.

#### **21. ELECTIONS**

- a. All elections shall be by secret ballot unless, with the agreement of all nominees, the meeting authorises election by show of hands.
- b. Financial and Life Members shall have one (1) vote for each nominee.
- c. Elections shall require a 50% affirmative vote, even though there may be only the required number of nominees.
- d. In the case of an excess of nominees then voting shall be conducted by an exhaustive process until the required number of nominees remain.
- e. If a secret ballot is employed, the Chairperson shall select a member present to act as scrutiner. After elections are completed satisfactorily, and in the presence of the meeting, all ballot papers shall be destroyed.

## 22. VOTING

- a. The Centre Patron shall have one (1) vote only if a financial member of Centre or an affiliated Club, or a Life Member.
- b. Life Members and financial members of affiliated Clubs shall each be entitled to one (1) vote only, except as provided by Rule 22.c
- c. The Chairperson shall have a deliberative vote, and in the case of equilibrium of votes, shall also have a casting vote.
- d. Unless otherwise specified (see Rule 21.a and Rule 22.e), voting shall be by either voices or show of hands as the Chairperson shall direct.
- e. A secret ballot shall be taken if any member eligible to vote so requests. Such ballot shall be conducted as per Rule 21.e.
- f. The declaration by the Chairperson that a vote has been carried or lost shall be final, provided that in the case of a secret ballot the declaration of the result of such ballot shall be final. Votes cast for each candidate or option shall be declared and minuted.
- g. No member present who is unfinancial, or whose affiliated Club is unfinancial at the time of the meeting shall have the right to exercise a vote until such time as they or their affiliated Club becomes financial.

## 23. PROXIES

- a. No person may appoint another person to act as his or her proxy to attend and/or vote at any Annual or Special Meeting of the Centre.

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## 24. QUORUMS

- a. At any Annual or Special Meeting of the Centre at least five per cent (5%) of those eligible to attend and vote shall constitute a quorum.

- b. At any meeting of the Centre Board at least fifty per cent (50%) of those eligible to attend and vote shall constitute a quorum.
- c. A quorum shall be present throughout the full duration of the meeting.

## **25. THE BOARD**

- a. In consultation with affiliated clubs at road and/or track programming meetings, approve the date/s for Centre Road and Track Championships for the ensuing year.
- b. Oversee and control the conduct of officials and members of affiliated Clubs.
- c. Inflict sanctions or penalties, commensurate with these rules, upon any affiliated Club, official or member found guilty of breaking any of the Rules of Centre, or refusing to give effect of any legitimate resolution passed by the Centre Board, or by any legitimate resolution passed at the Centre Annual or Special Meeting.
- d. Suspend during its pleasure, or otherwise sanction or penalise any official or member of any affiliated Club within its jurisdiction, commensurate with the guidelines set down by the BRT Disciplinary Procedures Policy, who may be found guilty of improper, unfair or unsportsmanlike conduct in any matter connected with the affairs of the Centre.
- e. If deemed necessary, call for the production of books, documents or papers of any affiliated Club.
- f. Determine all questions and disputes as to the construction and meaning of these Rules, or any expression therein, or as to anything done or omitted by any affiliated Club, or any member thereof in relation to the sport of road and track cycling.
- g. Appoint sub-committees as deemed appropriate and necessary from time to time.

## **26. CENTRE BOARD MEETINGS**

- a. Meetings of the Centre Board shall be held at such regular times as determined by the Board in each year, and in no case any less frequent than at three (3) monthly intervals.
- b. Additionally, meetings of the Centre Board may be summoned by the Chairperson at any time, or upon the receipt by the Centre Secretary of a requisition signed by three (3) Board Members or Club Representatives setting forth the objectives of the meeting. Such meetings shall be summoned forthwith and shall be held as soon as possible and no later than seven (7) days after receipt of the requisition.
- c. Matters of an urgent nature may be dealt with outside of regular Board Meetings, either by impromptu meetings, telephone or video conference calls, or electronic mail, by the Chairperson, Centre Secretary plus one other Board Member or Club Representative. Full written records of the meeting and actions taken must be prepared and tabled for ratification at the next regular Board Meeting.

- d. Matters of a routine and recurring nature (for example recurring and known bill payments) may be undertaken outside of the prior approval of a Centre Board Meeting. Such matters should be identified and documented at the first meeting after the Annual Meeting for the forthcoming year.

#### **27. CANTERBURY SCHOOLS CYCLING SUB-COMMITTEE**

- a. Canterbury Schools Cycling is to form a sub-committee of Canterbury Centre charged with staging the annual schools cycling season, the South Island Schools Cycling Championships (if conducted in Canterbury) and any other special schools cycling events or promotions.
- b. The sub-committee is responsible to the Centre through the Centre Board.
- c. Requests for funding are to be made to the Centre Board each year for the forthcoming programme at least three (3) months prior to commencement of the programme. Shortfalls in external funding are to be made up from within Canterbury Centre resources.
- d. The functions of the sub-committee shall be contained in Centre bylaws pursuant to clause 48 of these Rules.

#### **28. PATRON**

- a. The Centre Board may, from time to time, appoint any person agreeable to the appointment to be Patron of the Centre.

#### **29. CHAIRPERSON**

- a. The Centre Board and Club Representatives shall elect a Chairperson from amongst the elected Board Members at the first Centre Board Meeting after the Annual Meeting each year.
- b. The Chairperson of the Centre Board shall take the chair at all Annual, Special, and Centre Board meetings. In the case of non-attendance of the Chairperson for any reason, the members present, so long as a quorum is present, shall appoint another Board Member to act as Chairperson.
- c. At Centre Board Meetings the Chairperson shall have a deliberative vote and also a Casting Vote in the event of equilibrium of voting.

#### **30. CENTRE TREASURER**

- a. The Centre Board and Club Representatives shall elect from amongst the elected board members, or, if deemed necessary appoint any other suitable person not being an elected member of the Board, a Treasurer at the first Centre Board Meeting after the Annual Meeting each year. Should the Treasurer not be an elected Centre Board member then he/she shall have speaking rights, but not voting rights.
- b. The duties of the Treasurer shall be to:

- (1) Receive all monies for and on behalf of the Centre, and pay the same into such bank/s account/s as the Board may from time to time determine.
- (2) Pay all accounts and advances in the manner prescribed, or as directed by the Board after the same has/have been approved for payment. The Board may authorise the Treasurer to make payments to certain regular, recurring, or anticipated accounts and subsequently have them ratified at the next Board Meeting.
- (3) Maintain complete and accurate records of all transactions appertaining to Centre accounts and prepare monthly statements of income and expenditure and balances for presentation at Board Meetings.
- (4) To act as authorised person to have access to the BikeNZ membership database and deal with BikeNZ in relation to Membership and monies received therefrom.
- (5) Prepare the Annual Accounts and Fixed Asset Depreciation Schedules as soon as practicable after the end of the financial year. These should be presented to the Board for comment prior to being forwarded to the authorised Centre Auditor in sufficient time to make them available for distribution as prescribed prior to the Annual Meeting.

### **31. CENTRE SECRETARY**

- a. The Centre Board and Club Representatives shall elect from amongst the elected board members, a Secretary at the first Centre Board Meeting after the Annual Meeting each year.
- b. The duties of the Secretary shall be:
  - (1) Convene all meetings of the Centre, and carry out the clerical duties of the Board, carrying out all directions given by the Centre Board.
  - (2) Keep all records and minutes of the Centre and Centre Board and retain custody of the Common Seal.
  - (3) Ensure the timely distribution of all minutes of meetings, together with financial account summaries, to Board Members, Club Representatives, Life Members and Secretaries of affiliated Clubs.
  - (4) In consultation with the Treasurer (See Rule 30(4)) maintain a record of names addresses (postal and electronic) of all Board Members, Life Members, Secretaries of Affiliated Clubs, and financial members of affiliated Clubs.
  - (5) Keep and maintain such other books, records and registers as the Board may, from time to time, direct.
  - (6) Carry out all other acts provided for in these Rules.
  - (7) Forward to CNZ/CRT when necessary a list of Centre Officers, both postal, electronic, and telephone.

(8) Upon adoption of the Annual Accounts submit to the Registrar of Incorporated Societies a copy of the Annual Accounts.

(9) Register any amendments to these Rules, after ratification, to the Registrar of Incorporated Societies, together with , as necessary, any changes to officials and/or contacts.

### 32. CUSTODIAN

- a. The Board shall appoint a custodian or custodians who shall be responsible for maintaining accurate records of Centre Assets.
- b. New acquisitions and/or disposals are to be notified to the Treasurer, as required to update the Depreciation Schedule.
- c. Losses and/or damage are to be investigated immediately and a report tendered to the Board to determine any further action.
- d. The custodian shall maintain a register of current holders of Centre trophies and arrange their return prior to the next staging of the event in question.

### 33. FINANCES

- a. The financial year of the Centre shall end 31 December in each year.
  - b. All payments by Centre shall be either by Cheque or On-Line Bank payment signed/authorised by the Treasurer and one other elected Board Member.
  - c. Cash payments for expenses may be authorised at the discretion of the Board upon a signature by the recipient.
  - d. Funds Investment:
    - (1) The Board and Club Representatives may, by a two thirds (2/3) majority resolution, transfer such funds from the General Account/s as are deemed not essential for immediate purposes to a general or special reserve.
    - (2) The Board and Club Representatives may, by a two thirds (2/3) majority resolution, invest funds transferred to the general or special reserve under rule 33.d(1) in a Trustee Investment pursuant with to the Trustee Act 1956, and its amendments.
  - e. The Centre shall have the power to borrow, but only in pursuance of a resolution carried unanimously by all members of the Board and Club Representatives.
  - f. The Board shall have the power, should it be deemed necessary, upon a two thirds (2/3) majority resolution, to impose levies for special purposes.
- 
- g. Centre Affiliation Fees and Rider Levies (excepting Rule 33.f) may only be altered at an Annual or Special Meeting and shall relate to the membership year following their amendment. BikeNZ are to be advised of changes to Rider Levies at the appropriate time in advance of their introduction.

- h. Centre Affiliation Fees shall be paid no later than the date of the Annual Meeting. Except in special circumstances, Rider Levies will be collected on line through the BikeNZ Membership database.
- i. Any fines or penalties imposed by Centre are to be paid in full within fourteen (14) days.
- j. Any affiliated Club or Rider not complying with Rules 33.h or 33.j may be suspended until such levies or fines are paid in full.

#### **34. AUDIT OF ACCOUNTS**

- a. The accounts of Centre shall be audited by a suitably qualified person, not being an active member of the Centre or any of its affiliated Clubs, and duly appointed under these Rules, who shall have the power to call for production of all books, electronic records, papers, accounts and documents relating to the affairs of Centre at any time.
- b. For every audit the auditor shall submit a report to the Board.
- c. If, for any reason, the appointed auditor is unable or prevented from fulfilling these duties, the Board shall appoint a substitute to hold office until re-appointment at the next Annual Meeting.

#### **35. MEMBERSHIP (LICENCING)**

- a. All riders shall be licenced (ie, hold a CNZ Membership) at the appropriate level commensurate with the event/s entered.
- b. Ride Club and Ride Youth are appropriate for affiliated club events within the Centre. Race Senior/Master or Race Youth, or higher are required for Centre Championships, National Championships (Excluding Elite National Championships where Race Elite is required) and other events held outside of Canterbury Centre.
- c. Affiliated Clubs are to set their own criteria for accepting Ride Free membership holders into their events, but this should not extend to more than three events.
- d. All licencing is to be conducted by the applicant on-line through the CNZ membership database.

#### **36. TRANSFERS**

- a. A rider electing to transfer to another club must in all circumstances, seek the prior financial clearance from his current club prior to effecting the change through the on-line CNZ Membership database. The rider is responsible to CNZ for payment of new club fees, if necessary new Centre Fees, and if done mid-way through a licencing year, replacement licence card fees.

#### **37. EVENTS**

- a. No club may programme or run an event on the same date as a programmed Centre Championship event.



- b. Clubs (road and track) are to convene a programming meeting at least once per year to agree and set a programme of events for the ensuing year or season. A Centre Board representative shall be present to act as an arbitrator in the event of disputes.
- c. Clubs shall manage their own method of promulgation of events, event entry systems, and results notification (eg., websites, facebook, etc).
- d. Clubs shall set their own entry fees for events run by that club. In the case of Centre Championships (Road or Track) clubs are to advise the Centre Board prior to the Championship of entry fees.

#### **38. CENTRE CHAMPIONSHIP EVENTS**

- a. Centre Championship events should be run in accordance with the current CRT Racing Rules.
- b. Organising clubs are to arrange for medals as required through the Centre Treasurer in sufficient time prior to the event.
- c. Medals should be awarded in accordance with the guidelines set in the current BRT Racing Rules.
- d. Visitors may be permitted entry to Centre Championships and will be placed, but may not receive any medals or trophies.

#### **39. NATIONAL CHAMPIONSHIPS**

- a. For National Club Road Championships representation is by affiliated Clubs only and each affiliated Club shall set its own structure for selection, travel, accommodation, etc.
- b. For National Elite Road, National Elite Track and National Age Group Championships, representation is currently by Centre only (with the exception of NZ Registered Trade Teams for National Elite Road Championships).
- c. In the case of National Elite Road Championships, Centre is responsible for any selection criteria, funding, travel, accommodation, uniforms, and selection of Team Managers.
- d. National Track Championships are solely the responsibility of the Canterbury Track Cycling Club but are to advise Centre of details of Team Managers for each Championship and provide a post Championship report to Centre on completion.

#### **40. COMMON SEAL**

- a. The Common Seal of the Centre shall be kept in the custody of the Centre Secretary and affixed as necessary to any deed, document, instrument or other writing by explicit written authority of the Board.

#### **41. COLOURS**

- a. The representative colours of the Centre shall be to a design approved by the Centre Board from time to time, and advised to all clubs and CNZ/CRT as required.

#### **42. NOTICES**

- a. Every notice required to be given to any affiliated club or member shall be deemed to have been delivered if posted in a pre-paid envelope or transmitted by electronic mail to the last known postal or electronic mail address.
- b. The accidental omission to give such notice, through the fault of the sender, incorrect address, or other failure of delivery shall not invalidate proceedings at any meeting.

#### **43. MATTERS NOT PROVIDED FOR**

- a. The decision of the Centre Board on the interpretation, application, or effect on any of these Rules, or any matter or things not provided for by these Rules, and which pertain to Centre, its property or its interests, shall be conclusive and binding upon all affiliated Clubs and Members of the Centre unless and until a contrary ruling is carried at an Annual or Special Meeting.

#### **44. INDEMNITY**

- a. The Centre Board and other officials of the Centre shall be indemnified by the Centre against all losses or expenses in, or about, the discharge of their duties except such as shall happen by their own wilful act, neglect, or default. No Board Member, Club Representative, or Official shall be responsible for any other Board Member, Club Representative, or Official by the insufficiency or deficiency, or value of, or title to, any property or security acquired to be taken on behalf of the Centre, or by the bankruptcy, or any tortious act of any customer or debtor of the Centre, or by anything done in the execution of the duties of his/her office, or in relation thereto or otherwise than his or her own wilful act, neglect or default.

#### **45. IGNORANCE OF THE RULES**

- a. Ignorance of any rules of Centre shall not be accepted as an excuse for any breaches thereof.

#### **46. ALTERATION OF THE RULES**

- a. Any rule may be altered by a decision of a two thirds (2/3) majority vote of those members present and eligible to vote at any Annual or Special Meeting of the Centre.
- b. Notice of alterations of the Rules, together with the proposer and seconder of each and every alteration, shall be given in writing to the Centre Secretary no later than fourteen (14) days prior to the date of the Annual or Special Meeting at which the proposed alterations are intended to be proposed, and seven (7) days notice thereof shall be given to all Life Members and Secretaries of affiliated Clubs.
- c. All notices of motion regarding alteration of these Rules shall be accompanied by a clause stating which position the alteration shall take in these Rules.
- d. Any alteration of these Rules shall be submitted once per year to the Registrar of Incorporated Societies in accordance with the regulations and accompanied by any form and/or fees prevalent at the time.

#### **47. WINDING UP**

- a. If at any time the Centre, at an Annual or Special Meeting, shall decide by a simple majority, following the regulations prescribed in the Incorporated Societies Act 1908 in force at the time, to wind up its operations then the accumulated funds, properties and assets shall be distributed as follows:
- (1) In payment of the costs of winding up
  - (2) Pro-Rata between the creditors of Centre
  - (3) To Trustees, to be held in trust for any subsequent re-establishment of a Regional Centre or similar body in Canterbury. Such trust shall be created by deed.
  - (4) Properties and assets shall disposed of in the first instance to affiliated clubs, as appropriate, or in the case of donated trophies, offered back to the donor.

#### **48. BYLAWS**

- a. The Centre Board may, from time to time, establish or amend such bylaws as it deems necessary (not being inconsistent with these Rules, or with the Incorporated Societies Act 1908, or CNZ or CRT Rules) governing any aspect of operation of the Centre. For example (and without limiting the generality of this power) bylaws may be enacted relating to procedures for meetings, the control and/or use of equipment, and the publication of reports of meetings and Centre business by newsletter. The bylaws so enacted shall be recorded by the Centre Secretary and shall be disseminated to all Life Members and Secretaries of affiliated Clubs at least twenty eight (28) days prior to their coming in force.

#### **BYLAW No.1 (April 2015)**

##### **RULE 39.c – NATIONAL CHAMPIONSHIPS**

- (1) Entry to the National Elite Road Championships is currently undertaken individually by the rider directly with the Championship organiser. Rule 39.c is therefore in abeyance and is replaced by the following Rule:

- 39.c Prior to the National Elite Road Championships the Centre Board shall determine the level of funding, if any, to be allocated to the Centre Team (excluding affiliated Club members entering through NZ Registered Trade Teams) and, if deemed necessary, apply for external funding.

We, the undersigned members of Cycling New Zealand Canterbury Incorporated certify that the aforementioned Rules of the Society, amended on the 28<sup>th</sup> April 2015, were approved by a two third majority vote of the membership at the Annual General Meeting of the Society held on the 28<sup>th</sup> April 2015.

Ken Lord  
Chairman  
Cycling New Zealand Canterbury Inc



Leanne Creighton  
Treasurer  
Cycling New Zealand Canterbury Inc



Hamish Fergusson  
Board Member  
Cycling New Zealand Canterbury Inc



Bruce Dawe  
Life Member  
Cycling New Zealand Canterbury Inc

