

**CONSTITUTION OF
INGLEWOOD SWIMMING CLUB
INCORPORATED**

Adopted 2 March 2026

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CONSTITUTION OF INGLEWOOD SWIMMING CLUB INCORPORATED

Section One: Core Provisions

1. Name

- 1.1 The name of the organisation is Inglewood Swimming Club Incorporated ("the Club").

2. Definitions and Interpretation

- 2.1 In this constitution:

Act means the Incorporated Societies Act 2022;

AGM means the annual general meeting of the Club;

Amount means any fee, subscription, levy, fine or similar monetary imposition;

Board means the governing board of Swimming NZ;

Chair means the chairperson of the Committee;

Club Register means the list of Members affiliated with the Club;

Coach means a person who coaches the Sport for the Club, whether in a paid or volunteer role;

Committee means the Club's governing body;

Committee Member means a person elected or appointed to the Committee in accordance with this constitution;

Competitive Member means a member who intends to compete in competitions sanctioned by either the Regional Association or Swimming NZ;

Contact Person means a person holding the position of contact person for the Club being the person whom the Register of Incorporated Societies can contact when needed;

Database means Swimming NZ's database of Swimming NZ members, which includes the details of Members;

Financial Year means the financial year of the Club;

General Member means an individual who, in accordance with this constitution, applies for and is admitted to membership of the Club, takes part in swimming activities, and who has not ceased to be a Member;

GM means an AGM and/or SGM, as the context requires;

Life Member means a person awarded life membership of the Club in accordance with clause 6.1b

Member means a person who is a member of the Club in accordance with clause 6.1;

Member Club is a swimming club which is a member of a Regional Association and Swimming NZ;

Non-Swimming Member means an individual who, in accordance with this constitution, applies for and is admitted to membership of the Club, does not take part in swimming activities, and who has not ceased to be a Member;

Office and **Officer** have the meaning given by the Act and shall be filled by Committee Members;

Ordinary Resolution means a resolution requiring a majority of the votes cast;

Purposes mean the Purposes of the Club as set out in clause 4;

Region means the geographic area of the Regional Association of which the Club is a member;

Regional Association means the regional swimming association of which the Club is a member (being Swimming Taranaki) and **Regional Associations** means all the regional swimming associations which are members of Swimming NZ;

SGM means a special general meeting;

Special Resolution means a resolution requiring a two thirds majority of the votes cast;

Sport means the sport of swimming in all its forms, including learn to swim, recreational swimming and competitive swimming;

Sports Tribunal means the Sports Tribunal of New Zealand;

Swimming NZ or **SNZ** means Swimming New Zealand Incorporated (215320);

World Aquatics means the world governing body of swimming;

2.2 In this constitution:

- a. the singular includes the plural and vice versa;
- b. any reference to any Act, regulation, by-law, policy, deed, charter, procedure or document includes any amendment to it and any replacement passed in substitution for it;
- c. references to a person includes incorporated bodies and unincorporated groups;
- d. headings are for reference only and do not assist interpretation;
- e. the term "includes" or "including" (or any similar expression) is deemed to be followed by the words "without limitation";
- f. derivatives of any term defined in this constitution have a corresponding meaning; and
- g. any approval, decision, requirement or action by the Club or the Committee may be undertaken by the Committee or by such person to whom the Committee has given authority.

3. Status

3.1 The Club is:

- a. an incorporated society established under the Incorporated Societies Act 2022;
- b. bound by, and must observe the rules and decisions of Swimming NZ.
- c. bound by, and must observe the rules and decisions of the Regional Association.

4. Purposes

- 4.1 The primary purpose of the Club is to support the growth of the Sport within the Club's general catchment area.
- 4.2 To support its primary purpose, the Club has the further purposes to work with Swimming NZ, the Regional Association, other Member Clubs within the Region and other stakeholders to:
- a. promote, foster and encourage swimming and associated aquatic sports and disciplines as core life skills for our community;
 - b. promote water safety and lifesaving skills;
 - c. conduct and promote competitions, demonstrations and arrange for instruction and coaching in swimming and associated aquatic sports and disciplines;
 - d. actively promote and encourage teamwork and Club Spirit and companionship by arranging and conducting social events;
 - e. raise funds to promote all or any of the purposes of the club and be financially viable and financially independent of Swimming NZ and the Regional Association.
 - f. have sound governance structures, processes and policies;
 - g. affiliate with Swimming New Zealand and the Regional Association comply with the policies and standards set by Swimming NZ and the Regional Association; and
 - h. affiliate to any other organisation for the benefit of the Sport as determined by the Committee.
- 4.3 The Purposes of the Club are exclusively charitable and include the promotion of amateur sport for the pursuit of physical; fitness and other purposes beneficial to the community, including the training, education, and development of all those involved in the Sport. To the extent that any of the Purposes are found to be non-charitable, they are ancillary and secondary to the charitable elements of the Purposes. Rules 4.1 and 4.2 are subject to this rule.

5. Powers and Obligations

- 5.1 The Club has, both within and outside New Zealand/Aotearoa, full capacity, rights, powers, and privileges to carry on or undertake any activity, do any act, or enter into any transaction, subject to this Constitution, the Act, any other legislation, and the general law.
- 5.2 The Club shall:
- a. support and work with other Member Clubs in the Region, the Regional Association and Swimming NZ to build a culture of trust, respect and collaboration for the Sport;
 - b. work with other Member Clubs in the Region, the Regional Association and Swimming NZ for the development and benefit of the Sport;
 - c. play an active role in securing funding for the Club;
 - d. cooperate with other Member Clubs in the Region and the Regional Association in respect of the development and organisation of competitions and development pathways in the Region;
 - e. pay any Amount owed by the Club to Swimming NZ and the Regional Association;

- f. abide by all rules, regulations, policies, procedures, lawful requests, or directions made by Swimming NZ or the Regional Association, including the Swimming NZ Member Protection Policy Manual (as that document may be amended or superseded from time to time); and
- g. provide accurate data on a timely basis for the Regional Association and as required by Swimming NZ for the Database or otherwise.

Section Two: Membership, Club Register and Database

6. Members and Database

- 6.1 The categories of membership of the Club are:
- a. **General Member:** A General Member is an individual who, in accordance with this constitution, applies for and is admitted to membership of the Club, takes part in learn to swim and / or squad swimming activities, and who has not ceased to be a Member;
 - b. **Non-Swimming Member:** A Non-Swimming Member is an individual who, in accordance with this constitution, applies for and is admitted to membership of the Club, does not take part in swimming activities, and who has not ceased to be a Member;
 - c. **Life Member:** Life Members are persons who have demonstrated significant service, and/or made a significant contribution, to the Club or the Sport and who are elected at a GM or appointed by the Committee. The eligibility requirements for the election or appointment of Life Members and the benefits conferred on Life Members shall be determined by the Committee.
- 6.2 Member application and consent: A person seeking membership of the Club as a General Member or a Non-Swimming Member:
- a. must consent to becoming a Member (their parent / guardian must consent on their behalf if the Member is under 16 years old) by completing and submitting an application as required by the Club;
 - b. must satisfy all criteria for membership in this constitution, and any other criteria adopted by the Club from time to time;
 - c. is subject to approval as a Member by the Club, which may be given or declined by the Committee in its sole discretion; and
 - d. is granted membership for the single season to which their membership application relates, which is deemed to end at the end of such season on 31 October and a new application must be made for subsequent seasons.
- 6.3 By completing and submitting an application for membership of the Club, the applicant consents to (on approval by the Club as a General Member) also becoming a member of Swimming NZ and the Regional Association, and having their personal details entered on the Club Register and the Database.
- 6.4 A person who is a Coach is required to be a Member (whether a General Member, a Non-Swimming Member or a Life Member).
- 6.5 Members must pay all Amounts due to the Club, the Regional Association and Swimming NZ before being eligible to participate in any event sanctioned by Swimming NZ or a Regional Association.
- 6.6 A Member may not be a member of another Member Club, or a member of more than one Regional Association. Transfer of membership between Clubs affiliated to Swimming NZ shall be as follows:
- a. Transfer between clubs shall not be unreasonably withheld.
 - b. The transferring Member, or parent / guardian for Members under 16, must notify the Club they are transferring from.

- c. The Committee of the former Club shall advise the new Club of the financial status of the Member. The transfer may only take place once all Amounts due to the former Club have been settled.

6.7 A General Member ceases to be a General Member and a Non-Swimming Member ceases to be a Non-Swimming Member:

- a. by written resignation delivered to the Club;
- b. upon termination of, or expulsion from, membership by the Club in accordance with this constitution;
- c. if the Member has not paid any Amount due to the Club, the Regional Association and/or Swimming NZ within 3 months of the due date for payment;
- d. at the end of the season to which their membership application relates;
- e. on death.

For the avoidance of doubt, a Life Member's membership may cease under paragraphs (a), (b) and/or (c) of this clause.

6.8 Consequences of ceasing to be a Member: A Member who ceases to be a Member:

- (a) remains responsible to pay all Amounts to the Club;
- (b) must return all the Club's property if relevant;
- (c) ceases to be entitled to any rights of a Member.

6.9 Club Register: The Club shall record the details of its Members and will keep the Club Register up to date with its Member's details, which includes each Member's name, Contact Details (which for Members under 16 years of age shall be those of their parent / guardian) and the date they became a Member. A Member must provide notice to the Club of any change to their Contact Details. The Club Register will be updated as soon as practicable after the Committee becomes aware of changes of the information recorded in the Club Register. The Committee will keep a record of those who have ceased to be a Club Member within the previous 7 years and the date on which they ceased to be a Member.

6.10 Membership Database: The Committee shall have access to that part of the Database that records the details of its Members and will keep that part of the Database up to date with its Member's details.

6.11 Members shall be entitled to access and correct any personal information held about them in the Club Register and the Database.

7. Rights and Obligations of Members

7.1 A Member:

- a. is bound by this constitution and by all rules, policies, charters, procedures and decisions of the Club, the Regional Association, Swimming NZ and World Aquatics;
- b. must pay all Amounts imposed on them by the Club, the Regional Association and Swimming NZ; and
- c. must advise the Club promptly of their telephone number(s) and email address (which for Members under 16 years of age shall be those of their parent / guardian) and any changes to them.

7.2 A Member who:

- a. breaches any rule, policy, charter, procedure, or decision, or fails to give effect to any decision, of the Club, the Regional Association, Swimming NZ, World Aquatics, or the Sports Tribunal; or
- b. does anything else (for example, being convicted of a criminal offence which the Committee considers is relevant to the Club, its activities or the Sport) which the Committee considers brings or may bring the Sport or the Club into disrepute and/or creates exposure to risk for the Club; or
- c. fails to comply with any sanction imposed by the Club, the Regional Association, Swimming NZ or the Sports Tribunal,

is liable to, as determined by the Committee in its sole discretion:

- d. suspension for a period; or
- e. expulsion; or
- f. such other sanction as the Committee may in its sole discretion impose.

7.3 Any transfer of membership of a Member to another Member Club shall only be effective once approved in writing by the two Member Clubs involved.

7.4 Any Member under suspension or awaiting a hearing for an offence capable of having a period of suspension imposed:

- a. is ineligible for transfer to another Member Club;
- b. will not have voting rights at a General Meeting.

Section Three: Governance

8. Committee Composition

- 8.1 The Committee comprises no less than five persons of which a majority must be Members.
- 8.2 The Officers of the Club shall be:
- a. Chair
 - b. Secretary
 - c. Treasurer
- 8.3 Additional roles may be prescribed at the AGM of the Committee, as required for the efficient running of the Club.
- 8.4 The following persons are not eligible to be a Committee Member:
- a. an employee of the Club, another Member Club, a Regional Association or Swimming NZ;
 - b. a person who is a member of the Board of Swimming NZ or a Regional Association;
 - c. a person who is under 16 years of age;
 - d. a person who is an undischarged bankrupt;
 - e. a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conducts Act 2013 or the Takeovers Act 1993;
 - f. a person who is disqualified from being a member of the committee of a charitable entity under the Charities Act 2005;
 - g. a person who has been convicted (whether in New Zealand or another jurisdiction) of a crime involving dishonesty (within the meaning of that term in section 2(1) of the Crimes Act 1961) in the previous seven years;
 - h. A person who is otherwise disqualified from being an Officer under s47 of the Act;
- 8.5 Either:
- a. all Committee Members are elected by Members at an AGM; or
 - b. four Committee Members are elected by Members at an AGM and the balance of the Committee Members are appointed by an appointment panel of elected Committee Members that includes the Chair of the Committee.
- 8.6 Notwithstanding anything else in this Constitution, each Member who is 16 years or older is entitled to one vote for the election of each elected Committee.
- 8.7 At least fourteen days prior to the AGM, the Committee shall give written notice of the AGM to Members and advertise publicly via communications channel(s) agreed by the Committee. The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.
- 8.8 A candidate for Office must be proposed by one Member and seconded by another. If the candidate is not present at the meeting, then the person proposing him/her must produce evidence satisfactory to the Chair that such candidate is willing to accept Office.

- 8.9 In the event that the Committee has less than five Committee Members following an AGM, and providing there is a quorum (as defined in clause 9.3), the Committee may continue to govern the Club providing that within 6 months of the AGM the Committee appoints such Committee Members to bring its number to five persons. Such appointments shall be for the same term as a Committee Member elected at the AGM or appointed by the appointments panel.
- 8.10 Each Committee Member must, before election or appointment, consent in writing to becoming a Committee Member and certify in writing that they are not disqualified from holding the position of Committee Member under this constitution.
- 8.11 At all GMs of members of the Club the Chair shall preside. If he/she should be absent the meeting shall elect a Chair. At all GMs of Members and at all meetings of the Committee the Chair shall have a deliberative vote, and in the event of equality of voting a casting vote in addition.
- 8.12 A Committee Member is deemed to have vacated the Committee upon any one or more of the following occurring:
- a. becoming ineligible to hold the position of Committee Member in accordance with clause 8.2;
 - b. being declared of unsound mind or being the subject of a property order under the Protection of Personal and Property Rights Act 1988;
 - c. resigning or retiring, or their term of appointment expiring;
 - d. being convicted of a criminal offence or being sentenced to imprisonment;
 - e. dying; or
 - f. being absent for three consecutive meetings of the Committee without being granted leave of absence by the Committee, recorded as an apology in the meeting minutes.
- 8.13 Casual vacancies are dealt with as follows:
- a. the Committee may fill casual vacancies on the Committee, including if a Committee Member resigns between AGMs;
 - b. the term of any appointments due to casual vacancies is until the conclusion of the next AGM;
 - c. any person appointed to fill a casual vacancy may later stand for election to the Committee at an AGM;
 - d. for the avoidance of doubt, the Committee may fill casual vacancies by making appointments under this clause even if the number of Committee Members at the time falls below the requirements for a quorum (as defined in clause 9.3).

9. Committee Procedure

- 9.1 The governance of the Club and the exercise of all powers of the Club (except where restricted by this constitution) are delegated without further restriction, to be undertaken by the Committee. Such powers may also be delegated by the Committee to persons as the Committee determines.
- 9.2 The role and responsibility of the Committee is to act in the best interests of the Club and to provide good governance to the Club, including through the following:
- a. monitoring and reviewing performance of the Club, including (if applicable) against the Club's annual business plan and budget;

- b. addressing the ongoing viability and sustainability of the Club;
 - c. monitoring regulatory compliance for the Club;
 - d. appointing, monitoring and reviewing the performance of staff employed and contracted by the Club, including Coaches;
 - e. establishing, reviewing, and monitoring policies to guide and govern the Club;
 - f. fostering interaction and communication across and within the Club, and with other Member Clubs in the Region and the Regional Association;
 - g. preparing an annual report and procuring an annual statement of accounts.
- 9.3 A Committee meeting requires a quorum of either four Committee Members or at least half the Committee plus one, whichever is fewer..
- 9.4 The Committee determines its own rules for any matters not specified in this constitution, including for conduct, operation, and meetings of the Committee. Such rules, which may be recorded in a Committee charter and/or code of conduct, shall include:
- a. there must be at least five Committee meetings each year;
 - b. Committee meetings may be held in person or at one or more venues using any real-time audio, audio-visual or other electronic communication by which those participating may hear each other simultaneously and have a reasonable opportunity to participate;
 - c. a Committee meeting may be called by the Chair or by written request of three Committee Members;
 - d. decisions are by Ordinary Resolution (unless otherwise required by this constitution) by voice, or if requested by the Chair by show of hands, and, if requested by any Committee Member, by secret ballot;
 - e. a resolution agreed in writing by a majority Committee Members is as effective as if passed at a meeting;
 - f. each Committee Member has one vote and in the event of a tie the Chair has an additional casting vote;
 - g. the Committee must ensure minutes are kept of all Committee meetings; and
 - h. any additional rules and expectations that the Club has of a Committee Member.
- 9.5 The Committee must review all Club policies at least every three years.
- 9.6 Each Committee Member is required to sign a confirmation to the Committee that the Committee Member has read and understood the charter and/or code of conduct, and will act at all times in accordance with the charter and/or code of conduct, this constitution and the best interests of the Club.
- 9.7 The Committee is required to establish, maintain and implement a member protection policy and code of conduct which is binding on all Members, which may be the Swimming NZ member protection policy manual, as that document may be amended or replaced from time to time.
- 9.8 Subject to the terms of this constitution and any resolutions at General Meetings, the decisions of the Committee on the interpretation of this constitution, and all matters dealt with by the Committee in accordance with this constitution and on matters not otherwise provided for in this constitution, shall be final and binding on the Club and Members.

Section Four: Meetings, Elections and Voting

10. General Meetings

10.1 Subject to Clause 10.4d:

- a. all Members are entitled to attend a GM which shall be held at such location, date, and time, or in the case of Clause 10.4d by such process, as determined by the Committee;
- b. General Meetings may be held:
 - i. in person at a single location;
 - ii. at more than one location using any real-time audio, audio-visual or other electronic communication by which those participating may hear each other simultaneously and have a reasonable opportunity to participate; or
 - iii. solely through any real-time audio, audio-visual or other electronic communication by which those participating may hear each other simultaneously and have a reasonable opportunity to participate.

10.2 An AGM must be held once every year, no later than four months after the end of the Financial Year to:

- a. consider the Committee's annual report;
- b. consider the annual financial report;
- c. elect Committee Members and Officers in accordance with Clause 8;
- d. acknowledge disclosures of conflicts of interest made by officers;
- e. consider any other business notified as an item of business by the Committee or under Clause 10.3.

10.3 An item of business must be considered at an AGM if notified to the Club in writing by not less than 15% of Members within seven days of notice of an AGM being given.

10.4 An SGM:

- a. may be called by the Committee at any time;
- b. must be called by the Committee within 21 days of the Club receiving a written request setting out the reasons for the SGM from not less than 50% of the total number of Members of the Club;
- c. can only consider the items of business for which the SGM has been called, provided that the meeting by unanimous vote, permit the consideration of additional business;
- d. can only pass a resolution by Special Resolution;
- e. Special Resolutions bind the Committee to comply with such resolution;
- f. if determined to be appropriate by the Committee, may be held electronically or by teleconference with post, email, or electronic voting; and
- g. if the Committee determines that a SGM is undesirable because of content, time and/or expense, the Committee may conduct the business of the SGM entirely by post, email or electronic voting but this Clause does not apply to a SGM requisitioned by not less than half of the Members of the Club.

- 10.5 A quorum for a GM shall be eight of the Members entitled to attend such meetings as determined in Clause 12.1 or, if post, email, or electronic voting applies, more than 50% of the total votes are cast. If a quorum is not achieved within half an hour, or where post, email or electronic voting applies, less than 50% of the total votes are cast, the GM fails for lack of quorum but the GM is adjourned to another day, time and place to be notified to all persons who are to be given notice under Clause 11. The Members present at a re-convened GM are deemed to constitute a valid quorum.
- 10.6 GMs are chaired by the Chair of the Committee or, in the Chair's absence, by a Committee Member elected by Members present at the GM. Matters not provided for that occur at or in relation to a GM are decided by the chair of the GM.
- 10.7 In the event of a tie on a vote at a GM, the person chairing the GM has a casting vote.
- 10.8 The person chairing a GM may:
- a. adjourn the GM from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the GM from which the adjournment took place;
 - b. direct that any person not entitled to be present at the GM, obstructing the business of the GM, behaving in a disorderly manner, being abusive, or failing to abide by the directions of the person chairing the GM, be removed from the GM;
 - c. in the absence of a quorum or in the case of an emergency, adjourn the meeting or declare it closed.
- 10.9 All Members at a GM must comply with any Committee policy relating to speaking at a GM.
- 10.10 Minutes must be kept of each GM.
- 10.11 Any irregularity, error or omission in notices, agendas and papers for the GM or omission to give notices within a timeframe or omission to give notice to all persons entitled to receive notice, and any other error in the organisation of the GM does not invalidate nor prevent the GM from proceeding provided that:
- a. the Chair in the Chair's discretion determines that it is still appropriate for the GM to proceed despite the irregularity, error, or omission; and
 - b. a motion to proceed is put to the GM and such motion is passed by Special Resolution.

11. Notices for General Meetings

- 11.1 Notices and other documents referred to in this Clause in relation to a GM must be given by the Club to all Members and may be given to any other persons as determined by the Committee.
- 11.2 Notice of the date, time, place, and method (or process in the case of Clause 10.4f of a GM must be given by the Club not less than fourteen days prior to the date of the GM.
- 11.3 Notice of the agenda and the documents relating to items of business for the GM must be given by the Club not less than fourteen days prior to the date of the GM.
- 11.4 Any notice to be given by the Club in relation to a GM may be given by any method (for example but not limited to post, email, or notification on a website) as determined by the Committee.

12. Elections and Voting

12.1 Members entitled to vote at a GM are:

- a. in the case of an AGM, those persons recorded as Members on the Club Register on the date of the AGM, provided that a Member is ineligible to vote at an AGM if:
 - i. any Amount due by them to the Club or the Regional Association or Swimming NZ for the Financial Year referred to above is not paid fourteen or more days before the date on which the vote is to be exercised; or
 - ii. the Member's voting rights are suspended if so determined by the Committee under Clause 7.2; or
 - iii. they are under 16 years of age.
- b. in the case of an SGM, those persons recorded as Members on the Club Register on the day at which the notice of meeting of the SGM is given under clause 11.2, provided that a Member is ineligible to vote at an SGM if:
 - i. any Amount due by them to the Club or the Regional Association or Swimming NZ is not paid fourteen or more days before the date on which the vote is to be exercised; or
 - ii. the Member's voting rights are suspended if so determined by the Committee under Clause 7.2; or
 - iii. they are under 16 years of age.

12.2 At GMs:

- a. a Member who is present is (subject to clause 12.1) entitled to vote;
- b. the use of proxy votes will be determined by the committee prior to the GM and the Committee's decision on their use must be included in the Notice of Meeting;
- c. voting at GMs held in person or by real-time audio, audio-visual or other electronic communication is by voices or by show of hands as determined by the chairperson of the GM, except if a secret ballot is called for by the chairperson of the GM or at least ten Members, in which case voting will be by way of a secret ballot;
- d. voting at SGMs to be conducted in accordance with clause 10.4f and 10.4g will be conducted in accordance with the process determined by the Committee for the conduct of the business of that SGM;
- e. motions are passed by Ordinary Resolution unless required by this constitution to be passed by Special Resolution.

Section Five: Other

13. Finance

- 13.1 The Committee must ensure that proper financial records are kept and the Club has appropriate policies for management of the Club's finances.
- 13.2 The Club's funds may be controlled and invested in such manner as determined by the Committee, and applied solely to the Purposes of the Club.
- 13.3 When disbursements from the accounts of the Club are to be paid, it is to be authorised by any two out of the Treasurer and one of two other members of the Committee duly appointed and no monies shall be paid (except in an emergency) otherwise pursuant to a decision duly entered in the minutes of the Committee or a General Meeting.
- 13.4 With unanimous agreement the Committee may approve expenditure of Club funds up to \$250 without a Committee vote for expenses and reimbursements incurred toward fundraising activities only.
- 13.5 The Financial Year of the club shall run from 1 July to 30 June of the following year.

14. Contractual Relations

- 14.1 The Club may enter into contractual relations:
 - a. Where the obligation would, if entered into by a natural person, be entered into by way of a deed, by two or more Committee members of the Club or one Committee member whose signature is witnessed; or
 - b. Where the obligation would, if entered into by a natural person, be entered into in writing or orally, by a person acting under the Committee's express or implied authority.

15. Alteration to Clauses

- 15.1 Subject to Clause 15.2, this constitution may be changed by Special Resolution at a GM for which such change has been notified in accordance with Clause 11.
- 15.2 No change to the prohibition of personal benefit or the liquidation clause can be approved if it would have the effect of causing the Club to cease to retain its preferential tax status (or, if the Club does not currently have preferential tax status, the Club's ability to obtain preferential tax status) as a society for the promotion of amateur sport or as a charity under the Charities Act (if applicable).

16. Disputes/Appeals

- 16.1 The Club must adopt Swimming NZ's Complaints and Discipline Policy which requires adherence by Members to processes that it considers will assist with the fair, efficient and timely:
 - a. resolution of disputes between Members involving any activity or responsibility of SNZ which the Board considers is of such importance or is causing such a level of disruption to Members or to the activities of SNZ that it must be addressed; and/or
 - b. the investigation and resolution of complaints by a Member against another Member including where the Board initiates an investigation of its own motion for breach by a Member of the rules of SNZ or World Aquatics;
 - c. resolution of appeals by a person against a decision made by a Member Club or

Regional Association involving suspension, expulsion, penalty, or some other material detriment relating to their membership of that Member Club or Regional Association.

- 16.2 The Complaints and Discipline Policy shall comply with the rules of natural justice.
- 16.3 The Board may request the President of SNZ or any other person to act as a mediator in disputes involving Members.
- 16.4 The Board may in its sole discretion decide to allow a right to appeal disciplinary decisions to another body such as the Sports Tribunal (subject to the applicable Member's consent if required).
- 16.5 In relation to doping:
- d. the rules of SNZ for anti-doping are the World Aquatics Doping Control Rules and the Sports Anti-Doping Rules managed by the Sports Integrity Commission. Every Member agrees as a condition of Membership to observe, be subject to and be bound by such rules as if set out here in full;
 - e. nothing in the Sports Anti-Doping Rules is intended to replace or supersede any applicable rule of World Aquatics which may apply with respect to anti-doping matters, provided the World Aquatics rule is consistent with the World Anti-Doping Code;
 - f. to the extent of any inconsistency between the Sports Anti-Doping Rules and any rule of SNZ, the Sports Anti-Doping Rules apply;
 - g. it is a requirement of all activities organised, held, convened or authorised by SNZ or any of its Members regardless of whether the participant is a Member that all participants must agree to comply with the Sports Anti-Doping Rules as a condition of participation.
- 16.6 SNZ recognises the Sports Tribunal may be the appropriate forum to resolve certain sports-related disputes as set out in the rules of the Sports Tribunal. The Board may decide in its discretion on a case-by-case basis that a sports related dispute to which SNZ is a party is agreed to be referred to the Sports Tribunal.
- 16.7 Decisions and awards of the Sports Tribunal are binding on SNZ and its Members.

17. Liquidation and Merger

- 17.1 The Club may be voluntarily liquidated if, at a GM a Special Resolution is passed requiring the Club to be liquidated and the resolution is confirmed by a further Special Resolution passed at a subsequent GM called for that purpose and held not earlier than 30 days and not later than 60 days after the date on which the original resolution was passed.
- 17.2 If, upon the liquidation of the Club, there remains after the satisfaction of all Club debts and liabilities any property whatsoever, the property shall be given to a not-for-profit organisation or organisations (approved by the Members by Ordinary Resolution exercising the voting entitlement set out in Clause 12.1) having purposes aligned with the Purposes. In no event shall the surplus property of the Club be divided among the Members thereof, nor shall the Members of the Club have any beneficial interest therein.
- 17.3 Subject to the written approval of SNZ and satisfaction of all Club debts and liabilities, the Club may in accordance with a Special Resolution at a GM called for that purpose merge with another Member Club.

18. Prohibition of Personal Benefit

- 18.1 All income, benefit or advantage must be applied to the Purposes.
- 18.2 No Member or Committee Member or any person associated with a Member or Committee Member shall participate in or materially influence any decision made by the Club in respect of the payment to or on behalf of that Member or Committee Member or associated person of any income, benefit, or advantage whatsoever.
- 18.3 Any payments made must be for goods or services that advance the Purposes and must be reasonable and relative to payments that would be made between unrelated parties.
- 18.4 The provision and effect of this Clause must not be removed from this constitution and must be included and implied into any document replacing this constitution.

19. Limitation of Liability and Indemnity

- 19.1 No current or former member of the Committee has any liability to the Club or the Members for any act or omission in their capacity as a Committee Member except in the case of their own fraud, dishonesty, breach of fiduciary duty or the commission of any act known by them to be a breach of duties owed by them at law.
- 19.2 Each current or former Committee Member is indemnified by and out of the assets of the Club against:
 - a. any liability arising out of any act or omission in their capacity as a member of the Committee excluding criminal liability arising out of their fraud, dishonesty, breach of fiduciary duty or the commission of any act known by them to be a breach of duties owed by them at law; and
 - b. costs incurred by them in any proceeding relating to such liability.
- 19.3 This Clause is intended to be enforceable by each current or former member of the Committee.

20. Savings

- 20.1 If any matter arises in relation to the Club that is not provided for in this constitution, the matter shall be dealt with as required by the Committee.

21. Contact Person

- 21.1 At its first meeting following an AGM, the Committee must appoint or reappoint at least one, and a maximum of three, persons to be the Contact Person, subject to those persons meeting the eligibility criteria set out in the Act. The Committee must advise the Registrar of Incorporated Societies of any change in the Contact Person or that person's contact details.