



THE CANTERBURY MINERAL & LAPIDARY CLUB INCORPORATED

C O N S T I T U T I O N

AND

BY-LAWS

CONSTITUTION

THE CANTERBURY MINERAL & LAPIDARY CLUB INCORPORATED

NAME

1. The name of the Society shall be:
"The Canterbury Mineral & Lapidary Club Incorporated."

OBJECTIVES

2. (a) To promote the study of all aspects of Geology, Mineralogy, Conservation and Lapidary work for the education and enjoyment of all members.
- (b) To organise and hold monthly meetings, known as general meetings, except when the club is in summer recess.
- (c) To organise supervised field trips for the collection of specimens as often as is practical.
- (d) To arrange for the exhibition and exchange of specimens by members.
- (e) To ensure the retention and maintenance of a "suitable home" for the Club, with meeting hall, well equipped workshop, library and specimen display cabinets.
- (f) To promote the general education of the public to all aspects of geology, mineralogy, fossil conservation and lapidary techniques.
- (g) To encourage the promotion of exhibitions of all objects and articles prepared and produced by the Club in schools, colleges, universities, museums and educational establishments of all kinds.
- (h) To promote the Club and its activities to the general public as well as encourage and welcome new memberships through open activities and participation from time to time.

ORGANISATION

3. (a) The Committee shall consist of: President, Immediate Past President, Senior Vice-President, Junior Vice-President, and three to six committee members. All committee members must be financial or life members of the club. Both sexes should be represented. The quorum for all committee meetings shall be five.

In the event of a casual vacancy occurring due to death, resignation or extended leave of absence of any committee member, the Committee shall have power to fill such casual vacancy. The Committee shall have power to co-opt at all times. Sub-Committees may be appointed by the Committee from time to time as and when it deems necessary to assist or give special consideration to specific tasks.

- (b) **TERM OF OFFICE:** The term of office of all Committee members shall be one year. The term of office of each member of the Committee shall begin at the end of the Annual General Meeting at which he or she was elected or appointed, and shall end at the conclusion of the following Annual General Meeting. Any officer or member of the Committee may be re-elected to the same or any other office.
- (c) **CHAIRPERSON:** The President shall preside at all meetings but if he/she is absent then the Senior Vice-President, and if he/she is absent then the Committee shall elect a chairperson pro tem, with President's privileges. The Chairperson shall have both a deliberative and a casting vote.

- (d) The Committee shall have complete control of all matters of finance and management, including the engagement and remuneration of any person, including a Secretary/Treasurer, or Secretary and Treasurer as required to maintain the service of the Club, and the payment of general approved expense receipts to any member. The terms of engagements and powers, authorities and duties of the Secretary/Treasurer or Secretary and Treasurer shall be decided by the Committee from time to time and he/she/they shall at all times be under the authority and control of the Committee. The Secretary / Treasurer or Secretary and Treasurer shall attend all meetings of the Committee as far as practical. If the treasurer is unable to attend a meeting an electronic copy of the monthly accounts must be circulated to the committee before their meeting. The secretary and Treasurer may vote on all general matters except remuneration payment related to their positions. Two signatories shall sign all cheques or approve electronic fund transfers and withdrawals as approved by the Committee. No cash operating fund to be kept on hand.
- (e) FINANCIAL YEAR: The financial year for the Club shall be the period commencing on 1st April and ending on 31 st March of the following year.
- (f) FINANCE: Monies belonging to the Club shall be deposited in such bank or savings bank or invested in such manner and under such conditions as the Committee may from time to time decide.
- (g) POWER TO BORROW: The power to borrow money for the use of the Club shall be authorised only pursuant to a resolution of members passed at an Annual or Special General Meeting. Voting on this particular issue shall be by ballot or by a show of hands as decided by the Chairperson.
- (h) COMMON SEAL: The Common Seal of the Club shall be in the custody of the Secretary/Treasurer or Secretary who shall affix it to such deeds and documents as the Committee shall from time to time direct, in the presence of at least one other Officer of the Club.

GENERAL MEETINGS

- (a) General meetings shall be organised by the committee on a monthly basis normally excluding December and January.
- (b) The Annual General Meeting of the Club shall be held at such time and on such day in the month of JUNE in each year as the Committee may decide. Minutes of the previous Annual General Meeting shall be read and confirmed with business arising therefrom to be considered and voted upon if necessary. Further business shall be to receive the President's Annual Report, annual financial statements for the year ending on the preceding 31st March (which comply with financial reporting standards for registered charities), election of officers and members of the Committee, and other business. "Other business" shall include any matters concerning the welfare, progress and improvements of the Club during the coming year.
- (c) A Special General Meeting shall be convened by the Secretary/Treasurer or Secretary and treasurer when directed by the President or in his/her absence by the Senior Vice-President, or in his/her absence by the Junior Vice-President, or by resolution of the Committee, and also upon requisition by at least 10% of financial members of the Club. Each requisition shall be supported by the reasons or objectives for which such a meeting is requested, and such objectives shall be in accordance with the Constitution of the Club.

- (d) Annual and Special General Meetings shall be summoned by notice in writing sent to all financial members by the Secretary/Treasurer or Secretary three weeks prior to the meeting, and such notice shall also state any motion or motions to be moved there at. No other motion except that of which due notice has been given shall be considered unless its subject matter is relevant to or dealing with the subject matter of such first mentioned motion or motions.
- (e) The Quorum at Annual, Special General and General Meetings shall be at least 25% of the financial members of the Club.

VOTING AT MEETINGS

- 5. At any General, Annual General or Special General Meeting of the Club, Ordinary, Country and Student members who are financial, and Life Members, shall be entitled to one vote each. In the case of Family Members both adults shall be entitled to one vote each, provided they are financial. The Chairperson shall have both a deliberative and a casting vote. Voting shall be by show of hands and shall be by a simple majority, unless provided otherwise in any other rule.

ELECTION OF OFFICERS

- 6. (a) Election of officers shall take place at each Annual General Meeting. Voting shall be by ballot paper of those attending, and by a simple majority. If nominations received are only sufficient, or insufficient, to fill all vacancies, the persons nominated shall be declared elected, and any remaining vacancies filled by an election of members present. Three scrutineers will be appointed on and for the night of the meeting and shall declare the voting numbers for each candidate.
- (b) Nominations for Officers and Committee shall be signed by the proposer and seconder and the Nominee, and shall be lodged with the Secretary one week before the Annual General Meeting,
- (c) The committee will appoint an independent Auditor to review the annual financial statements before the Annual General Meeting so the Independent Review Report may be presented with the annual financial statements to members at the Annual General Meeting.

MEMBERSHIP

- 7. (a) Applications for membership shall be submitted to the committee on an Application form in printed or electronic version.
- (b) The Committee shall be empowered to decline or accept any application for membership
- (c) Members must agree to abide by the Constitution and By-Laws of the Club. A copy of the Constitution and By-Laws will be issued to all new members.
- (d) Membership of the Club may be limited to any particular number which may be approved by resolution at an Annual or Special General Meeting. When the Club's membership reaches the agreed maximum number, all subsequent applications for membership, may be placed on a waiting list until vacancies occur.
- (e) Any member who fails to comply with the Constitution and By-Laws of the Club, or whose conduct is considered to be prejudicial or detrimental to the Club may be called upon by

the Committee to show why he or she should not be suspended or expelled from the Club. Any member suspended or expelled by the Committee shall have the right to appeal at an Annual or Special General Meeting, and members may by resolution confirm or reverse the Committee's decision. No member so suspended or expelled shall have any claim whatsoever against the Club or its officers by reason of such suspension or expulsion.

- (f) Any member may resign from the Club by giving the Secretary notice in writing to that effect, and upon payment of all subscriptions or other sums due or owing at the time such resignation is submitted.

CLASSES OF MEMBERSHIP

8. Membership shall consist of the following classes:

- (a) **LIFE MEMBERS:** Life' Members shall include those existing persons deemed to be Life Members and those persons bestowed this honour from time to time by the committee. Nomination for Life Membership shall be confirmed by majority vote at an Annual General Meeting. Life members shall not be required to pay an annual subscription.
- (b) **HONORARY MEMBERS:** Honorary members may be elected from time to time by the Committee, for a period limited to one year, but such a member may be re-elected.
- (c) **ORDINARY MEMBERS:** Any person whose application for membership has been approved by the Committee may become an ordinary member on payment of the Annual subscription fixed for ordinary members for that year.
- (d) **FAMILY MEMBERS:** Family membership shall include one or two adults and dependent children whose application for membership has been approved by the Committee may become family members on payment of the Annual subscription fixed for family members for that year.
- (e) **COUNTRY MEMBERS:** Country membership shall be available to persons living more than 32 kms from Cathedral Square, whose application for membership has been approved by the Committee may become a country member on payment of the Annual subscription fixed for country members for that year.
- (f) **STUDENT MEMBER:** Any person who is a full-time student at a Secondary or Tertiary institution, city or country, whose application for membership has been approved by the Committee is eligible as a Student Member on payment of the annual subscription fixed for student members for that year.

SUBSCRIPTIONS

- 9. (a) The annual subscription for the ensuing financial year shall be fixed by resolution at a Special General Meeting held prior to the end of the current financial year.
- (b) Subscriptions for the ensuing financial year shall be due and payable on the 1 st April of each year. Any person whose subscription remains unpaid at the end of two calendar months after the 1 st April (May 31 st) shall have his or her rights as a member suspended until the arrears of subscription have been paid.

- (c) If a member shall remain in arrears of subscription for four months after the due date, his or her name may be removed from the list of members by the committee and he or she shall thereupon cease to be a member of the Club. Such action shall not remove any liability for any arrears of subscription or other dues.
 - (d) In special circumstances, of which it shall be the judge, the Committee may remit any subscription or part thereof, or make special conditions for payment.
 - (e) The subscription for a member joining the Club after 1 st November shall be one half the annual subscription fee fixed for that year.
10. Visitors are welcome to attend one meeting before applying for membership of the Club. A financial member may sponsor a visitor for a Field Trip, provided that consent has been obtained from the trip organiser/leader prior to the day of the trip.

ALTERATION OF CONSTITUTION

11. The Constitution of the Club shall not be altered, added to, or rescinded except by resolution at an Annual or Special General meeting. Notice of motion to alter, add to, or rescind the Constitution, shall be given in writing to the Secretary not less than one calendar month before the date of the meeting to which such motion is submitted. Any member or officer affected individually by such change may speak but not vote on the issue involved.

BY-LAWS

12. The Committee shall have power to make, amend and repeal By-Laws consistent with the Constitution for the general management and conduct of the Club. The Committee shall inform all members by written notice of all such alterations and amendments. All by-laws made by the Committee and orders given by them shall be binding on every member of the Club unless set aside by majority vote of members at a Special General Meeting.

DISSOLUTION

13. A voluntary winding up pursuant to Section 24 of the Incorporated Societies Act 1908, and subsequent amendments, may be brought about by a resolution of a Special General Meeting requiring that the Club be wound up, confirmed at a second meeting held not less than thirty days after the first meeting.

PROPERTY OF THE CLUB

14. (a) The funds of the Club shall be applied solely in the promotion of the objectives as set out in the Constitution.
- (b) No member who shall cease to belong to the Club either by resignation or otherwise, shall have any claim upon or be entitled to participate in any of the effects or property belonging to the Club, or to have any part of his or her annual subscription refunded.
- (c) In the event of the winding-up of the Club whether pursuant to Paragraph 13 of the Constitution or otherwise, all assets, effects and property of the Club including the net value of all realty and all plant, equipment, exhibits and collections of articles of lapidary

or other interest made by the Club, or made by Club members and the property of the Club shall be transferred to and shall become the property of the Board of Trustees of the Canterbury Museum, to be used by the Museum for such educational and display purposes as it thinks fit for the general benefit of the public and such disposition of assets to be always completed in accordance with the provisions of the Incorporated Societies Act 1908 and any subsequent amendments.

MATTERS NOT PROVIDED FOR

15. In the event of any matter arising that is not covered in the Constitution, it shall be competent for the Executive to legislate thereon pending confirmation or otherwise by the Annual or Special General Meeting of the Club.

CONSTITUTION

16. The Constitution, approved by a majority of members at a Special General Meeting on September 14th, 1995, shall be the Constitution of the Canterbury Mineral and Lapidary Club Incorporated and shall be subject to change only as specified under Rule 11. The Constitution becomes effective and operates as from the date of registration by the Registrar of Incorporated Societies.

DISPUTES

17. Should any dispute arise between any member/s and the committee, the complaint must be laid out in writing and presented to the committee for a written response, if the complainants are still dissatisfied they may take up the option to bring it to a general meeting as a motion provided it is a matter which is covered under the constitution or is of such a nature as to have an impact on the club and its objectives.

CANTERBURY MINERAL & LAPIDARY CLUB BY-LAWS

These by laws are not part of the Constitution and can be amended from time to time by the committee and indicate the conduct expected of members.

RULES FOR FIELD TRIPS

1. All club members must obtain permission before entering private property and all property must be left as found. Stock, implements, fences or buildings must not be interfered with, and if holes are dug these must be filled in unless specific arrangements have been made with the owner/manager. In particular, gates must be left as found, unless specific arrangements to the contrary have been made with the owner/manager of the property.
2. No member shall carry firearms or other offensive weapons on field trips.
3. Dogs are not permitted on Field Trips.
4. Greatest care must be taken on outings to ensure the safety of others during field activities. Boulders or landslides must not be set in motion.
5. Sharp pieces of stone must not be left on roadways, tracks or any other place where injury to property, stock or persons may occur. Members shall not indiscriminately break rock and leave debris scattered.
6. Members shall conform to the Rules laid down for any trip by the Trip Leader, and may not leave the group without the trip leader's permission.
7. Members shall not leave litter on property or in public places.
8. Parents or care givers of children shall be responsible at all times for discipline of such children when out on Club field trips.
9. The leader will be kept informed of all movements of attending members and times of return where necessary.

RESPONSIBILITIES OF TRIP LEADERS

10. It is the responsibility of the trip organiser to obtain permits for fires as required.
11. The Organizer/trip leader must arrange for a Club first-aid kit to be taken on all field trips.

HEALTH AND SAFETY ACT

12. Members at all times shall act in a safe manner and shall show courtesy to others working in the same area. SAFETY FIRST should be in the minds of all when digging, hammering and moving material.
13. Shafts or drives in any area that has been mined may be entered under the supervision of the leader only. The strictest safety precautions are to be observed by those participating. Suitable lighting and any other necessary equipment must be available before the shaft or drive is entered. Members entering mined or quarries) areas do so at their own risk. Adequate safety equipment must be worn at all times.

- 14, The Club will not accept any responsibility for personal injury or loss incurred by any members.
- 15, All members constructing or using machinery for lapidary work are encouraged to ensure the equipment is properly guarded against hazards to themselves, their families or to any other persons, and should comply with the Health and Safety Act.
16. All members must wear safety glasses and helmets where applicable in the vicinity of any operation which may be hazardous, on club premises and field trips.
17. Adequate precautions must be taken against fire. On some trips smoking is not permitted. Trip organiser/leader will advise.

CONDUCT

- 18, All members are encouraged to promote the Club and its activities.
19. Members shall not climb over fences if a gate is in close proximity,
20. Members shall only take that amount of material for their own use, and not under any circumstances remove material for financial gain to themselves (that is material to be sold in the raw state.)
21. Members shall not remove any other material, other than the rocks and minerals being sought, without the permission of the owner/manager of the property.