

CONSTITUTION OF SWIMMING MANAWATŪ INCORPORATED



Adopted 17 September 2025

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CONSTITUTION OF SWIMMING MANAWATŪ INCORPORATED

Section One: Core Provisions

1. Name

1.1 The name of the organisation is Swimming Manawatu Incorporated (918259)

2. Definitions and Interpretation

2.1 In this constitution:

Act means the Incorporated Societies Act 2022;

AGM means annual general meeting;

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

Board means the board of Swimming Manawatū Incorporated;

Chair means chairperson of the Board;

Competition Zone means a zone comprising Regional Associations participating in the formation and support of a team to compete in inter-zonal swimming competitions;

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

Database means Swimming NZ's database of Members;

Elite HP Swimmer means a swimmer participating in an elite HP training programme endorsed by Swimming NZ;

Financial Year means the financial year of Swimming Manawatū Incorporated;

GM means a general meeting;

Governance Role means membership of a Board or Management Committee responsible for the governance of Swimming Manawatū Incorporated or a Member Club;

HP means high performance;

Learn to Swim Swimmers are persons undergoing instruction on how to swim who are not eligible to compete in national, regional or inter-club competitions which are on the national or Regional competitive calendar;

Member Club is a swimming club which is a member of Swimming Manawatū Incorporated *and* Swimming NZ;

Member Club Voting Representative means the individual notified to Swimming Manawatū Incorporated in writing by a Member Club as the person authorised to exercise the votes of that Member Club at a Swimming Manawatū Incorporated GM;

Members has the meaning set out in rule 6.1;

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

Purposes mean the purposes of Swimming Manawatū Incorporated; **Purposes of Swimming NZ** means the purposes of Swimming NZ as set out in its constitution and the strategic plan approved by the Board of Swimming NZ from time to time;

President means the president of Swimming NZ;

Region means a geographic area within New Zealand determined to be a Swimming NZ region by Regional Associations;

Regional Association is a regional swimming association which is a member 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 competitive swimming;

Sports Tribunal means the Sports Tribunal of New Zealand;

Swimming NZ means Swimming New Zealand Incorporated (215320);

Swimming NZ Life Member means a person awarded life membership of Swimming NZ;

Swimming NZ Regulations include any rules, regulations, by-laws or policies adopted by **Swimming NZ** for controlling the conduct of competitive swimming in New Zealand and the behaviour of competitive swimmers;

Swimming Manawatū Incorporated Associate is defined in Clause 6.4;

Swimming Manawatū Incorporated Life Member means a person awarded life membership of Swimming Manawatū Incorporated; and

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. derivatives of any term defined in this constitution have a corresponding meaning; and
- f. any approval, decision, requirement or action by Swimming Manawatū Incorporated or the Board may be undertaken by the Board or by such person to whom the Board has given authority.

3. Status

3.1 Swimming Manawatū Incorporated is:

- a. an incorporated society established under the Act;
- b. the Regional Association for competitive swimming and swimming related activities in its Region;

- c. bound by and must observe the rules and decisions of World Aquatics;
- d. bound by and must observe the rules and decisions of Swimming NZ.

4. Purposes

- 4.1 The primary Purpose of Swimming Manawatū Incorporated is to support the growth and performance of the sport of competitive swimming in its Region, from entry level club competitive swimmers to Elite HP swimmers.
- 4.2 To support its primary Purpose, Swimming Manawatū Incorporated has the further Purposes to work with Swimming NZ, other Regional Associations, Member Clubs and others to:
 - a. be a member of Swimming NZ;
 - b. assist and support the development and operation of Member Clubs in its Region;
 - c. assist and support the operation of Swimming NZ in its Region;
 - d. coordinate and run Regional competitive swimming in accordance with Swimming NZ's Regulations;
 - e. support the development and running of inter-zonal swimming competitions in accordance with Swimming NZ's standards;
 - f. support and deliver the Purposes of Swimming NZ in its Region including:
 - i. working with Member Clubs to develop and implement Swimming NZ's facilities plan;
 - ii. facilitating the delivery of programmes to support Member Clubs to attract members and deliver competitive swimming;
 - iii. minimising as much as practical the administrative complexity of competitive swimming;
 - iv. enabling the Sport to build swimmer capability; and
 - v. complying with the policies and standards set by Swimming NZ.
 - g. to raise awareness of and interest in competitive swimming within the wider community;
 - h. have sound governance structures, processes and policies;
 - i. adopt prudent risk and asset management policies;
 - j. be financially viable and financially independent of Swimming NZ;
 - k. fulfil its obligations to Drug Free Sport New Zealand in relation to doping controls and banned substances; and
 - l. maintain a strong interest in Learn to Swim and swim safe educational activities.

5. Powers and Obligations

- 5.1 Swimming Manawatū Incorporated has both within and outside of New Zealand / Aotearoa full capacity, rights, powers, privileges, jurisdiction and authority and (except

as restricted by this constitution, the Act, or the general law) may do all and any things to carry out its Purposes.

- 5.2 Swimming Manawatū Incorporated shall:
- a. support and work with the Board and executive of Swimming NZ to build a culture of trust, collaboration and discipline for the Sport;
 - b. act consistently with the Purposes of Swimming NZ, policies, standards set by Swimming NZ;
 - c. produce regularly and provide to Swimming NZ, a strategic plan identifying its role in growing the Sport and supporting the Purposes of Swimming NZ Plan;
 - d. work with Swimming NZ and other Regional Associations for the benefit of the Sport;
 - e. work with other Regional Associations on any proposal to change the geographic boundaries of the Regions. Notify and receive the approval of Swimming NZ to any changes in boundaries. Review the boundaries once a year to ensure optimal configuration of them;
 - f. play an active role in securing funding for the Sport;
 - g. organise and run competitive swimming in and for its Region, including Regional championships and maintaining a register of Regional records;
 - h. cooperate with Swimming NZ and the other Regional Associations in respect of inter-zonal competitions and the development of competition pathways to inter-zonal competitions;
 - i. work collectively with other Regional Associations in its Competition Zone, to support the development and running of inter-zonal and intra-zonal competitions;
 - j. pay any Amount owed by it to Swimming NZ;
 - k. abide by all rules, regulations, lawful requests or directions made by Swimming NZ including any Swimming NZ Member Protection Policy or Code of Conduct; and
 - l. provide accurate data on a timely basis for it, its Member Clubs and its Swimming Manawatū Incorporated Associates as required by Swimming NZ for the Database or otherwise.

Section Two: Member Clubs, Swimming Manawatū Incorporated Associates and Database

6. Members, Member Clubs, Swimming Manawatū Incorporated Associates

- 6.1 The categories of Membership of Swimming Manawatū Incorporated are:
- a. Member Clubs;
 - b. members of Member Clubs as set out in rule 6.2c below; and
 - c. Swimming Manawatū Incorporated Associates
- 6.2 A Member Club is a swimming club in the Region for Swimming Manawatū Incorporated which:

- a. is a member of Swimming NZ;
 - b. is approved by Swimming Manawatū Incorporated as a member of Swimming Manawatū Incorporated;
 - c. has club members who are:
 - i. swimmers who are eligible to compete in a Swimming NZ Member Club or Region (or higher) event sanctioned by Swimming NZ or a Regional Association and which is on the annual national, inter-zonal or Regional competitive calendar (this category includes Elite HP Swimmers and excludes Learn to Swim Swimmers);
 - ii. coaches of Member Clubs or coaches of Elite HP Swimmers;
 - iii. regionally or nationally qualified inspectors of turns, judges of stroke, starters or referees;
 - iv. Swimming NZ Life Members;
 - v. Swimming Manawatū Incorporated Life Members; and/or
 - vi. persons who do not come within any of Clause 6.2c.i, 6.2c.ii, 6.2c.iii, 6.2c.iv or 6.2c.v.
- 6.3 Member Clubs must pay all Amounts due to Swimming Manawatū Incorporated and Swimming NZ before swimmers from that Member Club can participate in the events described in Clause 6.2c.i.
- 6.4 Swimming Manawatū Incorporated Associates are any person described in Clause 6.2c.ii, 6.2c.iii, 6.2c.iv, 6.2c.v or 6.2c.vi or any Elite HP Swimmer who:
- a. is not a member of a Member Club; and
 - b. has designated Swimming Manawatū Incorporated as the Regional Association to which they are aligned; and
 - c. is a member of Swimming NZ.
- 6.5 If a Swimming Manawatū Incorporated Associate becomes a member of a Member Club or of a swimming club which is a member of a Regional Association other than Swimming Manawatū Incorporated, they are no longer a Swimming Manawatū Incorporated Associate.
- 6.6 Swimming Manawatū Incorporated Associates must pay Amounts levied by Swimming NZ or by Swimming Manawatū Incorporated.
- 6.7 Member Club application and consent: A swimming club seeking membership of Swimming Manawatū Incorporated must also be a member of Swimming NZ and therefore must:
- a. Consent to becoming a member of Swimming Manawatū Incorporated and Swimming NZ by completing and submitting an application as required by Swimming Manawatū Incorporated and Swimming NZ;
 - b. have Purposes which include attracting, developing and retaining members in the Sport;
 - c. require its members to be Members of Swimming Manawatū Incorporated and Swimming NZ;

- d satisfy all criteria in the Swimming NZ constitution and in these clauses to be a Member Club; and
 - e will be subject to approval as a member by Swimming Manawatū Incorporated and Swimming NZ.
- 6.8 Individual Membership: A person applying for membership:
- a. of a Member Club shall, as a condition of membership of the Member Club, at the same time apply for membership and give their consent to be a member of Swimming Manawatū Incorporated and Swimming NZ.
 - b. as a Swimming Manawatū Incorporated Associate shall do so in a manner prescribed by the Board and shall at the same time apply for membership and give their consent to be a member of Swimming NZ.
- 6.9 Swimming Manawatū Incorporated must determine actual membership at least annually including whether a swimming club or Swimming Manawatū Incorporated Associate continues to satisfy the requirements to be a Member Club or a Swimming Manawatū Incorporated Associate.
- 6.10 Swimming Manawatū Incorporated must collect and provide to Swimming NZ up to date details of its Member Clubs and Swimming Manawatū Incorporated Associates as required by the Swimming NZ constitution for the Database.
- 6.11 Swimming Manawatū Incorporated shall have access to those parts of the Database that contain information relating to its Members and use the Database as its register of Members.
- 6.12 Swimming Manawatū Incorporated shall:
- a. Ensure the Database includes each of its Members' contact details and the date each person or Member Club became a member; and
 - b. Update the Database as soon as practicable after it is made aware of any changes to information recorded on the Database as it relates to its Members.

7. Rights and Obligations of Members

- 7.1 A Member is bound by this constitution and by all rules, policies, charters, procedures and decisions of Swimming Manawatū Incorporated and where applicable those of Swimming NZ, Aquatics NZ and World Aquatics.
- 7.2 A Member Club:
- a. must pay all Amounts imposed on it by Swimming Manawatū Incorporated and Swimming NZ;
 - b. must collect up to date details of its members for its own records and provide them to Swimming Manawatū Incorporated and Swimming NZ as required for the Database.
- 7.3 A Member ceases to be a Member of Swimming Manawatū Incorporated:
- a. if a Member Club:
 - i. by written agreement with, or written resignation delivered to Swimming Manawatū Incorporated
 - ii. by liquidation or dissolution;

- b. upon expulsion from membership;
 - c. if no longer eligible to be a Member under Clause 6, which includes when an individual ceases to be a member of a Member Club which is affiliated to Swimming Manawatū Incorporated, other than when transferring to another Member Club also affiliated to Swimming Manawatū Incorporated.
- 7.4 A Member disobeying any rule or failing to give effect to any decision of Swimming Manawatū Incorporated, Swimming NZ, World Aquatics, or the Sports Tribunal, or having done anything else (for example, being convicted of a criminal offence which the Board considers is relevant to Swimming Manawatū Incorporated) which the Board considers brings or may bring the Sport or Swimming Manawatū Incorporated into disrepute and/or creates exposure to risk for Swimming Manawatū Incorporated or if a Member Club fails to enforce any sanction or give effect to any decision imposed by Swimming NZ or Swimming Manawatū Incorporated, or the Sports Tribunal is liable to:
- a. suspension for a period; and/or
 - b. expulsion;
 - c. or such other sanction as the Board may in its sole discretion impose.
- 7.5 A Member Club must provide to Swimming Manawatū Incorporated at least two weeks prior to the AGM:
- a. a copy of its annual report;
 - b. a copy of its annual financial statements as approved by its members at a GM of that Member Club;
 - c. the names and addresses of its Member Club Voting Representative and its board members (if any); and
 - d. the names and addresses of its officers.
- 7.6 A Member may only be a member of one Regional Association at a time.
- 7.7 Any transfer of membership of a Member Club between Regional Associations shall be effective once approved in writing by the two Regional Associations involved.
- 7.8 Any Member Club under suspension, or awaiting a hearing for an offence capable of having a period of suspension imposed, is ineligible for transfer.

Section Three: Governance

8. Board Composition

- 8.1 Subject to clause 8.7, the Board comprises six persons (except following a merger of regional associations when for the first three years after the merger, the Board shall comprise no less than six persons and no more than eight persons) of whom at least the majority must be members of a Member Club or Swimming Manawatū Incorporated Associates, or a combination of both,
- 8.2 The following persons are not eligible to be a Board member:
- a. an employee of a Member Club, Swimming Manawatū Incorporated or Swimming NZ; and

- b. a person who is a member of the Board of Swimming NZ.
- 8.3 Either as determined by the Board or by resolution at a GM:
- a. all Board members are elected by Member Clubs at an AGM; or
 - b. four Board members are elected by members at an AGM and the balance of the Board members are appointed by an appointment panel that includes the regional Board Chair and two other persons, not currently members of the Board, elected by Member Clubs for this purpose. The Board shall determine the process and timing by which elected members of the appointments panel are nominated and elected.
- 8.4 Notwithstanding anything else in this Constitution, each Member Club is entitled to one vote for the election of each elected Board member and the election of elected members of any appointment panel under Clause 8.3.
- 8.5 At least 21 days prior to the AGM, the Board shall give written notice to Member Clubs calling for nominations from Member Clubs for Board members.
- 8.6 Each Member Club:
- a. may nominate in writing one candidate for election to the Board for each vacant position on the Board;
 - b. must provide to the Board the written consent of any candidate to their nomination;
 - c. may provide to the Board such further information as it thinks fit in support of its candidate(s); and
 - d. if choosing to nominate a candidate for election to the Board must comply with requirements in Clause 8.6 a-c above at least seven days prior to the AGM.
- 8.7 In the event that the Board has less than 6 persons following the AGM and providing there is a quorum, the Board may continue to govern the Regional Association providing that within 6 months of the AGM the Board appoints such Board members to bring its number to 6 persons. Such appointments shall be for the same term as a Board member elected at the AGM or appointed by the appointments panel (i.e. not a casual vacancy).
- 8.8 In relation to the term of office of a Board member:
- a. Subject to clause 8.8b below:
 - i. A term of office is for a maximum of three years; and
 - b. A Board member may not serve more than three consecutive terms of office on the Board upon the commencement of this clause 8.8b, the Board shall allocate each Board member to one of three Rotation Groups which comprise two Board members each, with the objective of allocating the longest two serving Board members to Rotation Group 1 and the shortest two serving Board members to Rotation Group 3,
 - c. At the AGM each year, each Board member filling a position in one of the Rotation Groups (commencing with Rotation Group 1 and each year changing to the next Rotation Group) shall retire.
 - d. A person elected or appointed to the Board in accordance with clause 8.3 or 8.7 shall be allocated to the Rotation Group vacated by the retirement.
 - e. a Board member may stand again for the Board subject to Clause 8.8a; and

- f. except where a term of office otherwise ends it expires at the conclusion of the next AGM.
- 8.9 At the first Board meeting after the AGM, the Board shall elect a Chair and a deputy Chair of the Board. The Chair shall chair all Board meetings at which he or she is present and in the Chair's absence the deputy Chair shall take that role. The Chair shall upon election resign any Governance Role he or she may have with a Member Club and must not during his or her tenure as Chair hold a Governance Role with a Member Club.
- 8.10 A Board member is deemed to have vacated the Board upon any one or more of the following occurring:
- a. being adjudicated bankrupt;
 - 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;
 - f. being absent for three consecutive meetings of the Board without being granted leave of absence by the Board; or
 - g. being otherwise disqualified to hold the office of Board Member under the Act; or
 - h. a motion for approval under rule 8.11 (removal of Board member).
- 8.11 The process for removal of a Board member and the consequences of removal are:
- a. where a Board member has in the opinion of the other Board members failed to comply properly with their responsibilities as a Board member (by way of example but not limited to: bad behaviour, breach of Board confidentiality, lack of preparation for or attendance at Board meetings, failure to disclose a conflict of interest), that Board member may be removed from the Board if, by majority the other Board members vote in favour of a motion for removal of the Board member from the Board;
 - b. a Board member removed under rule 8.11a is not eligible for the Board unless they are again approved in the AP process. If elected or appointed, that commences a new Board term.
- 8.12 Casual vacancies are dealt with as follows:
- a. the Board may fill casual vacancies on the Board;
 - b. when making an appointment due to a casual vacancy the Board shall ensure that the composition of the Board is such that the majority of the Board are members of a Member Club or Swimming Manawatū Incorporated Associates or a combination of both.
 - c. the term of any appointments due to casual vacancies is until the conclusion of the next AGM;
 - d. appointments due to casual vacancies will not count as a term served as a Board member for the purpose of 8.8b;

- e. any person appointed to fill a casual vacancy may later stand for election to the Board;
 - f. the Board may continue to govern the Regional Association providing there are sufficient Board members to form a quorum in accordance with clause 9.3.
- 8.13 Any irregularity in the election of a Board member or in the composition of the Board shall not make resolutions of the Board in which that Board member participated invalid or ultra vires providing a quorum of Board members voted in favour of the resolution and those Board members who form the quorum were elected in accordance with this constitution.

9. Board Procedure

- 9.1 The governance of Swimming Manawatū Incorporated and the exercise of all powers of Swimming Manawatū Incorporated (except where restricted by this constitution) are delegated without further restriction to be undertaken by the Board. Such powers may also be delegated by the Board to persons as it determines.
- 9.2 The role and responsibility of the Board is to act in the best interests of Swimming Manawatū Incorporated and to provide good governance to Swimming Manawatū Incorporated including through the following:
- a. procuring the implementation of the Purposes of Swimming NZ in the Swimming Manawatū Incorporated Region.
 - b. monitoring and reviewing performance against the Purposes of Swimming NZ;
 - c. monitoring and reviewing performance against the annual business plan and budget;
 - d. addressing the ongoing viability and sustainability of Swimming Manawatū Incorporated;
 - e. monitoring regulatory compliance for Swimming Manawatū Incorporated;
 - f. establishing, reviewing, and monitoring policies to guide and govern Swimming Manawatū Incorporated;
 - g. fostering interaction and communication across and within Swimming Manawatū Incorporated Regional Associations and Member Clubs and with Swimming Manawatū Incorporated Associates;
 - h. adopting and communicating a continual best practice performance culture; and
 - i. preparing an annual report and procuring an annual statement of accounts.
- 9.3 The quorum for a Board meeting is four Board members.
- 9.4 The Board determines its own rules for any matters not specified in this constitution, including for conduct, operation and meetings of the Board. Such rules should be recorded in a Board charter and code of conduct which shall include:
- a. there must be at least five Board meetings each year;
 - b. Board meetings may be held in person or by teleconference or by other means by which those participating may hear each other simultaneously;
 - c. a resolution signed by all Board members is as effective as if passed at a meeting;

- d. a Board meeting may be called by the Chair or by written request of three Board members;
 - e. 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 Board member, by secret ballot;
 - f. each Board member has one vote and in a tie the Chair has an additional casting vote;
 - g. the Board must ensure minutes are kept of all Board meetings;
 - h. any additional roles and expectations that Swimming Manawatū Incorporated has of a Board member;
 - i. the Board must at periods of not more than three years review all Swimming Manawatū Incorporated policies;
 - j. an annual performance review of the Board;
 - k. a requirement that all new Board members sign the Board charter and code of conduct in front of their Board colleagues as a symbol of their commitment to act at all times in the best interests of Swimming Manawatū Incorporated; and
 - l. the process by which the Board deals with conflicts of interest which complies with the conflict of interest disclosure rules set out in the Act.
- 9.5 The Board may establish an awards committee with functions, processes and protocols as determined by the Board.

Section Four: Meetings, Elections and Voting

10. General Meetings

- 10.1 AGM of Swimming Manawatū Incorporated is either an AGM or a SGM. Subject to Clauses 10.4f and 10.4g all Member Clubs are eligible to be represented at a GM which shall be held at such location, date, and time, or in the case of Clauses 10.4f and 10.4g by such process, as determined by the Board.
- 10.2 The AGM must be held once every year, no later than four months after the end of the Financial Year to:
- a. consider the Board's annual report;
 - b. consider the annual financial report;
 - c. consider the statement of accounts;
 - d. elect Board members in accordance with Clause 8; and
 - e. consider any other business that is notified as an item of business under Clause 10.3.
- 10.3 An item of business must be considered at an AGM if notified to Swimming Manawatū Incorporated by the Board or by not less than one third of Member Clubs within seven days of notice of an AGM being given.
- 10.4 A SGM:
- a. may be called by the Board at any time;

- b. must be called by the Board within 21 days of Swimming Manawatū Incorporated receiving a written request setting out the reasons for the SGM from Member Clubs holding not less than one third of the total number of votes held by Member Clubs as determined in Clause 12;
 - c. can only consider the items of business for which the SGM has been called;
 - d. can only pass a resolution by Special Resolution;
 - e. Special Resolutions bind the Board to comply with such resolution;
 - f. if determined to be appropriate by the Board, may be held electronically or by teleconference with post, email or electronic voting; and
 - g. if the Board determines that a SGM is undesirable because of content, time and/or expense, the Board 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 number of Member Clubs.
- 10.5 A quorum for a GM is formed if the Member Clubs Voting Representatives present hold in total not less than 50% of the total votes as determined in Clause 12.2 or, if post, email or electronic voting applies, at least 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 Member Club Voting Representatives present at a re-convened GM are deemed to constitute a valid quorum.
- 10.6 GMs are chaired by the Chair of the Board and in his or her absence by a Board member elected by the Member Club Voting Representatives participating in the GM. Matters not provided for that occur at or in relation to a GM are decided by such chairperson.
- 10.7 All Member Club Voting Representatives at a GM must comply with any Board policy relating to speaking at a GM.
- 10.8 Members of Member Clubs other than Voting Representatives may attend GMs as observers only.
- 10.9 Minutes must be kept of each GM.
- 10.10 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 chairperson in his or her 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 Swimming Manawatū Incorporated to all Member Clubs and may be given to any other persons as determined by the Board.

- 11.2 Notice of the date, time and place (or process in the case of Clause 10.4f and 10.4g) of a GM must be given by Swimming Manawatū Incorporated not less than 30 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 Swimming Manawatū Incorporated not less than 14 days prior to the date of the GM.
- 11.4 Any notice to be given by Swimming Manawatū Incorporated 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 Board.

12. Elections and Voting

- 12.1 Only Member Clubs may vote at a GM.
- 12.2 The number of votes held by a Member Club is equal to the number of members in Clause 6.2c.i, 6.2c.ii, 6.2c.iii, 6.2c.iv and 6.2c.v (for the avoidance of doubt excluding Swimming Manawatū Incorporated Associates) recorded on the Database for that Member Club on the last day of the Financial Year immediately preceding the date on which the vote is to be exercised, provided that:
- a. a club member is not counted in the number of votes held by their Member Club if any Amount due by them to Swimming Manawatū Incorporated 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;
 - b. the votes of a Member Club which has not complied with Clause 6.2 are not counted; and
 - c. voting rights are suspended if so determined by the Board under Clause 7.4.
- 12.3 At GMs:
- a. a Member Club's Voting Representative who is present is entitled to vote;
 - b. proxy votes are not permitted;
 - c. voting is by voices or by show of hands as determined by the chairperson of the GM, except the Board may determine that a GM may be held electronically or by teleconference with post, email or electronic voting. Any matter may be by a secret ballot if it is called for by a Member Club or by the chairperson of the GM; and
 - d. motions are passed by Ordinary Resolution unless required by this constitution to be passed by Special Resolution.
- 12.4 All of the votes held by a Member Club must be voted together (i.e. the total number of votes cannot be split).
- 12.5 Life Members, Swimming Manawatū Incorporated Associates and Member Club members do not have individual voting rights at GMs.

Section Five: Other

13. Finance

- 13.1 The Board must ensure that proper financial records are kept, and it has appropriate policies for management of Swimming Manawatū Incorporated finances.
- 13.2 Swimming Manawatū Incorporated's funds may be invested in such manner as determined by the Board.

14. Contractual Relations

- 14.1 Swimming Manawatū Incorporated 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 Board members of Swimming Manawatū Incorporated or one Board 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 Board's express or implied authority.

15. Alteration to Clauses

- 15.1 Subject to Clause 15.2 and subject to the prior written consent of Swimming NZ, this constitution may be changed by Special Resolution at a GM for which such change has been notified in accordance with Clause 10.
- 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 Swimming Manawatū Incorporated to cease to retain its 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 Board must adopt Swimming NZ's Complaints and Discipline Policy which requires adherence by Members to processes that it considers will enable the fair, efficient and timely resolution of:
- a. disputes that arise with or between Member Clubs, members of Member Clubs, and or involving Swimming Manawatū Incorporated Associates, involving an important activity or responsibility of Swimming Manawatū Incorporated and which the Board considers in its discretion is of such importance or is causing such a level of disruption to Member Clubs or to the activities of Swimming Manawatū Incorporated that it must be addressed; and
 - b. Complaints and disciplinary matters; and
 - c. appeals by a member of a member club against a decision of any Member Club involving suspension, expulsion, penalty or other material detriment to the member of the Member Club.

- 16.2 The Board may decide (but is not required to decide) that disciplinary matters be referred to Swimming NZ or another body such as the Sports Tribunal (subject to the parties' consent if required).
- 16.3 The Board may request the President or any other person to act as a mediator in disputes involving Member Clubs.
- 16.4 The Board may, in its discretion decide to allow a right to appeal selection decisions of the Board to Swimming NZ or another body such as the Sports Tribunal (subject to the parties' consent if required).
- 16.5 In relation to doping, Swimming Manawatū Incorporated and its Member Clubs shall abide by and be subject to the doping provisions set out in the constitution of Swimming NZ.

17. Liquidation and Merger

- 17.1 Swimming Manawatū Incorporated may be voluntarily liquidated if, at a GM a Special Resolution is passed requiring Swimming Manawatū Incorporated 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 Swimming Manawatū Incorporated, there remains after the satisfaction of all Swimming Manawatū Incorporated debts and liabilities any property whatsoever, the property shall be given to an organisation or organisations (selected by the Member Club Voting Representatives exercising the voting entitlement set out in Clause 12.1) having Purposes similar to the Purposes.
- 17.3 Subject to the written approval of Swimming NZ and satisfaction of all Swimming Manawatū Incorporated debts and liabilities, Swimming Manawatū Incorporated may in accordance with a Special Resolution at a GM called for that purpose merge with another Regional Association or Regional Associations having Purposes similar to the Purposes.

18. Prohibition of Personal Benefit

- 18.1 All income, benefit or advantage must be applied to the Purposes.
- 18.2 No Member Club or Board member or any person associated with a Member Club or Board member shall participate in or materially influence any decision made by Swimming Manawatū Incorporated in respect of the payment to or on behalf of that Member Club or Board 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 Board has any liability to Swimming Manawatū Incorporated or the Member Clubs or any Swimming Manawatū Incorporated Associate for any act or omission in their capacity as a member of the Board 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 member of the Board is indemnified by and out of the assets of Swimming Manawatū Incorporated against:
- a. any liability arising out of any act or omission in their capacity as a member of the Board excluding criminal liability arising out of their fraud, dishonesty, breach of fiduciary duty a failure to act in good faith and in what the officer, Member, or employee believes to be the best interests of Swimming Manawatū Incorporated when acting in their capacity as an officer, Member or employee 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 Swimming Manawatū Incorporated may effect insurance for any officer, Member, or employee of Swimming Manawatū Incorporated for liabilities and costs where such insurance is permitted in accordance with s97 of the Act.
- 19.4 This Clause is intended to be enforceable by each current or former member of the Board.

20. Savings

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

21. Contact Person:

- 21.1 At its first meeting following an AGM, the Board 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 Board must advise the Registrar of Incorporated Societies of any change in the Contact Person or that person's Contact Details