



NOTICE TO HOLD A SPECIAL GENERAL MEETING OF ARCHERY NEW ZEALAND INCORPORATED

In accordance with Clause 11 of the Archery New Zealand Incorporated (Archery NZ) Constitution the Board of Archery NZ has called a Special General Meeting (SGM).

Notice is hereby given for an SGM of Archery NZ to be held on **Thursday 6th February at 4.30pm at Papakura Football Club, McLennan Park, Papakura Auckland.**

The purpose of the meeting will be to vote on the following proposed changes to the Constitution. **Note:** No other business will be conducted at the SGM other than that listed below in Motions One to Five. The Annual General Meeting (AGM) will follow at the conclusion of the SGM.

INTRODUCTION:

As part of the structural change that was approved at the last SGM the Board is working through the update of the Constitution. The following motions reflect an interim measure. A full review of the Constitution is currently being undertaken. This will be circulated to all members for consultation and discussion before a General Meeting is held later in 2020.

The full review will consider the position of Patron which was a discussion point at the 2019 AGM. As the current Patron is one year into a three-year term, there is no urgency to make any changes to the current wording.

Motion One:

THAT **Clause 5.1** be amended from *"The Annual General Meeting of the Association will take place during the period of the Outdoor National Championships and in the same locality"* to read:

"The Annual General Meeting of the Association will take place within five (5) months of the close of the previous financial year".

Reason: This brings the meeting date in line with best practice. For example, all companies are required to hold an annual meeting within 6 months of balance date. Separating the AGM from the Nationals will mean that members can concentrate solely on the Nationals rather than having to consider the business of the association at the same time. The intention will be to hold the Banquet / Celebration dinner at the same time as the AGM. Celebration is an important value of Archery NZ and by holding this away from other events, it can be given the importance that it deserves. Note: The current financial year is 1 July to 30 June, meaning the AGM would need to be held no later than the 30th November each year.

Motion Two:

THAT **Clause 6.1** be amended as follows:

- 6.1 The business of the AGM will include to:
- receive the annual report of the Association:
 - approve the annual accounts and adopt the balance sheets:
 - elect ~~executive~~ board members as required:
 - amend/approve the strategic plan:
 - amend/approve the financial plan for the next financial year:
 - set the affiliation fee(s) and other levies:
 - accept (written) reports from officers of the Association:
 - ~~make recommendations to the Board of Archery New Zealand and /or any of the Commissions:~~
 - determine other matters of which due notice has been given or which are approved for discussion by the meeting.

Reason: Minor wording change from executive to board to reflect the current wording. Recommendations can come to the Board at any time, and also through the last bullet point above. Deletes the effective double up of wording.

Motion Three:

THAT **Clause 7** be amended as follows:

7. OPERATIONAL ROLES OF THE ASSOCIATION

- 7.1 ~~An Operations~~ General Manager will be contracted by the Board for a period of three years with a two year right of renewal.
- 7.2 An Administration Manager will be contracted by the Board for a period of three years with a two year right of renewal.
- 7.3 The ~~Operations~~ General Manager will appoint the following voluntary Operational Team Leader roles for a period of two years, in consultation with the Board:
- Premier Events Coordinator
 - Membercare and Development Coordinator
 - Marketing and Communications Coordinator
 - Financial Coordinator
- 7.4 The following voluntary Operational Team Leader role will be appointed by their team for a period of two years:
- Technical Support Coordinator
- 7.5 Each Operational Team Leader may co-opt as many members as are necessary to deliver the set of tasks they are responsible for.
- 7.6 Details of these roles and responsibilities may be found in the Administration Rules.

Reason: Through the recruitment process the Board changed the position title from Operations Manager to General Manager to better reflect the tasks to be undertaken. The above change brings the Constitution into line.

Motion Four:

THAT **Clause 8** is amended as follows:

8. BOARD OF THE ASSOCIATION

- 8.1 The Board shall be comprised of a maximum of seven people, including:
- five people who are members of Archery NZ, elected at an Annual General Meeting
 - two people who are co-opted by the elected Board to ensure diversity of skill and thought, at least one of whom is independent of Archery NZ
- 8.2 An interim board will take office from the AGM in 2019 and shall be appointed by the current Board of the Association.
- ~~In 2020 the Board will have 2 new members elected for a three year term and one member co-opted for a three year term. Three Two elected members and one co-opted member from the Interim Board will continue on the new board until 2021.~~
- 8.3 The Interim Board shall be progressively replaced by the election / appointment of new Board members as follows:
- in 2020 - two elected member roles
 - in 2021 - two elected member roles and one co-opted role
 - in 2022 – one elected member role and one co-opted role
- 8.4 Thereafter the term of office for the Board is three years. Incumbents are eligible to be re-elected or co-opted for subsequent terms.
- 8.5 A Chair and Deputy Chair shall be elected by the Board in alternate years.
- 8.6 Each member of the Board shall have one (1) vote.
- 8.7 A quorum of four (4) must include either the Chair or Deputy Chair.
- 8.8 If there is a hung vote with a quorum, the matter must go to the full Board for a decision.

Position	Interim Board	2020 Year 1	2021 Year 2	2022 Year 3	2023 Year 4	2024 Year 5	2025 Year 6
A	X	elected			elected		
B	X	elected			elected		
C	X		elected			elected	
D	X		elected			elected	
E	X		elected	elected		elected	elected
F – Co-Opt	X		Co-opted			Co-opted	
G – Co-Opt	X	Co-opted		Co-opted	Co-opted		Co-opted

Reason: These changes will bring the Constitution in line with the intent of the structural changes approved last year.

Motion Five:

THAT the approved changes come into effect once registered with Incorporated Societies.