

**THE NEW ZEALAND EQUESTRIAN FEDERATION  
INC**

**BY –LAWS  
For the administration of  
ENDURANCE NEW ZEALAND & COMPETITIVE TRAIL RIDING**

**1. INTRODUCTION**

Endurance New Zealand & Competitive Trail Riding (“Endurance New Zealand”) a discipline recognised by the Annual General Assembly (“AGA”) of the New Zealand Equestrian Federation (Inc) (“NZE”) shall be governed by a Board appointed by the members of Endurance New Zealand (“Board”).

The Board is the duly appointed delegate of NZEF for all purposes connected with governance and management of Endurance New Zealand. The Board has NZEF authority to make by-laws for administration and governance of Endurance New Zealand.

These By-Laws are to be read in conjunction with the New Zealand Equestrian Federation Constitution Rules and By-Laws. If there is any inconsistency between these By-Laws and the Constitutional Rules, Regulations and By-Laws of the NZEF, the Constitutional Rules, Regulations and By-Laws of the NZEF will prevail.

From the date of the formation meeting of Endurance New Zealand until election of Board Members at the next annual general meeting (“AGM”) the current Board of the New Zealand Endurance and Competitive Trail Riders Association Incorporated (“NZE”) will continue as the interim Board of Endurance New Zealand.

**2. ADMINISTRATION**

The administrative functions of Endurance New Zealand shall be supervised by the Board.

**3. PURPOSES AND OBJECTIVES**

The purpose of Endurance New Zealand is to operate as the administrative and regulatory agency of endurance to maintain fair and equal competition and encourage the observance of the principles and spirit of equestrian sports by both horse and rider.

The mission of Endurance New Zealand is to organise and promote the growth of the Discipline in New Zealand.

Its objects are:

- To provide opportunities and access for as many New Zealanders as possible who wish to participate in endurance and competitive trail riding (“CTR”) at all levels of competition from recreational to elite.

- To protect the welfare of horses in sport through the pursuit of excellence in riding, instruction, judging, course designing, medication control, veterinarian and any other matters pertaining to horsemanship.
- To encourage, organise and promote the entry of equestrian teams and individuals (where applicable) in international events.

#### 4. INTERPRETATION

In this these by-laws unless the context otherwise requires:

**ordinary member** means a person who qualifies in terms of by-law 5

**associate member** means any company or society which qualifies in terms of by-law 5

**junior member** means any person who qualifies in terms of by-law 5

**honorary life member** means any person who qualifies in terms of by-law 5

A **registered rider** means a rider who holds a riders card issued by Endurance New Zealand

**Office and Officer** mean the title and the person holding that title who are elected to the Board by the members of Endurance New Zealand at an Annual General Meeting.

**Executive Officer** means an officer who is a member of the executive of The Endurance Board

**Conference** means CTR's Annual General Meeting.

**Annual General Meeting** ("AGM") means a meeting of the members convened annually and notified to the members in advance.

**Affiliated Club** means a club that is officially recognised by Endurance New Zealand.

#### 5. CATEGORIES OF MEMBERSHIP AND AFFILIATION

5.1 The membership of Endurance New Zealand shall comprise those members who qualify in accordance with by-laws 5.2, 5.3, 5.4 and 5.5 and who otherwise comply with these by-laws:

5.2 An Ordinary Member must be:

- (a) a current financial member of NZEF
- (b) a member of an affiliated club
- (c) entitled to vote at general meetings
- (d) entitled to hold office

5.3 An Associate Member must be:

- (a) required or empowered by its constitution to be bound by these by laws

An Associate Member is not:

- (a) required to be a financial member of NZEF
- (b) required to be a member of an affiliated club
- (c) entitled to vote at general or any other meetings
- (d) entitled to hold office

5.4 A Junior Member must be:

- (a) a financial member of NZEF
- (b) a member of an affiliated club
- (c) under the age of 18 years at the commencement of the current riding season i.e as at 31 May in any year

A Junior Member is not:

- (a) entitled to hold office
- (b) entitled to vote

5.5 An Honorary Life Member must be:

- (a) Any person who is proposed by the Board and approved by vote at the AGM having rendered special service to Endurance New Zealand
- (b) entitled to payment of membership fees for NZEF by the Board
- (c) required to fulfil the requirements of an ordinary member should they wish to compete or use the services of NZEF over and above the entitlement of an ordinary member.
- (d) entitled to vote as an ordinary member
- (e) entitled to hold office

5.6 An Affiliated Club is:

- (a) a club entitled to run events for which ordinary members can receive recognition by Endurance New Zealand and NZEF
- (b) not entitled to vote at any general or other meeting of Endurance New Zealand.
- (f) a signatory to an affiliation agreement with Endurance New Zealand. Such agreement to be prepared by the Board and shall contain such basic terms and conditions as set out in **Appendix 1**. Any additions, alterations or amendments to this standard agreement to be agreed between the Board and the affiliated club at the time agreement is entered into.
- (g) obliged to pay an annual subscription levy that is set by the Board at its annual general meeting

## 6. SUBSCRIPTIONS

- (a) Every ordinary and junior member shall pay an annual subscription levy to an affiliated club of Endurance New Zealand and be a financial member of NZEF.
- (b) The annual affiliated club subscription levy shall be set by each club at its annual general meeting
- (c) Every affiliated club of Endurance NZ will pay an annual affiliation fee that will be set by the Board at the AGM, payable to the Board by 31 May in each year.
- (d) The amount of the annual club affiliation fee to be paid to the Board annually shall be approved at the annual general meeting of Endurance New Zealand.
- (e) Members of an affiliated club whose club affiliation fee is in arrears as at 1 June in each year shall not be entitled to vote at any general meeting or to have any recognition by Endurance New Zealand of competition results until the club affiliation fee in arrears is paid.

## 7. THE REGISTER OF MEMBERS

- (a) A register of members shall be kept by the secretary of NZEF -
- (b) Each affiliated club shall also keep a register of its own members and riders
- (c) Each affiliated club shall provide up to date details of its own membership to the secretary of Endurance New Zealand. Such details may be required to be kept and maintained in an electronic data retrieval system and be capable of being emailed. The secretary of Endurance New Zealand shall be responsible for providing the secretary of NZEF with such details.
- (d) Each affiliated club shall be responsible for obtaining the consent of its members in writing under the Privacy Act to the collection and dissemination of personal information for the efficient administration of New Zealand Endurance and NZEF.

## 8. VOTING & PROXIES

8.1 Each member entitled to attend and vote at a general meeting may appoint a proxy to attend and vote on that member's behalf on the following terms:

- (a) The appointment of a proxy must be in writing signed by the appointor and be in a form where the intention to appoint the proxy is clear.
- (b) The appointment of the proxy may entitle the proxy to vote as the proxy sees fit or may direct the proxy to vote as directed in terms of the appointment.
- (c) The proxy may be general or specific in its terms and shall be read according to its clear meaning.
- (d) The document appointing the proxy must be presented to the secretary not less than 1 hour prior to the commencement of the general meeting at which the proxy intends to attend and vote and

if such proxy appointment is not so presented then the proxy shall be ineffective for that meeting.

- (e) The proxy so appointed must be an ordinary member of Endurance New Zealand at the time of appointment of the proxy.
- (f) The Proxy shall have no more than Five (5) proxy votes

## **9. EXECUTIVE BOARD**

### **9.1 Composition of Board.**

The Board shall comprise Board members as follows:

- (a) A maximum of Seven (7) elected financial members of Endurance New Zealand elected under by-law 10; and
- (b) Two (2) members of Endurance New Zealand appointed under by-law 12.
- (c) The seven elected members must include a minimum of 2 members resident in the South Island
- (d) The seven elected members must include a minimum of 2 members resident in the North Island

### **9.2 Remuneration of Board Members**

If appropriate the Board members may be paid for their time and responsibility in such sum or sums as the AGM shall in each year decide for the ensuing year.

The Board members may also be reimbursed for any travel or like expense incurred as a direct consequence of performing the functions of a Board member.

### **9.3 Election of Chairperson of the Board**

The Board shall elect from their number a Chairperson and a Deputy Chairperson. The Chairperson shall be the Chairperson of Endurance New Zealand and entitled to speak and act as such having regard to what is in the best interests of the members.

The Board may appoint from its members persons to perform such roles as the Board deems appropriate including but not limited to Financial Controller and Secretary.

### **9.4 Conduct of Meeting**

At all meetings of the Board each Board member shall have one vote.

The voting at all meetings of the Board shall be by voice or on a show of hands unless a motion to take a ballot shall be carried.

No debate shall be permitted on a motion to take a ballot.

### **9.5 Chairperson's Voting Rights**

The Chairperson of the Board shall have a casting vote as well as a deliberative vote.

### **9.6 Calling of Meetings**

A meeting of the Board may be summoned by the Chairperson or the President of NZEF at any time and must be summoned by him/her on receipt of a written requisition signed by two Board Members specifying the agenda of the meeting.

### **9.7 Quorum for Meeting**

At any meeting of the Board the attendance of a minimum of (5) five members shall be required to form a quorum.

## **10. ELECTION OF BOARD MEMBERS**

### **10.1 Nomination of Candidates.**

Subject at all times to compliance with the requirements of by-laws 9.1(c) and (d) the following provisions shall apply:

- (a) Nominations shall be made in writing on the form prescribed by the Board and must be in the hands of the Secretary no later than 31 May in each year.
- (b) In the event the number of nominations equals the required number of vacancies to be filled the Chairman at the AGM shall declare those members so nominated to be elected.
- (c) If the number of nominations is less than the number of vacancies, then the Chairman shall declare those members so nominated to be elected and the chairman of the annual general meeting shall call for nominations, to be seconded by another member to fill any vacancies at the annual general meeting and elected candidates to fill those vacancies shall be determined in accordance with by-law 10.4.
- (d) In the event that the number of nominations exceeds the number of vacancies a postal ballot of financial members shall be conducted. Voting papers shall be forwarded to financial members not less than 21 days prior to the AGM and returned to the NZEF secretary before or at the meeting. The elected candidates shall be determined in accordance with by-law 10.4.
- (e) Any member may nominate any other member.

### **10.2 Notification to Members**

- (a) Not less than 21 days prior to the AGM the Secretary shall circulate the AGM ballot papers on which financial members may record their postal votes for the number of vacancies to be filled on the Board. Candidates' names shall be shown in alphabetical order without any indication as to whether they are presently office bearers or members of the Board.

### **10.3 Term of Office**

- (a) Subject to any earlier termination or disqualification a Board member is elected to that position until retirement until by-law 11.3.
- (b) If a Board member's position shall become vacant nothing shall prevent such a Board member from re-election for a further term.
- (c) Any member may nominate any other member/s for re-election to the Board.

### **10.4 Voting**

- (a) A Returning Officer and two scrutineers shall be appointed by the Chairperson to count the votes.
- (b) The Returning Officer is to ensure that the composition of the Board in terms of by-law 9.1 is maintained and accordingly is empowered as follows:
  - (i) To declare the highest polling candidate(s) is/are elected to the vacancy(ies).
  - (ii) If there is a shortfall in the Island representation (by-laws 9.1(c) and (d)), to replace the lowest polling successful candidate(s) with the highest polling candidate(s) from the Island with a shortfall of candidate(s) representation to ensure by-laws 9.1(c) and (d) are satisfied.
  - (iii) Where 2 or more persons are tied and there are not sufficient vacancies available to elect all of the tied persons then a further ballot between the tied persons shall be conducted amongst the members present and entitled to vote.
  - (iv) No votes are to be declared invalid by virtue of a technical error in completion of any voting form if in the sole opinion of the Returning Officer the intention of the voting member is clearly discernable on the voting paper.

## **11. VACANCIES**

11.1 The office of a member of the Board shall become vacated if the person holding that office:

- (a) Dies
- (b) Resigns by notice in writing
- (c) Is removed from office by a resolution of the Board passed by a majority vote by all Board members including the member under consideration. The required majority is the number of voting Board members present less one. The vote must be an Agenda item notified to all Board members prior to the meeting. Reasons for removal can include but are not limited to: serious offence breaking New Zealand law; non-performance on the Board; material contravention of the Board Code of Conduct.
- (d) Ceases to be a financial member.

11.2 Should an elected Board member's position (see by-law 9.1(a)) become vacant pursuant to by-law 11.1 then the Board shall call a by-election to fill the vacancy within 30 days of the effective date of vacancy.

### **11.3 Order of Retirement**

At the second AGM following the adoption of these By-Laws, and at every AGM thereafter, three (3) elected Board members shall retire from office. The elected Board members to retire pursuant to this clause shall be selected as follows:

- (a) first any elected Board member who wishes to retire and does not offer to stand for re-election
- (b) second those elected Board members who have been longest in office since their last election. For persons who were last elected as Board members on the same day, those to retire shall be determined by lot.

A retiring Board member shall hold office until the dissolution of the meeting at which his or her successor is elected.

A retiring Board member shall be eligible for re-election.

## **12. APPOINTED BOARD MEMBERS**

### **12.1 Board Appointments**

- (a) The Board may appoint up to two members using any procedure they decide on.
- (b) When the Board makes an appointment the Board must inform the members of the procedure used to make that appointment.
- (c) In appointing Board members under these provisions the Board shall use its best endeavours to appoint persons who have specific and relevant skills, qualifications and experience that is likely to add value and benefit to the activities and decisions of the elected board members and the Discipline.

### **12.2 Terms of Office of Appointed Board Members**

- (a) The terms and conditions will be set by the Board.
- (b) The maximum term of office will be two (2) years.
- (c) The Board must inform the members of the term and conditions of the appointments of appointed board members.

### **12.3 Vacancy**

Any vacancy in the appointed members of the Board may be filled by the Board appointing a person to fill the vacancy.

### **12.4 Vacating Office**

The office of an appointed Board member shall be vacated if the person holding that office:

- (a) Dies
- (b) Resigns by notice in writing; or
- (c) Is removed from office by a resolution of the Board passed by a majority of not less than two thirds of the members of the Board excluding the appointed Board member under consideration.

## **13. FINANCIAL YEAR**

13.1 Subject to any ruling from Inland Revenue to the contrary, the financial year shall commence on 1 June in every year.

## **14. POWERS OF THE BOARD**

14.1 The Board shall:

- (a) Manage and have the executive control of the affairs of Endurance New Zealand.
- (b) Control all matters affecting the membership of Endurance New Zealand.
- (c) Determine fees from time to time payable e.g. newsletter costs, products and services.
- (d) Recommend any annual subscription, to be paid by members of Endurance New Zealand and affiliated clubs to Endurance New Zealand, to be approved at the AGM.

- (e) Subject to the disciplinary and dispute provisions in the NZEF Constitution, regulations and by-laws, act as arbitor in regard to all disputes arising between any members of Endurance New Zealand and where appropriate direct any party seeking resolution from the Board to pay a sum of money to the Board on account of Board expenses.
- (f) Appoint such sub-committee as it may deem necessary or expedient and may delegate or confer on them such powers and duties as the Board may decide. The Board may in its discretion appoint any number of suitably qualified persons for any specific task or project to serve on such committees and may revoke such appointment at any time.
- (g) Any such sub-committee shall be responsible to the Board and shall report their proceedings at intervals as directed by the Board and shall conduct their business in accordance with the directions of the Board.
- (h) The Chairperson of Endurance New Zealand shall be entitled to attend all sub-committee meetings whether or not that person is an appointed member of the sub-committee. The Chairperson shall not have the right to vote on subcommittees unless that person is a duly appointed member of the subcommittee.
- (i) Do any act, matter or thing that will promote the interests of Endurance New Zealand and its members in the interest of the sport of endurance horse riding.
- (j) Be responsible for the control and management of its income and expenditure.
- (k) Have absolute control over the appointment and removal of all its paid or unpaid officers and servants and shall determine the salaries and other terms and duties on which the officers and servants shall hold their offices.
- (l) Make any salary payments to such officers and servants exclusively out of the revenue of Endurance New Zealand.
- (m) Appoint a Technical Committee which will comprise a minimum of:
  - (h) one elected Board member,
  - (v) one member from the FEI Officials List elected by the members at the AGM; and
  - (vi) one ordinary member (red card rider) elected by the members at the AGM
 and shall receive all proposed ride rule changes from members, FEI or the Endurance New Zealand Board. When such proposed changes are assessed and accepted by the Technical Committee such proposed changes are to be approved by the Endurance New Zealand Board for presentation and approval at the AGM. The Endurance New Zealand Board has the power to make immediate changes to ride rules when circumstances dictate such action is necessary.
- (n) Appoint Endurance New Zealand delegates to represent Endurance New Zealand at the NZEF AGA according to Article 11 of the NZEF Constitution.
- (o) Subject to the disciplinary and dispute provisions in the NZEF Constitution, regulations and by-laws deal with all disciplinary matters and disputes.

## 15. GENERAL MEETINGS

The AGM will be open to all financial members of Endurance New Zealand and shall be held on or before the 30th of July in each year at such time and place as the Board determines for the purpose of:

- (a) receiving the Board's report and the annual financial statements for the past year
- (b) receiving reports from Board committees and affiliated bodies
- (c) electing the Board members under by-laws 9 and 10
- (d) considering remits affecting the Constitutional Rules and By-Laws
- (e) transacting general business

### 15.1 Notification of AGM

Not less than 28 days (twenty eight) before the AGM the NZEF Secretary shall arrange for publication in the Bulletin and notification on the NZEF website of -

- (a) notice of the time and place of the AGM.
- (b) an agenda of the business to be transacted at the AGM including names and details of nominees for election to the Board.
- (c) a copy of the audited accounts.

15.2 The accidental omission to give notice or the non receipt of notice of an AGM by any member shall not invalidate the proceedings of any AGM unless the members present at an AGM determine otherwise.

### 15.3 Quorum

The quorum shall consist of not less than 30 ordinary members of Endurance New Zealand excluding proxies.

### 15.4 Business of Meeting

No business other than that stated shall be transacted unless notice of motion there shall have been given in writing to the Secretary of Endurance New Zealand at least twenty-eight (28) days prior to the meeting. The business of the AGM shall include:

- (a) confirmation of the minutes at the previous AGM.
- (b) presentation of the annual report to the members.
- (c) presentation of the financial statement and auditor's report for the preceding financial year.
- (d) appointment of an auditor for the ensuring year.
- (e) election of Board members (if required).
- (f) to fix subscriptions due and ride levies for the then current financial year.
- (g) to transact any other business of which due notice has been given as provided by these rules.
- (h) general business.

15.5 The following provisions apply to all General Meetings:

- (a) the Chairperson or in that person's absence the Deputy Chairperson will chair the meeting. Should neither of the above be available then the meeting shall elect one of the members of the Board to take the Chair.
- (b) no ordinary member shall be entitled to vote unless a financial member.
- (c) every ordinary member present and entitled to vote has one vote upon every motion exercised in person or by proxy pursuant to the provisions of these by-laws and where there is an equality of votes the Chairperson has a second or casting vote.
- (d) voting is by a show of hands or if demanded by the Chairperson or three (3) members present at the general meeting and entitled to vote then by secret ballot.
- (e) a quorum consists of thirty (30) members present and entitled to vote.
- (f) except as otherwise provided in these by-laws a decision of the majority of those members present is binding on all members.
- (g) if within half an hour of the time appointed for a general meeting a quorum is not present the meeting if convened on requisition is dissolved but in any other case is adjourned until fourteen (14) days later at the same time and place and if a quorum is not then present those present are for the purposes of the adjourned meeting to constitute a quorum.
- (h) any ordinary or honorary member entitled to vote may lodge a notice of motion (in terms of the provisions of clause 16 herein) seeking to alter, amend or add to the By-Laws of Endurance New Zealand. Such notice of motion must be seconded by two other ordinary or honorary members entitled to vote.
- (i) a simple majority vote (including proxy votes) shall be sufficient to pass a notice of motion affecting these By-Laws.
- (j) voting shall be by a show of hands or if demanded by any 3 members then by secret ballot.
- (k) any alteration, amendment or addition to these By-Laws that is approved at the meeting shall come into force immediately upon being published in the bulletin.

## **15.6 Special General Meetings or Extraordinary General Meetings**

15.7 In addition to the annual general meeting, special general meetings may be convened at any time in the following manner:

- (a) by written request to the Board signed by thirty (30) financial members or by resolution of the Endurance New Zealand Board.
- (b) such direction or written request shall clearly state the purpose for which the special general meeting is to be held and at the special general meeting (which shall be held within thirty (30) days after receipt by the Board of such direction or request), no other business shall be conducted other than the business specified in the notice convening the meeting.
- (c) The Secretary shall send a notice (including notices of motion, voting instructions and forms) to every financial member of the date, time, place and purpose of the special general meeting

- not less than -twenty one (21) days prior to the date of the meeting.
- (d) The Chairperson shall determine the place and time of any such meeting.
  - (e) any ordinary or honorary member entitled to vote may lodge a notice of motion (in terms of the provisions of clause 16 herein) seeking to alter, amend or add to the By-Laws of Endurance New Zealand. Such notice of motion must be seconded by two other ordinary or honorary members entitled to vote.
  - (f) a simple majority vote (including proxy votes) shall be sufficient to pass a notice of motion affecting these By-Laws.
  - (g) any alteration, amendment or addition to these By-Laws that is approved at the meeting shall come into force immediately upon being published in the bulletin.
  - (h) voting shall be by a show of hands or if demanded by any 3 members then by secret ballot.

### **15.8 Adjournment of Annual General Meeting**

The Chairperson may with the consent of a majority of those present at any AGM, and shall if so directed by a majority of those present at the meeting, adjourn the meeting from time to time and from place to place.

No business shall be transacted at any adjourned meeting other than business, which was to be transacted at the meeting, which was adjourned.

If a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given in the same manner as the original meeting.

## **16. NOTICES**

16.1 Every notice to be given to Endurance New Zealand or the Board under these Rules shall be given as follows:

- (a) In writing and may be handed or posted to the Secretary or left at or posted to the Registered Office of NZEF, but no such notice shall be deemed to be received by Endurance New Zealand or the Board until it is actually received by the Secretary or delivered to the Registered Office whichever occurs first.
- (b) No notice shall have any effect until it has been received in accordance with clause (a) above.
- (c) Notices of motion shall be proposed by any member entitled to vote and seconded by two other members entitled to vote such notice in writing to be received by the Secretary not less than 30 days prior to the meeting at which it is to be considered.
- (d) Any notice of motion must be notified to every financial member in writing – at least 21 days prior to the date of the meeting.

## **17. MINUTES**

A minute book shall be provided and kept by the Secretary. Minutes of the proceedings of all meetings and general meetings of the Board and of any committee of the Board shall be prepared and entered in the minute book.

Every such minute purporting to be so kept shall be prima facie evidence of the facts therein stated.

## **ANNEX 1 : COMPETITIVE TRAIL RIDING**

### **1. NAME**

The name of the organisation is New Zealand Competitive Trail Riding Committee ("CTR") responsible to the Endurance New Zealand Board.

### **2. ADMINISTRATION**

The CTR Committee shall be administered by conference, and a committee and an executive both responsible to Endurance New Zealand.

### **3. CONFERENCE**

The conference shall meet annually on or before 30 July in each year and shall consist of financial members of NZEF. It shall have the power to exercise the functions and objects as conferred on it by these rules.

### **4. CONFERENCE SHALL RECEIVE AND CONSIDER:**

- (a) the annual report for the preceding season from the Chairperson
- (b) Reports from Executive officers (covering that officer's specific area of responsibility) for the preceding season.
- (c) Remits from individual members. Remits considered by conference shall be considered by the Board as directed.
- (d) Notices of motion shall be proposed by any member entitled to vote and seconded by two other members entitled to vote such notice in writing to be received by the Secretary not less than 30 days prior to the meeting at which it is to be considered

### **5. NOTICE**

All the items in the above list must be received in writing by the Endurance New Zealand secretary and be available to delegates at least 21 days prior to the conference.

### **6. COMMITTEE**

The committee shall comprise:

- (a) Officer of Endurance New Zealand nominated by the Board
- (b) 4 Executive officers of CTR elected by conference

### **7. POLICY & ADMINISTRATION**

The CTR committee shall have overall responsibility for the policy and administration of CTR subject to the Endurance NZ By-law and this Annex. Four persons shall constitute a quorum.

### **8. CHANGES TO RULES**

Changes to the rules of CTR must be passed by resolution of the committee and approved by the Board of Endurance New Zealand.

**9. MEETINGS**

The committee shall meet at conference and at least once more during the year.

**10. CHAIRPERSON**

Each year the committee shall elect a discipline chairperson and executive members in the following manner:

- (a) notice of intention in writing by a committee member to nominate a person for chairperson or executive must be received by the Endurance New Zealand secretary at least 28 days prior to the meeting. The intended nominee must consent to the nomination in writing.
- (b) Details of every such notice of intended nomination shall be forwarded by the Endurance New Zealand secretary to each committee member with voting rights at least 21 days before the meeting.
- (c) The committee shall elect a CTR chairperson. Only a person for who notice of intention to nominate for chairperson has been given, under 10(a) hereof can be nominated. If no such person is nominated at the meeting nominations can be called from the floor.
- (d) The committee shall separately elect two people to executive. Members from those whom notice of intention to nominate for executive has been given under 10(a) hereof with separate nominations being called and a separate election being held for each member).
- (e) North and South Island co-ordinators (one each Island) are responsible for co-ordinating courses, rides dates and general communications.

Provided that if no nomination is received for any office from those whom notice of intention to nominate for the executive has been given under 10(a) hereof nominations for that office may be taken from the floor.

**11. RIGHT TO CO-OPT**

The committee may co-opt any person for a specific purpose.

**12. ATTENDANCE AT MEETINGS**

Members of Endurance New Zealand and any other person with the approval of the meeting are entitled to attend any meeting of the committee as observers but may not vote and may only speak with the permission of the chairperson.

**13. EXECUTIVE**

The executive will consist of:

- (a) Elected by committee
  - The Chairperson
  - The North Island Co-ordinator
  - The South Island Co-ordinator
  - And two (2) other executive members
- (b) The executive may fill any vacancy arising on the executive.

**14. FUNCTIONS**

The functions of the executive shall be:

- (a) to conduct and administer the affairs of CTR within the policies, Rules and By-Laws established by Endurance New Zealand and NZEF.

- (b) To consider matters referred to it by the CTR committee, conference, the chairperson, the Board members of Endurance New Zealand, the President or Chief Executive officer of NZEF and at its discretion deal with such matters or refer them to the committee for further consideration.

**15. LIAISON**

The chairperson shall be responsible for liaison with Endurance New Zealand and members of the Board shall be responsible for the following:

Rules, officials, course design, training and Island Co-ordinators (as in 13(a) hereof).

**16. QUORUM**

The quorum for a meeting of the executive shall be three (3) members.

**17. SECRETARY**

The executive may appoint a secretary with the approval of Endurance New Zealand.

**18. OBSERVERS**

Observers may only attend meetings of the executive on the invitation of the chairperson and with the approval of the meeting. They shall have no power to vote and may speak only on the invitation of the chairperson.

**19. CORRESPONDENCE AND MINUTES**

Copies of correspondence and all minutes shall be sent to Endurance New Zealand Board secretary.

## APPENDIX 1

### Terms of Agreement:

1. The club shall pay its annual levy no later than 31 May in each year to Endurance New Zealand and/or NZEF
2. The club agrees to be bound by the NZEF by-laws set out herein.
3. The club agrees to provide copies of its audited accounts if so required by Endurance New Zealand or NZEF.
4. The club agrees to hold an AGM and Board members from Endurance New Zealand and/or NZEF may attend, but do not have voting rights.
5. The club agrees to keep an updated list of its current members and provide the Secretary of Endurance New Zealand with these details on a 3 monthly basis.
6. The club agrees to collect all fees and levies set by the Board in the time frame advised to the club by the Board.
7. The club agrees to abide by a code of conduct as set down from time to time by Endurance New Zealand and/or NZEF.
8. The club agrees to be supportive of Endurance New Zealand Board liaison member appointees at all times.