

**CONSTITUTION OF
WAKA AMA AOTEAROA
NEW ZEALAND
INCORPORATED**

DRAFT

July 2025

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CONSTITUTION OF WAKA AMA AOTEAROA NEW ZEALAND

INCORPORATED

Section One: Core Provisions

1. Name

- 1.1 The name of the Society is called Waka Ama Aotearoa New Zealand Incorporated also commonly referred to as Waka Ama Aotearoa NZ and WAANZ
- 1.2 In this Constitution the Society is also referred to as Waka Ama Aotearoa New Zealand, Waka Ama Aotearoa NZ, (WAANZ).

2. Registered Office and Charitable status

- 2.1 The registered office of Waka Ama Aotearoa NZ shall be at such place as the Board determines.
- 2.2 Waka Ama Aotearoa NZ is registered as a charitable entity under the Charities Act 2005.
- 2.3 The Board shall appoint the contact person/s (maximum of three) to be the Contact Person, subject to those persons meeting the criteria set out in the Act. The Board must advise the Registrar of incorporated Societies of any change in the Contact Person/s details.

3. Definitions and Interpretation

- 3.1 In this Constitution:

“Act” means the Incorporated Societies Act 2022, including any amendments, and any regulations made under that Act

“**Affiliated Individuals**” means people who are members of Member Clubs and who are currently recorded as affiliated individuals on the Waka Ama Aotearoa New Zealand database;

“**Annual General Meeting**” or “**AGM**”; “**General Meeting**”; and “**Special General Meeting**” or

“**SGM**” all mean as set out in Rule 10;

“**Appointed Board Member**”; “**Elected Board Member**”; “**Appointments Panel**”; and “**Shortlisting Panel**” all mean as set out in Rule 9;

“**Board**” means the governing body of Waka Ama Aotearoa NZ;

“**Financial Year**” means as set out in Rule 13;

“**Chief Executive**” means the person employed as the most senior member of the executive;

“**Member**” means a Member of Waka Ama Aotearoa NZ under Rule 6.1;

“**Member Club**” and “**Member Region**” mean as set out in Rule 6;

“Purpose” means the Purpose of Waka Ama Aotearoa NZ set out in Rule

4.1;

“Ordinary Resolution” means a resolution requiring a simple majority of valid votes for approval;

“Vote” means a vote made and transmitted by post, email, electronic or other method of communication as determined by the Board in each case;

“Rules” means the rules in this Constitution or rules made pursuant to powers granted by it;

“Special Resolution” means a resolution requiring a two thirds majority of valid votes for approval;

“Waka Ama” means the sport and culture of Waka Ama also known in other parts of the world as Outrigger Canoe, Va’a, Oe Vaka, Vaka and Wa’a.

3.2 In this Constitution the following interpretations apply:

- a. The plural includes the singular 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 an individual, incorporated body, partnership, joint venture, association, Marae committee, iwi, trust, national and local government and territorial authority and any other unincorporated group or entity; and
- d. Any approval, decision, requirement or action by Waka Ama Aotearoa NZ refers to an approval, decision, requirement or action of the Board (and/or as appropriate to such persons to whom the Board has delegated the authority to exercise such power).

4. Purpose and Values

4.1 The Purpose of Waka Ama Aotearoa New Zealand :

More whānau experience enhanced well-being, connection, achievement, opportunities and belonging through the culture of waka ama

- a. Lead the development, practice and promotion of Waka Ama in New Zealand;
- b. Be the sole national body in Aotearoa New Zealand to promote, develop, foster and administer Waka Ama, mainly as an amateur sport for well-being, benefit and recreation of the general public in Aotearoa New Zealand.
- c. Lead, promote and enable Diversity, Equity and Inclusion across the whole organisation including governance of Waka Ama Aotearoa NZ and participation in Waka Ama.
- d. Be the sole New Zealand national Waka Ama entity affiliated to and recognised by the International Va’a Federation Incorporated;
- e. Seek inclusion of Waka Ama in national and international sporting events and to facilitate representation at such events; and
- f. Educate those involved in Waka Ama (primarily) and also the general public about the unique culture of Waka Ama, the Values of Waka Ama and the importance of water safety;

4.2 Waka Ama Aotearoa NZ shall pursue its Purpose in a way that:

- a. Recognises and acknowledges Māori are Tangata Whenua, the Indigenous people of the land;
- b. Honours the ancestral and contemporary connections between Māori and Pasifika peoples
- c. Te Tiriti o Waitangi is enacted in all that we do;
- d. Demonstrates, maintains and promotes our Values and cultural identity;
- e. Creates and fosters friendship among all peoples who participate in Waka Ama.
- f. Promotes the well-being, health and safety of all paddlers and others involved in our sport.

4.3 The Values of Waka Ama Aotearoa NZ are:

- a. **Manaakitanga:** We encourage the practice of reciprocity and inclusivity through sharing of ourselves and our resources, nurturing all people and accepting our differences;
- b. **Whanaungatanga:** Is our sense of belonging, identification and collective strength, not only through kinship but being related to all within the Waka Ama community;
- c. **Hauora:** We support and promote the physical, mental, emotional and spiritual wellbeing of all our participants; and
- d. **Tū Tangata:** We are accountable for our actions. We have respect for each other, our waka and our environment. We stand proud in our integrity and passion.

5. Powers

Waka Ama Aotearoa NZ has, both within and outside New Zealand, full capacity, rights, powers and privileges to carry on or undertake any activity, do any act, or enter into any transaction, subject to this Constitution, the Act, any other legislation, and the general law

Section Two: Members

6. Members

6.1 The Members of Waka Ama Aotearoa NZ are:

- a. Member Clubs; and
- b. Member Regions.

6.2 A Member Club is a local Waka Ama association which:

- a. Is incorporated (for example but not limited to a society incorporated under the Incorporated Societies Act);
- b. Is a member of a Region;
- c. Has consented to become a member by submitting an application via their Region and Waka Ama Aotearoa NZ
- d. Has been approved as a Member by Waka Ama Aotearoa NZ ;

- e. Administer, promote, and develop Waka Ama in the Club in accordance with the Purposes, this Constitution, Race rules and any Bylaws;
- f. Is not suspended or expelled under Rule 7; and
- g. Has not less than 10 Affiliated Individuals as members.

6.3 A Member Region is a Regional Association which:

- a. Is incorporated (for example but not limited to a society incorporated under the Incorporated Societies Act);
- b. Has 5 or more Member Clubs as its members;
- c. Has applied and been approved as a Member by the Board;
- d. Administer, promote, and develop Waka Ama in the Region in accordance with the Purposes, this Constitution, Race rules and any Bylaws; of Waka Ama Aotearoa NZ;
- e. Operates within a geographical area in New Zealand approved by the Board and by a General Meeting; and
- f. Is not suspended or expelled under Rule 7.

6.4 Any dispute about membership is determined by Waka Ama Aotearoa NZ.

7. Rights and Obligations of Members

7.1 The benefits and obligations of a Member are determined by the terms of the category of membership as either fixed by Waka Ama Aotearoa NZ or by this Constitution (for example for voting rights see Rule 12). All Members:

- a. Are bound by this Constitution and by all regulations, by-laws, policies, charters and procedures of Waka Ama Aotearoa NZ and by decisions made by Waka Ama NZ; and
- b. Must promote and support the Purpose of Waka Ama Aotearoa NZ and the activities of the Member Region which operates in the area in which the Member resides or operates; and
- c. Must not do anything that is detrimental to or inconsistent with the Purpose or brings discredit to Waka Ama Aotearoa NZ, its Members or the Board.

7.2 Waka Ama Aotearoa NZ shall keep and maintain a register of Members including the full name, address and date of entry of each Member.

- a. A Member must provide notice to Waka Ama Aotearoa NZ of any change to their Contact Details. The Member Register will be updated as soon as practicable after the Waka Ama NZ becomes aware of changes of the information recorded in the Member Register.

7.3 A Member ceases to be a Member:

- a. By written resignation addressed to Waka Ama Aotearoa NZ;
- b. By liquidation or dissolution;
- c. By failure to meet the requirements of the relevant category of membership for a period of 3 months after any such obligation (for example payment of subscription) is due;

- d. Subject to Rules 7.4, 7.5 and 7.6, during the term of any suspension or expulsion.
- 7.4 If at any time a Member in the opinion of the Board, has:
- a. Breached any Rule in this Constitution or has acted contrary to any other requirement of Waka Ama Aotearoa NZ referred to in Rule 7.1, the Board must first notify the Member and endeavour to address the issue with the Member but if the matter is not resolved then the Board may give notice in writing to the Member that the Member take actions as required by the Board to cease or remedy the situation and/or that the Member respond with reasons as to why it should not be suspended from Membership.
- 7.5 Before deciding to suspend a Member, the Board must give the Member a reasonable opportunity to be heard and must take into account any oral and/or written submissions received from the Member. Upon suspension the Member is suspended from membership of Waka Ama Aotearoa NZ for such period not exceeding 6 months and on such other conditions as determined by the Board.
- 7.6 A Member can be expelled but only by Special Resolution of a General Meeting where the issue of expulsion for that Member has been notified as a separate item of business.
- 7.7 Affiliated Individuals are not Members but may have benefits attached to that status as may be determined by the Board (for example such status may, if determined by the Board, be a pre-condition to eligibility to compete in events or for selection to represent Waka Ama Aotearoa NZ).

8. Regions

- 8.1 The Purpose of Waka Ama Aotearoa NZ shall be assisted and implemented regionally through the establishment and operation of Member Regions. The number, regional extent and role of Member Regions shall be determined by the Board after consultation with Member Clubs and Member Regions and provided that any change to the geographic boundaries of Member Regions can only take place after consultation between the Board and Members and after approval at an AGM when it has been notified as an item of business.
- 8.2 Each Member Region shall assist the operation of Waka Ama Aotearoa NZ in its Region and of the Member Clubs located in its Region;
- 8.3 The Member Region reports to and is accountable for its performance to both the Board and the Member Clubs in its Region.
- 8.4 The Board must ensure that each Member Region is visited in person or online at least twice per year by the Chief Executive or their delegate to enable the Member Region to address any issues to Waka Ama Aotearoa NZ.

Section Three: Governance

9. Board

- 9.1 The governance of Waka Ama Aotearoa NZ and the exercise of all powers of Waka Ama Aotearoa NZ (except those that are restricted by this Constitution) are delegated without further restriction, to be undertaken by the Board which may then delegate to others under Rule 5.
- 9.2 The role and responsibilities of the Board shall be to provide good governance to Waka Ama Aotearoa NZ including by the following (and any other matters covered by any policies set by

the Board):

- a. Ensuring that Waka Ama Aotearoa NZ has a strategic plan;
- b. Monitoring and reviewing the performance of Waka Ama Aotearoa NZ against the strategic plan;
- c. Receiving, reviewing and approving the annual business plan and financial budget;
- d. Monitoring Waka Ama Aotearoa NZ performance against the annual business plan and financial budget;
- e. Approving annual financial statements;
- f. Addressing the ongoing viability and sustainability of Waka Ama Aotearoa NZ;
- g. Monitoring regulatory compliance for Waka Ama Aotearoa NZ;
- h. Establishing, reviewing, monitoring and amending policies for the good governance and guidance of Waka Ama Aotearoa NZ;
- i. Fostering interaction and communication across Waka Ama Aotearoa NZ;
- j. Appointing, monitoring and reviewing the Chief Executive and setting performance and compensation policy for Waka Ama Aotearoa NZ employees;
- k. Adopting and communicating a continual best practice performance culture and supporting programmes across Waka Ama Aotearoa NZ nationally; and
- l. Having full insight and understanding of all significant transactions across Waka Ama Aotearoa NZ.

9.3 The Board comprises the following persons:

- a. 4 Elected Board Members; and
- b. 3 Appointed Board Members.
- c. A minimum of four members must whakapapa Māori
- d. A minimum of 40% of board members must self-identify as female

The Chief Executive shall attend Board meetings as requested by the Board.

9.4 Elections shall occur by Vote with results announced at AGMs or as may be required by these Rules to replace Elected Board Members. The candidates for election as Elected Board Members are persons nominated by a Member Club or Member Region, who are then selected by the Shortlisting Panel for a shortlist of up to 6 persons. The Shortlisting Panel which shall comprise of 2 members of the Board plus a governance expert selected by the Board shall determine its own process for shortlisting. The shortlisting process is intended to ensure first that there is not an unmanageable number of candidates put forward for election and second that those that are put forward are capable candidates as assessed on the nomination information (as per Rule 12.6) by the Shortlisting Panel.

9.5 Appointed Board Members shall be appointed by an Appointments Panel comprising:

- a. 2 existing Board Members;
- b. 1 person (not a Board Member) appointed by the Board.

The Chair of the Appointments Panel shall be determined by the panel. The Appointments Panel shall determine its own process for identification of suitable candidates for Appointed Board

Members but this must include calling publicly for applications. The Appointments Panel shall endeavour to have its process completed so that appointees are present at and announced at the AGM at which the vacancy for their appointment arises.

- 9.6 An Appointed Board Member must be a person who, at the time of their appointment is determined by the Appointments Panel, to be capable of providing areas of competency that the Board seeks to fill and be capable of adding value to Waka Ama Aotearoa NZ and to the Board through their skills and background (which may include but is not limited to: governance, strategic planning, health, sport or Maori sector leadership, financial, accounting, commercial, information technology, legal, marketing, commercial or not for profit experience and preferably an affinity with the not for profit sector).
- 9.7 Every Board Member must, in writing:
- (a) consent to be a Board Member; and
 - (b) certify that they are not disqualified from being elected, appointed or holding office as a Board Member by this Constitution or under section 47 of the Act or under the Charities Act 2005.
- 9.8 At the AGM in 2027 and at every fourth AGM after that, one Elected Board Member and one Appointed Board Member shall retire from the Board. Subject to this Rule 9.8 the persons to retire shall be those who have been longest on the Board from the Rule of their most recent appointment to the Board and in the case of persons appointed on the same day then as agreed between them or if they do not agree then by lot between them. A retiring Board member is eligible for re-election or re-appointment.. A person who has vacated their Board membership to cause the vacancy in Rules 9.9b and/or d is deemed to be a person retiring by rotation at the next AGM at which Board members are due to retire.
- 9.9 A Board member is deemed to have vacated the Board upon:
- 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. A person who is disqualified from being elected, appointed or holding office as a Board Member under section 47 of Act or under section 36B of the Charities Act 2005.
 - d. Resigning or retiring from the Board or their term of appointment expiring;
 - e. Being convicted of a criminal offence or being sentenced to imprisonment;
 - f. Dying;
 - g. Failing to attend 3 consecutive Board meetings; or
 - h. Where a Board member has in the opinion of the other Board members failed on more than one occasion to properly comply with their responsibilities as a Board member (by way of example such failures may include but are not limited to: bad behaviour, breach of Board confidentiality, lack of preparation for Board meetings and failure to disclose conflicts of interest) and all the other Board members vote in favour of a motion for removal of the Board member from the Board.

- 9.10 If any vacancy arises on the Board other than by rotation under Rule 9.7 and it is:
- a. Of an Elected Board Member and the vacancy occurs less than 15 months after the last AGM at which an Elected Board Member was elected, a new Elected Board Member shall be elected as soon as reasonably possible in accordance with Rule 9.4 (as applicable); or
 - b. Of an Elected Board Member and the vacancy occurs 15 months or more after the last AGM at which an Elected Board Member was elected the Board shall carry on with a lesser number of Elected Board Members until the next AGM at which a new Elected Board Member is due to be announced; or
 - c. Of an Appointed Board Member and the vacancy occurs less than 15 months after the last AGM at which an Appointed Board Member was appointed a replacement must be appointed as soon as reasonably possible by the process in Rule 9.5; or
 - d. Of an Appointed Board Member and the vacancy occurs 15 months or more after the last AGM at which an Appointed Board Member was appointed the Board shall carry on with a lesser number of appointed Board Members until the next AGM at which a new Appointed Board Member is due to be appointed.
- 9.11 The Board must appoint one of its members to be the Chairperson of the Board and one of its members to be the Deputy Chairperson.
- 9.12 The quorum for a Board meeting is 4 Board members.
- 9.13 The Board shall determine its own rules for its meetings in a policy adopted by the Board which shall include that:
- a. There must be at least 4 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 a resolution passed at a meeting;
 - d. A Board meeting may be called by the Chairperson, the Deputy Chairperson or by request of 4 Board members;
 - e. Decisions shall be by Ordinary Resolution (unless otherwise required by these Rules) by voice or if requested by the Chairperson by show of hands and if requested by any Board member by secret ballot;
 - f. Each Board member has one vote and the Chairperson shall have an additional casting vote in the event of a tied vote;
 - g. The Board shall ensure minutes are kept of all Board meetings; and
 - h. The Board must maintain an interests register where each Board member must record at least annually (and more regularly whenever they arise) any conflict of interest.
- 9.14 The role and expectations that Waka Ama Aotearoa NZ has of a Board member shall be set out in a Board policy. Such policy shall include any additional criteria for eligibility to be a Board member.
- 9.15 The Board shall periodically review all Board policies.

Section Four: General Meetings, Elections and Voting

10. General Meetings

- 10.1 A General Meeting of Waka Ama Aotearoa NZ shall be either the AGM or a SGM. All Members are eligible to attend a General Meeting which shall be held on a Marae (on a rotational basis around New Zealand), or such other place and at a date and time all as determined by the Board. Member Clubs or Member Regions can be represented by up to two delegates present or can grant a proxy to a person attending. The names of delegates and other attendees must be notified in advance if so required by Waka Ama Aotearoa NZ. A Board member cannot be a delegate of a Member and cannot hold a proxy.
- 10.2 The AGM shall be held once every year and no later than the expiration of six months after the end of the Financial Year.
- 10.3 The AGM shall consider the following business:
- a. The Board's Annual Report;
 - b. The Chief Executive's Annual Report, including the annual Financial Report;
 - c. The audited Statement of Accounts;
 - d. As may be applicable for that particular AGM: announcements of Elected Board Members and Appointed Board Members;
 - e. The appointment of the auditor;
 - f. notice of any disclosures of conflicts of interest made by Officers (including a brief summary of the Matters, or types of Matters, to which those disclosures relate);
 - g. Any other business that is properly notified by the Board, a Member Region or a Member Club to the Chief Executive as an item of business for the AGM, including any change to geographic boundaries of Member Regions.
- 10.4 SGM's may be called by the Board. The Board must call a SGM within 30 days of the Chief Executive receiving a written request setting out the reasons for the SGM from not less than half the Member Clubs. The SGM shall only consider the items of business for which the SGM has been called.
- 10.5 The quorum for a General Meeting shall be 5 Member Clubs (by a delegate attending in person or by the Member Club granting a proxy to a person attending) provided that if a quorum is not achieved within half an hour the meeting shall be adjourned to another day, time and place and shall be notified to all persons who are to be given notice under Rule 13. If no quorum is present at the start of the re-convened meeting then the Members attending are deemed to constitute a valid quorum for the AGM but not for a SGM;
- 10.6 All General Meetings shall be chaired by the Chairperson or in his/her absence, the Deputy Chairperson or another Board Member.
- 10.7 All Members are entitled to speak at a General Meeting through their Member Club delegates or their Member Region delegates. In addition those persons who are not delegates may also speak if they are a Board member or if agreed either prior to the General Meeting by the Board, or at the General Meeting by the chairperson of the General Meeting;
- 10.8 Any other matters not provided for that occur at or in relation to a General Meeting shall be determined in such manner or by such process as required by the chairperson of the

General Meeting.

- 10.9 The Chief Executive shall ensure that minutes are kept of each General Meeting.
- 10.10 Any irregularity, error or omission in notices, agendas and relevant papers for the General Meeting or the omission to give notices within the required timeframe or the omission to give notice to all Members entitled to receive notice, and any other error in the organisation of the General Meeting shall not invalidate nor prevent the General Meeting from proceeding provided that:
- a. The chairperson in his or her discretion determines that it is still appropriate for the General Meeting to proceed despite the irregularity, error or omission; and
 - b. A motion to proceed is put to the General Meeting and such motion is passed by Special Resolution.

11. Notices for General Meetings

- 11.1 Notices and other items referred to in this Rule 11 in relation to a General Meeting must be given to all Members, Board Members and such other persons as determined by the Board.
- 11.2 The notice of the date, time and place of a General Meeting must be given:
- a. For the AGM not less than 60 days prior to the date of the AGM; and
 - b. For a SGM not less than 30 days prior to the date of the SGM.
- 11.3 The agenda for a General Meeting and the documents referred to in, or determined by the Board to be necessary for consideration of the items of business at the General Meeting (including information referred to in Rule 12.6) must be given:
- a. For the AGM not less than 30 days prior to the date of the AGM; and
 - b. For a SGM not less than 25 days prior to the date of the SGM.
- 11.4 Any notice to be given by Waka Ama Aotearoa NZ in relation to a General Meeting may be given by such means (including but not limited to post, email, notification on a website or by any other means) as determined by the Board.
- 11.5 Any item of business to be considered under Rule 10.3f must be notified to the Chief Executive not less than 45 days prior to the AGM.

12. Elections and Voting

- 12.1 Member Clubs are entitled to vote on all items of business at a General Meeting for which a vote is called and are entitled to vote on the election of Elected Board Members. Subject to the following sentence, a Member Club's number of votes is equal to the total number of Affiliated Individuals at the end of the Financial Year (in the case of the AGM) and at 10 days before the date of the SGM (in the case of a SGM). The maximum number of votes that a Member Club can exercise is 25% of the total votes available to Member Clubs.
- 12.2 Member Clubs are entitled to exercise their vote:
- a. In person via their delegates at a General Meeting (but not where another form of vote is required under Rule 12.2 b); or
 - b. Where a Vote is required by these Rules or is allowed by the Board, then by Vote in

accordance with such requirements as may be set out in this Constitution and/or in a policy adopted by the Board; or

c. By proxy which must comply with the requirements set by the Board.

- 12.3 Voting at a General Meeting except for elections (which shall be by Vote or by secret ballot) shall generally be conducted by voices or by show of hands as determined by the chairperson of the General Meeting unless a secret ballot is called for and approved by Ordinary Resolution.
- 12.4 Motions are passed by Ordinary Resolution unless the motion is required by this Constitution to be passed by Special Resolution.
- 12.5 In the event of an equality of votes at a General Meeting, the chairperson of the meeting shall have a casting vote.
- 12.6 Any person nominated under Rule 9.4 for election as an Elected Board Member must forward (or their nominator must forward) to the Chief Executive (or if there is no Chief Executive then the Board Chair) at least 45 days prior to the AGM a brief written personal statement about themselves and their reasons for seeking election.
- 12.7 The Board shall adopt a policy to regulate the Vote and proxy process and such processes must be notified to Member Clubs at or prior to the issue of Voting or proxy instructions.
- 12.8 A Member Club cannot exercise its number of votes (calculated under this Rule 12) except in one total (i.e. if a Member Club has 50 votes it cannot split the 50 votes). On election of the Elected Board Members a Member Club that votes must vote for the number of persons required to be elected (provided that there are sufficient candidates shortlisted to fill the available positions). For example if there are 4 positions available the Member Club must vote for not less than 4 people and failure to do so will render that Member Club's votes invalid on that vote.

Section Five: Other

13. Finance

- 13.1 The financial year of Waka Ama Aotearoa NZ shall unless otherwise determined by the Board commence on the first day of October and end on the 30th day of September in the following year.
- 13.2 The Board may require Members to pay an annual membership fee determined by the Board.
- 13.3 The Chief Executive must keep proper records of Waka Ama Aotearoa NZ's financial transactions and must prepare and have audited the annual statements of account in the form required by the Board for notification to Members (and others as determined by the Board) in accordance with Rule 11.
- 13.4 The Board must adopt and implement appropriate policies as determined by it for management of Waka Ama Aotearoa NZ finances including those for delegation and authorisation.
- 13.5 The Chief Executive must prepare income and expenditure budgets for Waka Ama Aotearoa NZ activities in the form and as required by the Board.
- 13.6 Waka Ama Aotearoa NZ funds shall be invested in such manner as determined by the Board subject to the Constitution: and
- 13.7 devoted solely to the promotion of the Purposes
- 13.8 An auditor (who is a member of the New Zealand Institute of Chartered Accountants) must be

appointed at the AGM.

- 13.9 The Board shall ensure that Waka Ama Aotearoa NZ files its annual statements with the Registrar of Incorporated Societies and/or Charities Commission (as applicable).

14. Common Seal

- 14.1 Waka Ama Aotearoa NZ must have a common seal which shall be kept in the custody of the Chief Executive or such other person as appointed by the Board. The common seal shall only be used as directed by the Board and if affixed to documents this shall occur only in the presence of and accompanied by the signature of the Chairperson of the Board and the Chief Executive or in the absence of one of those persons then by the remaining person and another Board member.

15. Alteration to Rules

- 15.1 Subject to Rule 15.3 these Rules can be changed by Special Resolution at a General Meeting.
- 15.2 Notice of any proposed change of Rules must be given by the Board or by a Member Club or a Member Region in writing to the Chief Executive at least 45 days before the General Meeting at which it is intended to propose such change.
- 15.3 No change to the Purpose (Rule 4), prohibition of personal benefit (Rule 18) or the winding up or dissolution Rules (Rule 17) shall be approved if it would have the effect of causing Waka Ama Aotearoa NZ to cease to retain its preferential tax status under New Zealand Law (including Section CW 46 of the Income Tax Act 2007).

16. Integrity

Anti-doping:

- 16.1 Waka Ama Aotearoa NZ adopts the Sports Anti-Doping Rules (SADR) made by Drug Free Sport New Zealand (until this is succeeded by the Integrity Sport and Recreation Commission), pursuant to the Sports Anti-Doping Act 2006 (until the Integrity Sport and Recreation Act 2023 comes into force) as its Bylaws on anti-doping and agrees to be bound by SADR. All Members:
- 16.2 (a) agree to the application of SADR; and
- 16.3 (b) must require in their constitutions that their members agree to the application of SADR.
- 16.4 Waka Ama Aotearoa NZ adopts the Sports Anti-Doping Rules (SADR) made by the Integrity Sport and Recreation Commission under the Integrity Sport and Recreation Act 2023 as its Bylaws on anti-doping and agrees to be bound by SADR. All Members:
- (a) agree to the application of SADR; and
- (b) must require in their constitutions that their members agree to the application of SADR
- 16.3 In this clause 16 Integrity Code means an integrity code issued by the Integrity Sport and Recreation Commission under section 19 of the Integrity Sport and Recreation Act 2023.
- 16.4 If Waka Ama Aotearoa NZ adopts an Integrity Code, the Members of Waka Ama

Aotearoa NZ are bound by the Integrity Code.

- 16.5 All Regional Bodies must include in their constitution that if Waka Ama Aotearoa NZ adopts an Integrity Code the members of the Regional Bodies agree to the application of the Integrity Code to them and agree to be bound by it and Must require that its members include a similar clause in their constitutions.

17. Disputes

Definitions:

- 17.1 In this clause 17:

- (a) Dispute means a disagreement or conflict between and among any one or more Members, any one or more Officers and Waka Ama Aotearoa NZ, that relates to an allegation that:
 - (i) a Member or an Officer has engaged in misconduct; or
 - (ii) a Member or an Officer has breached, or is likely to breach, a duty under this Constitution or the Act; or
 - (iii) Waka Ama Aotearoa NZ has breached, or is likely to breach, a duty under this Constitution or the Act; or
 - (iv) a Member's rights or interests as a member have been damaged or Members' rights or interests generally have been damaged;
- (b) Disputes Procedure means the procedure for resolving a Dispute set out in clauses 18.6 to 18.19;
- (c) a Member is a reference to a Member acting in their capacity as a Member;
- (d) an Officer is a reference to an Officer acting in their capacity as an Officer.

Application of other legislation to a Dispute

- 17.2 The Disputes Procedure will not apply to a Dispute to the extent that other legislation requires the Dispute to be dealt with in a different way. The Disputes Procedure will have no effect to the extent that it contravenes, or is inconsistent with, that legislation.

Application of other procedures under this Constitution or in a Bylaw

- 17.3 If the Dispute is dealt with by a separate procedure under this Constitution or in a Bylaw (Other Procedure), that Other Procedure applies to the exclusion of the Disputes Procedure. If any part of the Other Procedure is inconsistent with the rules of natural justice, that part will not apply, but the remainder of the Other Procedure will continue to apply together with adjustments as determined by the Board in its discretion so that the Other Procedure is consistent with the rules of natural justice.
- 17.4 If the conduct, incident, event or issue does not meet the definition of a Dispute and is managed by any Other Procedure, that Other Procedure applies to the exclusion of the Disputes Procedure.

Application of the Disputes Procedure

- 17.5 If the Dispute is not required by other legislation to be dealt with in a different way and it is not dealt with by any Other Procedure, the Disputes Procedure applies to the Dispute.

Disputes Procedure

Raising a complaint:

- 17.6 A Member or an Officer may start the Disputes Procedure (a Complaint) by giving written notice to the Board setting out:
- (a) the allegation to which the dispute relates and who the allegation is against; and
 - (b) any other information reasonably required by Waka Ama Aotearoa NZ.
- 17.7 Waka Ama Aotearoa NZ may make a Complaint involving an allegation against a Member or an Officer by giving notice to the person concerned setting out the allegation to which the Dispute relates.
- 17.8 The information given must be enough to ensure a person against whom the Complaint is made is fairly advised of the allegation concerning them, with sufficient details given to enable them to prepare a response.

Investigating and Determining Disputes

- 17.9 Unless otherwise provided, Waka Ama Aotearoa NZ must as soon as is reasonably practicable after receiving or becoming aware of a Complaint, ensure the Dispute is investigated and determined.
- 17.10 Disputes must be dealt with in a fair, efficient, and effective manner.

Decision to not proceed with a matter

- 17.11 Despite the contents of the Disputes Procedure, Waka Ama Aotearoa NZ may decide not to proceed with a matter if:
- (a) the Complaint is trivial; or
 - (b) the Complaint does not appear to disclose or involve any allegation of the following kind:
 - (i) any material misconduct; or
 - (ii) any material breach or likelihood of material breach of a duty under this Constitution or the Act; or
 - (iii) any material damage to a Member's rights or interests or Members' rights or interests generally; or
 - (c) the Complaint appears to be without foundation or there is no apparent evidence to support it; or
 - (d) the person who makes the Complaint has an insignificant interest in the matter; or
 - (e) the conduct, incident, event, or issue giving rise to the Complaint has already been investigated and dealt with under this Constitution; or
 - (f) there has been an undue delay in making the Complaint; or
 - (g) the Complaint involves two Members who are also members of an organisation (Organisation X) which is also a Member of Waka Ama Aotearoa NZ and the Complaint has either been dealt with by Organisation X or is required to be, pursuant to the dispute resolution procedures of Organisation X.

Complaint may be referred

- 17.12 Waka Ama Aotearoa NZ may refer a Complaint to:
- (a) a hearing body or person authorised, delegated or appointed by the Board to hear and resolve Disputes, and includes an arbitral tribunal (Hearing Body); or
 - (b) a subcommittee or an external person to investigate and report; or
 - (c) any type of consensual dispute resolution with the consent of all parties to the Complaint.

Hearing Body

- 17.13 The Board may determine the composition, jurisdiction, functions and procedures of, and any sanctions which can be imposed by, any Hearing Body. Each Hearing Body has delegated authority by the Board to resolve, or assist to resolve, Complaints.

Bias

- 17.14 An individual may not be part of a Hearing Body in relation to a Complaint if two or more members of the Board or of the Hearing Body consider there are reasonable grounds to believe that the individual may not be:
- (a) impartial; or
 - (b) able to consider the matter without a predetermined view.

Complainant's right to be heard

- 17.15 The Member or Officer has a right to be heard before the Complaint is resolved or any outcome is determined. If Waka Ama Aotearoa NZ makes a Complaint, Waka Ama Aotearoa NZ has a right to be heard before the Complaint is resolved or any outcome is determined, and a Board Member may exercise that right on behalf of Waka Ama Aotearoa NZ.
- 17.16 A Member or Officer or Waka Ama Aotearoa NZ must be taken to have been given the right if:
- (a) the Member or Officer or Waka Ama Aotearoa NZ has a reasonable opportunity to be heard in writing or at an oral hearing, if one is held; and
 - (b) an oral hearing is held if the Hearing Body considers that an oral hearing is needed to ensure an adequate hearing; and
 - (c) an oral hearing, if any, is held before the Hearing Body; and
 - (d) the Member's or Officer's or Waka Ama Aotearoa NZ's written statement or submission, if any, are considered by the Hearing Body.

Respondent's right to be heard

- 17.17 The Member or Officer who, or Waka Ama Aotearoa NZ which, is the subject of the Complaint (Respondent) has a right to be heard before the Complaint is resolved or any outcome is determined. If the Respondent is Waka Ama Aotearoa NZ, a Board Member may exercise the right on behalf of Waka Ama Aotearoa NZ. A Respondent must be taken to have been given the right if:
- (a) the Respondent is fairly advised of all allegations concerning the Respondent, with sufficient details and time given to enable the Respondent to prepare a response; and
 - (b) the Respondent has a reasonable opportunity to be heard in writing or at an oral hearing, if one is to be held; and
 - (c) an oral hearing is held if the Hearing Body considers that an oral hearing is needed to ensure an adequate hearing; and
 - (d) an oral hearing, if any, is held before the Hearing Body; and
 - (e) the Respondent's written statement or submissions, if any, are considered by the Hearing Body.

Appeals

- 17.18 Unless this Constitution or any Bylaw provides otherwise, any Member wishing to appeal a decision of Waka Ama Aotearoa NZ regarding; expulsion from affiliation to WAANZ, exclusion from competition where they have exhausted their rights of appeal within this Constitution and/or any Bylaw, may appeal to the Sports Tribunal of New Zealand. The rules of the Sports Tribunal of New Zealand apply to any such appeal.
- 17.19 There is no right of appeal or right of review of a decision unless specified.

18. Winding Up or Dissolution

- 18.1 Waka Ama Aotearoa NZ must be wound up or dissolved if, at a General Meeting a Special Resolution is passed requiring Waka Ama Aotearoa NZ to be wound up or dissolved and the resolution is confirmed by a further Special Resolution passed at a subsequent General Meeting called for that purpose and held not earlier than 60 days nor later than 90 days after the date on which the original resolution was passed.
- 18.2 The surplus assets of Waka Ama Aotearoa NZ, after the payment of all costs, debts and liabilities, must be disposed of to an organisation(s) with charitable status and similar values and purpose or any other not-for-profit entity or entities in New Zealand which are exclusively charitable and which share similar purposes to Waka Ama Aotearoa NZ.

19. Prohibition of Personal Benefit

- 19.1 All income, benefit or advantage shall be applied to the Purpose of Waka Ama Aotearoa NZ.
- 19.2 No Member or any person associated with a Member shall participate in or materially influence any decision made by Waka Ama Aotearoa NZ in respect of the payment to or on behalf of that Member or associated person of any income, benefit or advantage whatsoever.
- 19.3 Any payments made must be for goods or services that advance the Purpose and must be reasonable and relative to payments that would be made between unrelated parties.
- 19.4 The Officers and Members may not receive any distributions of profit or income from Waka Ama Aotearoa NZ. This does not prevent Officers or Members:
- (a) receiving reimbursement of actual and reasonable expenses incurred, or
 - (b) entering into any transactions with the organisation for goods or services supplied to or from them, which are at arms' length, relative to what would occur between unrelated parties, provided no Officer or Member is allowed to influence any such decision made by Waka Ama Aotearoa NZ in respect of payments or transactions between it and them, their direct family or any associated entity.

20. Limitation of Liability and Indemnity

- 20.1 No current or former member of the Board (including former Council members) shall have any liability of any nature whatsoever to Waka Ama Aotearoa NZ or the Members for any act or omission in their capacity as a Board member except in the case of their own fraud, dishonesty, breach of fiduciary duty or the commission of any act known by them to be a breach of duties owed by them at law.

- 20.2 Each current or former member of the Board is hereby indemnified by and out of the assets of Waka Ama Aotearoa NZ against:
- a. Any liability of any nature whatsoever 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 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.
- 20.3 This Rule is intended to be enforceable by each current or former member of the Board (including former Council members).

21. Matters Not Provided For:

- 21.1 If any matter arises in relation to Waka Ama Aotearoa NZ that is not provided for in these Rules, the matter shall be dealt with as required by the Board.