

BY LAWS

1. Creation of By-Laws

Under Rule 28 the Executive may make By-Laws (not inconsistent with the Incorporated Societies Act 1908 and not inconsistent with the Sale of Alcohol Act 2012, or any other relevant Act including Gambling and Health and Safety Laws and any amendments made subsequent) for the regulation and management of the Club or any part of its business.

The by-laws have been adopted but do not form part of the rules and may be added to, changed or deleted by the Executive (or members at a general meeting) without reference to the Registrar of Incorporated Societies.

2. By-Law List

The following By-Laws have been adopted but do not form part of the Rules and may be added to, changed or deleted without reference to the Registrar of Incorporated Societies.

- (a) Any member removing any article or articles from the Club's premises without authority, or willfully damaging any of the Club's property, shall render themselves liable to expulsion or suspension of any length imposed by the Executive Committee, plus restitution for damage or theft.
- (b) Any member convicted of bookmaking or an indictable offence or committing an offence within or without the Club likely to prejudice the Club's licence shall automatically cease to be a member of the Club.
- (c) Drunkenness, swearing, obscene language and other disorderly conduct shall not be permitted in the Club's premises and members persisting in offending may, after being cautioned by any Officer of the Club or a Executive Committee member render themselves liable to suspension, expulsion or trespass.
- (d) No raffle shall be allowed on the Club's premises or goods exhibited for that purposes except by the adjuncts with the authority of the Executive Committee.
- (e) No petition, except for the purpose of convening a Special General Meeting shall be allowed to circulate or signatures sought on the premises of the Club except with the permission of the Executive Committee.
- (f) No business cards or notices shall be posted or hung on the premises without the sanction of the Executive Committee, nor shall any member give the address of the Club in an advertisement or conduct any business in the Club or use the Club address for business purposes.
- (g) Members of the Executive Committee shall at all times render every assistance to the officers and staff of the Club to maintain order and to prevent infringement of the Rules, Regulations or By-Laws or the terms of any charter which may from time to time be granted.
- (h) No dogs are allowed on Club premises except under exceptional circumstances as approved by the Executive Committee (ie Guide Dog).
- (i) No person shall ring the President's gong without authority, unless the person so doing is willing to 'shout the Club' for the privilege.
- (j) No person shall be allowed behind the bar at any time unless called upon for special duties. This rule shall also apply to Executive Committee Members.
- (k) No glass vessels or alcohol are to be allowed on the dance floor.

- (l) Any member who owes the Club money in excess of \$250 may liable themselves to have their membership suspended, revoked or to being trespassed at the discretion of the executive committee.
- (m) The Rules, Regulations and By-Laws shall apply equally to each and every member of the Club. The Executive reserves the right to change these By-Laws whenever deemed necessary.

3. Privacy Policy.

Raglan Club Incorporated complies with the New Zealand Privacy Act 1993 (the Act) when dealing with personal information. The Raglan Club Privacy officer is the Club manager and the Policy sets out how we will collect, use, disclose and protect your personal information.

4. Dress Code.

- (a) A reasonable standard of dress is required at all times. Gumboots, heavy hobnailed boots, working boots and bare feet are not acceptable

5. Vacating Club

- (a) Members are requested to co-operate with the Club Officers who are permitted to ask members to vacate the club 30 minutes after drinks are to be finished (i.e. 10pm closed, 10:30 drinks finished, 10:45 vacate) to enable the Officers to secure the Club premises.

6. Club Membership Cards/Access.

- (a) Membership cards must be carried at all times while on club premises.
- (b) Membership cards remain the property of the Raglan Club and must be surrendered on request.
- (c) Lost or stolen cards must be reported immediately.
- (d) Membership cards are solely for the use of those members to whom they have been issued. Any person other than the entitled holder who may be in possession of a card, will be denied access to club premises and the card confiscated.
- (e) Members who are not in possession of a current membership card may have access denied to the club and may also be precluded from participating in club activities and business.
- (f) Any member who knowingly allows a non member to utilize their card may face disciplinary action.

7. Prize Draws

- (a) Any person wishing to claim a prize draw or get a payout from the gaming machines may be asked to prove they are legally on the premises, failure to produce proof may result in them being refused a payout. Valid forms of proof are:
 - i. Membership card
 - ii. Affiliated club card
 - iii. Visitors ticket

8. Seasonal Membership

- (a) Seasonal membership shall be for a period of 12 weeks, the cost to be determined

by the Executive.

9. Adjunct By-Laws

- (a) Proposed new adjuncts must gain the sanction of the Executive to hold an interest group meeting, prior to formation. Having been satisfied that there is sufficient interest a written application must be submitted to the Executive to call an inaugural General meeting of the adjunct.
- (b) Adjuncts must appoint two (2) people to authorize all purchases, orders or cash payouts.
- (c) If any member of the adjunct has a problem or wishes to make a complaint, they will take it up with the adjunct committee. If a satisfactory result is not achieved the matter may be referred to the Club Executive.
- (d) Any costs associated with the formation and function of the Adjunct is to be met by the Adjunct.
- (e) All adjuncts must realise that they are part of the Raglan Club Inc, that is where they raise their funds and where the funds belong.
- (f) Adjuncts must bank all monies through the club. No money is to be invested outside the Club.
- (g) The Management will provide a monthly statement to all adjuncts once it is available from the accountant. Any discrepancies or questions should be brought to the Managers attention as soon as is possible.
- (h) Any requisition for funds from a Trust account must be accompanied by an order form and be signed by a duly authorised officer of the Adjunct.
- (i) Purchase orders are to be used at all times when purchasing via the Club's suppliers, and signed by a duly authorised officer of the Adjunct.
- (j) Any monies belonging to the Adjuncts shall be the responsibility of the Club only after being deposited with the stewards in the recognized manner.
- (k) The Adjunct must at all times adhere to the Constitution of the Raglan Club Inc.
- (l) That any adjunct of the Raglan Club Inc wishing to send teams to competitions and/or tournaments at Waikato or higher level, be allocated authorised purpose funds as decided by the Executive. Such funds must be applied for in writing, giving full details of the competition and number attending. These funds to be distributed at the adjunct's discretion for the above purpose only.
- (m) To enable adjuncts to have access to the Executive, the Executive at the first ordinary meeting after the Annual General Meeting will allocate a member of the Executive as Liaison Officer to each adjunct and at each Executive meeting a report from every adjunct may be requested.
- (n) When using the Club courtesy coach or hiring a courtesy coach from other companies, any damages incurred during hireage is to be made good by the adjunct concerned. The Raglan Club Inc will not be responsible for any damage caused.
- (o) Adjuncts must at all times treat Club property with care and respect and this includes:
 - i. Use of all sporting facilities – all equipment should be locked away after use where necessary or otherwise left in a tidy condition.

- ii. Use of the kitchen is at the discretion of the Executive Committee and Management.
 - iii. If the kitchen is used it must be left in a tidy and clean condition. All cooking facilities should be cleaned after use including the BBQ.
 - iv. Adjuncts will be fined \$50 if the kitchen or BBQ is left in a dirty or unclean condition.
- (p) All adjunct members must be current financial members of the adjunct and of the Raglan Club Inc. Adjunct membership lists must be displayed on the adjuncts notice board.
- (q) Raffle Rules:
- i. Adjunct raffle weeks will be assigned by Club Management and a roster will be supplied.
 - ii. While the Club receives sponsorship, based on 2 raffle nights per week, the adjuncts must run raffles on a Wednesday and a Friday night and prizes are to be sourced at the direction of the Executive.
 - iii. If the adjunct cannot run a raffle on their designated night, they must notify the Club Manager the day before, if they fail to do this, they will be liable for a \$50 fine.
 - iv. The profit from adjunct raffles shall not exceed 100% of the prize retail value.