

**Raglan Club Incorporated**  
**CONSTITUTION AND RULES**  
**Accepted by the membership 28 July 2024**

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## Foreword

It should be appreciated that no code of rules governing our Club has yet achieved such perfection as to cope with every situation. Unusual incidents not definitely provided for in the rules or regulations occasionally occur. It is well therefore to remember that the rules and regulations have been framed in the belief that commonsense will prevail and that in the absence of any express rule or regulation such commonsense and flexibility will find a way to making our club more social and enjoyable for all members.

### 1. NAME

- 1.1. The name of the club shall be Raglan Club Incorporated.

### 2. DEFINITIONS AND INTERPRETATION

- 2.1. In the interpretation of these Rules, the decision of the Executive Committee shall be final and binding.
- 2.2. **Definitions:** In this Constitution and the Standing Orders and By-laws, unless the context otherwise requires:

“**Adjunct**” means an adjunct or section of the club formed for sporting and special interest groups within the club.

“**Affiliated Club**” means a club which is a member of Clubs New Zealand Incorporated or some other club or association through whom the Raglan Club Incorporated has an arrangement for reciprocal visiting rights for members, irrespective of whether the other club has an alcohol licence or a permanent charter or not.

“**Annual Subscription**” is the amount payable annually by members in accordance with [Rule 9](#).

“**Auditor**” means the Clubs auditor pursuant to [Rule 18](#).

“**Authorised Customer**” has the same meaning as defined in section 60 of the Sale and Supply of Alcohol Act 2012 or any amendment or replacement thereof.

“**Authorised Visitor**” has the same meaning as defined in section 60 of the Sale and Supply of Alcohol Act 2012 or any amendment or replacement thereof.

“**By-laws**” means the processes (rules) that are adopted at the time of formation of the Club or at a later date, that do not form part of the Constitution and may be added or changed or rescinded by a majority vote at an Executive Committee without reference to the Registrar of Incorporated Societies

"**Chairperson**" means the person who is chairperson of a meeting pursuant to [Rule 21.1](#).

"**Close Relation**" means a current or former spouse or partner, parent, child, sibling, any person who regularly resides in the household or who within the prior 6 months regularly resided in the household.

"**Club**" means Raglan Club Inc. or Raglan Club Incorporated

"**Committee**" is an Executive Committee of Management and is the Club's governing body as set out in [Rule 13](#).

"**Committee Meeting**" means a meeting of the Committee.

"**Committee Member**" means one of the people comprising the Committee set out in [Rule 13.1](#) and elected pursuant to [Rule 14.4](#).

"**Corporate Membership**" means an association, club or other corporate body elected to become a Corporate Member of the club in accordance with [Rule 7.7](#).

"**Electoral Procedure**" means a system for which the election of office bearers is utilised ranging from and not limited to, secret ballot, electronic voting system, postal ballot or any other properly conducted electoral process as approved by the AGM or Special General Meeting.

"**Employee Membership**" means a person elected to employee membership of the club in accordance with [Rule 7.8](#).

"**Financial Member**" means an Ordinary, Junior Member, Life Member, Introductory, Corporate Member, or Employee Member with no outstanding subscription or other payment to the Club overdue.

"**Financial Statements**" means the Club's balance sheet and statement of accounts made up to the last day of the Year.

"**General Meeting**" means an Annual General Meeting or Special General Meeting of the Club.

"**In Committee**" means that no minutes or record of debate is kept, and that the debate is confidential to those attending the meeting concerned and "Into Committee" has a corresponding meaning.

"**Introductory/Seasonal Member**" means a person elected to introductory/Seasonal membership of the Club pursuant to [Rule 7.6](#).

"**Junior Member**" means a person elected to junior membership of the Club pursuant to [Rules 7.4](#).

"**Legal Purchasing Age**" means the age at which a person may be sold or supplied with alcohol under current, relevant legislation for the Sale and Supply of Alcohol.

"**Life Member**" means a person elected to life membership of the Club pursuant to [Rules 7.5](#).

"**Meeting**" means a General Meeting or a Committee Meeting.

"**Member**" means any Ordinary, Junior, Corporate, Introductory, Employee, or Life Member of the Club as set out in [Rule 7](#).

"**Month**" means calendar month.

"**Officer**" means a member of the committee or a person occupying a position in the club that allows the person to exercise significant influence over the management or administration of the club.

"**Ordinary Member**" means a person elected to ordinary membership of the Club pursuant to [Rules 7.3](#).

"**Person**" includes an individual, partnership, firm, company, body corporate, association, organisation or any other entity or organisation whether incorporated or not.

"**Post**" includes displaying information electronically and in prominent areas within the Club, including but not exclusively the Club Notice Board.

"**President**" means the Club's president elected pursuant to [Rule 13.4](#).

"**Rules**" means individual regulations and/or by-laws that are set in place for guidance, in their various forms, for the efficient management and operation of the Club. Together all the rules form the Club Constitution.

"**Secret Ballot**" means a method of voting where the count is not open to dispute and the identity of those voting for or against the motion can be kept secret.

"**Vice-President**" means the Club's vice-president elected pursuant to [Rule 13.4](#).

"**Year**" means the Club's financial year of 1 September to 31 August

### 3. REGISTERED OFFICE

- 3.1. The registered office of the club shall be at 22 Bow Street, Raglan or such other place as the committee shall from time to time decide.

#### **4. PURPOSE**

- 4.1. The purposes for which the club is established include:
- (a) To establish, maintain and conduct a chartered club of a non-religious, non-political or non-racial character and to promote the social, recreational, sporting, educational and cultural interest of the members of the club.
  - (b) To conduct, administer and maintain a Chartered Club for its members and for such persons as are authorised from time to time in accordance with the terms of any license granted to the Club.
  - (c) To provide amenities and cultural activities and promote sport and generally provide an atmosphere where the members may meet and enjoy companionship with one another.

#### **5. POWERS**

- 5.1. The club has the power to include the following in the pursuance of its purposes, subject to any limitation imposed by this constitution:
- a) To fund its activities by subscriptions or payments from members, fees, or other income.
  - b) To borrow, raise or secure the payment of money in such manner as the club shall think fit, with or without security.
  - c) To purchase, sell, lease, exchange, maintain, improve, hire, dispose of, manage, invest, lend, mortgage, charge, gift or otherwise deal with any real or personal property.
  - d) To invest, lend or deal with any monies of the club not required for immediate use in such investments as the club may think fit.
  - e) To employ and remunerate staff.
  - f) To undertake legal action.
  - g) To form and disband adjuncts.
  - h) To enter into any contract, make any arrangements, or undertake any activity for the financial or other benefit of the club.
  - i) To make regulations and by-laws for the conduct of the club and the discipline required of members, which shall not be inconsistent with the provisions of the Incorporated Societies Act 2022, any other current and relevant legislation and follow the principles of Natural Justice.
  - j) To conduct any other functions as outlined in this constitution.

- k) To use any rights or privileges that the club may deem necessary or convenient for carrying out its powers, or further its purpose under this constitution.
- l) To do anything incidental or conducive to the attainment of any of the objects of the club.
- m) To enter into reciprocal rights agreements with other entities as it seems fit.
- n) To keep an up-to-date register of members.
- o) Develop policies to cover all unforeseen and possible matters in order to operate its business.

## **6. PERSONAL BENEFIT**

6.1. As a not-for-profit organization, the officers and members may not receive any distributions of profit or income from it. This does not prevent officers or members:

- a) Receiving reimbursement of actual and reasonable expenses incurred, or
- b) Entering into any transactions with the organization for goods or services supplied to or from them, which are at arm's length, relative to what would occur between unrelated parties.

Provided no officer or member is allowed to influence any such decision made by the organization in respect of payments or transactions between it and them, their direct family or any associated entity.

## **7. MEMBERSHIP**

7.1. On Acceptance as a member (all classes), the member acknowledges their acceptance of all Club policies, By- laws and Constitution.

7.2. Classes of Membership: The members of the club shall be divided into the following classes:

- a) Ordinary;
- b) Junior;
- c) Life;
- d) Seasonal/Introductory;
- e) Corporate;
- f) Employee;
- g) Honorary

- 7.3. **Ordinary Membership:** Individuals of at least the legal purchasing age may apply to become Ordinary Members of the club in accordance with the following rules:
- a) Each applicant for Ordinary Membership shall complete the applicable application form.
  - b) Each applicant shall deposit, at the time of application, a subscription of such sum as per Rule 9 of this constitution.
  - c) An application for ordinary membership is deemed to be a declaration that the applicant consents to membership, acknowledges that their information will be entered into the Register of Members and agrees to be bound by this constitution, by-laws and policies.
  - d) Subject to the foregoing Ordinary Members shall be entitled to;
    - I. Enjoy the facilities of the club during times that the club is open.
    - II. Enter any club with whom reciprocal visiting arrangements are in place, provided it is in accordance with that club's rules; and
    - III. Hold office in accordance with this constitution and have an equal voice in all business of the club.
  - e) The Committee reserve the right to revoke Ordinary Membership within 90 days of application if the Ordinary Member is found to have provided false information, is deemed to have breached the club's constitution or there is an objection to the members application. In the event that Ordinary Membership is revoked;
    - I. The member shall be informed in writing of the decision; and
    - II. The subscription fee will be refunded in full.

7.4. **Junior Membership:**

Notwithstanding any other rules, the following rules set out provisions applying specifically to Junior Members. For the avoidance of doubt, where there is conflict or ambiguity between these rules and any other rule in this constitution, then this rule relating to Junior Members shall prevail. Subject to the provision contained in these rules, all rules shall apply to Junior Members in the same way as they do to Ordinary Members.

- a) Individuals aged under the legal purchasing age may apply to become Junior Members of the club in accordance with the procedure for Ordinary Membership set out in Rule 7.3.

- b) On reaching the legal purchasing age, Junior Members are eligible to apply for Ordinary Membership.
- c) Members shall automatically lose their Junior Membership status:
  - i. One month after reaching the legal purchasing age; or
  - ii. Upon admission as an Ordinary Member, whichever is earlier.
- d) A Junior Member's rights are restricted by the following:
  - i. May not attend any General Meeting and have no voting or speaking rights.
  - ii. No right to hold office or be a member of the Executive Committee.
  - iii. No right to participate in any alcohol promotions, accept alcohol as a prize in any club activity, purchase alcohol or accept alcohol from any member except their parent or legal guardian.
- e) A Junior Member may have the right of admission to an Affiliated Club with which the club has reciprocal rights (it is essential to check with each club first to ensure they allow Junior Members into their club – especially if a Junior Member is wishing to enter a Clubs New Zealand Sports Tournament).

7.5. **Life Membership:** Life Membership may be granted to any member for meritorious service rendered to or on behalf of the club, in accordance with the following:

- a) The Committee may elect to recommend a member for Life Membership.
- b) A Financial Member may propose, and another Financial Member may second a member for Life Membership in writing, and that nomination shall be forwarded to the committee, no later than one calendar month before the Clubs Annual General Meeting.
- c) No nomination for Life Membership shall be put to the Annual General Meeting unless it has the majority support of the committee.
- d) The committee shall post notice of its intention to recommend a Life Member on the club's noticeboard for fourteen (14) clear days prior to the Annual General Meeting in any year.
- e) The club may elect a member recommend by the Committee to Life Membership, by simple majority at the Annual General Meeting.



- f) Life Members are eligible to vote, hold office and enjoy all the rights and privileges of membership.
- g) Life Members shall not be charged an annual subscription but shall be deemed to be Financial Members.

7.6. **Seasonal/Introductory Membership:** Individuals of at least the Legal Purchasing Age may apply to become Seasonal/ Introductory Members of the club in accordance with the following rules;

- a) Each applicant for introductory membership shall complete the applicable application form.
- b) Each applicant shall deposit, at the time of application, a subscription of such sum as per Rule 9 of this constitution.
- c) An application for Seasonal/introductory membership is deemed to be a declaration that the applicant consents to membership, acknowledges that their information will be entered into the Register of Members and agrees to be bound by this constitution, by-laws and policies.
- d) Seasonal/Introductory membership shall be at the discretion of the Executive Committee and be valid for a period of not less than two weeks from the day of joining.
- e) Introductory members shall automatically lose their Introductory Membership status:
  - I. At the conclusion of the period, as set by the committee, from the date of joining; or
  - II. Upon admission as an ordinary member, whichever is earlier.
- f) Seasonal/Introductory Membership cannot be extended and is not renewable.
- g) Seasonal/Introductory Member's rights are restricted to the following:
  - I. May not attend any General Meeting and have no voting or speaking rights.
  - II. No right to hold office or be a member of the Executive Committee.
  - III. Is not entitled to reciprocal visiting rights.
  - IV. Are not entitled to participate in member promotions
  - V. May be subject to other restrictions as determined from time to time by the committee.

- h) Subject to the foregoing, Seasonal/Introductory Members may access and enjoy the facilities of the club during times that the club is open.
- i) The Executive Committee reserve the right to revoke Seasonal/Introductory Membership at any time if the introductory member is found to have provided false information, is deemed to have breached the club's constitution or there is an objection to the members application.

7.7. **Corporate Members:** In accordance with the Incorporated Societies Act 2022 an association, club or other corporate body may apply to become a Corporate Member of the club in accordance with the following rules:

- a) Any association, club or corporate body wishing to apply for corporate membership under these rules shall complete the applicable application form.
- b) Each applicant shall deposit, at the time of application, a subscription of such sum as per Rule 9 of this constitution.
- c) An application for corporate membership is deemed to be a declaration that the applicant consents to membership, acknowledges that their information will be entered into the Register of Members and agrees to be bound by this constitution, by-laws and policies.
- d) Each application for Corporate Membership shall be considered at the next meeting of the Executive Committee. The decision of the Committee shall be final and, in the event, that the application is not approved by the Committee, the candidate shall be informed in writing of the decision and receive a full refund of all money paid by way of subscription.
- e) For the purposes of voting, quorum or other count of financial members under these rules a Corporate Member shall not be eligible.
- f) On applying to join the applicant for corporate membership shall supply the club with a list of corporate affiliates for the purposes of this membership. It shall at all times keep that list updated and will provide those persons with a method of identifying themselves to the club that is acceptable to the club.
- g) Those persons who are on the list of corporate affiliates supplied by the Corporate Members and who do not otherwise hold membership of the club shall be deemed to be members of and subject to the rules of the club with the following limitations:
  - i. The right of entry to the club premises is restricted to such times as the Corporate Member is using the premises for an agreed purpose.

- II. The voting and speaking rights at meetings of the club shall be limited to the rights extended to the Corporate Affiliate.
- III. This membership does not entitle a Corporate Affiliate to hold office in the club, participate in any reciprocal visiting rights with other clubs, receive any membership badge of the club, or to represent the club at any sporting or other fixture.
- IV. All rights of membership shall cease upon the cessation of the Corporate Membership or upon the Corporate Affiliate ceasing to be affiliated with the Corporate Member.
- V. A Corporate Affiliate may apply for Ordinary Membership of the Club in accordance with [Rule 7.3](#).

7.8. **Employee Membership:** Individuals of at least the legal purchasing age who are employees of the club may apply to become Employee Members of the club in accordance with the following rules:

- a) Individuals who are employees of the club may apply for Employee Membership of the club in accordance with the procedure for Ordinary Membership set out in [Rule 7.3](#).
- b) In the event that an Employee Member is no longer employed by the club they will be converted to an Ordinary Membership subject to approval by the Executive Committee.
- c) An Employee Member's rights are restricted by the following:
  - I. No right to hold office, be a member of the Executive Committee.
- d) The committee and management reserve the right to introduce policies excluding Employee Members from participating in promotions and other activities within the club whilst on duty.
- e) For the avoidance of doubt any matters relating to an Employee Member or membership will be dealt with by the Manager in accordance with relevant employment law and the employees employment agreement.

## 8. REGISTER OF MEMBERS

- 8.1. The Club will maintain a register of members in accordance with the Incorporated Societies Act 2022.
- 8.2. The Register of Members will at all times be administered in accordance with the Privacy Act 2020 and the Clubs Privacy Policy.
- 8.3. The Club will update the register of members as soon as practicable after becoming aware of changes to the information recorded on the register.

- 8.4. Subject to certain grounds for refusal set out in the Privacy Act 2020, members have the right to access the information held about them within the register of members and to request a correction at any time.

## **9. SUBSCRIPTIONS**

- 9.1. The Annual Subscription relating to each category of membership shall be such sum as shall be determined by the committee from time to time.
- 9.2. The Annual Subscription shall be payable yearly in advance on or before the last day of August in each year.
- 9.3. Any member whose subscription or other dues are not paid by the date referred to in [Rule 9.2.](#) shall:
- a) Thereupon automatically cease to be a financial member and lose his or her associated rights and privileges;
  - b) If after one calendar year the subscription remains in arrears, the member will be removed from the register of members.
  - c) Not be relieved from payment of the Annual Subscription or of any other payment due or payable to the club;
  - d) Not be refunded any subscription or other payment already paid except as provided in [Rule 7.3\(e\)\(ii\)](#) and [7.7\(d\)](#).
  - e) Reapply for membership pursuant to the rules for the applicable category of membership if he or she wishes to be reinstated as a member;
- 9.4. Failure to pay the Annual subscription due will result in the membership ceasing.
- 9.5. The member may immediately be re-instated on payment of due subscription by the 31st August the following year, after this date the member must re-apply for membership.

## **10. RESIGNATION**

- 10.1. Members wishing to resign their membership must do so in writing to the Secretary of the Club via email, post or hand delivery.
- 10.2. A resignation will not become effective until all subscriptions, levies or other payments owing at the date the resignation is received, are paid.
- 10.3. No such resignation shall relieve any Member from payment of any subscription, levy, or other payment due or payable at the time of resignation.

- 10.4. No subscriptions, levies or other payments already received by the club as at the date of resignation shall be refunded to the resigning member on resignation.
- 10.5. On the death of a member, membership rights and privileges will cease and are not transferable.

## **11. DISPUTES AND APPEALS**

- 11.1. All members of the Raglan Club Incorporated will be covered by these rules and may be subject to penalties, sanctions or orders imposed by the Disciplinary Committee.
- 11.2. If the conduct of any member should be reported as objectionable, a member, guest, visitor, staff member or any member of the public making the complaint shall do so in writing to the Manager or a committee member, as soon as practical and no later than 7 days after the incident.
- 11.3. The manager has the discretion to suspend any member for misconduct for a period up to 30 days. The member has the right to appeal this suspension and appear before the Executive Committee at a disciplinary hearing.
- 11.4. Upon receipt of a complaint, the Executive Committee will decide whether a Disciplinary Committee needs to be convened within 14 days or within a reasonable time as circumstances permit. In the event of a complaint being made against a member of the Executive Committee, a Disciplinary Committee will be convened by the Manager.
- 11.5. Depending on the seriousness of the complaint and at the discretion of the President and/or the Manager, the respondent may be immediately notified that they are temporarily suspended pending an investigation and/or until a hearing if any.
  - a) The Disciplinary Committee will consist of a quorum of Executive Committee members who have no actual, apparent or perceived bias in relation to the respondent.
  - b) In the event that a quorum of Executive Members cannot be found to be free of any actual, apparent or perceived bias up to three (3) financial members of the Club may be co-opted by the Executive Committee to form a Disciplinary Committee. If this is still not possible, they may co-opt up to three (3) non-members of the Club to fill the vacancy/vacancies with the preference being given to members of another Club or members of the public in good standing.
  - c) If the complaint is against a Committee Member the Manager may co-opt three (3) Life Members or financial Club Members who have no actual, apparent or perceived bias in relation to the respondent. If this is not possible, the Manager may co-opt up to three (3) non-members of

the Club with the preference being given to members of another Club or members of the public in good standing.

- 11.6. Prior to any hearing, the Disciplinary Committee will request that the Manager, or his/her representative, endeavor to obtain any witness statements as appropriate to the complaint. In all cases the witness statement(s) will be provided to the respondent prior to the hearing and will be tabled at any mediation or hearing.
- 11.7. Witnesses may or may not be called to, or requested to attend, any mediation or hearing in person as deemed appropriate.
- 11.8. The Disciplinary Committee may, where they deem appropriate, use Restorative Justice or Mediation in the first instance before taking the complaint to a Disciplinary Hearing. This will be at the discretion of the Disciplinary Committee.
- 11.9. The respondent will be notified of the complaint against them as soon as practically possible taking into account potential sensitive issues and difficulties that may arise from the complaint.
  - a) Notification will be via email sent to the email address in the Clubs' register of members or, in the event the respondent does not have an email address in the Clubs' register of members, to their mailing address in the Clubs' register of members. If neither is current, any other method to contact the respondent is authorised.
- 11.10. At the time of notification, the respondent will be given a minimum of 7 days' notice of the date and time of the mediation meeting or hearing. The respondent may request a different date and/or time however any request to change is at the discretion of the Disciplinary Committee.
  - a) In the event that the respondent does not attend, the meeting or hearing will be heard in their absence.
- 11.11. The respondent shall be supplied with any statements relating to the complaint that are obtained after receipt of the complaint which have not previously been provided to the respondent.
  - a) Any video, photographic or audio evidence compiled by the Club will not be permitted to be copied or taken off the Club premises by either party. The respondent may request a viewing of such evidence (along with any support person) at a time agreed upon with the Manager or his/her representative.
- 11.12. The respondent is entitled to bring one (1) support person of their choice to the meeting. Any support person attending will not be permitted to cross-examine any witnesses or make submissions on their behalf.

- 11.13. The Disciplinary Committee may bring a Club legal representative to any meetings or hearing.
- 11.14. At any time during the hearing the Disciplinary Committee may adjourn or halt proceedings to obtain any legal or other advice, information, witness statement/s or for any other reason it sees fit. The proceedings will be recommenced at a time set by the Disciplinary Committee.
- 11.15. At the conclusion of any meeting or hearing the Disciplinary Committee may take up to seven (7) days to deliberate and reach a decision. Once a decision has been made the Disciplinary Committee will notify both the complainant and the respondent of their decision in writing and the reasons for the decision within three (3) working days. Notification will be sent as per Rule [11.9\(a\)](#).
- 11.16. The respondent will have seven (7) days to notify the Club of any wish to appeal the decision and the grounds of appeal. The notification must be in writing either in hard copy mailed or delivered to the Raglan Club Incorporated or sent via email to the Manager or Executive Secretary.
- 11.17. On receipt of an appeal, an Appeals Committee will be convened within 7 days. The Appeals Committee can not include any of the members of the original Disciplinary Committee.
- 11.18. The Appeals Committee consists of a minimum of three members, up to three of whom shall be approved annually at the Annual General Meeting and up to three who shall be appointed by the Executive Committee. No member of the Executive shall be eligible for election to the Board of Appeal. A candidate for the office of Board of Appeal must have been a member of the Club for at least two (2) years immediately prior to the nomination.
- 11.19. The Appeals Committee will be given any and all information, statements, recordings, video, transcripts and any other evidence as gathered during the Disciplinary proceedings. They may at their discretion obtain new information, witness statements or advice they deem necessary.
- 11.20. The Appeals Committee will set a date within 7 days and will inform the respondent as per [Rule 11.9\(a\)](#) and the process will follow the same process as the Disciplinary Committee.
- 11.21. The Appeals Committee decision will be final, and no further appeal will be permitted.
- 11.22. The Disciplinary Committee or Appeals Committee have the power to issue a warning or caution, impose a good behaviour bond, suspend, or cancel Club Membership, expel the Member, ban the Member from rejoining the Club for any length of time, or apply penalties, sanctions or orders they see fit.

- 11.23. At all times during the process the privacy of all parties must be respected by all parties.
- 11.24. All hearings will be private. No members of the public or members shall be entitled to attend. Representatives of the media are not entitled to attend.
- 11.25. The Disciplinary Committee or Appeals Committee may or may not disseminate to the Club Members any penalty, sanction or order given in any manner as it sees fit.
- 11.26. These rules apply to all Raglan Club Incorporated members within the Club and its grounds and to Raglan Club Incorporated members when they are representing the Club in any official capacity outside the Club Premises.
- 11.27. In the matter of complaints involving members of any Club Adjuncts, the Club has the power to delegate disciplinary matters that are minor in nature to the Adjunct.

## **12. IMMEDIATE SUSPENSION**

- 12.1. After Consultation with the Club President, the Club Manager may serve a trespass notice to any member, visitor or person who:
- a) breaches current relevant legislation in relation to the Sale & Supply of Alcohol and Class 4 Gambling, or
  - b) where the offense committed by a person is of such a nature that the Club, members or staff will be put at risk by having the person return or
  - c) the person refuses to leave the premises when directed to.

Such trespass notice must be conveyed to all committee members at earliest notice.

## **13. COMMITTEE - EXECUTIVE COMMITTEE OF MANAGEMENT**

- 13.1. The general business and control of the Club shall be conducted by an Executive Committee comprising of:
- a) A President.
  - b) A Vice-President.
  - c) An Executive Secretary
  - d) A Treasurer
  - e) Four (4) committee members. The elected committee may choose to second a further 2 committee members if required.
- 13.2. **Eligibility:** Each Committee Member described in Rule 13.1. must:



- a) Meet the eligibility criteria set out within the Incorporated Societies Act 2022.
- b) Be a Financial Member of the club.
- c) Not be an employee of the club.
- d) Have been a Financial Member for at least 12 months immediately before nomination.
- e) Not be a lessee, sub-lessee, licensee or sub-licensee of property owned or occupied by the Club nor a shareholder or director of any body corporate of a property owned or occupied by the Club.
- f) For the position of President, Vice-President and Secretary have served at least 12 months on the Committee within the last 5 years and been a financial member of the club for at least 2 years.
- g) Have completed the Appropriate Nomination form.

**13.3. Term of Office:** Committee Members shall

- a) Remain in office for a two-year term running from the time of election until the conclusion of the following second Annual General Meeting unless sooner removed by death, resignation or otherwise.
- b) Be eligible for re-election.

**13.4. Election:** The Committee shall be elected in the following manner:

- a) Nominations for Committee Members must be:
  - I. In writing on the applicable nomination form.
  - II. Proposed, by a Financial Member, and Seconded by another Financial Member both of whom have been financial members of the Club for twelve (12) months. If either is not, the nomination is void.
  - III. Deposited with the Secretary at least fourteen (14) days before the date set down for the Election as passed by the Committee.
- b) The Secretary will at least seven (7) days prior to the date of the Election, display (within Club Premises and on electronic media formats) a list setting out the name of each nominee and the position in respect of which each nomination is made.
- c) If there are not sufficient nominations pursuant to [Rule 13.1.](#) to fill a vacant committee role, the committee may elect to co-opt an eligible

person to fill the vacant role(s) or leave the position vacant providing a quorum required by [Rule 22.3](#) is maintained.

- d) The election shall be by an approved electoral procedure, on the date of the Annual General Meeting or within ten (10) days, after the Annual General Meeting.
- e) The AGM shall appoint returning and other officers to make any preparations necessary for the proper conduct of elections.
- f) In the event of a tie, the Returning officer shall determine the winner by either the toss of a coin or the drawing of a name from a hat.
- g) One person may only hold one office.
- h) If a recount of votes is required, the following process will be adopted:
  - I. The recount will be conducted by the Returning Officer and appointed scrutineers who were not involved with the original count.
  - II. Candidates that have requested a recount may have a representative present at the recount but cannot participate in the actual counting of votes.

#### **13.5. Resignation:**

- a) A member of the committee may resign by signing a written notice of resignation and giving it to the Committee. The notice of resignation is effective when it is received by the committee or at a later time specified in the notice.
- b) Committee Members are deemed to have resigned if they are absent from (3) consecutive meetings of the committee without leave of the committee.

#### **13.6. Removal from Office**

- a) A member of the Committee may be removed from office for any reason which the Committee deems expedient in accordance with the following:
  - I. The Committee shall convene an Extraordinary Meeting of the Committee to consider the removal.
  - II. The Committee must give seven (7) days' notice in writing to the Committee Member in question, informing him or her of his or her right to appear and be heard at that Meeting.

- III. After the Committee Member in question has had the opportunity to be heard, the Meeting may elect to remove him or her from office by majority vote.
    - IV. If the Meeting elects to remove the Committee Member, such removal shall be effective immediately.
  - b) On receipt of a notice of motion of no confidence in one or more Committee Member(s) signed by ten percent (10%) of the total membership or fifty (50) Financial Members (whichever is lesser), the Committee shall convene a Special General Meeting and proceed in accordance with [Rule 20](#).
    - I. In the event that a notice of motion of no confidence is raised against more than one committee member or the entire committee, the motion will be discussed at the Special General Meeting referred to in [Rule 13.6\(b\)](#). If the motion is carried, the meeting will appoint three (3) members of the club to assume the governance role until new elections can be conducted at a date set by the special general meeting.
  - c) A Committee Member, who has been convicted of any offence which in the opinion of a majority of the Committee affects the Club or its reputation shall automatically and immediately be removed from office.
  - d) A Committee Member, who becomes disqualified from holding office in accordance with Section 47(3) of the Incorporated Societies Act 2022 shall automatically and immediately be removed from office.
  - e) The Committee may elect to remove a Committee Member who becomes physically or mentally incapacitated to the extent that he or she cannot carry out his or her duties as a Committee Member.
  - f) No Committee Member who has been removed from office shall be eligible for re-election without the consent of a General Meeting.
- 13.7. **Vacancy:** Any vacancy in any Committee position that is not filled at an election, or which occurs between elections shall be filled by the next highest polling candidate at the preceding election, or by another candidate selected by the committee or not filled as the Committee see fit, providing a quorum remains.
- 13.8. **Powers:** The Committee shall, subject to any limitations imposed by this Constitution, have the power to:
  - a) Exercise all the powers and authorities of the club except where the committees powers are restricted as below:

- I. To purchase, construct and maintain buildings, Club premises and works as it considers necessary and to enter into contracts in respect thereof, provided that no expenditure in excess of an estimated sixty thousand dollars (\$60,000) shall be undertaken without the approval of a resolution of the Club at a General meeting of members.
  - II. To sell, lease, exchange, dispose of, lend, gift or otherwise legally commit club property up to a value of fifteen thousand dollars (\$15,000). Above that value requires the approval of a resolution of the Club at a General Meeting of members
- b) Do such other acts and things as it deems necessary or expedient for carrying on the business of the club.
  - c) Form standing or ad hoc committees for the purpose of exercising its duties, authorities, or powers.
  - d) Delegate its duties, powers, and authorities to the Manager or to a committee formed under [Rule 13.8\(c\)](#).
  - e) Co-opt any person to assist with its functions; and
  - f) From time to time, as they see fit make By-Laws that are consistent with the Constitution of the Club for operational purposes. A register of these By-Laws must be kept and displayed on the Club website, members must have access to the register on request.
  - g) Consider and develop policies pertaining to the operation of the club or as required by law.
  - h) Suspend or expel from the membership any member of the club for misconduct (either within or outside the Clubs premises) or willful infringement of the Clubs rules, house rules or by-laws.
  - i) The Executive Committee shall be able to charge and administer a car park fee for daytime car parking
- 13.9. Attendance at Clubs NZ Annual General Meeting and Conferences: The Club will fund a maximum of three (3) members of the Executive as selected by the Executive, plus the Manager to attend.
- b) The Club will pay full travel and accommodation (up to four star standard) and an out of pocket allowance as decided at each AGM. All other members of the Club Executive pay their own expenses.
  - c) An out of pocket allowance, to be reviewed once per year at the Raglan Club AGM, will be paid to Authorised Executive members.

13.10. There shall be an Emergency Executive Committee to consist of the

President, Vice-President and one member elected from the Executive Committee who shall have the power to act in any emergency that may arise. The powers of the Emergency Executive Committee are the same as those of the Executive Committee.

13.11. **Duties:** Committee Members shall at all times:

- a) Render every assistance to the President, Vice-President 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 or licence which may from time to time be granted to the club.
- b) Use powers for the proper purpose, to comply with the Act and the Clubs constitution.
- c) Act in good faith and the best interests of the club.
- d) Exercise a degree of care and diligence of a reasonable person with such responsibilities.
- e) Not allow the Club activities to be carried on in a reckless manner or in a way likely to create a substantial risk of serious loss to the Club's creditors.
- f) Not to allow the Club to incur obligations that the officer does not reasonably believe will be fulfilled.
- g) Abide by the Club's Committee Code of Practise and Conduct, and
- h) Any other duties which the committee of the Club may from time to time determine.

13.12. **Interests Register:** The committee must keep and maintain a register of disclosures made by officers under Section 58 of the Incorporated Societies Act 2022.

- a) The interests register must be made available for inspection by the officers of the club at any reasonable time.
- b) An officer with a direct or indirect financial interest in a matter must disclose, as soon as practicable details of the nature and extent of the interest.
- c) A member of the committee who is interested in a matter:
  - I. Must not vote or take part in a decision of the committee relating to the matter; and
  - II. Must not sign any document relating to the entry into a transaction or the initiation of the matter; but

- III. May take part in any discussion of the committee relating to the matter and be present at the time of the decision.

#### **14. PRESIDENT AND VICE PRESIDENT**

- 14.1. The President and Vice-President shall be ex officio members of all sub-committees, and Adjuncts.
- 14.2. The President shall preside over all meetings of the Committee and over all Annual and Special General meetings of the members, in the absence of the President the Vice-President shall preside.
- 14.3. At all meetings the President shall be entitled to a casting vote.
- 14.4. The President shall be the contact person with whom the Registrar can contact when needed.
- 14.5. The President shall be the Club's representative with the Manager, in matters of Club business.
- 14.6. The President shall have the right of entry upon the club premises or buildings at any time.
- 14.7. In the event of a vacancy of the office of President, the Vice-President shall assume that role for the remainder of the term. In the event of a vacancy in the role of Vice-President, the committee shall elect a committee member to that role for the remainder of the term.

#### **15. SECRETARY**

- 15.1. The Club shall appoint a Secretary whose duties shall be to:
  - a) Attend to the accounting and clerical duties of the Club.
  - b) Take minutes of Committee and General Meetings.
  - c) Conduct the correspondence of the Executive Committee.
  - d) To ensure changes to the Club constitution are filed with the Registrar of Incorporated Societies, within six (6) weeks of a General meeting
  - e) To ensure the appropriate licensing committee is notified of a the appointment of a new Club Secretary within 10 working days of the appointment.
  - f) To call all General meetings
  - g) Generally, conform to such regulations as shall from time to time be made by the Committee.

- 15.2. The Secretary's remuneration shall be determined by the AGM.
- 15.3. Nothing in this Rule shall preclude the engaging of outside professional services in the performance of any of the above duties or from combining the office of Secretary with that of Manager (Secretary/Manager).

## **16. TREASURER**

- 16.1. The Treasurer shall:
- a) Ensure that all monies received by the club are paid into the Bank for the credit of the club.
  - b) Prepare a detailed report of the previous month's receipts and payments for each monthly Committee Meeting and present it to that Meeting.
  - c) Ensure that all taxes, levies, duties, and other payments required by statute are made before the due date.
  - d) All taxation and other financial returns required by statute are accurately completed and lodged by the due date.
  - e) Prepare the Club's Financial Statements and present them to the Annual General Meeting each year.
- 16.2. The Treasurer shall immediately bring to the attention of the Committee, any financial irregularity or suspicion of financial irregularity, or any concern regarding the financial performance of the club.

## **17. MANAGER**

- 17.1. The Club shall appoint a Manager who shall be directly responsible to the executive committee via the President, or in their absence, the Vice-President.
- 17.2. It shall be the duty of the Manager to carry out all such duties as are required to manage the affairs of the club.
- 17.3. The role and responsibilities of the Manager shall be detailed in:
- a) A Position Description, which shall be kept up to date by the Committee; and
  - b) An Employment Agreement.
- 17.4. The manager is to ensure the Club is compliant with all relevant legislation including gaming and alcohol legislation.
- 17.5. To conduct its correspondence and keep proper accounts and books showing the financial affairs of the Club.

- 17.6. To receive all monies of the Club and pay into the Club's accounts with such banks as from time to time the Committee may direct, all monies received. All payments out of the finances of the Club shall be made by order of the Committee in such a way as may be directed by the Committee.
- 17.7. The Manager shall attend and take part in all Committee and General Meetings except on occasions where the collective committee decides otherwise. The Manager shall not be entitled to exercise a vote on any question.
- 17.8. The Manager shall be the Club's representative in respect to both legislative provisions and legal requirements and may be required to act as the Secretary of the Club.

## **18. AUDITOR**

- 18.1. The Club's accounts shall be audited annually by a chartered accountant recommended by the committee who shall:
  - a) Be a member of the Institute of Chartered Accountants of New Zealand; and
  - b) Not be a Committee Member or hold any other office in the Club.
- 18.2. The auditor shall have the right to attend any meeting of the Club at which the Club's financial affairs are under discussion but shall not be entitled to exercise a vote on any question.
- 18.3. The auditor shall be paid such fees as may be determined by the Committee from time to time.
- 18.4. The auditor shall have the power to call for the production of all books, papers and documents (including electronic documents) relating to the affairs of the Club. The financial statements shall be audited by him or her and, if correct, certified under his or her hand before they are submitted to the Annual General Meeting.

## **19. ANNUAL GENERAL MEETING**

- 19.1. The Annual General Meeting of the Club shall be held on a weekend during the month of July each year.
- 19.2. The Annual General Meeting of the club must be held by a quorum of members. Participation in the meeting must be in person for the purpose of receiving:
  - a) An annual report on the operations and affairs of the society during the most recently completed accounting period.
  - b) And adopting the Financial Statements of the Club.



- c) Providing notice of the disclosures of interests, including a brief summary of the matters, or types of matters, to which those disclosures relate.
  - d) Considering, and if necessary, taking action on, any motion relating to the annual report or Financial Statements.
  - e) Considering, and if necessary, taking action on, any other motion of which due notice pursuant to [Rule 28](#) has been given.
  - f) Election of Returning officer if not already elected by the committee
  - g) Written general business.
- 19.3. At least fourteen (14) days before the Annual General Meeting, the following shall be posted on the club's notice board, electronic media and emailed to members:
- a) Notice of the Annual General Meeting.
  - b) The Annual Report.
  - c) The Audited Financial Statements.
  - d) Notice of Disclosures; and
  - e) Notice of any other business to be transacted at the Meeting.
- 19.4. Any questions relating to the yearly financials should be submitted in writing to the Manager at least 7 days before the AGM to enable proper investigation. If questions raised at the AGM cannot be satisfactorily answered, a response will be provided after investigation at a later date.
- 19.5. The order of business at the Annual General meeting shall be:
- a) Approximate attendance numbers noted
  - b) Life members acknowledged
  - c) Apologies
  - d) Election of scrutineers
  - e) Minutes of previous AGM and/or Special General Meeting
  - f) Matters arising
  - g) Correspondence
  - h) President's Report and matters arising
  - i) Treasurers Report and matters arising
  - j) Adoption of the financial report
  - k) Disclosure of Interests Register
  - l) Election of Patron
  - m) Subscriptions

- n) Club Allowance
- o) Club Honoraria for President, Secretary and Treasurer
- p) Appeals Board Nominations
- q) Life Memberships
- r) Notice of Motion
- s) General Business
- t) Meet the nominees for the next Executive Committee positions

## **20. SPECIAL GENERAL MEETING**

- 20.1. The Committee shall convene a Special General Meeting if at any time:
- a) The Committee considers such a meeting necessary or desirable; or
  - b) The Secretary receives a written requisition to do so signed by not less than ten percent (10%) of the total membership or fifty (50) Financial Members, stating the purpose of the Meeting requisitioned, in which case the meeting must be convened for that purpose only.
  - c) If the Secretary fails to call the meeting within 14 days of receipt of a requisition, the signatories may direct the Club Manager to call the meeting.
- 20.2. No business shall be transacted at any such meeting except that of which notice has been given, but any proposed resolution, of which notice has been given may be amended by the meeting. The Chairperson shall decide whether any amendment proposed is a substantial amendment and if it shall be accepted.
- 20.3. Seven (7) days' notice specifying the time and place of a Special General Meeting, its purpose and an agenda shall be given by notice on the club's notice board, electronic media and emailed to members.

## **21. CONDUCT OF GENERAL MEETINGS**

- 21.1. At all General Meetings, the chairperson shall be.
- a) The President; or
  - b) In his or her absence, the Vice-President; or
  - c) In the absence of both the President and the Vice-President, a Committee Member elected by the Meeting or.
  - d) If the committee deem it necessary, to acquire the services of an independent Chair due to the nature of the business to be discussed at a special general meeting.

- 21.2. The quorum for a General Meeting shall be 50 members.
- 21.3. Minutes of all General Meetings are required to be kept.
- 21.4. A General Meeting shall be adjourned if:
- a) A quorum is not present within half an hour after the time fixed for the Meeting; or
  - b) A quorum is present and the Meeting elects to adjourn.
- 21.5. If a Meeting is adjourned, the Committee shall:
- a) Fix a new date not more than fourteen (14) days later; and
  - b) Give at least three (3) days' notice of the adjourned Meeting by notice on the Club's notice board and social media platforms.
- 21.6. If a quorum is not present at an adjourned Meeting, the Meeting shall lapse. If a quorum is not present for an Extraordinary General meeting, the agenda as displayed on the Notice Board shall automatically revert to the Committee to adjudicate on.
- 21.7. **Resolutions:**
- a) A Member may without notice ask any question or move any resolution relative to the Annual Report or Balance Sheet.
  - b) Any Member intending to move a resolution bearing on any other matter must give notice of the proposed motion, seconded by another member, to the Secretary at least twenty-one (21) days before the Meeting and such notice of motion shall be forwarded to each Member with the notice of the Meeting.
- 21.8. **Procedure:** The following rules of debate shall apply:
- a) Each Member may speak only once to each motion or amendment, except the mover, who may reply.
  - b) The mover of any resolution or substantial amendment to a resolution shall be allowed five (5) minutes in which to introduce his proposition and ten (10) minutes for reply, or vice versa, and any other speaker will be allowed five (5) minutes.
  - c) The chairperson shall decide whether any amendment proposed to a resolution is a substantial amendment or not.
  - d) If freer discussion of any subject is desired, any Member may move that the Meeting go into Committee on that subject and such motion shall be immediately put and decided by a show of hands.

- e) In Committee no Member shall speak for more than five (5) minutes at a time.
  - f) When in Committee any Member may move that the ordinary meeting shall be resumed, and such motion shall be immediately put and decided by a show of hands.
- 21.9. Except as otherwise provided by these Rules, all questions shall be decided by simple majority vote.
- 21.10. **Voting:** At any General Meeting:
- a) Each Ordinary and Life Member shall be entitled to be present and to give one vote on all questions.
  - b) Voting shall be on show of hands in the first instance.
  - c) A declaration by the Chairperson as to the result shall be conclusive unless a motion that the vote shall be taken by secret ballot is passed by a majority of Members present; and
  - d) In the event of equal votes being cast, the Chairperson shall have a casting vote.

## 22. COMMITTEE MEETINGS

- 22.1. The Committee shall meet regularly at a time and place to be determined by the Committee, or at any other time as decided by the President, or on a requisition in writing to the Secretary, setting out the purpose for which the Meeting is required. A date for a Committee Meeting must be set within four (4) days of the Secretary receiving a requisition under this clause.
- 22.2. At all Committee Meetings, the Chairperson shall be:
- a) The President; or
  - b) In his or her absence, the Vice-President; or
  - c) In the absence of both the President and the Vice-President, a Committee Member elected by the Meeting.
- 22.3. The quorum for a Committee Meeting shall be 5 people.
- 22.4. Minutes of all Committee Meetings are required to be kept.
- 22.5. Any Committee Meeting shall be adjourned if:
- a) A quorum is not present within half an hour after the time fixed for the Meeting; or
  - b) A quorum is present and the Meeting elects to adjourn.
- 22.6. If a Committee Meeting is adjourned, the Committee shall:

- a) Fix a new date not more than fourteen (14) days later; and
  - b) Give at least three (3) days' notice of the adjourned Meeting to each Committee Member.
- 22.7. If a quorum is not present at an adjourned Meeting, the Meeting shall lapse.
- 22.8. Except as otherwise provided by this Constitution, all questions raised at a Committee Meeting shall be decided by a simple majority of votes cast.
- 22.9. In the event of equal votes being cast, the Chairperson shall have a casting vote.

## **23. ACCOUNTS AND FINANCIAL MANAGEMENT**

### **23.1. General Accounting and Financial Management**

- a) The Committee shall ensure that accounting records are kept that:
  - I. Correctly record all transactions; and
  - II. Allow for the production of financial statements in compliance with the Incorporated Societies Act 2022 and any other relevant legislation; and
  - III. Enable the financial statements to be readily and properly audited if required under any legislation or this constitution.
- b) The committee will ensure that an appropriate accounting system is adopted to maintain a satisfactory system of control of the clubs accounting records.
- c) All revenue shall be banked with the approved financial institution after being accounted for within the club's accounting system.
- d) Payments are to be authorised by two approved persons.
- e) Physical stock takes are to be completed on a minimum monthly basis.
- f) Capital and maintenance expenditure over \$20,000 to have at least two (2) quotes where practical.
- g) The club shall make returns required by the relevant New Zealand legislation and comply with all the relevant requirements of those Acts.

### **23.2. Committee and Officer Expenses**

- a) Any expense incurred by Committee members or Officers must have prior approval.
- b) Committee members or Offices representing the club whilst at conference or events shall be paid a daily allowance subject to prior approval.
- c) Allowances/Honorariums for committee member as approved at the last Annual General Meeting are to be paid annually.

### **23.3. Adjunct Accounts and Financial Management**

- a) All adjuncts must conduct their financial transactions within the confines of this constitution and according to the clubs accounting system and processes.
- b) Each Adjunct will have lodged a minimum of two (2) original signatures and names of the persons authorised to uplift cash or authorise payments from the adjuncts accounts.
- c) No two persons who are married couples, de facto partners, spouses, married by civil union and family or people living together are permitted to be signatories on the accounts of any of the Club's sections.
- d) Within one month of the adjuncts/s AGM the adjuncts financial report, AGM minutes and a list of the adjunct's committee members to be provided to the Club committee.
- e) Adjunct expenditure exceeding \$1,000 (one thousand dollars) must be approved by the Club Manager, who may query the validity of the request.
- f) All raffle money must be deposited with the Duty Manager on the day of the raffle, no monies are to be removed from the Club Premises.

### **24. ACCESS TO INFORMATION**

- 24.1. Members have the right to request information held by the club, including but not limited to copies of financial reports and minutes of confirmed general and/or committee meetings.
- 24.2. Requests to access information must be made in writing and must specify the information sought in sufficient detail to enable it to be identified.
- 24.3. The club will, within a reasonable time after receiving a request:
  - a) Provide the information; or
  - b) Agree to provide the information within a specified period; or
  - c) Refuse to provide the information, specifying the reasons for the refusal.
- 24.4. The club may refuse to provide the information if:
  - a) Withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons; or

- b) The disclosure of the information would, or would be likely to, prejudice the commercial position of the club or of its members; or
- c) The disclosure of the information would, or would be likely to, prejudice the commercial position of any other person, whether or not that person supplied the information to the society; or
- d) The information is not relevant to the operation or affairs of the society; or
- e) The request for the information is frivolous or vexatious.

## **25. ADJUNCTS**

- 25.1. An Adjunct may be formed within the Club for sporting or special interest groups, subject to approval from the Committee, such adjuncts are bound by the Rules and By-Laws of the Club at all times.
- 25.2. All Adjuncts must have a set of rules that is consistent with this constitution and must be approved by the Club Committee and at an Adjunct Annual General Meeting. If the adjunct rules are inconsistent with the club constitution, then the club constitution will prevail.
- 25.3. The Executive Committee shall have power to make regulations and by-Laws dealing with adjuncts within the jurisdiction of the Club so long as such laws comply with all New Zealand laws.
- 25.4. The Club Committee shall have the power to suspend or dissolve any Adjunct it believes is acting inappropriately or to the detriment of the club.
- 25.5. Any assets of the Adjunct are the assets of the Club. All monies received for Adjuncts shall be paid into the Clubs bank account.
- 25.6. All accounting, taxation, financial reporting and legal compliance responsibilities of the Adjunct shall rest with the club.
- 25.7. Adjuncts shall use the Club's accounting services.
- 25.8. The Committee of the Adjunct shall not do, or omit to do, anything that is likely to prejudice or not be in the best interests of the club. Any contentious correspondence must come through the office prior to delivery.
- 25.9. Members of an Adjunct involved in any activity of or related to the Adjunct shall indemnify the Club and its representatives from any problem, direct or indirect loss or damage, claim or proceedings (including in negligence) caused or contributed to by that activity.
- 25.10. Office holders of adjuncts are not Club Officers by virtue of holding such office.

## **26. PROPERTY**

- 26.1. Membership of the club does not give any member any transmissible or assignable interest by operation of law or otherwise, in any of the property or funds of the club.
- 26.2. If a person ceases to be a member for any reason, any interest he or she may nevertheless possess in any of the effects, property or funds of the Club will vest in the Club.
- 26.3. Any information which the Club provides for Members remains the property of the Club. Members must not pass any such information on to any non-member without the written consent of the Club.

## **27. VISITORS – AUTHORISED CUSTOMERS, AUTHORISED VISITORS AND GUESTS**

### **27.1. Authorised Customers**

- a) Any member of the Raglan Club Incorporated can invite and accompany a guest/visitor(s) (Authorised Customer) to the club.
  - b) Any member introducing a guest/visitor(s) is responsible for the good conduct of that guest/visitor whilst on the club premises.
  - c) Any guest/visitor who wishes to be sold or supplied alcohol must first complete the appropriate *authorised customer* requirements.
  - d) Any Guest/visitor(s) may only be sold or supplied alcohol while accompanied by a member of the club.
- 27.2. Any Guest/visitor(s) will lose all rights or privileges to purchase or consume alcohol if they remain in the club if/when the sponsoring member vacates the club premises.

### **27.3. Authorised Visitors**

- a) Any affiliated member (Authorised Visitor) wishing to be sold or supplied alcohol must be able to produce valid proof of membership to an affiliated club/association to club staff at the point of service.
  - b) Any affiliated member introducing a guest/visitor(s) is responsible for the good conduct of that guest/visitor whilst on club premises. The guest/visitor will lose all rights or privileges to purchase or consume alcohol if they remain in the club if/when the sponsoring Authorised Visitor vacates the club premises.
- 27.4. Any guest/visitor of a member of either the Raglan Club Incorporated or affiliated clubs, that wishes to be sold or supplied alcohol must first complete the appropriate authorised customer and/or authorised visitor requirements required by the club.



- 27.5. Authorised Customers, Authorised Visitors and their guests are bound by the rules of this club whilst they are on the club premises.
- 27.6. Visitors or guests who reside within 25 kilometers of the Clubs premises may be signed in on 3 occasions after which they must join the club as a member if they wish to visit the Club again.
- 27.7. The Duty Manager shall have the power to refuse privileges for any intending guest/visitor or revoke privileges without any reason being supplied, this includes the right of the Duty Manager to refuse entry to the club premises or removal of a guest/visitor from the club premises.
- 27.8. **Definitions - for the purposes of this [Rule 27](#):**
- a) **“club”** has the same meaning as defined for the time being in section 5 of the Sale and Supply of Alcohol Act 2012 or any amendment or replacement thereof.
  - b) **“member”**, **“authorised customer”** and **“authorised visitor”** have the same meanings given to them for the time being in section 60 Sale and Supply of Alcohol Act 2012 or any amendment or replacement thereof.
  - c) **“affiliated member”** means the same as **“authorised visitor”** and includes:
    - I. A member of any other club which is a member of Clubs New Zealand Incorporated through whom the Club has arrangements for reciprocal visiting rights for members, irrespective of whether the other club has an alcohol licence or a permanent charter or not; and
    - II. A member of any other club with which the club has an arrangement for reciprocal visiting rights for members, irrespective of whether the other club has an alcohol licence or a permanent charter or not.
  - d) In this [Rule 27](#), words in the singular (such as guest/visitor) include the plural.

## **28. ALTERATIONS OF CONSTITUTION RULES**

- 28.1. This Constitution may be revised or amended by a resolution passed by a simple majority of the Financial Members present at a General Meeting.
- 28.2. All Financial Members and Officers shall have the right to submit a resolution for inclusion at the General Meeting.

- a) Notice specifying the intention to propose such a resolution must be given in writing to the Secretary at least twenty-one (21) days before a General Meeting, and
  - b) Such notice shall be provided to Financial Members in accordance with [Rule 19.3](#).
- 28.3. **Minor and Technical Amendments:** The Committee may elect to amend the constitution if the amendment has no more than a minor effect or corrects errors or makes similar technical alterations. Amendments under this section must be made in accordance with Section 31 of the Incorporated Societies Act 2022.
- 28.4. **Resolution in lieu of meeting:** A written resolution may be passed via this method in accordance with Sections 89 of the Incorporated Societies Act 2022.
- 28.5. Any amendments to the constitution made under this section take effect from the date of registration with the Registrar of Incorporated Societies.

## 29. BY-LAWS AND STANDING ORDERS

- 29.1. By-laws are rules and regulations that are agreed upon by the committee and do not form part of the constitution i.e. By-laws do not need to be submitted to the Registrar of Incorporated Societies.
- 29.2. The committee from time to time may make, alter, and rescind By-Law's incidental to the operations of the Club, so long as they are in conformity with these rules. A register of By-Laws must be kept and displayed.

## 30. WINDING UP AND/OR LIQUIDATION

- 30.1. The club may be wound up, or liquidated, or removed from the Register of Incorporated Societies in accordance with the provisions of the Act.
- 30.2. The Secretary shall give notice to all members of the proposed motion to wind up the club or remove it from the Register of Incorporated Societies and of the Special General Meeting at which any such proposal is to be considered, of the reasons for the proposal, and of any recommendations from the Committee in respect to such notice of motion.
- 30.3. Any resolution to wind up the Society or remove it from the Register of Incorporated Societies must be passed by seventy five percent (75%) of all members present and voting.
- 30.4. The Club may be put into liquidation:
  - a) At a Special General Meeting called by the Committee for that purpose;
  - or

- b) As provided for in the Incorporated Societies Act 2022.
- 30.5. If the club is wound up, or liquidated, or removed from the Register of Incorporated Societies, no distribution shall be made to any Member.
- 30.6. On the winding up or liquidation or removal from the Register of Incorporated Societies of the club, its surplus assets after payment of all debts, costs and liabilities shall be vested in a not-for-profit organisation or institution to be determined by the Special General Meeting.