

**RULES OF THE  
WAIKANAЕ CHARTERED  
CLUB (Incorporated)**

WCC Constitution & By Laws: Reviewed June 2017

# Rules of the Waikanae Chartered Club (Incorporated) 2014

## Contents

- RULES OF THE WAIKANAЕ CHARTERED CLUB INCORPORATED ..... 3
- 1. NAME..... 3
- 2. DEFINITIONS AND INTERPRETATION..... 3
- 3. REGISTERED OFFICE ..... 4
- 4. OBJECTS ..... 4
- 5. POWERS ..... 5
- 6. MEMBERSHIP..... 5
- 7. SUBSCRIPTIONS ..... 8
- 8. 8. RESIGNATION ..... 9
- 9. IMMEDIATE SUSPENSION ..... 9
- 10. OFFENCES, EXPULSION AND SUSPENSION ..... 10
- 11. PROPERTY ..... 11
- 12. COMMITTEE OF MANAGEMENT ..... 11
- 13. PRESIDENT AND VICE-PRESIDENT ..... 14
- 14. TREASURER ..... 14
- 15. AUDITOR ..... 14
- 16. SECRETARY/MANAGER..... 15
- 17. MINUTE SECRETARY ..... 15
- 18. STAFF ..... 15
- 19. ANNUAL GENERAL MEETING..... 16
- 20. EXTRAORDINARY GENERAL MEETING ..... 16
- 21. CONDUCT OF GENERAL MEETINGS..... 16
- 22. COMMITTEE MEETINGS ..... 18
- 23. ACCOUNTS ..... 19
- 24. ADJUNCTS ..... 19
- 25. SEAL ..... 20
- 26. VISITORS ..... 20
- 27. APPEAL COMMITTEE ..... 21
- 28. DISPUTES ..... 21
- 29. INTERPRETATION..... 21
- 30. REVISION OF RULES..... 21
- 31. DISSOLUTION..... 22
- 32. GENERAL ..... 23

# Rules of the Waikanae Chartered Club (Incorporated) 2014

## RULES OF THE WAIKANAЕ CHARTERED CLUB INCORPORATED

### NAME

- 1.1 The name of the Club shall be the Waikanae Chartered Club (Incorporated).

### DEFINITIONS AND INTERPRETATION

- 2.1 **Definitions:** In these Rules, unless the context requires otherwise:

- "**Adjunct**" means an adjunct or section of the Club formed for sporting and special interest groups within the Club.
- "**Annual Subscription**" is the amount payable annually by members in accordance with Rule 7.
- "**Association**" means New Zealand Chartered Clubs Incorporated.
- "**Auditor**" means the Club's auditor pursuant to Rule 15.
- "**By-law**" means a by-law made by the Committee pursuant to Rule 5.1(i), as amended from time to time.
- "**Chairman**" means the person who is chairman of a Meeting pursuant to Rule 21.1.
- "**Club**" means the Waikanae Chartered Club (Incorporated).
- "**Committee**" means the Club's committee of management as set out in Rule 12.
- "**Committee Meeting**" means a meeting of the Committee.
- "**Committee Member**" means one of the people comprising the Committee set out in Rule 12.1 and elected pursuant to Rule 12.3.
- "**Corporate Affiliate**" means individuals that are employed by the Corporate Member, or members of the Corporate member
- "**Corporate Member**" means any association, club or other incorporated body approved for membership by the committee pursuant to Rule 6.6
- "**Financial Member**" means a Life Member or an Ordinary Member or Junior Member or Corporate 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.
- "**Foundation Member**" means a member who founded the Club.
- "**General Meeting**" means an Annual General Meeting or Extraordinary 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.
- "**Legal Drinking Age**" means the age at which a person may be sold or supplied with liquor under the Sale of Liquor Act 1989.
- "Life Member" means a person elected to life membership of the Club pursuant to Rule 6.4.
- "**Meeting**" means a General Meeting or a Committee Meeting.
- "**Member**" means any Ordinary, Junior, Corporate, Life, or Foundation Member of the Club as set out in Rule 6.
- "**Minute Secretary**" means a person appointed in terms of Rule 17.
- "Month" means calendar month.

# Rules of the Waikanae Chartered Club (Incorporated) 2014

- **"Ordinary Member"** means a person elected to ordinary membership of the Club pursuant to Rule 6.2.
- **"Person"** includes an individual, partnership, firm, company, body corporate, association, organisation or any other entity or organisation whether incorporated or not.
- **"President"** means the Club's president elected pursuant to Rule 12.3.
- **"Real Property"** means any Land or Building
- **"Rules"** means these rules, as amended from time to time.
- **"Secretary/Manager"** means the Club's secretary/manager
- **"Treasurer"** means the Club's treasurer
- **"Vice-President"** means the Club's vice-president elected pursuant to Rule 12.3.
- **"Year"** means the Club's financial year of 1 April to 31 March.

**Interpretation:** In these Rules, unless the context otherwise requires:

- (a) The table of contents and headings are inserted for convenience only and shall be ignored in construing these Rules;
- (b) Where any word or expression is defined in these Rules, any other grammatical form of that word or expression has a corresponding meaning;
- (c) The singular includes the plural and vice versa;
- (d) Reference to any legislation or to any provision of any legislation (including regulations and orders) includes:
- (e) That legislation or provision as from time to time amended, re-enacted or substituted; and
- (f) Any statutory instruments, regulations, rules and orders issued under that legislation or provision; and
- (g) Where a number is expressed as a percentage, the resulting number shall be rounded down to the nearest whole number below it.

## REGISTERED OFFICE

- 3.1 The registered office of the Club shall be at 8 Elizabeth Street, Waikanae or such other place as the Committee shall from time to time decide.

## OBJECTS

- 4.1 The objects for which the Club is established are as follows:
  - (a) 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 charter or licence granted to the Club;
  - (b) To provide amenities and cultural activities;
  - (c) To promote sports; and
  - (d) Generally to provide an atmosphere where the members may meet and enjoy companionship with one another.

## POWERS

- 5.1 The Club has the power to do the following in the pursuance of its objects, subject to any limitation imposed by these Rules:
- (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 government or local body securities or on bank deposits 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 1908, the Friendly Societies and Credit Unions Act 1982 or these Rules; (Appendix 1)
  - (j) To conduct any other functions outlined in these Rules;
  - (k) To use any rights or privileges that the Club may deem necessary or convenient for carrying out its powers, or furthering its objects under these Rules; and
  - (l) To do anything incidental or conducive to the attainment of any of the objects of the Club.

## MEMBERSHIP

- 6.1 **Classes of Membership:** The Members of the Club shall be divided into the following classes:
- (a) Ordinary;
  - (b) Junior;
  - (c) Life;
  - (d) Foundation;
  - (e) Corporate
- 6.2 **Ordinary Membership:** Males and females of at least the Legal Drinking Age may apply to become Ordinary Members of the Club in accordance with the following Rules:
- (a) Each candidate for membership shall be nominated in writing by two (2) Financial Members of the Club in the form set out in Appendix 2 to these Rules.
  - (b) The nomination form shall include the candidate's:
    - (i) Full name;
    - (ii) Date of birth;

# Rules of the Waikanae Chartered Club (Incorporated) 2014

- (iii) Residential address;
  - (iv) Postal address;
  - (v) Occupation;
  - (vi) Undertaking that they will abide by the Rules and By-laws; and
  - (vii) A photograph of the proposed Club member.
- (c) The candidate shall deposit, at the time of nomination, an application fee of such sum as may be directed by the Committee. Such fee shall not exceed the sum of the subscription for the class of membership applied for.
  - (d) The names and photographs of candidates shall be posted on the Club's notice-board for fourteen (14) clear days prior to election.
  - (e) Any objection to a candidate, which must be in writing and include the reasons for the objection, must be lodged by a Member with the Secretary/Manager during the period of posting in Rule 6.2(d) shall be considered by the Committee. Election shall be by ballot at the first Committee Meeting held after the expiration of the fourteen (14) days' notice required by Rule 6.2(d).
  - (f) In the event that the application is not approved by the Committee, the candidate shall be informed in writing of the decision and any fee paid shall be refunded to the candidate.
  - (g) A spouse of a member may be admitted as a member without payment of an Entrance Fee.
  - (h) Nominees for membership shall have the rights and privileges of visitors until they are elected to membership pursuant to Rule 6.2 (e).
  - (i) Nominees not accepted by the Committee shall not be eligible to reapply for nomination for a period of twelve (12) calendar months.

## 6.3 Junior Membership:

- (a) Males and females aged between eleven (11) years and the Legal Drinking Age may apply to become Junior Members of the Club in accordance with the procedure for Ordinary Membership set out in Rule 6.2.
- (b) On reaching the Legal Drinking Age, Junior Members are eligible to apply for Ordinary Membership.
- (c) Members shall automatically lose their junior membership status:
  - (i) Three months after reaching the Legal Drinking Age; or
  - (ii) Upon admission as an Ordinary Member,

Whichever is earlier.

## 6.4 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.
- (c) No nomination for life membership shall be put to the Annual General Meeting unless it has the support of the Committee.

# Rules of the Waikanae Chartered Club (Incorporated) 2014

- (d) The Committee shall post notice of its intention to recommend a Life Member on the Club's notice board for fourteen (14) clear days prior to the Annual General Meeting in any Year.
- (e) The Club may elect a Member recommended 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.

## **6.5 Foundation Membership:**

- (a) Foundation membership is now closed.

## **6.6 Corporate Membership:** In accordance with section 29 of the Incorporated Societies Act 1908 an association, club or other incorporated body may apply to become a Corporate Member of the Club under the following rules:

- (a) Any association, club or other incorporated body wishing to apply for corporate membership under these rules shall apply in writing.
- (b) Each candidate for membership under this rule shall be nominated in writing by two (2) Financial Members of the Club.
- (c) The candidate shall deposit, at the time of nomination, an application fee of such sum as may be directed by the Committee. Such fee shall not exceed the sum of the subscription for a Corporate Member together with any applicable joining fee.
- (d) The nomination shall include the candidate's:
  - (i) Full name;
  - (ii) Copy of the certificate of incorporation;
  - (iii) Current postal and physical address;
  - (iv) Copy of the current rules of the organisation;
  - (v) A list of the current officers of the organisation;
  - (vi) A list of all Corporate Affiliates to be covered by the membership;
  - (vii) An undertaking that the organisation and any Corporate Affiliates will abide by the Rules and By-laws of the Club;
  - (viii) The purposes for which the Corporate wishes to operate the membership.
- (e) The details of the organisation as listed above shall be posted on the Club's notice board for fourteen (14) clear days prior to election. Any member who objects to membership being granted to the candidate organisation shall notify the Committee of their objection in writing stating the full grounds for their objection.
- (f) Any objection to a candidate which is lodged by a Member during the period of posting in Rule 6.6(e) shall be considered by the Committee.
- (g) Election shall be by ballot at the first Committee Meeting held after the expiration of the fourteen (14) days' notice required by Rule 6.6(e).
- (h) 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.
- (i) The total number of named Affiliates shall be agreed between the Committee and the Corporate Member.
- (j) At least one of the named Affiliates of the Corporate Member shall be present at each activity or event conducted by the Corporate Member.

# Rules of the Waikanae Chartered Club (Incorporated) 2014

- (k) For the purposes of voting, quorum or other count of financial members under these rules a Corporate Member shall be the equivalent of three (3) members of the Club and at all times the annual membership fee payable by the Corporate Member shall be not less than three (3) times the fee payable by an Ordinary Member.
- (l) On applying to join a Corporate Member 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.
- (m) Those persons who are on the list of Corporate Affiliates supplied by the Corporate Member 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 limits:-
  - (i) The rights of entry to the club premises is restricted to such times as the Corporate Member is using the premises for an agreed purpose.
  - (ii) They shall at all times carry and provide on request the form of identification agreed under rule 6.6(l)
  - (iii) The voting and speaking rights at meetings of the Club shall be limited to the rights extended to the Corporate Member.
  - (iv) 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.
  - (v) 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.
  - (vi) A Corporate Affiliate may apply for Ordinary membership of the Club in accordance with Rule 6.2

**6.7 Rights and privileges:** Ordinary, Junior, Life and Foundation Members shall be entitled to:

- (a) Enter Club premises during such hours as may be defined by the Committee;
- (b) Enter any Chartered Club with whom reciprocal visiting arrangements are in place, provided it is in accordance with that club's Rules; and
- (c) With the exception of Junior Members: hold office in accordance with these Rules; and

**6.8 Employees:** Members who are employees of the Club are entitled to all the rights and privileges of membership excluding those rights concerned with the selection, election and holding of office with the Club.

## SUBSCRIPTIONS

- 7.1** The Annual Subscription shall be such sum as shall be determined by Members from time to time in Annual General Meeting or Extraordinary General Meeting.
- 7.2** The Annual Subscription payable by a Corporate Member admitted under Rule 6.6 shall not be less than three (3) times that payable by an Ordinary Member.



# Rules of the Waikanae Chartered Club (Incorporated) 2014

- 7.3 The Annual Subscription shall be payable yearly in advance on or before the last day of March in each Year.
- 7.4 Any Member whose subscription or other dues are not paid by the last day of April shall:
- (a) Thereupon automatically cease to be a Member and his or her name shall be removed from any register of Members;
  - (b) Not be relieved from payment of the Annual Subscription or of any other payment due or payable to the Club;
  - (c) Not be refunded other payment already paid to the Club;
  - (d) Reapply for membership pursuant to Rule 6.2 or 6.3 if he or she wishes to be reinstated as a Member.
- 7.5 Life Members shall not be charged an annual subscription but shall be deemed to be Financial Members.
- 7.6 Foundation Members shall pay an annual subscription of twenty (20) dollars + GST.
- 7.7 A Member incapacitated through illness, accident or distress may, on notice in writing given to the Secretary/Manager, have his subscription suspended or remitted.
- 7.8 Members joining the Club during the Financial Year shall pay subscriptions calculated pro rata at monthly rates based on the then current *full* Annual Subscription.

## RESIGNATION

- 8.1 Members may resign their membership by letter addressed to the Secretary/Manager of the Club.
- 8.2 A resignation will not become effective until all subscriptions, levies or other payments owing at the date the resignation is received, are paid.
- 8.3 No such resignation shall relieve any Member from payment of any subscription, levy or other payment due or payable at the time of resignation.
- 8.4 No subscriptions, levies or other payments already received by the Club as at the date of resignation shall be refunded on resignation.

## IMMEDIATE SUSPENSION

- 9.1 **Grounds for immediate suspension:** A Member shall be liable to be immediately suspended from the Club if he or she:
- (a) Removes any property of the Club, including but not limited to a book or newspaper, from Club premises without the consent of the Committee;
  - (b) Wilfully or recklessly damages any property of the Club and refuses to replace or make good the damage;
  - (c) Persists in drunkenness, swearing, obscene language or other disorderly conduct on Club premises after being cautioned by any Committee Member or Duty Manager;
  - (d) persists in creating a disturbance at any Meeting or other Club event, after being cautioned by a Committee Member or Duty Manager;
  - (e) Physically or verbally assaults or threatens violence to any; or
  - (f) Contravenes any exclusion order or agreement that is in force, which restricts the Member from participating in gambling activities.
- 9.2 **Procedure for immediate suspension:**

# Rules of the Waikanae Chartered Club (Incorporated) 2014

- (a) Any Committee Member or any manager on duty pursuant to section 115 Sale and Supply of Alcohol Act 2012 may immediately suspend a Member for the acts set out in Rule 9.1.
- (b) A suspended Member shall be totally excluded from the Club's premises and Club activities from the time of committal of the offence until such time as the matter is dealt with by the Committee.
- (c) The Committee shall meet to consider the suspension in accordance with the procedures in Rule 10.2(b) to (g).

## OFFENCES, EXPULSION AND SUSPENSION

**10.1 Offences:** If a Member is convicted of any Crime (as defined in the Crimes Act 1961) after election to the Club:

- (a) He or she must inform the Secretary/Manager of the conviction and any penalty imposed; and
- (b) The Secretary/Manager shall report the fact to the Committee at or before its next meeting.

**10.2 Grounds for expulsion or suspension:** A Member shall be liable to be expelled or suspended from the Club if he or she:

- (a) Breaches these Rules;
- (b) Is convicted of:
  - (i) Bookmaking; or
  - (ii) A Crime (as defined in the Crimes Act 1961) for which a penalty is imposed; or
  - (iii) An offence which, in the opinion of the Committee, is likely to prejudice any charter or licence held by the Club;
- (c) In the opinion of the Committee, brings the Club into disrepute;
- (d) Does anything that in the opinion of the Committee is inconsistent with the Objects of the Club; or
- (e) Is found by the Committee to have committed any of the acts set out in Rule 9.1.

**10.3 Procedure for expulsion or suspension:**

- (a) Any Member may notify the Committee if he or she believes a Member may be liable to expulsion or suspension pursuant to Rule 10.1.
- (b) Within three (3) days of receipt of such notice, or of a Member being immediately suspended pursuant to Rule 9, the Committee shall call a Committee Meeting to consider the notice or suspension. Such a Meeting shall be held within two (2) weeks of receipt of the notice, or of the suspension.
- (c) The Committee must give the Member concerned at least seven (7) days' written notice of that Meeting, informing him or her
  - (i) The nature of the complaint; and
  - (ii) How the complaint will be heard;
  - (iii) His or her right to appear and be heard at that Meeting and to have a supporter or adviser present;
  - (iv) The process of the Meeting.
- (d) After the Member concerned has had the opportunity to be heard and if the complaint is found to be proven, the Committee may elect to:
  - (i) Expel him or her; or

# Rules of the Waikanae Chartered Club (Incorporated) 2014

- (ii) Suspend him or her for a determined period, or until a particular event.
  - (e) Any Member expelled or suspended shall have the right to appeal under Rule 27. Any member being suspended or expelled who wishes to appeal must give notice in writing to the Secretary/Manager within seven (7) days of the date of such suspension or expulsion, stating the grounds for appealing.
  - (f) Any expulsion or suspension shall be entered in the minutes of the Committee Meeting together with the name of the Member concerned.
- 10.4** An expelled or suspended Member shall not be relieved from payment of any subscription, levy or other payment due or payable at the time of expulsion or suspension.
- 10.5** No subscriptions, levies or other payments already received by the Club as at the date of expulsion or suspension shall be refunded on expulsion or suspension.
- 10.6** A Member expelled on the grounds of criminal conviction shall not be eligible for re-election to membership unless a period of at least twelve (12) months has passed since the date of expulsion, and a sixty percent (60%) majority of Members at a General Meeting vote in favour.
- 10.7** A Member who has been suspended under this Rule is ineligible to stand for election for any position on the Committee, for a period of two years from the last day of that suspension.

## PROPERTY

- 11.1** 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. No member of the Club shall participate in or materially influence any decision made by the Club in respect of payment to or on behalf of that member of any income, benefit or advantage unless any such income paid shall be reasonable to that which would be paid in an arm's length transaction (being open market value).
- 11.2** 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.
- 11.3** 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.

## COMMITTEE OF MANAGEMENT

- 12.1 Governance:** The governance, general business and control of the club shall be conducted by a committee comprising of:
- (a) A President;
  - (b) One (1) Vice-President;
  - (c) Six (6) other Committee Members; and when relevant
  - (d) One (1) representative of Junior Members}.
- 12.2** Office holders of Adjuncts are not Committee Members or Club officials by virtue of holding such office.
- 12.3 Eligibility:** Each Executive Member must:
- (a) Be a Financial Member;

# Rules of the Waikanae Chartered Club (Incorporated) 2014

- (b) {Apart from the Junior representative in Rule 12.1(d),} be an Ordinary or Life Member;
- (c) Not be an employee of the Club;
- (d) Qualify as defined under the Gaming Act as a Key Person;
- (e) Have been a Financial Member for at least two (2) years immediately before nomination as a Committee Member or nomination as the Vice-President;
- (f) Have been a Financial Member for at least four (4) years immediately before nomination as the President, and must have served at least two (2) years as a member of the Committee;
- (g) Any Committee Member who has been suspended for misconduct shall not be eligible to contest any election or hold any office until after two (2) years from the expiry date of such suspension.

## **12.4 Term of office:**

- (a) The President and Vice-President shall be elected for a two (2) year term then shall retire and be eligible for re-election for a further two (2) years
- (b) Members elected to the Committee shall be elected for a two (2) year term. When a vacancy exists for more than three (3) Committee members, the lowest polling candidate(s) shall retire after one (1) year and be eligible for re-election.

## **12.5 Election:** The Committee shall be elected in the following manner:

- (a) Nominations for Committee Members must be:
  - (i) In writing on the form provided for the purpose;
  - (ii) Proposed, by a Financial Member, and seconded by another Financial Member;
  - (iii) Deposited with the Secretary/Manager at least twenty-eight (28) days before the Annual General Meeting.
- (b) If Rule 12.3 (a & d) are not complied with then the nomination shall be void.
- (c) In the event of nominations for an office of the Committee exceeding the number required, Nomination papers showing the nominees for the Committee and their profiles shall be posted to all financial members fourteen (14) clear days prior to the date of the AGM. Voting shall be by secret ballot at the AGM held on the Club's premises.
- (d) The order of election of officers shall be:
  - (i) President;
  - (ii) Vice-President
  - (iii) Committee Members

## **12.6 Returning Officer:** The Secretary/Manager shall act as Returning Officer and shall supervise and oversee all aspects of the election of the Committee, including but not limited to the preparation of a list of eligible voters, ballot papers, a sealed ballot box and the appointment of Assistant Returning Officers as appropriate.

## **12.7 Scrutineers:** The Committee shall before the Annual Meeting appoint three (3) Scrutineers to undertake the counting of the ballot immediately following the closing of the ballot. On completion of the counting, the Scrutineers shall provide the Returning Officer with the detailed results and counts of votes cast for each candidate and all ballot papers. The Returning Officer shall announce the detailed result and counts immediately following receipt of the result from the scrutineers and shall declare successful candidates elected.

# Rules of the Waikanae Chartered Club (Incorporated) 2014

**12.8 Resignation:** A member of the Committee may resign by notice in writing to the Committee. Committee Members are deemed to have resigned if they are absent from three (3) consecutive meetings of the Committee without leave of the Committee.

**12.9 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 General Meeting to consider the removal in accordance with Rule 19;
  - (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 simple 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 a Committee Member signed by fifty (50) Financial Members, the Committee shall convene an Extraordinary General Meeting and proceed in accordance with Rule 12.9(a)
- (c) A Committee Member, who has been convicted of any offence which in the opinion of a majority of the Committee brings the Club into disrepute, shall automatically and immediately be removed from office.
- (d) 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.
- (e) No Committee Member who has been removed from office shall be eligible for re-election without the consent of a General Meeting.

**12.10 Vacancy:** Any vacancy in any Committee position which is not filled at an Annual General Meeting or which occurs between Annual General Meetings may be filled by the Committee appointing another person to the vacant office provided that the person appointed is eligible for election in accordance with Rule 12.3. .

**12.11 Powers:** The Committee shall, subject to any limitations imposed by these Rules, have the power to:

- (a) Exercise all the powers and authorities of the Club except that any purchase or sale of any Real Property must be approved by a Resolution of a General Meeting of the Club;
- (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 clause 12.11(c); and
- (e) Co-opt any person to assist with its functions.

**12.12 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,

# Rules of the Waikanae Chartered Club (Incorporated) 2014

Regulations or By-Laws or the terms of any charter or licence which may from time to time be granted to the Club;

- (b) In the execution of their duties, exercise fiduciary responsibility and act in the best interests of the Members.
- (c) Be conversant with and uphold the rules and bylaws.

## **PRESIDENT AND VICE-PRESIDENT**

- 13.1** The President and Vice-President shall be ex officio members of all sub-committees, and Adjuncts.
- 13.2** The President and Vice-President shall have the right of entry upon the Club premises at any time.

## **TREASURER**

- 14.1** The Club shall appoint a Treasurer whose duties shall be to liaise with and assist the Secretary/Manager to:
  - (a) Ensure that all monies received by the Club are paid into the Bank for the credit of the Club; and
  - (b) Prepare a detailed report of the previous month's receipts and payments for each monthly Committee Meeting and present it to that Meeting; and
  - (c) Ensure that all taxes, levies, duties, and other payments required by statute are made before the due date; and
  - (d) All taxation and other financial returns required by statute are accurately completed and lodged by the due date; and
  - (e) Prepare the Club's Financial Statements and present them to the Annual General Meeting each year.
- 14.2** 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 or any financial risks that the Club may face through its activity.
- 14.3** The Treasurer shall advise the Committee and make recommendations on any capital expenditure and on any investments or other financial matters that are likely to have an effect on the Club's financial position.
- 14.4** The Treasurer's honorarium or remuneration shall be determined by the Committee.
- 14.5** Nothing in this Rule shall preclude the engaging of outside professional services to assist with the performance of any of the above duties.

## **AUDITOR**

- 15.1** The Club's accounts shall be audited annually by a chartered accountant appointed by the members in Annual General Meeting, 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.
- 15.2** 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.
- 15.3** The auditor shall be paid such fees as may be determined by the Committee from time to time.

# Rules of the Waikanae Chartered Club (Incorporated) 2014

- 15.4** 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.

## SECRETARY/MANAGER

- 16.1** The Committee shall appoint a Secretary/Manager who shall be responsible within terms of a formal Agreement of Engagement and a formal Delegation of Authority issued by the Committee for:
- (a) Compliance with all statutory requirements under the laws relevant to the operation of the Club, including but not limited to Liquor, Gaming and Health and Safety;
  - (b) All aspects of the general administration of the Club including accounting and support services for the Committee, and such other duties as are conducive to his/her office and that the Committee shall decide from time to time;
  - (c) The day to day operation of the Club.
  - (d) The maintenance, cleanliness and service of the Club and its equipment.
  - (e) The engagement, dismissal, supervision and training of such employees as may be essential to provide adequate and efficient service to members, maintenance of the assets and control of the Club;
  - (f) The supervision and oversight of any Contractor or Service provider engaged to enhance the Club's activities or operations;
  - (g) Ensuring that the Club has a visitors' book available for visitors and visiting members of affiliated Clubs to sign and the checking of the book to ensure that the Rules governing visitors' attendance are complied with.
- 16.2** The Secretary/Manager shall report to the President on matters of his/her employment and performance.
- 16.3** The Secretary/Manager's remuneration shall be determined by the Committee.
- 16.4** Nothing in this Rule shall preclude the engaging of outside professional services in the performance of any of the above duties.

## MINUTE SECRETARY

- 17.1** The Committee may appoint a Minute Secretary who shall not be a member of the Committee and whose duties shall be to:
- (a) Take minutes of Committee and General Meetings;
  - (b) Generally conform to such By-Laws as shall from time to time be made by the Committee.
- 17.2** The Minute Secretary's honorarium or remuneration shall be determined by the Committee.

## STAFF

- 18.1** All other employees of the Club shall be appointed by and be under the control of the Secretary/Manager or his/her deputy.
- 18.2** No member shall reprimand an employee. All complaints about the conduct of employees shall be in writing to the Secretary/Manager.

# Rules of the Waikanae Chartered Club (Incorporated) 2014

**18.3** No member shall give money or gratuity to an employee of the Club.

## ANNUAL GENERAL MEETING

**19.1** The Annual General Meeting of the Club shall be held not later than the last Sunday of June each year at such time and place as shall be fixed by the Committee, for the purpose of:

- (a) Receiving and adopting the annual report of the Committee;
- (b) Receiving and adopting the Financial Statements of the Club;
- (c) Considering, and if necessary taking action on, any motion relating to the annual report or Financial Statements
- (d) Considering, and if necessary taking action on, any other motion of which due notice pursuant to Rule 21.6(b) has been given;
- (e) Election of Committee Members;
- (f) Election of Appeal Committee;
- (g) Election of Auditor;
- (h) Election of a Solicitor, and
- (i) General business.

**19.2** At least fourteen (14) days before the Annual General Meeting, the following shall be made available via electronic mail, collection from the club, posted on the Club's notice board or mailed out upon request;

- (a) Notice of the Annual General Meeting;
- (b) Notice of any other business to be transacted at the Meeting.

**19.3** At least fourteen (14) days before the Annual General Meeting, the following shall be given by notice circulated to each Member at their last notified address and posted on the Club's notice board;

- (a) The notice and agenda of the Annual General Meeting;
- (b) The Committee's annual report;
- (c) The Financial Statements
- (d) Details of any notice of motion given in accordance with Rule 21.6 (b).

## EXTRAORDINARY GENERAL MEETING

**20.1** The Committee shall convene an Extraordinary General Meeting if at any time:

- (a) The Committee considers such a Meeting necessary or desirable; or
- (b) The Secretary/Manager receives a written requisition to do so signed by not less than fifty (50) Financial Members, stating the purpose of the Meeting requisitioned, in which case the meeting must be convened for that purpose only.

**20.2** Seven (7) days' notice specifying the time and place of an Extraordinary General Meeting, its purpose and an agenda shall be given by notice on the Club's notice board and either by an advertisement in a public newspaper circulating in the district of the Club and by notice circulated to each Member.

## CONDUCT OF GENERAL MEETINGS

**21.1** At all General Meetings, the chairman 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.



# Rules of the Waikanae Chartered Club (Incorporated) 2014

- 21.2** The quorum for a General Meeting shall be twenty-five (25) Financial Members.
- 21.3** 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; or
  - (c) A quorum is not maintained throughout the meeting.
- 21.4** If a Meeting is adjourned, the Committee shall:
- (a) Fix a new date at the meeting for not more than fourteen (14) days later; and
  - (b) Give at least seven (7) days notice of the adjourned Meeting by advertisement in a public newspaper circulating in the district of the Club and notice on the Club's notice board.
- 21.5** 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 Clubs' notice board shall automatically revert to the Committee to adjudicate on.
- 21.6 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/Manager at least twenty eight (28) days before the Meeting and such notice of motion shall be forwarded to each Member with the notice of the Meeting.
- 21.7 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) Without leave of the Chair, the mover of any resolution or substantial amendment to a resolution shall be allowed five (5) minutes in which to introduce his proposition and five (5) minutes for reply, or vice versa, and any other speaker will be allowed five (5) minutes.
  - (c) The Chairman 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.
- 21.8** Except as otherwise provided by these Rules, all questions shall be decided by simple majority vote.
- 21.9** All resolutions passed at any Meeting shall be conclusive and binding on all Members whether present or not, provided that the Meeting was held in substantial conformity with the rules.
- 21.10 Voting:** At any General Meeting:

# Rules of the Waikanae Chartered Club (Incorporated) 2014

- (a) Each Member shall be entitled to be present and to give one vote on all questions; Corporate Members shall be entitled to exercise the votes allocated to them under Rule 6.6;
- (b) Voting shall be on show of hands in the first instance;
- (c) A declaration by the Chairman 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 Chairman shall have a casting vote;

## COMMITTEE MEETINGS

- 22.1** The Committee shall meet regularly and at least once each Month at a time and place to be determined by the Committee, or on a requisition in writing to the Secretary/Manager, setting out the purpose for which the Meeting is required and signed by three (3) members of the Committee. A date for a Committee Meeting must be set within four (4) days of the Secretary/Manager receiving a requisition under this clause.
- 22.2** At all Committee Meetings, the Chairman 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 a majority of its members.
- 22.4** 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.
  - (c) A quorum is not maintained throughout the meeting.
- 22.5** 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.
- 22.6** If a quorum is not present at an adjourned Meeting, the Meeting shall lapse.
- 22.7** All Committee Members present shall be entitled to vote in person and not by proxy for any other member on any issue.

# Rules of the Waikanae Chartered Club (Incorporated) 2014

- 22.8** Except as otherwise provided by these Rules, 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 Chairman shall have a casting vote.

## ACCOUNTS

- 23.1** The Committee shall ensure true accounts are kept of:
- (a) All sums of money received and expended by the Club and the matters in respect of which such receipt and expenditure takes place; and
  - (b) All assets, credits and liabilities of the Club including any charges and securities of any description affecting any property of the Club; and
  - (c) All remuneration and entitlements relating to employees of the Club.
- 23.2** The books of accounts shall be kept at the office of the Club or other such place as the Committee may determine and shall be open to the inspection of Financial Members at all reasonable times.
- 23.3** All monies received shall be forthwith paid into a bank approved by the Committee after being entered in the books of the Club as having being received.
- 23.4** All payments shall be reported to the Committee for confirmation at the meeting next following payment.
- 23.5** Payment of all monies on behalf of the Club shall be made by cheque signed by or electronic transaction authorised by, two Committee Members, one being the Treasurer or the Secretary/Manager, and the other being one of the President, the Vice-President or other person approved by the Committee as an authorised signatory of the Club.
- 23.6** At every Annual General Meeting the Committee shall present:
- (a) The Club's Financial Statements; and
  - (b) An annual report as to the state of the Club.
- 23.7** The Club shall make returns required by Section 23 Incorporated Societies Act 1908, the Gambling Act 2003, or Section 70 Friendly Societies and Credit Unions Act 1982 (whichever applies) and any other Act or Regulation with the Club is required to comply and with all the relevant requirements of those Acts.

## ADJUNCTS

- 24.1** An Adjunct may be formed within the Club for sporting or special interest groups.
- 24.2** Any assets of the Adjunct are the assets of the Club. All monies received for Adjuncts shall be paid into the Adjunct's bank account referred to in clause 24.4(a).
- 24.3** All accounting, taxation, financial reporting and legal compliance responsibilities of the Adjunct shall rest with the Club.
- 24.4** Adjuncts shall use the Club's accounting services in the following manner:
- (a) Adjuncts must have a separate bank account to the Club, which shall be on the Club's base bank account number.
  - (b) The Secretary/Manager and Treasurer of the Club and the Secretary and Treasurer of the Adjunct shall have signing authorities of the Adjunct's account.
  - (c) All payments on behalf of an Adjunct shall be made by cheque on the Adjunct's account.

# Rules of the Waikanae Chartered Club (Incorporated) 2014

- 24.5 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.
- 24.6 The Adjunct Committee may make any By-Law for the conduct of the activity of the Adjunct, provided that all such By-Laws are approved by the Committee before they are implemented.
- 24.7 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.

## SEAL

- 25.1 The Club shall have a Common Seal which shall be kept in the custody and the control of the Secretary/Manager or the Club's solicitor.
- 25.2 Any document to be executed by the Club under Seal shall be available for inspection by every Member of the Club at all reasonable times and shall be executed with the following attestation pursuant to a resolution of the Committee: The Common Seal of the Waikanae Chartered Club (Incorporated) was hereunto affixed by the Secretary/Manager in the presence of two (2) members of the Committee.

Dated this .....day **Signatures:**  
of.....20.....

**Names:**

Secretary/Manager

Member

Member

## VISITORS

- 26.1 Any Member may invite any person as a visitor to the Club in accordance with the following:
  - (a) By entering Club premises, a visitor agrees to abide by these Rules.
  - (b) All visitors shall enter their name and address in and sign the Club's visitors' book each time they visit the Club.
  - (c) The Member accompanying a visitor shall also sign the Club's visitors' book and will at all times be responsible for the conduct of the visitor.
  - (d) No visitors shall be sold or supplied liquor on Club premises unless the visitor is present on the invitation of a Member and is in the company of Member and the liquor is supplied for consumption on the premises. A visitor must leave the Club no later than the member whom they accompanied.
  - (e) No person shall be admitted as a visitor who:
    - (i) Is a prohibited person;
    - (ii) Has been expelled or suspended from this or any other affiliated club during the past twelve (12) months;
    - (iii) Has been refused membership for any reason during the past twelve (12) months [excepting through membership being closed].

# Rules of the Waikanae Chartered Club (Incorporated) 2014

- (f) No visitor to the Club shall be entitled to take part in any meeting or election of the Club.

## **26.2** Members of affiliated clubs visiting the Club:

- (a) Are deemed to agree to abide by these Rules;
- (b) Shall enter their name and the name of their Club in and sign the Club's visitors' book each time they visit the Club; and
- (c) Have the same rights as Members to be sold or supplied liquor on Club premises provided they have produced sufficient evidence to an officer of the Club or member of its staff that they are a member of an affiliated club. No person, whether a member of an affiliated Club or otherwise, may become a regular or frequent visitor.

## **APPEAL COMMITTEE**

**27.1** An Appeal Committee consisting of five (5) Members shall be elected at each Annual General Meeting. Committee Members shall not be eligible for membership of the Appeal Committee.

**27.2** Any Three of the Elected Appeal Committee members shall constitute a quorum.

**27.3** The Convened Appeal Committee shall appoint one of its number as Chairman.

**27.4** The Appeal Committee shall hear and decide any appeal lodged by a Member or Members against any decision of the Committee entailing suspension or expulsion in accordance with the following:

- (a) Any member being suspended or expelled who wishes to appeal must give notice in writing to the Secretary/Manager within seven (7) days of the date of such suspension or expulsion, stating the grounds for appealing.
- (b) Within forty-eight (48) hours of receiving such notice, the Secretary/Manager shall convene a Meeting of the Appeal Committee which will be held within fourteen (14) days of such notice;

**27.5** The decision of the Appeal Committee shall be final.

## **DISPUTES**

**28.1** Except as otherwise provided in these Rules, every dispute in relation to these Rules between a Member or persons claiming through a Member and the Club or a Committee Member shall be decided by the Committee and the decision shall be binding and conclusive on all parties without appeal.

## **INTERPRETATION**

**29.1** In the interpretation of these Rules, the decision of the Committee shall be final and binding.

## **REVISION OF RULES**

**30.1** These Rules may be revised or amended by a resolution passed by a sixty-six percent (66%) majority of Financial Members present at a General Meeting.

**30.2** Notice specifying the intention to propose such a resolution must be given in writing to the Secretary/Manager at least twenty eight (28) days before a

# Rules of the Waikanae Chartered Club (Incorporated) 2014

General Meeting and such notice shall be forwarded to each Member with notice of the Meeting.

- 30.3** Any amendment adopted shall not take effect until registered pursuant to the Incorporated Societies Act.

## ■ DISSOLUTION

- 31.1** The Club may only be dissolved:
- (a) At an Extraordinary General Meeting called by the Committee for that purpose; or
  - (b) As provided for in the Incorporated Societies Act 1908 or the Friendly Societies and Credit Unions Act 1982 (whichever applies).
- 31.2** The Committee shall administer the dissolution of the Club.
- 31.3** All monies or assets left after payment of all debts and liabilities and the costs of dissolution shall be distributed to a charitable organisation or institution operating within the Club's area to be determined by the Committee ensuring that there is no opportunity for division of that organisation's assets or funds among its members.
- 31.4** Notwithstanding Clause 30 of these rules that enable alteration of these rules, there shall be no power under these rules for Rule 11.1 or 31.3 to be amended in such a way that affects the intent of the rules to prevent distribution of any Club funds to members.

# Rules of the Waikanae Chartered Club (Incorporated) 2014

## ■ GENERAL

- (a) The Club is established primarily for the benefit and convenience of its Members.
- (b) The admission of non-members should at all times be subordinated to the comfort, well-being and satisfaction of Members.
- (c) The admission of visitors should always be regarded as a privilege of the Members, granted to enable them to dispense periodic hospitality to their casual guests and not as a means of augmenting the revenue of the Club.
- (d) At all the times the provision of the Club's licence as issued by the Liquor Licensing Authority is to be maintained and upheld. MEMBERS' CERTIFICATE

We hereby certify that these Rules have been approved at a General Meeting of the Waikanae Chartered Club (Incorporated), held on

### Signatures:

.....  
**Names:**

President

Member

Member

## APPENDIX 1. BY - LAWS

*[The following By-laws may be adopted at the time of formation of the Club but do not form part of the Rules and may be added to, changed or deleted by the Members of the Club without reference to the Registrar of Incorporated Societies.]*

These By-laws are made in accordance with the Club's powers pursuant to Rule 5.1 (i).

### ■ DISALLOWED ACTIVITIES:

- 1.1 No raffle shall be allowed on the Club's premises nor goods exhibited for the purpose of a raffle except with the authority of the Committee.
- 1.2 No unlicensed or unlawful gambling or gaming shall be permitted in the Club.
- 1.3 No petition, except for the purpose of convening an Extraordinary General Meeting as provided for in Rule 19.1(b), shall be allowed to circulate on the premises of the Club.
- 1.4 No business cards or notices shall be displayed on Club premises without the sanction of the Committee.
- 1.5 No Member shall without the sanction of the committee:
  - (a) Conduct a business on Club premises; or
  - (b) Use the Club address for business purposes; or
  - (c) Give the address of the Club in an advertisement.

### ■ SUPPLY OF LIQUOR

- 2.1 Liquor will only be supplied to members, their invited guests, members of Affiliated Clubs and visitors as may be permitted from time to time by the Committee
- 2.2 Liquor will not be supplied to any person under the legal drinking age..
- 2.3 Liquor will not be supplied to any person who exhibits any sign of drunkenness and/or is believed to have already consumed too much alcohol and/or makes a nuisance of themselves in the Club.
- 2.4 Only Liquor supplied from the Club's bars may be consumed in the Club.
- 2.5 Off-licence facilities are available for members and Affiliated Visitors only. All Off Sales will be supplied only in sealed containers. Liquor purchased via the off-license must not be consumed in the Club rooms or the grounds of the club.

### ■ VISITORS

Should the Committee deem it necessary to declare the Club closed to non-members; a notice to this effect will be placed on notice boards and entrance doors to the Club. Visitors will be admitted to the Club at any other time that Club is open to members pursuant to the following By-Laws;

- 3.1 The maximum number of visitors accompanying a member or affiliate in the Club shall be determined by the nature of the event and as approved by Management or Executive Committee.



# Rules of the Waikanae Chartered Club (Incorporated) 2008

- 3.2 Invited guests and members of affiliated clubs must correctly enter their name and address into the Club's visitors book and retain the acknowledgement receipt during their time in the Club.
- 3.3 No Visitor or member of an Affiliated Club shall become a frequent visitor to the Club. For the purpose of this By-Law, frequent is defined as more than one visit per month.
- 3.4 With the prior approval of the Committee, visitors to Waikanae or members of Affiliated Clubs who are visiting the region on holiday or business may visit the Club without restriction for the period of their stay.

## ■ SOCIAL FUNCTIONS

- 4.1 Social functions and other gatherings may be held in the Club with the prior consent of the Committee under such terms and conditions as may be determined by the Committee.
- 4.2 The event must be under the control of the Club and all conditions of any Licence granted under the Sale and Supply of Alcohol Act 2012, the Club Rules or By-Laws or conditions set by the Committee must be complied with.
- 4.3 Only liquor supplied through the Club bars may be consumed on the premises.
- 4.4 Refreshments of any kind shall not be brought into the Club without the prior approval of the Committee.

## ■ CHILDREN AS VISITORS

- 5.1 Children are welcome in the Club in the company of a member. The parent or legal guardian must adequately supervise their behaviour at all times.
- 5.2 Guidelines for the safety of children and the comfort of members are;
  - (a) Children under the age of 11 are expected to leave the Club by 8.00pm;
  - (b) There is to be no running in the Club;
  - (c) Special care must be taken to ensure children remain seated with their parents and do not play in, or obstruct walkways;
  - (d) It is expected those in charge of children in the Club will prefer them to be seated with them in the Club;
  - (e) Children 10 years and under are not permitted in the billiard room. Children 11 years and over may use the Club's sport facilities but must be directly supervised by a responsible adult at all times;
  - (f) Children under 18 years of age are not permitted in the Gaming Area.

Please remember that these guidelines are to enable all members and their families to enjoy the facilities of the club. Any child that does not adhere to these guidelines will have their visiting privileges withdrawn for a period of three months.

These guidelines, excluding (f) may be waived to allow children and teenagers to attend special events or shows (as age allows) for the duration of the event or show and must still be under direct parent or guardian supervision

## ■ SMOKING AREA

- 6.1 For the comfort of members the Club has designated outside smoking areas.
- 6.2 Smoking is prohibited in all internal areas and porches.

## ■ TAB AND GAMING AREA

- 7.1 Persons under the age of 18 years are not permitted in the TAB or Gaming area of the Club and any underage person found to be in the area will be

# Rules of the Waikanae Chartered Club (Incorporated) 2008

required to leave the club premises with the person who introduced the young person to the Club.

- 7.2 Any member who allows their underage visitor to enter the TAB or Gaming area will be subject to the disciplinary procedures in terms of the Club Rules.
- 7.3 Prizes will not be paid to any person who cannot satisfy the Duty Manager that they are a member or bona fide visitor and have complied with the terms of By-Law 3.

## STANDARD OF DRESS

A high standard of dress is required from members and their invited guests in the Club. Bare feet, gumboots, dirty footwear and/or clothing or work boots, are not acceptable. Men will cover their torsos with a garment more substantial than a vest (or tank-top)

Hats will not be worn in the Club except on occasions and in circumstances allowed by the Committee. **The acceptability of the dress of any member or visitor will be at the sole discretion of the Duty Manager or Committee Member and all rulings shall be complied with. Any member or visitor who is required by a Committee member or Duty Manager to remove themselves from the Club's premises, pursuant to the Rules of the club, shall do so immediately and without any disruption to the orderly operation of the Club.**

Failure to do so could mean immediate suspension.

## DOGS, CATS AND OTHER ANIMALS

- 9.1 Trained or partially trained guide dogs assisting disabled patrons are permitted in the Club at any time.
- 9.2 No other animal may be brought into the club without the approval of the Committee.

## CAR PARKING

- 10.1 The Club's car parks are for the use of members and visitors only and they are required to park with consideration for others and to not obstruct ingress or egress from the club. Directions of posted notice or restrictions are to be complied with at all times.

## BYLAWS FOR CONDUCTING OF SPORTING ACTIVITIES

- 11.1 Sports Adjunct committees shall set By-Laws for the conduct of events under their direct control.

## APPENDIX 2. NOTICES AND SIGNS

### ■ GENERAL

The following shall be displayed where they can be clearly seen by Members and Guests utilising the Club's premises:

- (a) A copy of the Club's current Club License issued under the Sale and Supply of Alcohol Act 2012 and any of the conditions of that Licence, and a current Renewal Certificate issued by the District Licensing Agency.
- (b) A copy of the Club's current Off Licence issued under the Sale and Supply of Alcohol Act 2012 and of the conditions of that Licence, and a current Renewal Certificate issued by the District Licensing Agency.
- (c) A sign advising the name of the Manager on duty, pursuant to clause 115 of the Sale and Supply of Alcohol Act 2012.
- (d) The Club's opening hours

### ■ ENTRANCES

A notice in the following form shall be displayed where it can be clearly seen by members and guests at every entrance to the Club's premises:

#### **IMPORTANT NOTICE TO ALL NON-MEMBERS**

#### **Welcome to WAIKANAЕ CHARTERED CLUB**

Behaviour in this Club's premises is governed by the Club's Rules and By-laws.

While you are here, those Rules and By-laws apply to you just as if you were a member of this Club.

Your continued presence in the Club will be taken to be acceptance of this condition.

A copy of the Rules and By-laws is available for inspection from the Secretary/Manager.

Please enjoy your time with us.

### ■ BAR AREAS

The following shall be in each bar area:

- (a) A notice advising that sales of liquor pursuant to the Club's Off-Licence may only be made to Members of the Club, excluding junior members and to visitors from Affiliated Clubs;
- (b) A copy of the Club's Host Responsibility policy;
- (c) Notices relating to the availability of food and low alcohol beverages; and
- (d) Information regarding assistance with and/or alternative forms of transport.

### ■ CATERING OPERATIONS

- (a) A copy of the Club's current Certificate of Registration by the relevant local authority pursuant to the Health (Registration of Premises) Regulations 1966 shall be displayed in a prominent location near the till in each of area of the Club's catering operations.

# Rules of the Waikanae Chartered Club (Incorporated) 2008

- (b) Pursuant to section 7 Food Hygiene Regulations 1974, a notice shall be conspicuously displayed in each of the Club's toilets and changing facilities, calling on workers to wash their hands thoroughly:
  - (i) Before commencing and recommencing work; and
  - (ii) Before handling food, on any occasion after using the toilet.

## **GAMING MACHINE AREA**

The following shall be displayed where they can be clearly seen by Members and guests entering and within the gaming machine and TAB area:

- (a) A notice that persons under the age of 18 years are not allowed to use gaming machines or the TAB;
- (b) Visitors must be properly authorised to be present in the club with a valid visitor's pass;
- (c) A copy of the Club's current licence to operate Gaming Machines issued pursuant to the Gaming Act 2003;
- (d) A notice as follows:

GAMING MACHINES ARE FOR THE USE OF MEMBERS,  
GUESTS ACCOMPANIED BY MEMBERS AND RECIPROCAL  
VISITORS ONLY. PRIZES WILL ONLY BE PAID TO THOSE  
PERSONS DETAILED ABOVE AND PROOF THAT THE  
PERSON IS LAWFULLY IN THE CLUB WILL BE REQUIRED.
- (e) THE CLUB WILL WITHHOLD PRIZES WHERE SUCH PROOF CANNOT BE SUPPLIED. The Problem Gambling material as specified in the Clubcare Responsible Gambling Management Manual.
- (f) Club Care codes, notices and signage