

PORIRUA CLUB INCORPORATED

CONSTITUTION AND RULES

Implemented September 2024

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1. NAME

1.1. The name of the club shall be **THE PORIRUA CLUB INCORPORATED**.

2. DEFINITIONS AND INTERPRETATION

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 Porirua Club has an arrangement for reciprocal visiting rights for members, irrespective of whether the other club has an alcohol licence or a permanent chartered or not.

“Annual Subscription” is the amount payable annually by members in accordance with Rule 9.

“Auditor” means the Clubs auditor pursuant to Rule 23.

“Authorised Customer” and **“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of formation of the Club or at a later date, that do not form part of the Constitution and may be added or changed or rescinded by a majority vote at an Executive Committee without reference to the Registrar of Incorporated Societies

“Chairman” means the person who is chairman of a meeting pursuant to.

“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 The Porirua Club Incorporated.

“Committee” means the Club's governing body as set out in Rule 14.

“Committee Meeting” means a meeting of the Committee.

“Committee Member” means one of the people comprising the Committee set out in Rule 14.1 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 8.7](#).

“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 8.8](#).

“Executive Committee” means the Club's governing body as set out in Rule 14.

“Financial Member” means an Ordinary, Junior Member, Life Member, Employee Member and 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.

"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.

"Junior Member" means a person elected to junior membership of the Club pursuant to Rules 8.5.

"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 8.6

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

"Member" means a person who has consented to become a Member of the Club and has been properly joined the Club in accordance with rule 8, and who has not ceased to be a Member of the Club.

"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 8.4.

"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 14.4.

"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.

"Suspended member" A member who has been temporarily barred from club activities, premises, and communication channels as a result of disciplinary action. Suspended members cannot participate in any club events, use club facilities, or represent the club until the suspension is lifted.

"Vice-President" means the Club's vice-president elected pursuant to [Rule 14.4](#).

"Year" means the Club's financial year of 1 June to 31 May

3. REGISTERED OFFICE

- 3.1.** The registered office of the club shall be at 1 Lodge Place, Porirua or such other place as the committee shall from time to time decide.

4. Contact person

- 4.1. The Society shall have at least 1 but no more than 3 contact person(s) whom the Registrar can contact when needed.
- 4.2. The Society's contact person must be:
- 4.2.1. At least 18 years of age, and
 - 4.2.2. Ordinarily resident in New Zealand.
 - 4.2.3. A contact person can be appointed by the Committee or elected by the Members at a General Meeting.
- 4.3. Each contact person's name must be provided to the Registrar of Incorporated Societies, along with their contact details, including:
- 4.3.4. a physical address or an electronic address, and
 - 4.3.5. telephone number.
- 4.4. Any change in that contact person or that person's name or contact details shall be advised to the Registrar of Incorporated Societies within 20 Working Days of that change occurring, or the Society becoming aware of the change.

5. PURPOSE

- 5.1.** The purposes for which the club is established include:
- 5.1.1. To conduct, administer and maintain a club for its members, the community and for such persons as are authorised from time to time, and
 - I. To provide amenities and cultural activities, and
 - II. To promote sports, and
 - III. Generally, to provide an atmosphere where members may meet and enjoy companionship and camaraderie with one another.

6. POWERS

- 6.1.** The club has the power to include the following in the pursuance of its purposes, subject to any limitation imposed by this constitution:
- 6.1.1. To fund its activities by subscriptions or payments from members, fees, or other income.
 - 6.1.2. To borrow, raise or secure the payment of money in such manner as the club shall think fit, with or without security.
 - 6.1.3. 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.
 - 6.1.4. 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.
 - 6.1.5. To employ and remunerate staff.
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- 6.1.6. To undertake legal action.
- 6.1.7. To form and disband adjuncts.
- 6.1.8. To enter into any contract, make any arrangements, or undertake any activity for the financial or other benefit of the club.
- 6.1.9. 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.
- 6.1.10. To conduct any other functions as outlined in this constitution.
- 6.1.11. 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.
- 6.1.12. To do anything incidental or conducive to the attainment of any of the objects of the club.
- 6.1.13. To enter into reciprocal rights agreements with other entities as it seems fit.
- 6.1.14. To keep an up-to-date register of members.
- 6.1.15. Develop policies to cover all unforeseen and possible matters in order to operate its business.
- 6.1.16. To manage the club's finances in accordance with Clause 23 (Accounts and Financial Management), ensuring proper accounting, audit readiness, revenue banking, payment authorization, compliance with legislation, and prudent financial control measures.

7. PERSONAL BENEFIT

- 7.1.** 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:

- 7.1.1. Receiving reimbursement of actual and reasonable expenses incurred, or
- 7.1.2. 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.

8. MEMBERSHIP

- 8.1.** On acceptance as a member (all classes), the member acknowledges their acceptance of all Club policies, By-laws, and constitutions.
 - 8.2.** A member of the New Zealand Parliament and the Mayor of the City of Porirua shall be granted the privileges of the Club.
 - 8.3.** Classes of Membership: The members of the club be divided into the following classes.
 - 8.3.1. Ordinary.
 - 8.3.2. Junior.
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- 8.3.3. Life.
- 8.3.4. Employee Membership.
- 8.3.5. Corporate.

8.4. 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:

- 8.4.1. Each applicant for Ordinary Membership shall complete the applicable application form.
- 8.4.2. Each applicant shall deposit, at the time of application, a subscription of such sum as agreed at the Annual General Meeting.
- 8.4.3. 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.
- 8.4.4. 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.
- 8.4.5. 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 or is deemed to have breached the club's constitution.
- 8.4.6. 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.

8.5. 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 a 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.

- 8.5.1. Individuals aged under the legal purchasing age and older than 10 years, may apply to become junior members of the club in accordance with the procedure for Ordinary Membership set out in Rule 7.4, providing their parent or Guardian is also a member of the Club and approves of the application.
 - 8.5.2. On reaching the legal purchasing age, Junior Members are eligible to apply for Ordinary Membership
 - 8.5.3. Members shall automatically lose their Junior Membership Status:
 - I. One month after reaching the legal purchasing age; or
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II. Upon admission as an Ordinary Member, whichever is earlier.

8.5.4. A Junior Member's rights are restricted by the following:

I. No voting rights at any General Meeting

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 prize in any club activity, purchase alcohol or accept alcohol from any member except their parent or legal guardian.

8.5.5. A Junior Member may have the right of admission to an Affiliated Club with which the club has reciprocal rights

8.6. Life Membership Life Membership may be granted to any member for meritorious service rendered to or on behalf of the club, providing Life Members do not exceed 1% of the total of the Clubs Membership and is in accordance with the following:

8.6.1. The Committee may elect to recommend a member for Life Membership

8.6.2. 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.

8.6.3. No nomination for Life Membership shall be put to the Annual General Meeting unless it has the majority support of the committee.

8.6.4. 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.

8.6.5. The club may elect a member recommended by the Committee to Life Membership by a majority of at least Three fourths (3/4) of the votes cast by those who are eligible to do so at the Annual General Meeting

8.6.6. Life Members are eligible to vote, hold office and enjoy all the rights and privileges of membership.

8.6.7. Life members shall not be charged an annual subscription but shall be deemed to be Financial Members.

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

8.7.1. Any association, or corporate body wishing to apply for corporate membership under these rules shall complete the applicable application form.

8.7.2. Each applicant shall deposit, at the time of application, a subscription of such sum as per Rule 10 of this constitution.

8.7.3. 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.

- 8.7.4. 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.
- 8.7.5. For the purposes of voting, quorum or other count of financial members under these rules a Corporate Member shall always be the equivalent of three (3) members of the club and the annual membership fee payable by the Corporate Member shall be not less than three (3) times the fee payable by an Ordinary Member.
- 8.7.6. 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.
- 8.7.7. 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.
- 8.7.8. 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.
- 8.7.9. 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.
- 8.7.10. A Corporate Affiliate may apply for Ordinary Membership of the Club in accordance with Rule 8.4.

8.8. 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:

- 8.8.1. 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 8.4.1 to 8.4.3
 - 8.8.2. 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.
 - 8.8.3. An Employee Member's rights are restricted by the following:
 - I. No voting or speaking rights at any General Meeting.
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II. No right to hold office, be a member of the Executive Committee, or partake in the election process of the Club.

8.8.4. 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.

8.8.5. 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.

9. REGISTER OF MEMBERS

9.1. The Club will maintain a register of members in accordance with the Incorporated Societies Act 2022.

9.2. The Register of Members will at all times be administered in accordance with the Privacy Act 2020 and the Clubs Privacy Policy.

9.3. The Club will update the register of members as soon as practicable after becoming aware of changes to the information recorded on the register.

9.4. 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.

10. SUBSCRIPTIONS

10.1. The Annual Subscription relating to each category of membership shall be such sum as shall be determined at the Annual General Meeting.

10.2. The Annual Subscription shall be payable yearly in advance on or before the last day of May in each year.

10.3. Any member whose subscription or other dues are not paid by the date referred to in Rule 10.2. shall:

10.3.1. Thereupon automatically cease to be a financial member and lose his or her associated rights and privileges.

10.3.2. If after one calendar month the subscription remains in arrears, the register of members will be updated to record the date on which they ceased to be a member.

10.3.3. Not be relieved from payment of the Annual Subscription or of any other payment due or payable to the club.

10.3.4. Not be refunded any subscription or other payment already paid except as provided in Rule 8.4.6 (ii)

10.3.5. Reapply for membership pursuant to the rules for the applicable category of membership if he or she wishes to be reinstated as a member.

10.3.6. A member incapacitated through illness, accident or distress may, on notice in writing given to the Secretary, have his or her subscription suspended or remitted.

10.4. Failure to pay the Annual subscription due will result in the membership ceasing

11. RESIGNATION

- 11.1.** Members wishing to resign their membership must do so in writing to the Secretary of the Club via email, post or hand delivery.
- 11.2.** A resignation will not become effective until all subscriptions, levies or other payments owing at the date the resignation is received, are paid.
- 11.3.** No such resignation shall relieve any Member from payment of any subscription, levy, or other payment due or payable at the time of resignation.
- 11.4.** 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.
- 11.5.** On the death of a member, membership rights and privileges will cease and are not transferable.

12. DISPUTES AND APPEALS

- 12.1.** All members of the Porirua Club will be covered by these rules and may be subject to penalties, sanctions or orders imposed by the Disciplinary Committee.
 - 12.2.** 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, as soon as practical and no later than one calendar month after the incident, on the Complaint Form as prescribed in these rules.
 - 12.3.** The Complaint Form will include:
 - The name of the Complainant.
 - Their membership number held within the Club (if any).
 - The name of the person complained about (respondent).
 - The date, time, and location of the incident.
 - The nature and details of the incident.
 - The name of witnesses (if any).
 - The remedy sought by the complainant.
 - 12.4.** 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.
 - 12.5.** 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.
 - 12.5.1.** The Disciplinary Committee will consist of three (3) members of the Executive Committee who have no actual, apparent or perceived bias in relation to the respondent.
 - 12.5.2.** In the event that three (3) Executive Members cannot be found to be free of any actual, apparent or perceived bias, up to three (3) financial members of the
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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.

- 12.5.3. If the complaint is against a Committee Member the Manager may co-opt three 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.
 - 12.6. Prior to any hearing, the Disciplinary Committee may 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.
 - 12.7. Witnesses may or may not be called to, or requested to attend, any mediation or hearing in person as deemed appropriate.
 - 12.8. 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.
 - 12.9. The respondent will be notified of the complaint against them in the Advice of Complaint Form as soon as practically possible considering potential sensitive issues and difficulties that may arise from the complaint
 - 12.9.1. 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.
 - 12.10. 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.
 - 12.10.1. In the event that the respondent does not attend, the meeting or hearing will be heard in their absence.
 - 12.11. 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.
 - 12.11.1. 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 or legal representative) at a time agreed upon with the Manager or his/her representative.
 - 12.12. The respondent is entitled to be represented at the hearing by legal counsel who holds a current practicing certificate. In addition, they may 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.
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- 12.13.** The Disciplinary Committee may bring a Club legal representative to any meeting or hearing.
- 12.14.** The Disciplinary meeting or hearing will be audio recorded for accuracy, which will be saved on the Club computer servers for a minimum of 12 months where possible but may be kept for a longer period. A copy will not be provided to any party.
- 12.14.1. Neither the Complainant nor Respondent will be permitted to record proceedings. A transcript of the meeting may be requested and will be supplied to either party within fourteen (14) days.
- 12.15.** 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.
- 12.16.** 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 [12.9.1](#).
- 12.16.1. The respondent will have three (3) days to respond to the decision of the Disciplinary Committee.
- 12.16.2. In the event of the Disciplinary Committee finding a complaint proved they will convene at any time, but no more than seven (7) days, after the period described in [12.16.1](#) to determine the imposition of any sanction or penalty if any. This does not preclude the Disciplinary Committee imposing a sanction or penalty immediately after finding the complaint proved. The respondent will be notified of the sanction or penalty, and the reasons for the sanction or penalty, within two (2) working days of the decision.
- 12.17.** The respondent will have seven (7) days to notify the Club of any wish to appeal against the decision. The notification must be in writing either in hard copy mailed to the Porirua Club or sent via email to the Manager at manager@poriruaclub.co.nz
- 12.17.1. The respondent will have up to a further seven (7) days to notify the grounds for their appeal on the Appeal Form.
- 12.17.2. If in the opinion of the Manager the sanction, penalty or order made by the Disciplinary Committee is manifestly inadequate or inappropriate, the Manager may file an appeal within seven (7) days of receiving the Disciplinary Committee's decision. A copy of the appeal must be served within a further seven (7) days of the respondent.
- 12.18.** On receipt of an appeal notice an appeals Committee will be convened as per [Rule 12.4](#). The Appeals Committee can not include any of the members of the original Disciplinary Committee.
- 12.19.** 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.
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- 12.20.** The Appeals Committee will set a date as per rule 12.10. and will inform the respondent as per [Rule 12.9.1](#) and the process will follow the same process as the Disciplinary Committee.
- 12.21.** The Appeals Committee decision will be final, and no further appeal will be permitted.
- 12.22.** The Disciplinary Committee or Appeals Committee have the power to issue a warning or caution, impose a good behavior 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.
- 12.23.** Person who makes complaint has right to be heard
- 12.23.1. A member or an officer who makes a complaint has a right to be heard before the complaint is resolved or any outcome is determined.
 - 12.23.2. Without limiting the manner in which the complainant, may be given the right to be heard, they must be taken to have been given the right if —
 - I. they have a reasonable opportunity to be heard in writing or at a disciplinary meeting (if one is held); and
 - II. A disciplinary meeting is held if the Disciplinary Committee considers that a disciplinary meeting is needed to ensure an adequate hearing; and
 - III. A disciplinary meeting (if any) is held before the Disciplinary Committee; and
 - IV. the Complainants written statement or submissions (if any) are considered by the Disciplinary Committee
- 12.24.** Person who is subject of complaint (Respondent) has right to be heard
- 12.24.1. The respondent has a right to be heard before the complaint is resolved or any outcome is determined.
 - 12.24.2. Without limiting the manner in which a respondent may be given a right to be heard, a respondent must be taken to have been given the right if —
 - I. the respondent is fairly advised of all allegations concerning the respondent, with sufficient details and time given to enable the respondent to prepare a response; and
 - II. the respondent has a reasonable opportunity to be heard in writing or at a Disciplinary meeting (if one is held); and
 - III. A Disciplinary meeting is held if the Disciplinary Committee considers that a Disciplinary meeting is needed to ensure an adequate hearing; and
 - IV. A Disciplinary meeting (if any) is held before the Disciplinary Committee and
 - V. the respondent's written statement or submissions (if any) are considered by the Disciplinary Committee.
- 12.25.** At all times during the process the privacy of all parties must be respected by all parties.
- 12.26.** 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.
- 12.27.** 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.
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- 12.28.** These rules apply to all Porirua Club members within the Club and its' grounds and to Porirua Club members when they are representing the Club in any official capacity outside the Club Premises.
- 12.29.** 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.

13. IMMEDIATE SUSPENSION

- 13.1.** After Consultation with the Club President or the Club Manager or in their absence, the current Duty Manager, may serve a trespass notice to any member who breaches current relevant legislation in relation to the Sale & Supply of Alcohol and Class 4 Gambling. Such trespass notice must be conveyed to all committee members at earliest notice.

14. COMMITTEE

- 14.1.** The Committee Members of the club shall be:

- 14.1.1. A President.
- 14.1.2. Two Vice-Presidents.
- 14.1.3. Four other Committee Members.

- 14.2. Eligibility:** Each Committee Member described in Rule 14.1. must:

- 14.2.1. Meet the eligibility criteria set out within the Incorporated Societies Act 2022.
- 14.2.2. Be a Financial Member of the club.
- 14.2.3. Not be an employee of the club.
- 14.2.4. Have been a Financial Member for at least one year immediately before nomination.
- 14.2.5. Have completed the Appropriate Nomination form.

- 14.3. Term of Office:** Committee Members shall

- 14.3.1. Hold their positions for a term of up to two years, commencing from the time of their election and concluding at the conclusion of the second Annual General Meeting following their election, unless their tenure is ended earlier due to death, resignation, or other circumstances as outlined below.
 - 14.3.2. Fifty percent (50%) of the committee members shall retire at the Annual General Meeting (AGM), but they are eligible for re-election if they so choose.
 - 14.3.3. The committee members to retire at the AGM shall be selected from those who have held their positions for the longest duration.
 - 14.3.4. In the event that more than 50% of the committee members have served for an identical period, the determination of which members need to retire and can subsequently stand for re-election shall be decided by drawing lots.
 - 14.3.5. For the position of President and Vice-President, remain in office for a one-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
 - 14.3.6. Be eligible for re-election.
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14.4. Election: The Committee shall be elected in the following manner:

- 14.4.1. Nominations for Committee Members must be:
 - I. Open not less than 21 days prior to the date in rule 14.4.1.IV
 - II. In writing on the applicable nomination form.
 - III. Proposed by a Financial Member and Seconded by another Financial Member who have been financial members for the preceding twelve months.
 - IV. Deposited with the Secretary at least twenty-eight (28) days before the date set down for the Election as passed by the Committee.
- 14.4.2. The Secretary will at least fourteen (14) 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.
- 14.4.3. If there are not sufficient nominations pursuant to [Rule 14.1](#), 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.
- 14.4.4. The election shall be by an approved electoral procedure within three (3) days, after the Annual General Meeting.
- 14.4.5. In the event of a tie, the Returning officer and scrutineers shall determine by lot which candidate shall be elected.
- 14.4.6. One person may only hold one office.
- 14.4.7. 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 involved with the original count.
 - II. Any application for a recount of the votes must be made in writing to the Secretary/Manager within forty-eight (48) hours of the result of the election being displayed on the Club notice board
 - III. Candidates that have requested a recount may have a representative present at the recount but cannot participate in the actual counting of votes.

14.5. Resignation:

- 14.5.1. 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.
- 14.5.2. Committee Members are deemed to have resigned if they are absent from (3) consecutive meetings of the committee without leave of the committee.

14.6. Removal from Office

- 14.6.1. A member of the Committee may be removed from office for any reason which the Committee deems expedient in accordance with the following:
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- 14.6.2. The Committee shall convene an Extraordinary Meeting of the Committee to consider the removal.
 - I. 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.
 - 14.6.3. 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 75% majority vote.
 - 14.6.4. If the Meeting elects to remove the Committee Member, such removal shall be effective immediately.
 - 14.6.5. On receipt of a notice of motion of no confidence in one or more Committee Member(s) signed by five percent (5%) or fifty (50) Financial Members, whichever is the lower, the Committee shall convene a Special General Meeting and proceed in accordance with [Rule 20](#).
 - 14.6.6. If 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 20. 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.
 - 14.6.7. 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.
 - 14.6.8. 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.
 - 14.6.9. 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.
 - 14.6.10. No Committee Member who has been removed from office shall be eligible for re-election without the consent of a General Meeting.
 - 14.7. 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 filled by the committee by appointment of a member who would at the date of appointment, be eligible for election as a Committee member.
 - 14.7.1. Any member so appointed will be required to retire at the next Annual General Meeting and can be eligible for re-election.
 - 14.7.2. not filled as the Committee see fit, providing a quorum remains.
 - 14.8. Powers:** The Committee shall, subject to any limitations imposed by this Constitution, have the power to:
 - 14.8.1. Exercise all the powers and authorities of the club.
 - 14.8.2. Do such other acts and things as it deems necessary or expedient for carrying on the business of the club.
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- 14.8.3. Form standing or ad hoc committees for the purpose of exercising its duties, authorities, or powers.
- 14.8.4. Delegate its duties, powers, and authorities to the Secretary/Manager or to a committee formed under [Rule 14.8.3](#)).
- 14.8.5. Co-opt any person to assist with its functions; and
- 14.8.6. 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 members must have access to the register on request
- 14.8.7. Consider and develop policies pertaining to the operation of the club or as required by law.

14.9. Duties: Committee Members shall always:

- 14.9.1. Render every assistance to the President, Vice-Presidents 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.
- 14.9.2. Use powers for the proper purpose, to comply with the Act and the Clubs constitution.
- 14.9.3. Act in good faith and the best interests of the club.
- 14.9.4. Exercise a degree of care and diligence of a reasonable person with such responsibilities.
- 14.9.5. 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.
- 14.9.6. Not to allow the Club to incur obligations that the officer does not reasonably believe will be fulfilled.
- 14.9.7. Abide by the Club's Committee Code of Practise and Conduct, and
- 14.9.8. Any other duties which the committee of the Club may from time to time determine.

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

- 14.10.1. The interests register must be made available for inspection by the officers of the club at any reasonable time.
 - 14.10.2. 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.
 - 14.10.3. 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.
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15. PRESIDENT AND VICE PRESIDENT

- 15.1.** The President and Vice-President shall be ex officio members of all sub-committees, and Adjuncts.
- 15.2.** 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.
- 15.3.** At all meetings the President shall be entitled to a casting vote.
- 15.4.** The President shall be the Club's representative with the Manager, in matters of Club business.
- 15.5.** 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.

16. SECRETARY (MAY BE INCORPORATED WITH MANAGER)

- 16.1.** The Club shall appoint a Secretary whose duties shall be to:
 - 16.1.1.** Attend to the accounting and clerical duties of the Club.
 - 16.1.2.** Take minutes of Committee and General Meetings.
 - 16.1.3.** Generally, conform to such regulations as shall from time to time be made by the Committee.
- 16.2.** The Secretary's remuneration shall be determined by the Committee.
- 16.3.** 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).

17. MANAGER

- 17.1.** It shall be the duty of the Manager to carry out all such duties as are required to manage the affairs of the club. The Manager shall be accountable to the Committee, being that body's only direct employee. All other employees shall be under the direct control of the Manager.
- 17.2.** The role and responsibilities of the Manager shall be detailed in:
 - 17.2.1.** A Position Description, which shall be kept up to date by the Committee; and
 - 17.2.2.** An Employment Agreement.
- 17.3.** 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.
- 17.4.** The Manager shall be the Club's representative in respect to both legislative provisions and legal requirements and shall act as the Secretary of the Club.

18. INDEMNITY AND INSURANCE

- 18.1.** The Club may indemnify or obtain insurance for an Officer, Employee or a Member for liabilities or costs to the extent permitted by law.
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- 18.2.** No Officer shall be liable for the acts or defaults of any other Officer, or any loss caused by such acts or defaults, unless caused by their own wilful default or wilful acquiescence.
- 18.3.** The Officers shall be indemnified by the Association for all liabilities and costs reasonably incurred by them in proper performance of their functions and duties, other than as a result of their wilful default.

19. ANNUAL GENERAL MEETING

- 19.1.** The Annual General Meeting of the Club shall be held not later than 30 September each year.
- 19.2.** The Annual General Meeting of the club must be held by a quorum of members. Participation in the meeting may be in person or via participation by means of audio link, audio-visual link, or other electronic communication as determined by the committee for the purpose of receiving:
 - 19.2.1. An annual report on the operations and affairs of the society during the most recently completed accounting period.
 - 19.2.2. And adopting the Financial Statements of the Club.
 - 19.2.3. Providing notice of the disclosures of interests, including a summary of the matters, or types of matters, to which those disclosures relate.
 - 19.2.4. Considering, and if necessary, taking action on, any motion relating to the annual report or Financial Statements.
 - 19.2.5. Considering, and if necessary, taking action on, any other motion of which due notice pursuant to [Rule 21](#) has been given.
 - 19.2.6. Approval of the Returning officer.
 - 19.2.7. Approval of the Auditor; and
 - 19.2.8. 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 and electronic media:
 - 19.3.1. Notice of the Annual General Meeting.
 - 19.3.2. The Annual Report.
 - 19.3.3. The Financial Statements.
 - 19.3.4. Notice of Disclosures; and
 - 19.3.5. Notice of any other business to be transacted at the Meeting.

20. SPECIAL GENERAL MEETING

- 20.1.** The Committee shall convene a Special General Meeting if at any time:
 - 20.1.1. The Committee considers such a meeting necessary or desirable; or
 - 20.1.2. The Secretary receives a written requisition to do so signed by not less than five percent (5%) of the total membership or Fifty (50) Financial Members, whichever is the lower, stating the purpose of the Meeting requisitioned, in which case the meeting must be convened for that purpose only.
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- 20.1.3. 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 and electronic media.

21. CONDUCT OF GENERAL MEETINGS

- 21.1.** At all General Meetings, the chairman shall be.

- 21.1.1. The President; or

- 21.1.2. In his or her absence, the Vice-President; or

- 21.1.3. In the absence of both the President and the Vice-President, a Committee Member elected by the Meeting or.

- 21.1.4. 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 not less than five percent (5%) of the total membership or one hundred (100) Financial Members, whichever is the lower,

- 21.3.** Minutes of all General Meetings are required to be kept.

- 21.4.** A General Meeting shall be adjourned if:

- 21.4.1. A quorum is not present within half an hour after the time fixed for the Meeting; or

- I. A quorum is present and the Meeting elects to adjourn.

- 21.5.** If a Meeting is adjourned, the Committee shall:

- 21.5.1. Fix a new date not more than fourteen (14) days later; and

- 21.5.2. 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:**

- 21.7.1. A Member may without notice ask any question or move any resolution relative to the Annual Report or Balance Sheet.

- 21.7.2. 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:

- 21.8.1. Each Member may speak only once to each motion or amendment, except the mover, who may reply.

- 21.8.2. 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.

- 21.8.3. The Chairman shall decide whether any amendment proposed to a resolution is a substantial amendment or not.
- 21.8.4. 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.
- 21.8.5. In Committee no Member shall speak for more than five (5) minutes at a time.
- 21.8.6. 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.
- 21.8.7. Except as otherwise provided by these Rules, all questions shall be decided by simple majority vote.

21.9. Voting: At any General Meeting:

- 21.9.1. Each Ordinary and Life Member shall be entitled to be present and to give one vote on all questions.
- 21.9.2. Voting shall be on show of hands in the first instance.
- 21.9.3. 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
- 21.9.4. In the event of equal votes being cast, the Chairman shall have a casting vote.

22. COMMITTEE MEETINGS

- 22.1. The Committee shall meet regularly, at least 10 times a year, at a time and place to be determined by the Committee, 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 Chairman shall be:
 - 22.2.1. The President; or
 - 22.2.2. In his or her absence, the Vice-President; or
 - 22.2.3. 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 not less than sixty per cent (60%) or four(4) of its members.
 - 22.4. Minutes of all Committee Meetings are required to be kept.
 - 22.5. Any Committee Meeting shall be adjourned if:
 - 22.5.1. A quorum is not present within half an hour after the time fixed for the Meeting; or
 - 22.5.2. A quorum is present and the Meeting elects to adjourn.
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22.6. If a Committee Meeting is adjourned, the Committee shall:

22.6.1. Fix a new date not more than fourteen (14) days later; and

22.6.2. 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 Chairman shall have a casting vote.

23. ACCOUNTS AND FINANCIAL MANAGEMENT

23.1. General Accounting and Financial Management

23.1.1. The Committee shall ensure that accounting records are kept that:

23.1.2. Correctly record all transactions; and

I. Allow for the production of financial statements in compliance with the Incorporated Societies Act 2022 and any other relevant legislation; and

II. Enable the financial statements to be readily and properly audited if required under any legislation or this constitution.

23.1.3. The committee will ensure that an appropriate accounting system is adopted to maintain a satisfactory system of control of the clubs accounting records.

23.1.4. All revenue shall be banked with the approved financial institution after being accounted for within the club's accounting system.

23.1.5. Payments are to be authorised by two (2) approved persons.

23.1.6. Physical stock takes are to be completed on a minimum monthly basis.

23.1.7. Capital and maintenance expenditure over \$10,000 to have at least two (2) quotes where practical.

23.1.8. The club shall make returns required by the relevant New Zealand legislation and comply with all the relevant requirements of those Acts.

23.1.9. The committee must obtain permission from any General Meeting in respect of all new borrowings exceeding 10% of the net assets as shown in the last balance sheet.

23.2. Committee and Officer Expenses

23.2.1. Any expense incurred by Committee members or Officers must have prior approval.

23.2.2. Committee members or Officers representing the club whilst at conferences or events shall be paid a daily allowance subject to prior approval.

23.2.3. Allowances/Honorariums for committee members as approved at the last Annual General Meeting are to be paid annually.

23.3. Adjunct Accounts and Financial Management

- 23.3.1. All adjuncts must conduct their financial transactions within the confines of this constitution and according to the club's accounting system and processes.
- 23.3.2. Each Adjunct will have lodged a minimum of three (3) original signatures and names of the persons authorised to uplift cash or authorise payments from the adjunct's accounts.
- 23.3.3. No two people 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.
- 23.3.4. Within one month of the adjunct/s AGM the adjunct's financial report, AGM minutes and a list of the adjunct's committee members to be provided to the Club Manager.
- 23.3.5. Adjunct expenditure exceeding \$1,000 (one thousand dollars) must be approved by the Club Manager, who may query the validity of the request.
- 23.3.6. 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. AUDITOR

- 24.1.** The Club's accounts shall be audited annually by a chartered accountant appointed by the members at the Annual General Meeting, who shall:
 - 24.1.1. Be a member of the Institute of Chartered Accountants of New Zealand; and
 - 24.1.2. Not be a Committee Member or hold any other office in the Club.
 - 24.1.3. 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.
 - 24.1.4. The auditor shall be paid such fees as may be determined by the Committee from time to time.
 - 24.1.5. 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 in his or her hand before they are submitted to the Annual General Meeting.

25. ACCESS TO INFORMATION

- 25.1.** 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.
 - 25.2.** Requests to access information must be made in writing and must specify the information sought in sufficient detail to enable it to be identified.
 - 25.3.** The club will, within a reasonable time after receiving a request:
 - 25.3.1. Provide the information; or
 - 25.3.2. Agree to provide the information within a specified period; or
 - 25.3.3. Refuse to provide the information, specifying the reasons for the refusal.
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25.4. The club may refuse to provide the information if:

- 25.4.1. Withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons; or
- 25.4.2. The disclosure of the information would, or would be likely to, prejudice the commercial position of the club or of any of its members; or
- 25.4.3. 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
- 25.4.4. The information is not relevant to the operation or affairs of the society; or
- 25.4.5. The request for the information is frivolous or vexatious.

26. ADJUNCTS

- 26.1.** 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.
- 26.2.** 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.
- 26.3.** The Club Committee shall have the power to suspend or dissolve any Adjunct is believes is acting inappropriately or to the detriment of the club.
- 26.4.** 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 in accordance with the Club's financial transaction policy.
- 26.5.** All accounting, taxation, financial reporting and legal compliance responsibilities of the Adjunct shall rest with the club.
- 26.6.** Adjuncts shall use the Club's accounting services in accordance with the Club's financial transaction policy.
- 26.7.** 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.
- 26.8.** 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.
- 26.9.** Office holders of adjuncts are not Club Officers by virtue of holding such office.

27. PROPERTY

- 27.1.** 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.
 - 27.2.** 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.
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- 27.3.** 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.

28. VISITORS - AUTHORISED CUSTOMERS, AUTHORISED VISITORS AND GUESTS

28.1. Authorised Customers

- 28.1.1. Any member of the Porirua Club can invite and accompany a guest/visitor(s) (Authorised Customer) to the club.
- 28.1.2. Any member introducing a guest/visitor(s) is responsible for the good conduct of that guest/visitor(s) whilst on the club premises.
- 28.1.3. Any guest/visitor(s) who wishes to be sold or supplied alcohol must first complete the appropriate authorised customer requirements.
- 28.1.4. Any Guest/visitor(s) may only be sold or supplied alcohol for consumption on the premises while accompanied by a member of the club.

- 28.2.** 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.

28.3. Authorised Visitors

- 28.3.1. Any affiliated member (Authorised Visitor) wishing to be sold or supplied alcohol for consumption on the premises must be able to produce valid proof of membership to an affiliated club/association to club staff at the point of service.
- 28.3.2. Any affiliated member introducing a guest/visitor(s) is responsible for the good conduct of that guest/visitor(s) whilst on club premises. The guest/visitor(s) 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.

- 28.4.** Any guest/visitor(s) of a member of either the Porirua Club 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.

- 28.5.** Authorised Customers, Authorised Visitors and their guests are bound by the rules of this club whilst they are on the club premises.

- 28.6.** The Duty Manager shall have the power to refuse privileges for any intending guest/visitor(s) 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(s) from the club premises.

28.7. Definitions - for the purposes of this Rule 28.

- 28.7.1. “**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.
 - 28.7.2. “**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.
 - 28.7.3. “**Affiliated member**” means the same as “**authorised visitor**” and includes
 - 28.7.4. A member of any other club which is a member of Clubs New Zealand Incorporated through whom the Club has arrangements for reciprocal visiting
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rights for members, irrespective of whether the other club has an alcohol licence or a permanent charter or not; and

- 28.7.5. 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.

28.8. In this Rule 28, words in the singular (such as guest/visitor) include the plural.

29. ALTERATIONS OF CONSTITUTION RULES

- 29.1.** This Constitution may be revised or amended by a resolution passed by a simple majority of the Financial Members present at a General Meeting.
- 29.2.** All Financial Members and Officers shall have the right to submit a resolution for inclusion at the General Meeting.
- 29.3.** 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
- 29.3.1. Such notice shall be provided to Financial Members in accordance with [Rule 19.3](#).
- 29.4. 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.
- 29.5. Resolution in lieu of meeting:** A written resolution may be passed via this method in accordance with Sections 83 to 86 of the Incorporated Societies Act 2022.
- 29.6.** Any amendments to the constitution made under this section take effect from the date of registration with the Registrar of Incorporated Societies.

30. BY-LAWS AND STANDING ORDERS

- 30.1.** 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.

31. WINDING UP AND/OR LIQUIDATION

- 31.1.** The club may be wound up, or liquidated, or removed from the Register of Incorporated Societies in accordance with the provisions of the Act.
- 31.2.** 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.
- 31.3.** 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.
- 31.4.** The Club may be put into liquidation:
- 31.4.1. At a Special General Meeting called by the Committee for that purpose, Or
- 31.4.2. As provided for in the Incorporated Societies Act 2022.
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- 31.5.** If the club is wound up, or liquidated, or removed from the Register of Incorporated Societies, no distribution shall be made to any Member.
- 31.6.** 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.

Signed _____

Name: John Rowe

Date _____

Designation: President

Signed _____

Name: John Pritchard

Date _____

Designation: Vice President

BY-LAWS

1. ELECTION PROCEDURE

1.1. Election Period:

- 1.1.1. The election of President, Vice President, and Committee members shall open at the conclusion of the Annual General Meeting pursuant to rule 14.4.4

1.2. Candidate Eligibility:

- 1.2.1. Candidates must meet the requirements as set in rule 14.2

1.3. Nomination Process:

- 1.3.1. Nominations must meet the requirements as set in rule 14.4.1
- 1.3.2. Any candidate wishing to withdraw their nomination must notify the Secretary-Manager in writing prior to the day of the election, and the candidate's name, photo, and resume shall be removed from the display board prior to voting

1.3.3. Nomination Deadline:

- I. All candidates must be nominated in writing by 5 pm on the day set aside for the closing of nominations.

1.3.4. Multiple Nominations:

- I. A member may be nominated as a candidate for more than one (1) Office for which there is a vacancy.

1.4. Voting Process:

- 1.4.1. Should the number of candidates exceed the number of vacancies to be filled, the election shall take place by secret voting upon ballot papers prepared by the Secretary-Manager, on which the names of the candidates for each Office shall be printed or written in alphabetical order. (Reference: Rule 14.4.6)
 - I. Voting papers can be obtained from the Returning Officer/Deputy during hours of opening as prescribed by The Committee.
 - II. Instructions relating to the completion of the voting papers will be contained therein.
 - III. No member shall hold more than one (1) Office. (Reference: Rule 14.4.8)

1.5. Returning Officer and Scrutineers:

- 1.5.1. The Committee shall appoint not less than two (2) Scrutineers.
- 1.5.2. Should the returning officer as elected at the previous Annual General Meeting, be unavailable to perform the duties of the Returning Officer for any reason whatsoever, the committee shall appoint a Returning Officer to fill this position.

1.6. Counting of Votes: -

- 1.6.1. The votes shall be counted after closing on the next business day after the closing of the election.
 - 1.6.2. At the conclusion of the counting process, the result will be displayed on the Club notice board by the Returning Officer.
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- 1.6.3. All of the ballot papers shall be kept in a safe place by the Secretary-Manager for at least twenty-eight (28) days before being destroyed.

1.7. Absentee (Special) Votes:

- 1.7.1. Any eligible member who is unable to attend to cast a vote during the period of the election may vote via an absentee (special) vote obtainable from the Returning Officer.
- 1.7.2. No absentee (special) votes shall be allowed more than ten (10) days prior to the first day of the election.
- 1.7.3. All absentee (special) votes shall be returned to the Returning Officer before 5:00 pm on the day prior to the first day of the elections.

2. CLUB HOURS

- 2.1. The Club premises shall be open at such times as the Committee may from time to time decide.

3. POLITICS

- 3.1. The Club shall take no part in politics

4. USE OF PREMISES

- 4.1. No member shall appoint or use the premises of the Club by advertisement or otherwise as a place of business or for the purpose of meeting applicants for employment without the prior approval of the Secretary/Manager who shall have determined that the proposed use is for the benefit of the Members of the Club.

5. CLUB CARD REMAINS THE PROPERTY OF THE CLUB

- 5.1 If a member is suspended, trespassed or expelled for any reason, they must immediately surrender their Club membership card to an officer of the Club. The card will be returned to the member when they are deemed to be no longer suspended, trespassed or expelled.

6. BORROWINGS

The committee must obtain permission from any General Meeting in respect of all new borrowings exceeding 10% of the net assets as shown in the last balance sheet.

Signed _____

Name: John Rowe

Date _____

Designation: President

Signed _____

Name: John Pritchard

Date _____

Designation: Vice President
