

Ruakura **CAMPUS CLUBS (INC)**

Introduction

The Ruakura Campus Clubs (Inc) (RCC) is the co-ordinating and governing body for the social and sporting clubs located at Ruakura Agricultural Research Centre. To be eligible for membership of the various recreational clubs an applicant must first be a member of the Ruakura Campus Clubs.

The Ruakura Campus Clubs operates the licensed premises, The Club, and also manages the Cafe in the Farmers Hall. Together with its Constituent Clubs it provides a wide range of sporting and recreational opportunities.

We urge you to remember that the Ruakura Campus Clubs is your club and its continued success depends on your support. All members should be familiar with the rules of the Ruakura Campus Clubs and the obligations that membership entails.

Abbreviated Rules

1. Membership may be approved by the Committee of the Ruakura Campus Clubs, provided that proposed members have reached the age of 18 years, or any other minimum age as determined by the Sale of Liquor Act 1989, and any subsequent amendments or any Act(s) passed in substitution.
2. The Ruakura Campus Clubs is managed by a Committee elected by the members. Constituent Clubs have the right to appoint a delegate to the Committee.
3. All officers of the Committee are elected at the Annual General Meeting.
4. The Ruakura Campus Clubs financial year begins on 1st September and all subscriptions must be paid by 31 December otherwise the member is liable to suspension.
5. The Committee has the power to fine, suspend or expel any member guilty of misconduct. Such a member has the right of appeal to a General Meeting of the Ruakura Campus Clubs.
6. The Club is a licensed premise managed by the Committee in accordance with the Sale of Liquor Act, on behalf of the Ruakura Campus Clubs.
7. The facilities of The Club are available to members and theft bona fide guests only. All members should be familiar with theft full obligations in respect of visitors.
8. All guests must be registered in the Visitors Book. Members are responsible for the behaviour and dress standards of theft guests.
9. Any guest of a member and/or reciprocal club visitor may visit The Club on no more than six (6) occasions each year.
10. Members must produce a current membership card or other evidence of membership, upon request from any RCC employee or Committee member or leave the premises if so requested.

11. Members must observe a high standard of behaviour and the dress standards set by the Committee. Members and guests not observing these standards may be asked to leave The Club premises by any RCC employee or Committee member.
12. Raffle sales are by permission of the Committee or duly delegated RCC Officer.
13. The Committee has the power to suspend and/or fine any member for misconduct in or about The Club.

Table of Contents

<i>Full Rules</i>	4
1. Name	4
2. Registered Office	4
3. Objects of the Ruakura Campus Clubs	4
The objects of the Ruakura Campus Clubs shall be:.....	4
4. Membership of the Ruakura Campus Clubs	4
5. Admission of Members	5
6. Cessation of Membership	5
7. Subscriptions	5
8. Officers of the Ruakura Campus Clubs	5
9. Executive Committee	6
10. Responsibilities of the Officers of the Ruakura Campus Clubs	6
12. Auditor	8
13. The Club	8
14. Cafeteria	8
15. Finance	9
16. Powers to Borrow Monies	9
17. Common Seal	10
18. General Powers	10
19. General Meetings of the Ruakura Campus Clubs	10
20. Change of Rules of the Ruakura Campus Clubs	11
21. Inspection of Rules	11
22. Bylaws	12
23. Interpretation	12
24. Constituent Clubs	12
25. Transfer of Membership	12
26. Property	12
27. Dissolution	13
28. Discipline	13
29. Disputes	13
30. Membership Card	13
31. Ruakura Campus Clubs Notice Boards	13
32. General	13
<i>Members Certificate</i>	14
<i>Bylaws for the Operation of the Licensed Premises</i>	15

Full Rules

1. Name

The Body shall be known as the Ruakura Campus Clubs Incorporated, hereinafter called the Ruakura Campus Clubs or RCC.

2. Registered Office

The registered office of the Ruakura Campus Clubs shall be at the Ruakura Agricultural Research Centre, East Street, Hamilton or such other place as the Committee shall from time to time appoint.

3. Objects of the Ruakura Campus Clubs

The objects of the Ruakura Campus Clubs shall be:

- (i) To encourage and co-ordinate sporting and social activities on the Ruakura campus for the benefit of members of the Ruakura Campus Clubs.
- (ii) To foster social interaction between members employed by different organisations.
- (iii) To provide amenities for the social, cultural and sporting activities of members.
- (iv) To conduct, administer and maintain licensed premises for its members in accordance with the terms of any licence granted for such premises.

4. Membership of the Ruakura Campus Clubs

(a) Members

Membership shall be approved by the Committee of the Ruakura Campus Clubs, provided they have reached the age of 18 years, or any other minimum age as determined by the Sale of Liquor Act 1989, and any subsequent amendments or any act(s) passed in substitution.

Members shall be entitled to enjoy all facilities and privileges provided by the Ruakura Campus Clubs including full voting rights at all General Meetings of the Ruakura Campus Clubs and shall be eligible for election to any office of the Ruakura Campus Clubs.

(b) Life Members

Life Members may be elected at the Annual General Meeting of the Ruakura Campus Clubs. Such members may be elected as or in recognition for exceptional services rendered to the Ruakura Campus Clubs. Nominations signed by a proposer and a seconder must be placed in the hands of the Secretary of the Ruakura Campus Clubs fourteen (14) days prior to the Annual General Meeting. Only those nominations approved by the Committee shall be put to the Annual General Meeting for election. Life Members shall be elected for all time. They shall be entitled to enjoy all facilities and privileges provided by the Ruakura Campus Clubs, to exercise voting power at any General Meeting of the Ruakura Campus Clubs and shall be eligible for election to any office of the Ruakura Campus Clubs.

(c) Special Members

Special Members may be elected at the Annual General Meeting of the Ruakura Campus Clubs. Such members may be elected as or in recognition for special contribution to the life and activities to the Ruakura Campus Clubs. Nominations signed by a proposer and a seconder must be placed in the hands of the Secretary of the Ruakura Campus Clubs fourteen (14) days prior to the Annual General Meeting. Only those nominations approved by the Management Committee shall be put to the Annual General Meeting for election. Special members shall enjoy all

facilities and privileges provided by the Ruakura Campus Clubs and shall be eligible for a reduced subscription to be set on an annual basis at the Annual General Meeting.

5. Admission of Members

- (a) New members shall make application for membership on the form prescribed from time to time, the application to be accompanied by the appropriate entrance fee and subscription. The names of prospective members shall be posted on the Ruakura Campus Clubs notice boards for fourteen (14) days prior to the election.
- (b) Members shall have the right to object to the election of applicants to membership of the Ruakura Campus Clubs. Such objection shall be in writing and must be lodged with the Secretary within seven (7) days of the expiration of the said fourteen (14) day notification period.
- (c) New members shall be elected by ballot by the Executive Committee at the first Executive Committee meeting held seven (7) or more days after the expiration of the fourteen (14) day notification period. A seventy five percent majority of the Committee present at the meeting shall be required.
- (d) The Committee shall take full account of any written objections lodged by members.
- (e) The Committee shall offer newly elected members membership under any one of the membership categories.

6. Cessation of Membership

- (a) The Committee shall have the power to suspend non-financial members who shall be denied the use of any of the Ruakura Campus Clubs facilities. The enforcement of such disciplinary action shall be the responsibility of the Executive Committee following receipt of information of the non-financial status of any person associated with those Clubs.
- (b) Membership shall cease following the receipt of a written resignation made voluntarily by any member.
- (c) The Committee will have the power to suspend members for gross misconduct for such term as the Committee deems fit. A member so suspended may have the right of appeal to a General Meeting of the Ruakura Campus Clubs.
- (d) A suspended member shall be required to make application for reinstatement as a member of the Ruakura Campus Clubs under the procedures for Admission of Members.

7. Subscriptions

- (a) All subscriptions shall be paid yearly in advance. Subscription fees shall be determined by members at the Annual General Meeting.
- (b) The subscription year of the Ruakura Campus Clubs shall commence on the first day of October in each year and subscriptions shall become payable on that date.
- (c) Members who have not paid their subscription by 31 December shall be liable for suspension (refer paragraph 6a).
- (d) The membership period for new members shall initially be one year. Full members may have the option of one, three or five year subscriptions.

8. Officers of the Ruakura Campus Clubs

- (a) The Patron who shall be elected at the Annual General Meeting each year.

- (b) The executive officers shall be elected to office at alternate Annual General Meetings and shall hold office for a period of two years. Any elected officer is eligible to be re-elected for subsequent terms. At the Annual General Meeting of one year, the President and Secretary shall be elected. These positions will be for a period of two years. At the Annual General Meeting of the alternate year, the Treasurer, Sports and Recreation Officer and Vice-President shall be elected to hold office for two years. In the event of any officer resigning, or being unable to continue in the position before the end of their elected term in office a replacement will be appointed by the Executive Committee and elections for an appropriate term to reinstate the status quo will be held for that position at the next Annual General Meeting. In the event of two or more positions being prematurely vacated a Special General Meeting will be called to elect replacement officers for an appropriate term to reinstate the status quo.

9. Executive Committee

- (a) The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, and the Sports and Recreation Officer.
- (b) The Executive Committee shall have the power to make such decisions as are deemed necessary when it is impractical to call a full Committee meeting provided that the Executive Committee meeting has a quorum and that the Executive Committee does not commit expenditure in excess of an amount determined by the Committee at the first meeting of the Committee.
- (c) The quorum for an Executive Committee decision shall be four (4) and must include any two of the President, Vice President, Treasurer or Secretary.
- (d) The decisions of the Executive Committee shall be recorded and presented to the next Committee meeting for ratification.

10. Responsibilities of the Officers of the Ruakura Campus Clubs

- (a) The President shall preside at all General Meetings of the Ruakura Campus Clubs, and in the event of her/his absence, an Acting Chairperson shall be nominated by the Committee. The President shall be Chairperson of the Committee. The President shall have a deliberative and a casting vote at all meetings.
- (b) The Secretary shall keep the minutes, attend to necessary correspondence, prepare the Annual Report for presentation at the Annual General Meeting, keep all records and attend to secretarial business. He or she shall keep a register of all members.
- (c) The Treasurer shall be responsible for ensuring that all financial transactions are carried out in accordance with good business practices using procedures approved by the Ruakura Campus Clubs Auditor.
- (d) The Sports and Recreation Officer shall be responsible for chairing the Sports and Recreation subcommittee, which shall organise (directly or through constituent clubs) sporting, recreation and entertainment events for members and their guests.

11. Committee of the Ruakura Campus Clubs

- (a) The Committee shall consist of:
- (i) The President
 - (ii) The Vice-President
 - (iii) The Secretary
 - (iv) The Treasurer
 - (v) The Sports and Recreation Officer

- (vi) Up to 6 members elected at the Annual General Meeting, the number to be elected and the membership groups they should represent to be determined by the Annual General Meeting before balloting begins.
 - (vii) In addition, each Constituent Club shall have the right to nominate a delegate, who shall have full speaking and voting rights, to the Committee. This delegate may not already be a member of the Committee by virtue of entitlement under clauses (i) to (vii) and shall be a financial member of the Ruakura Campus Clubs.
- (b) The duties of the Committee shall be:
- (i) To approve an annual budget for the Committee.
 - (ii) To decide on the allocation of finance to the Constituent Clubs of the Ruakura Campus Clubs.
 - (iii) To act in such a way as to foster the well being of the Ruakura Campus Clubs in accordance with its objectives.
 - (iv) To administer the Ruakura Campus Clubs' licensed premises in accordance with the Sale of Liquor Act 1989 and any subsequent amendments or any act(s) passed in substitution.
 - (v) To have rights of disciplinary action in the event of any individual or Constituent Club acting to the detriment of the Ruakura Campus Clubs.
 - (vi) To have the right to appoint such subcommittees as it deems necessary for the efficient carrying out of its duties. The chairperson or her/his deputy, of such subcommittees will become an ex-officio member of the Committee with speaking rights but without voting rights.
 - (vii) To consider all applications for membership of the Ruakura Campus Clubs and to elect by ballot new members.
 - (viii) To employ such staff to undertake such secretarial, financial and management duties as the Committee determines necessary for the good and proper conduct of the business of the Ruakura Campus Clubs.
- (c) Meetings of the Committee
- (i) A special Committee meeting may be summoned by the Secretary at any time and shall be called by the Secretary forthwith upon receipt of a requisition setting forth the object of the meeting. Such a requisition shall be signed by no fewer than two members of the Committee.
 - (ii) Further than this the Committee shall meet as often as it is found necessary to conduct the affairs of the Ruakura Campus Clubs efficiently.
 - (iii) The President shall be the Chairperson of the Committee or in the event of her/his absence the Committee may elect an Acting Chairperson. The Chairperson shall have a deliberative and casting vote.
- (d) A quorum for a Committee decision shall be seven (7) and must include any two of the President, Vice President, Treasurer or Secretary.
- (e) A member of the Committee shall relinquish her/his office if she/he:
- (i) Is absent from three (3) consecutive meetings of the Committee without leave of the Committee.
 - (ii) By notice in writing to the Committee resigns her/his office.

- (iii) By notice in writing from the Committee is called upon to resign for any reason which the Committee deems expedient and she/he does not resign.
- (f) The Committee shall have the right to fill casual vacancies that may occur on the Committee from time to time.

12. Auditor

The Committee shall appoint a qualified Auditor each year. The Auditor shall not hold any other office in the Ruakura Campus Clubs.

13. The Club

- (a) The licensed premises of the Ruakura Campus Clubs (Inc) shall be known as The Club, hereinafter referred to as “The Club”.

- (b) Aims

The Club shall be operated so as to provide a facility where all members will be welcome to promote social interchange in convenient and comfortable surroundings in keeping with the terms of the Constitution.

- (c) Rules and Bylaws

The Club shall be operated according to Rules and Bylaws determined by the Committee. Such bylaws to come into force seven (7) days after being posted on the Ruakura Campus Clubs notice board. The rules shall not be inconsistent with or repugnant to the provisions of the Incorporated Societies Act 1908 and any subsequent amendments or any act(s) passed in substitution, the Supply of Liquor Act (1989) and any subsequent amendments or any act(s) passed in substitution, or these rules.

- (d) Liquor

The Ruakura Campus Clubs, being the holder of a licence issued under the provisions of the Sale of Liquor Act 1989 and any subsequent amendments or any act(s) passed in substitution, may allow liquor to be consumed on The Club premises only in terms of the said licence and in compliance with the provisions of the Sale of Liquor Act 1989 and any subsequent amendments or any act(s) passed in substitution, and any Regulations made thereunder.

- (e) Club Hours

The Club premises shall be open to members at such hours as the Committee determines provided such hours are in compliance with any requirements of the licence under the provision of the Sale of Liquor Act 1989 and any subsequent amendments or substitutions. The hours shall be posted in The Club and at the main entry doorways.

- (f) Visitors

- (i) Any member may invite any person as a visitor to The Club, provided that the rules and Bylaws of the Ruakura Campus Clubs are observed.
- (ii) No person, be they a member of an affiliated club or otherwise shall become a regular or frequent visitor.
- (iii) A member of an affiliated club may be sold or supplied liquor only in accordance with the rules and Bylaws of the Ruakura Campus Clubs.

14. Cafeteria

The Ruakura Campus Clubs shall operate such Cafeteria services as approved from time to time by the Committee.

15. Finance

- (a) The Ruakura Campus Clubs shall be empowered to operate such bank accounts as are considered necessary.
- (b) The Ruakura Campus Clubs shall maintain a set of accounts according to accepted practice approved by the Auditor.
- (c) All withdrawal documents shall be signed by any two of the following:
 - (i) President, Treasurer, Club Manager, Vice-President
 - (ii) In addition the Committee may designate other signatories as are required to meet the needs of efficient operation of the Cafeteria and The Club.
- (d) The financial year of the Ruakura Campus Clubs shall begin on the first day of September in each year and end on the thirty first day of August each year, or any other such date as directed by the District Commissioner of the Inland Revenue Department.
- (e) The boob of account shall be kept at the Office of the Ruakura Campus Clubs or such other place as the Committee may determine. They shall be open to the inspection of financial members at reasonable times.
- (f) Constituent Clubs of the Ruakura Campus Clubs must be solvent. Funds shall be loaned to clubs as is deemed advisable by the Committee. The Committee shall not lend money to any Constituent Club unless they are satisfied that the Constituent Club will be able to repay the loan within 2 years.
- (g) All monies raised by Constituent Clubs shall be paid into an account as directed by the Committee.
- (h) Funds may be granted by the Committee for the following areas of expenditure: maintenance, amenities, development, plant and equipment, furniture and fittings, travel subsidies. Grants will not normally exceed 50 percent of the required sum.
- (i) Debts incurred in the name of the Ruakura Campus Clubs without prior approval from the Treasurer shall not be recognised by the Ruakura Campus Clubs.
- (j) At the start of each financial year a review of all Constituent Club accounts shall be made by the Committee who may require Constituent Clubs to deposit surplus funds in the Committee account. Such monies to be held in benefit for the said Constituent Club.
- (k) The Committee shall have the power to reimburse officers of the Executive Committee for expenses incurred in carrying out Ruakura Campus Clubs duties.
- (l) No member of the Ruakura Campus Clubs or any person associated with a member shall participate in or materially influence any decision made by the Ruakura Campus Clubs in the respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid in an arms length transaction (being the open market value). The provisions and effects of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

16. Powers to Borrow Monies

The Ruakura Campus Clubs shall have power to borrow or raise or give security for money by the issue of or upon bonds, debenture stock, bills or exchange, promissory notes or other

obligations or securities of the Ruakura Campus Clubs by mortgage or charge upon all or any part of the property of the Ruakura Campus Clubs or without security and upon terms as to priority or otherwise as the Ruakura Campus Clubs shall think fit, provided that such borrowings are for the purchase of assets, amenities, improvements or the like and, for illustration, are not for operating cashflow for the bar, café or other activities of the Ruakura Campus Clubs and provided that any debt to asset ratio does not exceed 25%.

17. Common Seal

The Ruakura Campus Clubs shall have a Common Seal which shall be kept in the custody and the control of the Secretary for the time being or the Ruakura Campus Clubs' solicitor and the documents to be executed by the Ruakura Campus Clubs of whatsoever nature shall be executed with the following attestation clause pursuant to resolution of the Committee.

“The Common Seal of the Ruakura Campus Clubs Incorporated was hereunto affixed by the Secretary in the presence of two members of the Executive Committee.”

18. General Powers

The Ruakura Campus Clubs shall have power:

- (a) To take on lease, hire or otherwise acquire any real or personal property or rights or privileges which the Ruakura Campus Clubs may think necessary or convenient for the purpose of furthering the objects of the Ruakura Campus Clubs.
- (b) To invest any monies not required for immediate use in such government or local body securities, unit trusts, managed funds or on bank deposit, either in New Zealand or offshore, as may be deemed advisable with power from time to time to vary investments for others of a like nature, and to lease or hire to enjoy the benefit of any property presently occupied whether real or personal of any kind or nature whatsoever which may be conveniently used in connection with the objects of the Ruakura Campus Clubs.
- (c) To do all such things as in the opinion of the Ruakura Campus Clubs may be incidental to the attainment of any of the foregoing objects or the exercise of any of the foregoing powers.

19. General Meetings of the Ruakura Campus Clubs

- (a) The Annual General Meeting shall be held within sixty (60) days of the end of the financial year.
- (b) An Extraordinary General Meeting may be called at any time by the Committee or any twenty financial members of the Ruakura Campus Clubs. Such a meeting shall be called by the Secretary on receipt of a requisition setting out the object of the meeting and signed by the said members.
- (c) Notice of each Annual or General Meeting shall be published in the Public Notices column of the widest circulation daily newspaper in the Waikato and/or posted to each member of the Ruakura Campus Clubs and on the Ruakura Campus Clubs notice boards at least seven (7) days prior to the date of the meeting. Such notices to members shall clearly set out the business to be conducted at the meeting.
- (d) A quorum for a General Meeting of the Ruakura Campus Clubs shall be 20 voting members.
- (e) Only currently financial members shall be entitled to vote at any General Meeting.
- (f) At the Annual General Meeting the first business shall be the discussion and adoption of the Annual Report and Balance Sheet. The adoption of the Report and Balance Sheet having been moved and seconded, any member may without notice ask any question or move any resolution relative to the Report or Balance Sheet.

- (g) Any member intending to move a resolution bearing upon the management of the Ruakura Campus Club during the past financial year or regarding any other matter must, unless the resolution can be founded on the Report or Balance Sheet, give notice of her/his motion by handing same to the Secretary fourteen (14) days before the meeting and such notice of motion shall be forwarded to each member within the notice of meeting.
- (h) The normal rules of debate shall be followed, each member speaking once only to each motion or amendment except the mover who may reply. The mover of any resolution or substantial amendment shall be allowed five (5) minutes in which to introduce her/his proposition and ten (10) minutes for reply, or vice versa, any other speaker will be allowed five (5) minutes. The Chairperson shall decide whether any amendment proposed is a substantial amendment or not. 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. In committee no member shall speak for more than five (5) minutes at a time. 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.
- (i) Any General Meeting may be adjourned to any time not exceeding fourteen (14) days thereafter. In the event of there being no quorum within half an hour after the time fixed for a General Meeting, the meeting shall stand adjourned for not more than fourteen (14) days, the new date to be fixed by the Committee. A notice of the new date shall be mailed to each member and posted on the Ruakura Campus Clubs notice boards at least three (3) days before the new date.
- (j) At any General Meeting and Extraordinary General Meeting of members every member shall be entitled to be present and, to give one vote and no more upon every question, provided however that in the case of equality of votes the chairperson of the meeting shall have a second or casting vote.
- (k) Voting at General Meetings:
 - (i) For election of officers will be by ballot.
 - (ii) On all other matters, will be by voices or by any other means as will result from a motion moved by a member and seconded by a member and voted upon by those present.
 - (iii) There will be no provision for proxy votes from absent members.

20. Change of Rules of the Ruakura Campus Clubs

- (a) The rules of the Ruakura Campus Clubs except for Rules 15(1) and 27 may be altered, added to or rescinded by a resolution passed at a General Meeting by a two-thirds majority of voting members present, provided that notice of intention to move such a resolution shall have been given to the Secretary of the Ruakura Campus Clubs in writing fourteen (14) days before such a meeting. The notification of changes in rules must be accompanied by a clearly set out account of the subject matter to be changed and the nature of the changes contemplated.
- (b) Rules 15(1) and 27 may not be altered without the specific written approval of the Inland Revenue Department.
- (c) Proposed changes shall be described in the notice of meeting prescribed by Rule 19(c). Such proposed changes may be amended at the meeting.
- (d) All amendments and alterations to rules are to be registered with the Office of Incorporated Societies (Hamilton).

21. Inspection of Rules

The rules of the Ruakura Campus Clubs shall be held by the Secretary and shall be open to inspection at the office of the Ruakura Campus Clubs at all reasonable times, and a copy thereof shall be supplied to each member of the Ruakura Campus Clubs.

22. Bylaws

The Management Committee shall have power to make Regulations and Bylaws dealing with all matters within the jurisdiction of the Ruakura Campus Clubs and not provided for in these Rules.

Such Regulations or Bylaws shall not be inconsistent or repugnant to the provisions of the Incorporated Societies Act, 1980 and any subsequent amendments or any act(s) passed in substitution.

23. Interpretation

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

24. Constituent Clubs

- (a) The formation of new Constituent Clubs of the Ruakura Campus Clubs shall be dependent on ratification at a Committee meeting by a two-thirds majority of the voting members present at the meeting.
- (b) The Committee shall have the power to revoke the affiliation of any Constituent Club which becomes inactive, or which no longer conforms with the objects of the Ruakura Campus Clubs.
- (c) All members of Constituent Clubs must be members of the Ruakura Campus Clubs.
- (d) Constituent Clubs shall be administered by an Executive Committee elected by the members of the Constituent Club. The Executive Committee shall consist of no fewer than four members.
- (e) Where the Constituent Club has no written constitution it shall be bound by the general procedures and rules embodied in the constitution of the Ruakura Campus Clubs.
- (f) Except with the permission of the Committee all funds raised by Constituent Clubs shall be paid into an account as directed by the Committee. All disbursements shall be made by the Treasurer of the Ruakura Campus Clubs or other such officer as determined by the Committee.
- (g) Constituent Clubs shall have the right to levy members an annual subscription which shall be set at the Annual General Meeting of the Constituent Club.
- (h) Constituent Clubs shall present an annual report to the Committee within two (2) months of the Annual General Meeting of the Constituent Club. The report shall contain the names of the Constituent Club's elected Executive Committee and of the Constituent Club's delegate to the Ruakura Campus Clubs Committee, a financial report presenting the receipts and payments made by or on behalf of the Constituent Club for the previous year, a statement of the number of members and an account of the Constituent Club's activities for the past year and of the future aims of the Constituent Club.

25. Transfer of Membership

The Secretary of the Ruakura Campus Clubs shall write all Transfer Certificates for Ruakura Campus Clubs' members upon request from the club concerned, and after ascertaining that the Transferee's membership fees are paid.

26. Property

- (a) All property of any Constituent Club shall be the property of the Ruakura Campus Clubs and will be cared for by the Constituent Club concerned.

- (b) The Treasurer shall obtain from each Constituent Club one month before the Annual General Meeting a complete list of all property held by that club.
- (c) The Secretary shall be responsible for adequately insuring all property and buildings belonging to the Ruakura Campus Clubs.
- (d) No expelled or retiring or forfeiting member shall have any claim upon the Committee or the Ruakura Campus Clubs either collectively or individually or to any property of the Ruakura Campus Clubs.

27. Dissolution

- (a) The Ruakura Campus Clubs may be wound up voluntarily if at a General Meeting of members a resolution is passed that the Ruakura Campus Clubs be wound up, and such a resolution is confirmed at a later General Meeting called for that purpose not earlier than thirty (30) days after the date on which the resolution to be confirmed was passed.
- (b) If upon the winding up or dissolution of the Ruakura Campus Clubs there remains, after satisfaction of any liabilities, any property whatsoever, the same shall not be paid to or distributed among active members of the Ruakura Campus Club, but shall be given or transferred to some other society or club having aims similar to those of the Ruakura Campus Clubs or to a registered charity. The distributions of property shall be determined by the majority of members present at the General Meeting held to confirm the dissolution of the Ruakura Campus Clubs.

28. Discipline

The Committee shall have power to call on any member for an explanation of any charge of misconduct against them by any member or members of the Ruakura Campus Clubs or for any other sufficient cause and if in the opinion of the Committee the facts proved warrant their doing so, the Committee shall have the power to fine, suspend, or expel such members.

Such member shall have the right of appeal to a General Meeting of the Ruakura Campus Clubs to be called by requisition of twenty (20) financial members and such General Meeting may confirm or rescind or vary the resolution of the Committee disciplining such member.

29. Disputes

Every dispute between a member, or persons claiming through a member under these Rules, and the Ruakura Campus Club or an officer of the Ruakura Campus Club shall be decided by the Committee and the decision shall be binding and conclusive on all parties without appeal.

30. Membership Card

- (a) Members shall produce their current membership card on demand to any officer or agent of the Committee or any officer of a Constituent Club Executive Committee to confirm their right to be using the particular Ruakura Campus Clubs facility.
- (b) Those unable to do so will be required to leave the facility immediately.

31. Ruakura Campus Clubs Notice Boards

Ruakura Campus Clubs notice boards shall be deemed to be the notice boards in The Club.

32. General

All matters provided for in these Rules shall, at all times, be dealt with in accordance with the following “guiding principles”:

- (a) That it be accepted that the Ruakura Campus Clubs is established primarily for the benefit and convenience of its members.
- (b) That the admission of non-members should at all times be subordinated to the comfort, well-being and satisfaction of the Ruakura Campus Clubs members.
- (c) That at all times the provisions of The Club’s licences as laid down by the Licensing Control Commission are to be maintained and upheld.
- (d) ANYTHING not provided for in these Rules shall be determined by the Committee of the Ruakura Campus Clubs whose decision shall be final.

Members Certificate

We hereby certify that the forgoing Rules have been approved, passed and confirmed at an Annual General Meeting of the Ruakura Campus Clubs (Incorporated).

President:

Vice-President:

Secretary:

Member:

Member:

Bylaws for the Operation of the Licensed Premises

- 1) The following guiding principles for the control of the Ruakura Campus Clubs licensed premises shall be recognised:
 - a) That it be accepted that the licensed premises known as The Club is primarily for the benefit and convenience of the members of the Ruakura Campus Clubs.
 - b) That the admission of non-members should at all times be subordinate to the comfort, wellbeing and satisfaction of the members of the Ruakura Campus Clubs.
 - c) That 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 revenues of The Club.
 - d) That at all times the provisions of the licence as laid down by the Licensing Control Commission are to be maintained and upheld.
- 2) No liquor shall be supplied to any under age person, nor to any prohibited person (within the meaning of the Sale of Liquor Act 1989 and any subsequent amendments or any act(s) passed in substitution.
- 3) Liquor shall be sold or supplied for consumption on the licensed premises only.
- 4) Liquor shall be supplied only to members of the Ruakura Campus Clubs and such visitors as may be permitted under these Bylaws.
- 5) The Committee may admit visitors who are not members of affiliated clubs.
- 6) Members shall be entitled to rights and privileges as follows:
 - a) Entry to The Club premises during such hours as may be defined by the Committee.
 - b) The privilege of admission to any Club with which this Club has reciprocal visiting rights upon production of an official reciprocity card.
 - c) The right to invite non-members into The Club in accordance with the visitors rules.
- 7) Non-members may be admitted into The Club only pursuant to this rule:
 - a) Definition of Visitors:
 - i) Affiliated visitor: any financial member of a club affiliated to the New Zealand Chartered Clubs (Inc) with which reciprocal visiting rights have been agreed.
 - ii) Staff visitor: any person employed by any of the organisations whose employees are members of the Ruakura Campus Clubs.
 - iii) Visitor: any person, other than an affiliated visitor or a staff visitor.
 - b) When admission of visitors is permitted:
 - i) An affiliated visitor (qualified as in 7 (a) (i)) may be permitted to enter the licensed premises at any time subject to producing on request proof of financial of a club affiliated to the New Zealand Chartered Clubs (Inc) with which the Ruakura Campus Clubs has reciprocal visiting rights.
 - ii) A staff visitor may be invited no more than once in any calendar month and on no more than six (6) occasions in any year.

- iii) A visitor may be invited at any time, but subject to any individual person not becoming a regular or frequent visitor.
- c) Conditions of admission of visitors.
- i) Both visitors and staff visitors shall be accompanied by at least one member who shall sign the visitors' book on each occasion they introduce a visitor and members shall have theft visitors sign the book also with their full name and address.
 - ii) Affiliated visitors shall also sign the visitors' book with theft full name and address and the name of theft club. They need not necessarily be accompanied by a member.
 - iii) No visitor (other than an affiliated visitor) shall be supplied with liquor on the licensed premises unless the visitor is present on the invitation of a member and the liquor is supplied for consumption on the premises.
 - iv) Any member inviting visitors is responsible to see they are attired in accordance with the rules of The Club and for their orderly conduct.
 - v) No person under the age of eighteen (18) years or such other age as may be authorised by the Sale of Liquor Act, 1989 and any subsequent amendments or any act(s) passed in substitution, shall be invited on to the licensed premises during licensing hours.
 - vi) The Committee shall be empowered to withdraw the privilege of any member to invite visitors should the Committee consider the member is abusing this privilege.
 - vii) The Committee shall be empowered to refuse admission to any visitor whose behaviour on any previous occasion has been unsatisfactory.
- 8) Members shall produce their current membership card on demand to any member of the Committee or duly appointed agent of the Committee. Any person unable to do so or otherwise provide satisfactory evidence of membership, and who are not present as invited guests shall be asked to leave the premises.
- 9) All members shall dress in accordance with the standards set by the Committee from time to time and shall conduct themselves in an orderly and responsible manner.
- 10) Neither gaming nor gambling shall be permitted on the premises except in accordance with any permit issued by the Ministry of Internal Affairs.
- 11) No raffle shall be allowed in The Club's premises, or goods exhibited for that purpose except with the authority of the Committee or a duly authorised agent of the Committee.
- 12) Any member removing any article or articles which are the property of The Club from the premises without the consent of the Committee or any duly authorised agent of the Committee or wilfully breaking, tearing or injuring any property of The Club and refusing to replace or make good the same, shall render themselves liable to suspension.
- 13) Drunkenness, swearing, obscene language, and other disorderly conduct shall not be permitted on The Club premises, and any member persisting in offending, after being cautioned by any member of the Committee of the Ruakura Campus Clubs or theft agents, may be suspended.
- 14) Suspension by a member or officer of the Ruakura Campus Clubs Committee shall mean total exclusion from the licensed premises from the time of the committal of the offence until such time as the matter has been dealt with by the Committee which may either cancel the suspension or confirm it for a determined period of time. The member shall in all cases be given the right to appear before the Committee.

- 15) If, in the opinion of the Committee, a fine would be a more appropriate measure of discipline, the Executive Committee may levy such as an alternative.
- 16) Any member subjected to disciplinary action by the Committee shall have right of appeal to a General Meeting of the Ruakura Campus Clubs.
- 17) Any disciplinary action taken will be posted on The Club notice board.
- 18) No petition except for the purpose of convening a Special General Meeting of the Ruakura Campus Clubs shall be allowed to circulate or signatures sought on the premises.
- 19) No business cards or notices shall be posted or hung in the premises nor shall any member give the address of the premises in an advertisement or conduct any business in the premises or use the premises address for business purposes without the written permission of the Committee.
- 20) With the approval of the Committee social functions, reunions, and meetings of members may be held in The Club premises on the condition that:
 - a) The principles outlined in the Bylaws are given due regard.
 - b) That the provisions of the Sale of Liquor Act 1989 and any subsequent amendments or any act(s) passed in substitution are complied with.
- 21) No member shall give any gratuity to any employee of The Club.
- 22) Except for services rendered or goods supplied at the request of the Committee, no member shall receive any profit or emolument from the funds or transactions of the Staff Club.
- 23) Nothing in the Bylaws shall be deemed to limit the power of the Management Committee in making or altering such Bylaws for the conduct of the Ruakura Campus Clubs premises provided when necessary approval is sought from the Licensing Control Commission.

End of Bylaws