

# **Constitution**

(also known as Rules) of the

## **Invercargill Contract Bridge Club**

### **Incorporated**

Adopted at the Annual General Meeting held on: 5 November 2025

Registered on:

Effective from: the date of registration

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## Introductory Rules

### 1. Name

The name of the Society is Invercargill Contract Bridge Club Incorporated' (in these **Rules** referred to as the '**Club**').

### 2. Charitable status

The **Club** is registered as a charitable entity under the Charities Act 2005.

### 3. Definitions

- 3.1 In these **Rules**, words have the meaning set down in the **Act**. If a term is not defined in the **Act**, then that term has the meaning given to it in the Incorporated Societies Act 2022. In all other instances, unless the context requires otherwise, the following words and phrases have the following meanings:
- 3.2 '**Act**' means the Incorporated Societies Act 2022 or any Act which replaces it (including amendments to it from time to time), and any regulations made under the **Act** or under any Act which replaces it.
- 3.3 '**Annual General Meeting**' means a meeting of the **Members** of the **Club** held once per year which, among other things, will receive and consider reports on the **Club's** activities and finances.
- 3.4 '**Club**' means and includes the meaning of the word 'Society'.
- 3.5 '**Match Committee**' means the **Sub-committee** responsible for the playing activities of the Club.
- 3.6 '**Club Secretary**' means the **Committee Member** responsible for, among other things, collating reports for **Committee Meetings**, keeping the Register of Interests, and recording the minutes of **General Meetings** and **Committee** meetings.
- 3.7 '**Committee**' means the **Club's** governing body.
- 3.8 '**Committee Member**' means a **Member** of the **Committee**, including the **President**, **Vice President**, **Secretary** and **Treasurer**.
- 3.9 '**Treasurer**' means the **Committee Member** responsible for overseeing the finances of the **Club**, and for arranging and overseeing and reporting on the collection of the Annual Subscriptions and Home Levy.
- 3.10 '**General Meeting**' means either an **Annual General Meeting** or a **Special General Meeting** of the **Club**.
- 3.11 '**Interested Member**' means a **Member** who is interested in a matter for any of the reasons set out in section 62 of the Incorporated Societies Act 2022.

3.12 ‘**Interests Register**’ means the register of interests of Officers, including **Committee Members**, kept under these **Rules**.

3.13 ‘**Matter**’ means the **Club’s** performance of its activities or exercise of its powers; or an arrangement, agreement, or contract (a transaction) made or entered into, or proposed to be entered into, by the **Club**.

3.14 ‘**Member**’ means a person properly admitted to the **Club** who has not ceased to be a member of the **Club**.

3.15 **Club Administrator** means the **Member** responsible for maintaining the **Register of Members** including advising the **Committee** and NZB Secretary of all changes; liaising with prospective members and collecting all details necessary to comply with the **Register of Members**. The **Club Administrator** will also act as the **Privacy Officer** for the **Club**.

3.16 ‘**Notice**’ to **Members** includes any notice given by post, courier or email; and the failure for any reason of any **Member** to receive such Notice or information shall not invalidate any meeting or its proceedings or any election.

3.17 ‘**President**’ means the **Committee Member** responsible for overseeing the governance and operations of the **Club** and chairing **General Meetings**.

3.18 ‘**Register of Members**’ means the **Register of Members** kept under these **Rules**.

3.19 ‘**Rules**’ means the rules in this document.

3.20 ‘**Special General Meeting**’ means a meeting of the **Members**, other than an **Annual General Meeting**, called for a specific purpose or purposes.

3.21 ‘**Vice President**’ means the **Committee Member** elected or appointed to deputise in the absence of the **President**.

3.22 ‘**Working Days**’ has the meaning defined in the Legislation Act 2019. Examples of days that are not **Working Days** include, but are not limited to, the following — a Saturday, a Sunday, Christmas Day, Boxing Day, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereign’s birthday, Te Rā Aro ki a Matariki/Matariki Observance Day, and Labour Day.

#### 4. Purposes

4.1 The **Club** is established and maintained exclusively for charitable purposes (including any purposes ancillary to those charitable purposes), to advance education and benefit the community by:

(a) organising, providing facilities for, and encouraging the playing of the game of amateur contract bridge both competitively and socially;

(b) conducting games, matches, competitions, tournaments, and social gatherings relating to contract bridge and any other activities of a similar nature;

- (c) affiliating with and adopting the laws for the playing of contract bridge provided by any national or international organisation that is approved by the Committee;
- (d) providing tuition in contract bridge and any other activities of a similar nature.

4.2 Any income, benefit, or advantage must be used to advance the charitable purposes of the **Club**.

4.3 No **Interested Member** is allowed to take part in, or influence any decision made by the **Club** in respect of payments to, or on behalf of, the **Interested Member** of any income, benefit, or advantage.

4.4 Any payments made to an **Interested Member** must be for goods and services that advance the charitable purpose and must be reasonable and comparable to payments that would be made between unrelated parties.

## 5. Registered office

The **Registered Office** of the **Club** shall be at 50 Elles Road, Invercargill and changes to the **Registered Office** shall immediately be notified to the Registrar of Incorporated Societies in a form and as required by the **Act**.

## 6. Powers

The **Club** has the powers contained in any legislation including the Incorporated Societies Act 2022 (particularly s18 of that Act).

# Members

## 7. Minimum Number of Members

The **Club** shall maintain the minimum number of **Members** required by the **Act**.

## 8. Types of Members

8.1 The classes of membership and the method by which **Members** are admitted to different classes of membership are as follows:

- a. **Member:** A **Member** is an individual admitted to membership under these **Rules** and who has not ceased to be a **Member**;
- b. **Life Member:**
  - (i) **Life Membership** shall be conferred only for outstanding service rendered to the Club as a full member.
  - (ii) Every proposal for **Life Membership** shall first be considered by the Committee, and if approved by it, be submitted to ballot at a General Meeting.
  - (iii) A two-thirds majority of those **Members** present and voting shall be necessary to effect such election.

(iv) A **Life Member** shall have all the rights and privileges of a **Member** and shall be subject to all the same duties as a **Member**, and shall not be liable for payment of any annual subscription.

## 9. Becoming a Member: Consent

Every applicant for membership must consent in writing to becoming a **Member**.

## 10. Becoming a Member: Process

10.1 An applicant for membership must complete and sign any application form, supply any information, or attend an interview, as may be reasonably required by the **Committee** regarding an application for membership.

10.2 The **Committee** may accept or decline an application for membership. The **Committee** must advise the applicant of its decision (but is not required to provide reasons for that decision).

10.3 If the applicant is granted membership, the **Club** will make available the material referred to in the Section headed 'By-laws' in the manner provided in that Section.

## 11. Obligations and Rights

11.1 Every **Member** shall provide the **Club** with that **Member's** name and contact details (including postal address, telephone number(s), and any email address) and promptly advise the **Club** of any changes to those details.

11.2 Membership does not confer on any **Member** any right, title, or interest (legal or equitable) in the property of the **Club**.

## 12. Other Obligations and Rights

12.1 All **Members** (including **Committee Members**) shall promote the interests and purposes of the **Club** and shall do nothing to bring the **Club** into disrepute.

12.2 A **Member** is only entitled to exercise the rights of membership (including attending and voting at **General Meetings**, accessing or using the **Club's** premises, facilities, equipment and other property) if all subscriptions and any other fees have been paid to the **Club** by their respective due dates, but no **Member** or other **Member** is liable for an obligation of the **Club** by reason only of being a **Member**.

12.3 The **Committee** may decide what access or use **Members** may have of or to any premises, facilities, equipment or other property owned, occupied or otherwise used by the **Club**, including any conditions of and fees for such access or use.

## 13. Subscriptions and Fees

13.1 The annual subscription and any other fees for membership shall be set by resolution of a **General Meeting**.

13.2 The annual subscription so fixed may be adjusted at the discretion of the **Committee** for a **Member** or for a group of **Members**. Such discretion shall be exercised in a principled manner bearing in mind that the rights and privileges gained by membership should be restricted to **Members**.

13.3 From time to time the **Committee** may set guidelines for such adjustments but that shall not fetter the **Committee's** discretion set out in this clause.

13.4 Any **Member** failing to pay the annual subscription as fixed by this paragraph or as adjusted by the **Committee**, or any other fees owed by the **Member** to the **Club** within two calendar months of the date the same was due for payment shall be considered unfinancial. Such **Member** shall (without being released from the obligation of payment) have no membership rights and shall not be entitled to participate in any **Club** activity or to access or use the **Club's** premises, facilities, equipment and other property until all overdue payments are paid. If such arrears are not paid within four calendar months of the due date for payment the **Committee** may terminate the **Member's** membership without being required to give prior notice to that **Member**.

## 14. Ceasing to Be a Member

### 14.1 A **Member** ceases to be a **Member**:

- (a) on death; or
- (b) by the **Member** notifying the **Committee** of their resignation (or the Committee being satisfied that the **Member** has resigned) from that **Member's** class of membership; or
- (c) on termination of a **Member's** membership under these **Rules**;
- (d) with effect from (as applicable):
  - i. the date of death of the **Member**; or
  - ii. the date of the resignation (or any subsequent date stated in the notice of resignation (provided that the subsequent date may be amended by the **Committee** to such date as it sees fit)); or
  - iii. the date of termination of membership under these **Rules**; or
  - iv. the date specified in a resolution of the **Committee**.

## 15. Obligations on Resignation

### 15.1 A **Member** who resigns or whose membership is terminated under these **Rules**:

- (a) remains liable to pay all subscriptions due and other fees due to the **Club**;
- (b) shall cease to hold himself or herself out as a **Member** of the **Club**; and
- (c) shall return to the **Club** all material provided to **Members** by the **Club** (including any keys, security devices, membership certificate, badges, handbooks, books and manuals);
- (d) shall cease to be entitled to any of the rights of a **Club Member**.

## 16. Becoming a Member Again

- 16.1 Any former **Member** may apply for re-admission in the manner prescribed for new applicants and may be re-admitted only by resolution of the **Committee**.
- 16.2 However, if a former **Member's** membership was terminated following a dispute resolution process, the applicant may be re-admitted only by a **General Meeting** on the recommendation of the **Committee**.

## Visitors

## 17. Visitors

- 17.1 The **Club** welcomes visitors to play alongside, and with, **Members** at **Club** and tournament sessions.
- 17.2 The **Committee** may, from time to time, set guidelines for the playing rights of visitors as it sees fit and any Visitor agrees by playing at the **Club**, to abide by any guidelines of which they have reasonable notice.

## General Meetings

## 18 Annual General Meetings

- 18.1 An **Annual General Meeting** shall be held once a year on a date and at a location determined by the **Committee** and consistent with any requirements in the **Act**, and the **Rules** relating to the procedure to be followed at **General Meetings** shall apply. Usually, the **Annual General Meeting** will be held in November each year at the **Club's** premises.

## 19. Annual General Meetings: Business

- 19.1 The business of an **Annual General Meeting** shall be to:
  - (a) confirm the minutes of previous **Club** meeting or meetings;
  - (b) adopt the annual report on **Club** business;
  - (c) adopt the **Treasurer's** report on the finances of the **Club**, and the annual financial statements;
  - (d) set any subscriptions for the current financial year;
  - (e) elect the Officers and **Members** of the **Committee** (see the **Rule** entitled "Election or Appointment" in "Section The **Committee**");
  - (f) consider any motions;
  - (g) consider any general business.

- 19.2 The **Committee** must, at each **Annual General Meeting**, present the following information:
  - (a) an annual report on the affairs of the **Club** during the most recently completed accounting period;
  - (b) the annual financial statements for that period; and

- (c) notice of any disclosures of conflicts of interest made by **Committee Members** during that period (including a brief summary of the matters, or types of matters, to which those disclosures relate).

## 20. Special General Meetings

- 20.1 **Special General Meetings** may be called at any time by the **Committee** by resolution. The **Committee** must call a **Special General Meeting** if the **Club Secretary** receives a written request signed by at least 10 per cent of **Members**. Any resolution or written request must state the business that the **Special General Meeting** is to deal with.
- 20.2 The **Rules** relating to the procedure to be followed at **General Meetings** shall apply to a **Special General Meeting**, and a **Special General Meeting** shall only consider and deal with the business specified in the **Committee's** resolution or the written request by **Members** for the Meeting.

## 21. Procedure

- 21.1 The **Committee** shall give all **Members** at least ten **Working Days'** Notice of any **General Meeting** and of the business to be conducted at that **General Meeting**.
- 21.2 The **General Meeting** and its business will not be invalidated simply because one or more **Members** do not receive the **Notice** of the **General Meeting**.
- 21.3 All financial **Members** may attend, speak and vote at **General Meetings** either in person or by proxy in favour of some individual entitled to be present at the meeting and received by, or handed to, the **Club Secretary** before the commencement of the **General Meeting**. Such proxy shall be authenticated to the satisfaction of the **Club Secretary** by the receipt of a signed original written proxy or by email from a **Member** or by electronic means that the **Club Secretary** reasonably believes to be directly from that **Member** or by such other method determined by the **Club Secretary**. No other proxy voting shall be permitted.
- 21.4 No **General Meeting** may be held unless at least 12.5% of **Members** attend. This will constitute a quorum.
- 21.5 If, within half an hour after the time appointed for a meeting a quorum is not present, the meeting – if convened upon request of **Members** – shall be dissolved; in any other case it shall stand adjourned to a day, time and place determined by the **President** of the **Club**, and if at such adjourned meeting a quorum is not present those present in person or by proxy shall be deemed to constitute a sufficient quorum. Any decisions made when a quorum is not present are not valid.
- 21.6 **General Meetings** may be held at one or more venues using any real-time audio, audio and visual, or electronic communication that gives each member a reasonable opportunity to participate.
- 21.7 All **General Meetings** shall be chaired by the **President**. If the **President** is absent, the **Vice President** shall chair that meeting, and if both are either absent or unwilling, then the

meeting shall elect a chair. Any person chairing a **General Meeting** has a deliberative and, in the event of a tied vote, a casting vote.

21.8 Any person chairing a **General Meeting** may:

- a) with the consent of that **General Meeting** adjourn the **General Meeting** from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (b) direct that any person:
  - (i) not entitled to be present at the Meeting,
  - (ii) obstructing the business of the Meeting,
  - (iii) behaving in a disorderly manner, being abusive, or
  - (iv) failing to abide by the directions of the chairperson

be removed from the Meeting.

- (d) in the absence of a quorum or in the case of emergency, adjourn the Meeting or declare it closed.

- 22 The **Committee** may put forward motions for the **Club** to vote on ('Committee Motions'), which shall be notified to Members with the notice of the General Meeting.
- 23 Any **Member** may request that a motion be voted on ('**Member's Motion**') at a **General Meeting**, by giving notice to the Club Secretary at least 15 Working Days before that meeting. The **Member** will also provide information in support of the motion ('**Member's Information**').

## 24. Minutes

- 24.1 Minutes must be kept by the **Club Secretary** of all **General Meetings**.

## Committee

### 25. Composition

- 25.1 The **Committee** will consist of up to 13 **Committee Members** who are:

- (a) **members**; and
- (b) natural persons; and
- (c) not disqualified by these Rules or the Act.

- 25.2 The **Committee** will include:

- (a) an elected **President**;
- (b) not more than two elected **Vice Presidents**;

- (c) not fewer than five nor more than ten other **Committee Members** one of whom shall be appointed **Secretary**, and another as the **Treasurer** by the incoming **Committee**.
- (d) an **Immediate Past President** of the club, who shall hold office for one year only, immediately following his or her term as President.
- (e) one **Member of the Committee** will be appointed annually to be responsible to ensure **The Register of Members** is maintained compliant with the **Act**.

## 26. Qualifications

26.1 Prior to election or appointment, every **Committee Member** must consent in writing to be a **Committee Member** and certify in writing that they are not disqualified from being appointed or holding office as a **Committee Member** by these **Rules** or the **Act**.

26.2 The following persons are disqualified from being appointed or holding office as a **Committee Member**:

- (a) a person who is under 16 years of age;
- (b) a person who is an undischarged bankrupt;
- (c) a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993;
- (d) a person who is disqualified from being a member of the Committee of a charitable entity under section 31(4)(b) of the Charities Act 2005;
- (e) a person who has been convicted of any of the following, and has been sentenced for the offence, within the last 7 years:
  - (i) an offence under subpart 6 of Part 4 of the Incorporated Societies Act 2022;
  - (ii) a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961);
  - (iii) an offence under section 143B of the Tax Administration Act 1994;
  - (iv) an offence, in a country other than New Zealand, that is substantially similar to an offence specified in subparagraphs (i) to (iii);
  - (v) a money laundering offence or an offence relating to the financing of terrorism, whether in New Zealand or elsewhere.
- (f) a person subject to:
  - (i) an order under section 108 of the Credit Contracts and Consumer Finance Act 2003; or
  - (ii) a forfeiture order under the Criminal Proceeds (Recovery) Act 2009; or
- (g) a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act.
- (h) a person who is otherwise disqualified from being a member of the Committee of a charitable entity under section 16 of the Charities Act 2005.

## 27. Election or Appointment

27.1 The election of **Committee Members** shall be conducted as follows:

- (a) **Committee Members** shall be elected during **Annual General Meetings**.
- (b) If there is a vacancy in the position of any **Committee Member** between **Annual General Meetings**, that vacancy may be filled by resolution of the Committee (and any such appointee must, before appointment, supply a signed consent to appointment and a certificate that the nominee is not disqualified from being appointed or holding office as a **Committee Member** by these **Rules** or the **Act**).
- (c) a candidate's written nomination, accompanied by the written consent of the nominee (who must be a financial **Member**) with a certificate that the nominee is not disqualified from being appointed or holding office as a **Committee Member** by these **Rules** or the **Act**, shall be received by the **Club Secretary** at least 10 **Working Days** before the date of the **Annual General Meeting**.
- (d) If there are insufficient valid nominations received, further nominations may be received from the floor at the **Annual General Meeting**.
- (e) votes shall be cast in such a manner as the person chairing the Meeting determines. In the event of any vote being tied, the tie shall be resolved by the incoming **Committee** (excluding those in respect of whom the votes are tied).
- (f) two **Members** (who are not nominees) or non-Members appointed by the **President** shall act as scrutineers for the counting of the votes and destruction of any voting papers.
- (g) the failure for any reason of any financial **Member** to receive such Notice shall not invalidate the election.

## 28. Term

- 28.1 The term of office for all **Committee Members and office holders** (with the exception of that of the President) shall be one year, expiring at the end of the **Annual General Meeting**.
- 28.2 The term of office for the office of President shall be two years expiring at the end of the **Annual General Meeting** in the last year of each **Committee Member's** current term of office.
- 28.3 Any **officer or committee member** may offer themselves for re-election.

## 29. Removal

- 29.1 Where a complaint is made about the actions or inaction of a **Committee Member** (and not in the **Committee Member's** capacity as a **Member** of the **Club**) the following steps shall be taken:
  - (a) the **Committee Member** who is the subject of the complaint, must be advised of all details of the complaint;
  - (b) the **Committee Member** who is the subject of the complaint, must be given adequate time to prepare a response;
  - (c) the complainant and the **Committee Member** who is the subject of the complaint, must be given an adequate opportunity to be heard, either in writing or at an oral hearing by the **Committee** (excluding the **Committee Member** who is the subject of the complaint) if it considers that an oral hearing is required;
  - (d) any oral hearing shall be held by the **Committee** (excluding the **Committee Member** who is the subject of the complaint), and/or any oral or written statement or

submissions shall be considered by the **Committee** (excluding the **Committee Member** who is the subject of the complaint).

29.2 If the complaint is upheld the **Committee Member** may be removed from the **Committee** by a resolution of the **Committee** or of a **General Meeting**, in either case passed by a simple majority of those present and voting.

## 30. Cessation of Committee Membership

30.1 A **Committee Member** shall be deemed to have ceased to be a **Committee Member** if that person ceases to be a **Member**.

30.2 Each **Committee Member** shall within five **Working Days** of submitting a resignation or ceasing to hold office, deliver to the **Club Secretary** all security devices, keys, books, papers and other property of the **Club** held by such former **Committee Member**.

## 31. Functions

31.1 From the end of each **Annual General Meeting** until the end of the next, the **Club** shall be governed by the **Committee**, which shall be accountable to the **Members** for the advancement of the **Club's** purposes and the implementation of resolutions approved by any **General Meeting**.

## 32. Committee Members' Duties

32.1 At all times each **Committee Member**:

- (a) shall act in good faith and in what he or she believes to be the best interests of the **Club**; b must exercise all powers for a proper purpose; c must not act, or agree to the **Club** acting, in a manner that contravenes the **Act** or these **Rules**;
- (b) when exercising powers or performing duties as a **Committee Member**, must exercise the care and diligence that a reasonable person with the same responsibilities would exercise in the same circumstances taking into account, but without limitation, the nature of the **Club**, the nature of the decision, the position of the **Committee Member** and the nature of the responsibilities undertaken by him or her;
- (c) must not agree to the activities of the **Club** being carried on in a manner likely to create a substantial risk of serious loss to the **Club** or to the **Club's** creditors, or cause or allow the activities of the **Club** to be carried on in a manner likely to create a substantial risk of serious loss to the **Club** or to the **Club's** creditors; and
- (d) must not agree to the **Club** incurring an obligation unless he or she believes at that time on reasonable grounds that the **Club** will be able to perform the obligation when it is required to do so.

## 33. Powers

33.1 Subject to these **Rules** and any resolution of any **General Meeting** the **Committee** may:

- (a) exercise all the **Club's** powers, other than those required by the **Act** or by these **Rules** to be exercised by the **Club** in **General Meeting**; and

- (b) enter into contracts on behalf of the **Club** or delegate such power to a **Committee Member**, sub-committee, employee, or other person.

## 34. Sub-Committees

- 34.1 The **Committee** may appoint sub-committees consisting of such persons (whether or not **Members** of the **Club**) and for such purposes as it thinks fit. Unless otherwise resolved by the **Committee**:
  - (a) the quorum of every sub-committee is half the members of the sub-committee but not less than two;
  - (b) no sub-committee shall have power to co-opt additional members, this being the responsibility of the **Committee**;
  - (c) a sub-committee must not commit the **Club** to any financial expenditure without express authority; and d a sub-committee must not further delegate any of its powers.

## 35. General Issues

- 35.1 The **Committee** and any sub-committee may act by resolution approved in the course of a conference call using audio and/or audio-visual technology or through a written ballot conducted by email, electronic voting system, or post, and any such resolution shall be recorded in the minutes of the next **Committee** meeting.
- 35.2 Other than as prescribed by the **Act** or these **Rules**, the **Committee** or any sub-committee may regulate its proceedings as it thinks fit.
- 35.3 Subject to the **Act**, these **Rules** and the resolutions of **General Meetings**, the decisions of the **Committee** on the interpretation of these **Rules** and all matters dealt with by it in accordance with these **Rules** and on matters not provided for in these **Rules** shall be final and binding on all **Members**.

## 36. Conflicts of Interest

- 36.1 An **Officer** or a member of the **Committee** and/or member of a sub-committee who is an **Interested Member** in respect of any matter being considered by the **Club**, must disclose details of the nature and extent of the interest (including any monetary value of the interest if it can be quantified):
  - (a) to the **Committee** and or sub-committee; and
  - (b) in an **Interests Register** kept by the **Committee**.
- 36.2 Disclosure must be made as soon as practicable after the member of the **Committee** and/or subcommittee becomes aware that they are interested in the matter.
- 36.3 A member of the **Committee** and/or sub-committee who is an **Interested Member** regarding a matter:
  - (a) must not vote or take part in the decision of the **Committee** and/or sub-committee relating to the matter; and

- (b) must not sign any document relating to the entry into a transaction or the initiation of the matter; but
- (c) may take part in any discussion of the **Committee** and/or sub-committee relating to the matter and be present at the time of the decision of the **Committee** and/or sub-committee (unless the **Committee** and/or sub-committee decides otherwise).

36.4 However, a member of the **Committee** and/or sub-committee who is prevented from voting on a matter may still be counted for the purpose of determining whether there is a quorum at any meeting at which the matter is considered.

36.5 Where 50 per cent or more of **Committee Members** are prevented from voting on a matter because they are interested in that matter, a **Special General Meeting** must be called to consider and determine the matter, unless all non-interested members agree otherwise.

36.6 Where 50 per cent or more of the members of a sub-committee are prevented from voting on a matter because they are interested in that matter, the **Committee** shall consider and determine the matter.

## Committee Meetings

### 37. Frequency

37.1 The **Committee** shall ordinarily meet monthly (but need only meet once in the December-January period) at such times and places and in such manner (including by audio, audio and visual, or electronic communication) as it may determine and otherwise where and as convened by the **President** or **Club Secretary**.

### 38. Procedure

38.1 The quorum for **Committee** meetings is at least half the number of **Committee Members**.

## Records

### 39. Register of Members

39.1 The **Club** shall keep an up-to-date **Register of Members**, recording for each **Member** their name, contact details, the date they became a **Member**, and any other information required by these **Rules** or prescribed by Regulations under the **Act**.

### 40. Contents of Register of Members

40.1 The information contained in the **Register of Members** shall include each **Member's**:

- (a) postal address;
- (b) phone number (landline and/or mobile);
- (c) email address (if any);
- (d) the date the **Member** became a **Member**;
- (e) whether the **Member** is financial or unfinancial.

40.2 Every **Member** shall promptly advise the **Club** of any change of their contact details.

#### 41. Access to Register of Members

With reasonable notice and at reasonable times, the **Club** shall make the **Register of Members** available for inspection by **Members** and **Committee Members**. However, no access will be given to information on the **Register of Members** to **Members** or any other person, other than as required by law, or as authorised by a **Member** in writing.

#### 42. Interests Register

The **Club** shall maintain an up-to-date register of the interests disclosed by Officers.

#### 43. Access to Other Information

43.1 A **Member** may at any time make a written request to the **Club** for information held by the **Club**.

43.2 The request must specify the information sought in sufficient detail to enable the information to be identified.

43.3 The **Club** must, within a reasonable time after receiving a request:

- (a) provide the information; or
- (b) agree to provide the information within a specified period; or
- (c) agree to provide the information within a specified period if the **Member** pays a reasonable charge to the **Club** (which must be specified and explained) to meet the cost of providing the information; or
- (d) refuse to provide the information, specifying the reasons for the refusal.

43.4 Without limiting the reasons for which the **Club** may refuse to provide the information, the **Club** may refuse to provide the information if:

- (a) withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons; or
- (b) the disclosure of the information would, or would be likely to, prejudice the commercial position of the **Club** or of any of its **Members** or
- (c) the disclosure of the information would, or would be likely to, prejudice the financial or commercial position of any other person, whether or not that person supplied the information to the **Club**; or
- (d) withholding the information is necessary to maintain legal professional privilege; or
- (e) the disclosure of the information would, or would be likely to, breach an enactment; or
- (f) the burden to the **Club** in responding to the request is substantially disproportionate to any benefit that the member (or any other person) will or may receive from the disclosure of the information; or
- (g) the request for the information is frivolous or vexatious.

43.5 If the **Club** requires the **Member** to pay a charge for the information, the **Member** may withdraw the request, and must be treated as having done so unless, within 10 **Working Days** after receiving notification of the charge, the **Member** informs the **Club**:

- (a) that the **Member** will pay the charge; or
- (b) that the **Member** considers the charge to be unreasonable.

43.6 Nothing in this **Rule** limits Information Privacy Principle 6 of the Privacy Act 2020.

## Finances

### 44. Control and Management

The funds and property of the **Club** shall be:

- (a) controlled, invested and disposed of by the **Committee**, subject to these **Rules**; and
- (b) devoted solely to the promotion of the objects and purposes of the **Club**.

### 45. Balance date

45.1 The **Club's** financial year shall commence on 1 September of each year and end on 31 August (the latter date being the **Club's** balance date).

### 46. Audit or review of financial statements

The **Club's** financial statements must be either audited or reviewed. The **Committee** shall appoint an appropriately qualified person or organisation to undertake any audit or review.

## Dispute Resolution

### 47. Raising Disputes

47.1 Any grievance by a **Member**, and any complaint by anyone, is to be lodged by the complainant with the **Club Secretary** in writing and must provide such details as are necessary to identify the details of the grievance or complaint. All **Members** (including the **Committee**) are obliged to cooperate to resolve disputes efficiently, fairly, and with minimum disruption to the **Club's** activities.

47.2 The complainant raising a grievance or complaint, and the **Committee**, must consider and discuss whether a grievance or complaint may best be resolved through informal discussions, mediation or arbitration. Where mediation or arbitration is agreed on, the parties will sign a suitable mediation or arbitration agreement.

47.3 The resolution of all disputes must be conducted in a manner that is consistent with natural justice.

## 48. Investigating Disputes

48.1 This rule concerns any grievances of **members** relating to their rights and interests as **Members**, and any complaints concerning the alleged conduct or discipline of **members**, collectively referred to as "disputes."

48.2 These disputes procedures are designed to enable and facilitate the fair, prompt and efficient resolution of grievances and complaints.

48.3 Rather than investigate and deal with any grievance or complaint, the **Committee** may:

- (a) appoint a **Member** or a sub-committee to deal with the same; or
- (b) refer the same to an external arbitrator, arbitral tribunal, or external visitor (or referee), so long as minimum standards of natural justice and the following requirements under this rule are satisfied.

48.4 The **Committee** or any such sub-committee or person considering any grievance or complaint is referred to hereafter as the "decision-maker".

48.5 The decision-maker:

- (a) shall consider whether to investigate and deal with the grievance or complaint; and
- (b) may decline to do so (for instance, if the decision-maker is satisfied that the complainant has insufficient interest in the matter or otherwise lacks standing to raise it; the matter is trivial or does not appear to disclose material misconduct or material; the matter raised appears to be without foundation or there is no apparent evidence to support it; some damage to **Members'** interests may arise; or the conduct, incident, event or issue has already been investigated and dealt with by the **Club**).

48.6 Where the decision-maker decides to investigate and deal with a grievance, the following steps shall be taken:

- (a) the complainant and the **Member**, which is the subject of the grievance, must be advised of all details of the grievance;
- (b) the **Member**, or the **Club** which is the subject of the grievance, must be given an adequate time to prepare a response;
- (c) the complainant and the **Member**, or the **Club** which is the subject of the grievance, must be given an adequate opportunity to be heard, either in writing or at an oral hearing if the decision-maker considers that an oral hearing is required;
- (d) any oral hearing shall be held by the decision-maker, and/or any written statement or submissions shall be considered by the decision-maker.

48.6A **Member** may not make a decision on or participate as a decision-maker in regard to a grievance or complaint, if two or more **Committee Members**, or the decision-maker, consider that there are reasonable grounds to infer that the person may not approach the grievance or complaint impartially, or without a predetermined view. Such a decision must take into account the context of the **Club** and the particular case, and may include consideration of facts known by the other **Members** about the

decision-maker, so long as the decision is reasonably based on evidence that proves or disproves an inference that the decision-maker might not act impartially.

## 49. Resolving disputes

The decision-maker may:

- (a) dismiss a grievance or complaint; or
- (b) uphold a grievance and make such directions as the decision-maker thinks appropriate (with which the **Club** and **Members** shall comply); or
- (c) uphold a complaint and:
  - (i) reprimand or admonish the **Member**; and/or
  - (ii) suspend the **Member** from membership for a specified period, or terminate the **Member's** membership; and/or
  - (iii) order the complainant (if a **Member**) or the **Member** complained against, to meet any of the **Club's** reasonable costs in dealing with a complaint.

## Winding Up

### 50. Process

The **Club** may be wound up, or liquidated, or removed from the Register of Incorporated Societies in accordance with the provisions of the **Act**.

#### 50.1 The **Club Secretary** shall give **Notice** to all **Members** of:

- (a) the proposed motion to wind up the **Club** or remove it from the Register of Incorporated Societies; and
- (b) the **General Meeting** at which any such proposal is to be considered; and
- (c) the reasons for the proposal; and
- (d) any recommendations from the **Committee** in respect to such notice of motion.

#### 50.2 Any resolution to wind up the **Club** or remove it from the Register of Incorporated Societies must be passed by a two-thirds majority of all **Members** present and voting.

## 51. Surplus Assets

If the **Club** is wound up, or liquidated, or removed from the Register of Incorporated Societies, no distribution shall be made to any **Member**, and if any property remains after the settlement of the **Club's** debts and liabilities, that property must be used to further a charitable purpose or purposes as defined in section 5(1) of the Charities Act 2005.

## Alterations to the Rules

## 52. Amending These Rules

- 52.1 The **Club** may amend, add to or replace these **Rules** at a **General Meeting** by a resolution passed by a two-thirds majority of those **Members** present and voting.
- 52.2 When an amendment is approved by a **General Meeting** it shall be notified to the Registrar of Incorporated Societies in the form and manner specified in the **Act** for registration and shall take effect from the date of registration.
- 52.3 When an amendment is approved by a **General Meeting** it shall be provided to Charities Services within three months of the date of the amendment for registration by the Registrar of charitable entities.

## OTHER

### 53. Contact Person

- 53.1 The **Club** shall have one and may have no more than three contact person(s) whom the Registrar can contact when needed.
- 53.2 The **Club's** contact person must be:
  - (a) at least 18 years of age; and
  - (b) an Officer; and
  - (c) ordinarily resident in New Zealand; and
  - (d) not disqualified under the Act from holding that office.
  - (e) and shall be appointed by the **Committee**.
- 53.3 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 **Club** becoming aware of the change.

### 54. Bylaws

- 54.1 The **Committee** shall make and amend bylaws, and policies for the conduct and control of **Club** activities and codes of conduct applicable to **Members**. A copy of the policies of the **Club** and this **Constitution** ("the documents") shall be made available to each **Member** before the **Annual General Meeting** each year. The copy of the **Club** policies shall highlight changes in the policy.
- 54.2 This requirement is complied with if the **Club** has made reasonable effort to advise **Members** as to where they may access the documents.
- 54.3 No such bylaws, policies or codes of conduct applicable to Members shall be inconsistent with the **Act**, regulations made under the **Act**, or these **Rules**.