

RULES
OF THE
SOUTH WAIRARAPA
WORKINGMEN'S CLUB



Registered under the Friendly Societies' Act 1909

ESTABLISHED 4TH SEPTEMBER 1877

CHARTER ISSUED 14TH DECEMBER 1881

AMENDMENTS UPDATED 2006

RULES OF THE SOUTH WAIRARAPA WORKING MEN'S CLUB

1 – TITLE

This Club shall be entitled 'THE SOUTH WAIRARAPA WORKING MEN'S CLUB', hereinafter referred to as "The Club".

2 – REGISTERED OFFICE

The Registered Office of the Club shall be at the South Wairarapa Working Men's Club Rooms, Main Street, Greytown, or such other place as the Committee shall from time to time appoint.

3 – OBJECTS

The objects of the Club shall be to promote social intercourse, mutual helpfulness, mental and moral improvement and rational recreation and provide for those purposes such social amenities, entertainments and improvements as the Committee shall deem fit.

4 – CONSTITUTION

The Club shall consist of ordinary, life, and honorary members, both male and female. Ordinary and Life members shall be entitled to all the rights and privileges conferred by membership. Honorary members shall be entitled to all such right and privileges except the right to vote at any meeting or election, or to hold office.

5 – ADMISSION TO MEMBERS

- (a) Candidates for admission must be 18 years of age or such age as set down with the agreement of three-fourths of the voting members present at a special general meeting called for that purpose. Such candidate must reside within any one of the following areas defined as the date of adoption of these rules by "the districts of Masterton, Carterton and South Wairarapa" and the boroughs of Masterton, Wairarapa South and Featherston and Martinborough. Each candidate shall be nominated in writing on a form provided for that purpose by two members of the Club who shall have been members for at least (3) months. The candidate at the time of nomination must deposit with an office of the Club the nomination fee as prescribed in Rule 6a. The names of the persons nominated shall be posted on the notice board at least seven (7) clear days before membership can be conferred by the committee.
- (b) Each candidate shall attend a Committee Meeting and such candidate shall be elected by a two-thirds majority of the members of the Committee present at the meeting at which he or she shall present themselves. Each candidate shall be forthwith notified of the result by the Secretary and if any candidate be not accepted by the Committee then half of his or her deposit or entrance fee shall forthwith be returned to them.

- (c) If any candidate be not accepted by the Committee and a ballot for the election of that candidate as a member is demanded by requisition signed by not less than five (5) members delivered to the President within twenty-eight (28) days of the notification to the candidate of his or her rejection by the Committee, then the President shall call a Special General Meeting of the Club for the purpose of a ballot accordingly. Any candidate who receives affirmative votes totalling more than nine-tenths of the votes cast for and against such candidate shall be elected a member of the Club notwithstanding the rejection of such candidate by the Committee.
- (d) Any candidate who is rejected by the Committee or by ballot as the case may be, shall not again be proposed for membership for a period of twelve months.
- (e) Membership shall date from the date of nomination of the candidate and a book of rules and card of membership shall be furnished on his or her election.
- (f) A candidate for membership shall have the rights and privileges only as a visitor until his or her application has been accepted or rejected by the Committee.
- (g) Financial members of Associated Clubs wishing to join the Club shall not be required to pay an entrance fee but shall be required to produce a Transfer Certificate from their own Club.
- (h) No person shall be eligible for membership who is:
 - i. A prohibited person under the "Sale of Liquor Act", or such Acts, as the Committee may from time to time decide.
 - ii. A person who has been expelled from any affiliated or Kindred Club.

6 – FEE AND SUBSCRIPTIONS

- (a) After paying the initial entrance fee and subscription, all subsequent subscriptions shall be payable yearly in advance on or before 30 June in each year. Annual subscriptions and Entrance Fees shall be fixed by the Members at an Annual General Meeting, but any proposed alteration to existing subscriptions must first be notified by a Notice of Motion seven (7) clear days before the Annual General Meeting.
- (b) Any member intending to resign from the Club shall signify his or her intention to do so to the Secretary before the 30th day of June in each year, otherwise he or she shall be liable for the succeeding year's subscription but no such resignation shall relieve any member from payment of any such subscription or other monies due or payable by him or her at the time of such resignation.
- (c) Membership of the Club shall consist of, Life Member, Full Member under the age of sixty (60). Full Member with Partner under the age of sixty (60). Senior Member over the age of sixty (60). Senior Member with Partner over the age of sixty (60). Junior Member aged eighteen (18) to twenty four (24). Associate Membership.

- (d) Any member over the age of sixty (60) and that has been a member for two (2) full years will only be charged fifty (50) percent of the full subscription fees.
- (e) Over the age of sixty (60) with partner shall pay eighty (80) percent each of senior members subscription fees.
- (f) Full Member with Partner shall only pay seventy (70) percent each of the full subscription fees.
- (g) Any member aged from eighteen (18) to twenty-four (24) will only be charged sixty (60) percent of the full subscription fees.
- (h) Associate Membership is extended to non-profit organizations who use the Club facilities for their meetings on a regular basis. Individual Members of these Non-Profit organizations who do not hold membership of the Club in a category other than that of Associate Membership shall have no voting rights and are not entitled to stand for Office.

7 – LIFE MEMBERS

- (a) Any Member shall have the power to recommend to the Committee that any member be rewarded for special services to the club by electing him or her a Life Member. Such recommendation shall be made to the Committee prior to the 30th June in any year.
- (b) The Club at its Annual General Meeting upon the recommendation of the Committee shall have the power on a vote to reward any member for special services to the Club by electing him or her a Life Member, and he or she shall have all the privileges belonging to membership of the Club.
- (c) Automatic Life Membership will be granted to members who joined prior to 1 October 1978, and who have completed thirty continuous years of membership. Members must be financial at the date they are eligible to become a Life Member. They will retain all the privileges belonging to membership of the club.
- (d) All Life Members shall be entitled to hold any elected office within the Club.

8 – ARREARS

- (a) Any member allowing his or her subscription to fall one (1) month in arrears shall be at once notified thereof and if the same shall not be paid within one (1) calendar month from the service of such notification upon a resolution of the general committee his or her name may be forthwith struck from the Register of Members.

- (b) No member whose subscription is in arrears for one (1) month shall take part in any meetings or be nominated for or to continue to hold any office.

9 – ANNUAL GENERAL MEETING

The Club's financial year shall end on 30th June and the Report and Balance Sheet brought down for confirmation at some time in the month of September each year, which day shall be the date of the Annual General Meeting. Seven (7) clear days notice shall be forwarded to all members of the date of such meetings at which thirty members (30) shall form a quorum.

10 – SPECIAL GENERAL MEETING

The President shall call a Special General Meeting of the Club at any time immediately:

- (a) Upon the request by resolution of the Committee
- (b) Upon the receipt of a requisition signed by not less than thirty (30) members stating the purpose for which such a Special General Meeting is required. Seven (7) clear days notice shall be forwarded to all members of the date of such general meetings at which forty (40) members shall form a quorum.

The purpose of the meeting shall be notified in such notice to the members.

- (c) At Special General Meetings the first business taken (Except when the Meeting be for the purpose of election only) shall be that for which the Meeting is called and no other business shall be dealt with except on a motion of which due notice has been given as prescribed in Rule 11 (b) as hereinafter set out.

11 – GENERAL MEETINGS

- (a) At the Annual General Meeting the Report and Balance Sheet for the previous year taken together shall be the first business to be disposed of after discussion by adoption or rejection or adjournment of the discussion therein.
- (b) The adoption of the Report and Balance Sheet having been moved and seconded (but not yet put) any member without notice may ask any question or move any resolution relevant to the Report and Balance Sheet. Any member intending to move a resolution bearing upon the Management of the Club during the year then current or regarding any other matter must unless the resolution can be found in the Report and Balance Sheet give notice of his or her motion by posting a copy thereof upon the notice board seven (7) clear days before the meeting.
- (c) Any General Meeting may be adjourned to any time not exceeding fourteen (14) days thereafter. In the event of there being no quorum obtained within one (1) 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 who shall give at least three (3) days notice of the Meeting by

a notice on the notice board. In the event of there being again no quorum, the meeting shall lapse.

- (d) The conduct of any General Meeting shall be in complete control of the Chairman, who shall if he or she deems fit, enforce the usual rules of debate, whereby each member may speak once only to each motion or amendment except the mover who may reply.

12 – VOTING

At any general or special meeting ordinary and life members shall be entitled to be present and to give one vote and not more upon every question provided that in the case of equality of votes the Chairman shall have the second or casting vote.

13 – COMMITTEE

- (a) The Management of the Club shall be vested in a Committee composed of a President, Vice-President, and eight Committee persons. The Committee shall be deemed to be fully and properly constituted notwithstanding any extraordinary vacancies that may exist in the number of members returned at any election. In addition the three (3) Trustees shall also be elected who may attend meetings but shall have no vote, except as provided for at Rule 30.
- (b) At all meetings the Committee quorum shall consist of five (5) members.
- (c) The Committee shall have the power to appoint sub-committees for special purposes (See Rule 19b).

14 – QUALIFICATION OF OFFICE

Candidates for the office of President and Vice-President shall have served on the committee for at least one full term, namely that period of time between two (2) consecutive elections." Each candidate (Excluding those holding Associate Membership) for the office of committee shall have been a member of the Club for at least twelve (12) months. Candidates for the office of Trustee shall have been a President or Vice-President for at least twelve (12) months. No member shall hold more than one office except trustees who shall not in any event hold the offices of Secretary, Treasurer, or Auditor. The salaried offices of the Secretary and Treasurer may be held by one person at the discretion of the Committee, but not if the Secretary or Steward are holding the office of Treasurer. No member of the Committee shall be eligible for a paid office in the Club until he or she has resigned his or her position for at least seven (7) days.

15 – TERM OF OFFICE

- (a) The President, Vice-President and Committee shall hold office for twelve (12) months when their successors shall be elected. All out-going officers shall carry out their duties until their successors are appointed.
- (b) The Trustees shall hold office during the pleasure of the Club.

- (c) Sub Committees shall hold office at the pleasure of the General Committee. The President shall be ex officio a member of all Sub-Committees.
- (d) All retiring officers shall be eligible for re-election.

16 – ELECTION OF OFFICERS AND TRUSTEES

- (a) All members of the Committee together with one (1) Auditor and three (3) Trustees shall be elected by the Club except as otherwise provided for in the extraordinary vacancies in the manner and subject to the following conditions.
- (b) The one Auditor shall be a member of the New Zealand Society of Accountants. The appointed term of the auditor becomes renewable at the discretion of the committee
- (c) Each candidate for office must be duly proposed and seconded in writing by two (2) financial members of twelve (12) months standing. Such nomination to be signed by the candidate and handed to the Secretary. After confirmation of his/her eligibility the nomination form is to be immediately posted on the Notice Board. Nominations shall close at 10 o'clock on the night seven (7) clear days prior to the date of the election, nominations shall remain on the Club notice board until the conclusion of the Election. Any candidate desiring to withdraw his or her candidature must give notice thereof in writing to the Secretary, who shall post the same on the notice board beside the nominations where it shall remain until the conclusion of the Election.
- (d) The Annual Elections shall be controlled by a Returning Officer who shall be appointed by the Committee. The Returning Officer shall have the assistance of two (2) Scrutineers who shall be appointed by the Committee. Any candidate may appoint an additional Scrutineer on his or her behalf and at his or her expense. The Returning Office and all scrutineers are to be financial members of the Club.
- (e) The President shall declare the results of the election and exercise a casting vote when a tie results.
- (f) In the event of insufficient nominations being received those nominated shall be declared elected and the Committee shall make appointments to fill the vacancies.

17 – FORFEITURE OF OFFICE

- (a) If any member of the General Committee or sub-committee is absent from three (3) consecutive or regular meetings of the general committee or sub-committee without leave having been granted by resolution recorded in the minutes or allows his or her subscription to fall (1) one month in arrears or is

convicted of any crime formerly classified as a felony or becomes a bankrupt the committee shall declare his or her seat forfeited.

- (b) Any member of the Committee or of a sub-committee who is suspended for misconduct shall forfeit his or her seat on said committee.

18 – EXTRAORDINARY VACANCIES

- (a) Should any vacancy occur in the office of President the Vice-President shall assume office of the President for the unexpired period to the general elections. Should a vacancy occur in the office of Vice-President the Committee shall have the power to appoint a Vice-President from within the committee for the unexpired period prior to the general elections.
- (b) Should any vacancy occur in the office of committee-person the Committee shall fill such vacancy for the unexpired period prior to the general elections.
- (c) In the event of the position of Auditor becoming vacant the Committee shall have the power to appoint a replacement for the unexpired period until the next appointment following the annual elections.
- (d) In the event of a vacancy occurring in the office of Trustee a new Trustee shall be elected in the manner prescribed in Rule 16 at a Special General Meeting called for that purpose.

19 – POWERS AND DUTIES OF COMMITTEE

- (a) The Committee shall meet on a night appointed by them once in each month. The President shall have of his or her own motion or shall on receipt of a requisition signed by not less than two-thirds of members call Special General Meetings of the Committee by posting a notice on the notice board twenty four (24) hours before the time fixed for the meetings.
- (b) The Committee shall have the power to make regulations not inconsistent with the Rules for the Management of it's affairs as a committee and may appoint sub-committees for special purposes but no decision of any sub-committee shall be binding unless adopted by the general committee.
- (c) The general committee shall have the power to make by-laws not inconsistent with the Rules for any such regulation of the management of the Club or any part of its business. All such by-laws must be submitted to the first Annual General Meeting for approval and when approved shall be posted in a convenient place according to the subject to which they relate.
- (d) The Committee shall have the power to appoint, suspend or dismiss any salaried officer of the Club. "Any income, benefit or advantage shall be applied to the objectives of the organization. No member of the organization or any person associated with a member shall participate in or materially influence any decisions made by the organization in respect of the payment

to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever. Any such income shall be reasonable and relative to that which would be paid in an arms length transaction (being open market value)."

- (e) The Committee shall have the power to suspend or expel any member for misconduct (Whether inside or outside the Club's Premises), or any wilful infringement of the Club's Rules, but the member must be immediately informed of the Committee's decision to his or her last known address or otherwise and he or she shall have the right of appeal under Rule 32.
- (f) The members of the Committee shall render the staff every assistance in their power to maintain order and prevent any infringement of the Rules and By-laws.
- (g) The Committee shall at all times entertain practical and useful suggestion from members for the improvement of the Club. Such suggestion must be made in writing through the Secretary.
- (h) Any complaints in connection with the Club shall be made in writing to the Secretary and signed by the member or members making such complaints and the Committee shall enquire into and adjudicate on any such complaints or complaint. Any member or members lodging a complaint shall not be allowed to withdraw the same without investigations by the Committee.
- (i) The Committee shall provide a suitable notice board for the posting of notices as required by the rules.
- (j) The Committee shall cause the Book of Accounts to be kept by double entry and each Annual Meeting a Statement of Accounts including a Profit and Loss Account, a Balance Sheet and a full account of it's financial position duly audited shall be submitted with the Committee's Annual Report. The Report and Balance Sheet shall be printed and circulated among the members through the Secretary at least seven (7) days before the Annual General Meeting.

A copy of the last Annual Return shall be kept for the inspection of any member or person interested which said copy shall always be exhibited in a conspicuous place at the Registered Office.

- (k) The South Wairarapa Workingmen's Club Social Club shall be deemed to operate as a sub-committee and shall be bound by the Club's rules and bylaws, provided that its members shall be elected annually by the sporting and social adjuncts of the Club.

20 – BORROWING POWERS AND SPECIAL EXPENDITURE

- (a) The Trustees may, if authorised by a resolution of the Club in General Meeting, borrow money for the purposes of the Club either at one time or from time to time and at such rate of interest by way of mortgage of lands as shall be

specified in such resolution and there upon the Trustees shall at the direction of the Executive make such disposition of the Club's real property or any part thereof and enter into such agreements on behalf of the Club in relation thereto as the Executive may deem proper for giving security for such loans and interest. All members of the Club, whether voting on such resolution or not and all persons becoming members of the Club after the passing of such resolutions shall be deemed to have consented to same as if they had voted in favour of the resolution.

- (b) Any resolution, passed by the Committee involving any expenditure of over \$20,000 (Twenty thousand dollars), for any special purposes shall be posted on the notice board fourteen (14) days before such resolution shall take effect.

Should not less than thirty (30) members sign a protest against the proposed expenditure and hand it to the Secretary (who shall attach it to the resolution) before expiration of said fourteen (14) days the resolution shall not take effect until said resolution has been submitted to and approved of by a General meeting.

21 – CHEQUES

All bills of exchange shall be signed in manner decided by the Committee but one signatory shall be that of a Trustee.

22 – PRESIDENT

- (a) The President shall have control over all paid officers of the Club subject to the approval of the Committee and shall preside at all Meetings of the Club, and of the Committee. In his or her absence the Vice-President shall preside and failing both the meeting or the Committee or Sub-Committee as the case may be shall elect a Chairman. At any General or Special Meeting or at any meeting of the Committee the Chairman shall have a deliberative as well as casting vote.
- (b) The President or Vice-President shall have, in addition to the ordinary right of a member to enter, the right of entry upon or entry into any part of the Club premises or building at any time other than Club hours if accompanied by one or more of the General Committee.
- (c) The President, or in his or her absence, the Vice-President or in the absence of both a Committee-person shall have the power to suspend from all privileges of the Club any member or members for misconduct or otherwise violating the Rules of the Club but shall, within seven (7) days convene a meeting of the Committee to deal with the charge.
- (d) The President and Vice President shall be granted an Honorarium, and that the amount of the Honorarium shall be determined at each Annual General Meeting.

23 – SECRETARY

- (a) The Secretary shall be a salaried officer of the Club appointed by the Committee.
- (b) He or she, shall be the Club's representative for the purposes of any legal proceedings; except in a matter of appeals, when the Appeal Board may recommend an independent Secretary for the purpose.
- (c) The Secretary's duties shall be to take correct minutes at all meetings except the minutes of sub committees. To conduct all correspondence, maintain a register of members, act as executive officer for the Committee, in the management of the Club generally where he or she is not also Steward and to employ such means of check or audit on the Steward's receipts and expenditure of goods or money which he or she may deem expedient. To receive any written or verbal communication from the Stewards or Stewardesses intended for the Committee.
- (d) He or she shall prepare and forward all Returns required by Act of Parliament and specifically the Annual Return and copies of resolutions to be forwarded to the Registrar of Friendly Societies, and shall perform all other duties imposed on the Secretary by these Rules. He or she shall also notify the Registrar of Friendly Societies of every appointment of a new Trustee, and of any change in the registered office of the Club.
- (e) The Secretary shall, if required by the President and one member of the Committee, hand over all books, papers, documents and cash in his or her possession, the property of the Club to the President.

24 – TREASURER

- (a) The Treasurer shall be a salaried officer of the Club and appointed by the Committee.
- (b) The Treasurer shall exercise control and supervision over the receipts and expenditure of the Club and shall submit a financial statement to the Committee not less than once a month. In the event of the Treasurer being absent the President shall exercise control over his or her office.
- (c) The Treasurer shall keep the Cash Book of the Club and prepare a Balance Sheet in sufficient time for auditing and circulating as required by these Rules for the Annual Meeting. He or she shall prepare a Statement of Receipts and Expenditure for the year and hand the same to the Secretary to be included in the Returns to be sent to the Registrar of Friendly Societies.
- (d) The Treasurer shall, if required by the President and one member of the Committee hand over all books, papers, documents and cash in his or her possession the property of the Club to the President.

25 – MANAGER, BAR MANAGER AND CHIEF STEWARD