

Constitution of North Shore Bridge Club Inc.

1 Introductory rules

1.1 Name

The name of the society is North Shore Bridge Club Incorporated (hereinafter referred to as “**the Club**”).

1.2 Charitable status

The Club is not and does not intend to be registered as a charitable entity under the Charities Act 2005.

1.3 Definitions

In this **Constitution**, unless the context requires otherwise, the following words and phrases have the following meanings:

‘**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.

‘**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.

‘**Chairperson**’ means the **Officer** responsible for chairing **General Meetings** and **Committee** meetings, and who provides leadership for **the Club**.

‘**Committee**’ means **the Club’s** governing body.

‘**Constitution**’ means the rules in this document.

‘**Deputy Chairperson**’ means the **Officer** elected or appointed to deputise in the absence of the **Chairperson**.

‘**General Meeting**’ means either an **Annual General Meeting** or a **Special General Meeting** of the **Members of the Club**.

‘**Interested Member**’ means a **Member** who is interested in a matter for any of the reasons set out in section 62 of the **Act**.

‘**Interests Register**’ means the register of interests of **Officers**, kept under this **Constitution** and as required by section 73 of the **Act**.

‘**Matter**’ means—

1. **the Club’s** performance of its activities or exercise of its powers; or

2. an arrangement, agreement, or contract (a transaction) made or entered into, or proposed to be entered into, by **the Club**.

‘Member’ means a person who has consented to become a **Member** of **the Club** and has been properly admitted to **the Club** who has not ceased to be a **Member of the Club**.

‘Notice’ to Members includes any notice given by email, post, or courier.

‘Officer’ means a natural person who is:

- a member of the **Committee**, or
- occupying a position in **the Club** that allows them to exercise significant influence over the management or administration of **the Club**, including any Chief Executive or Treasurer.

‘Register of Members’ means the register of **Members** kept under this **Constitution** as required by section 79 of the **Act**.

‘Secretary’ means the **Officer** responsible for the matters specifically noted in this **Constitution**.

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

‘Working Days’ mean as 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, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereign’s birthday, Te Rā Aro ki a Matariki/Matariki Observance Day, and Labour Day.

1.4 Purposes

The primary purpose of **the Club** is to:

- To provide facilities for and to promote and encourage the playing of the game of Contract Bridge and in connection therewith to promote tournaments, championships and matches.
- To be and remain affiliated to New Zealand Bridge Incorporated (NZB) and with the Auckland/Northland Regional Committee (ANRC) of NZB and to comply with all rules and decisions of NZB and the ANRC insofar as they affect the Club in the conduct of its affairs.

The Club must not operate for the purpose of, or with the effect of:

- distributing any gain, profit, surplus, dividend, or other similar financial benefit to any of its **Members** (whether in money or in kind); or
- having capital that is divided into shares or stock held by its **Members**; or
- holding, property in which its members have a disposable interest (whether directly, or in the form of shares or stock in the capital of **the Club** or otherwise).

But **the Club** will not operate for the financial gain of **Members** simply if **the Club**:

- engages in trade,
- pays a **Member** for matters that are incidental to the purposes of **the Club**, and the **Member** is a not-for-profit entity,
- distributes funds to a **Member** to further the purposes of **the Club**, and the **Member**—
 - is a not-for-profit entity, and

- is affiliated or closely related to **the Club**, and
- has the same, or substantially the same, purposes as those of **the Club**
- reimburses a **Member** for reasonable expenses legitimately incurred on behalf of **the Club** or while pursuing **the Club's** purposes,
- provides benefits to members of the public or of a class of the public and those persons include **Members** or their families,
- provides benefits to **Members** or their families to alleviate hardship,
- provides educational scholarships or grants to **Members** or their families,
- pays a **Member** a salary or wages or other payments for services to **the Club** on arm's length terms (terms reasonable in the circumstances if the parties were connected or related only by the transaction in question, each acting independently, and each acting in its own best interests; or are terms less favourable to the **Member** than those terms and the payment for services, or other transaction, does not include any share of a gain, profit, or surplus, percentage of revenue, or other reward in connection with any gain, profit, surplus, or revenue of **the Club**),
- provides a **Member** with incidental benefits (for example, trophies, prizes, or discounts on products or services) in accordance with the purposes of **the Club**.
- on removal of **the Club** from the Register of Incorporated Societies having its surplus assets distributed under subpart 5 of Part 5 of the **Act** to a **Member** that is a not-for-profit entity.

1.5 Act and Regulations

Nothing in this **Constitution** authorises **the Club** to do anything which contravenes or is inconsistent with the **Act**, any regulations made under the **Act**, or any other legislation.

1.6 Registered office

The registered office of **the Club** shall be at such place in New Zealand as the **Committee** from time to time determines.

Changes to the registered office shall be notified to the Registrar of Incorporated Societies—

- at least 5 working days before the change of address for the registered office is due to take effect, and
- in a form and as required by the **Act**.

1.7 Contact person

The Club shall have at least 1 but no more than 3 contact person(s) whom the Registrar can contact when needed.

The Club's contact person must be:

- At least 18 years of age, and
- Ordinarily resident in New Zealand.

A contact person can be appointed by the **Committee** or elected by the **Members** at a **General Meeting**.

Each contact person's name must be provided to the Registrar of Incorporated Societies, along with their contact details, including:

- a physical address or an electronic address, and

- a telephone number.

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.

2 Members

2.1 Minimum number of members

The Club shall maintain the minimum number of **Members** required by the **Act**, which is 10.

2.2 Types of members

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

- **Member**
A **Member** is an individual admitted to membership under this **Constitution** and who or which has not ceased to be a **Member**.
- **Life Member** is a person honoured for highly valued services to **the Club** and elected as a **Life Member** by resolution of a **General Meeting** passed by a simple majority of those **Members** present and voting. 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** except those of paying subscriptions. The number of Life Members at any one time shall not exceed ten.
- **Full Members** are members who pay a Full annual membership, or part thereof in the first year of a member joining, which includes the Club Subscription fee, the NZ Bridge National and Centre Levies plus GST.
- **Associate Members** are members who have nominated another club as their 'Home Club'. The NZ Bridge levies are collected by their Home Club so that they pay only the Club Subscription Fee plus GST.
- **Overseas Members** are players visiting for a short time from outside New Zealand. These members of the 'Overseas Club' have temporary membership for either three or six months (regardless of the joining date).
- **Playing Members** shall comprise such of the above members as are financial and entitled to all privileges of the Club.
- **Honorary Member**
An **Honorary Member** is a person honoured for services to **the Club** or in an associated field elected as an **Honorary Member** by resolution of a **General Meeting** passed by a simple majority of those present and voting. An **Honorary Member** has no membership rights, privileges or duties.

2.3 Becoming a member: consent

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

2.4 Becoming a member: process

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 and will become a **Member** on acceptance of that application by the **Committee**, or a designated **Sub-Committee**.

The **Committee** may accept or decline an application for membership at its sole discretion. The **Committee** must advise the applicant of its decision.

The signed written consent of every **Member** to become a **Club Member** shall be retained in the **Club's** membership records.

2.5 Members' obligations and rights

Every **Member** shall provide **the Club** in writing with that **Member's** name and contact details (namely, physical or email address and a telephone number) and promptly advise **the Club** in writing of any changes to those details.

- All **Members** shall promote the interests and purposes of **the Club** and shall do nothing to bring **the Club** into disrepute.
- 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, and participating in **the Club** activities) if all subscriptions and any other fees have been paid to **the Club** by their respective due dates, but no **Member** or **Life Member** is liable for an obligation of **the Club** by reason only of being a **Member**.
- 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**, and to participate in **the Club** activities, including any conditions of and fees for such access, use or involvement.

2.6 Subscriptions and fees

Annual membership fees for the ensuing year for all **Members**, other than **Life Members**, will be set at such scale as determined from time to time by the **Committee** after giving **Members** notification for not less than one month before the beginning of the subscription period.

The **Committee** may further approve the level of payment by players for table money. Membership fees and table money determinations shall be subject to the requirements of the Club.

Subscription invoices will be sent out after 1st July and a debit will immediately be made from the **Member's** financial account.

By the last day of July after the subscription levy, any **Member** who fails to return their financial account to a credit balance may be considered as unfinancial and (without being released from the obligation of payment) shall have no membership rights and 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 the arrears are paid.

If such arrears for the subscription are not paid by the last day of August, the **Committee** may terminate the **Member's** membership (without being required to give prior notice to that **Member**).

As it relates to any other fees including but not limited to table money and tournament fees, **Members** are expected to keep their financial accounts in credit throughout the year. If a **Member** account should fall into arrears, then the **Member** is expected to restore their account to a credit balance. If the **Member** account is in arrears for more than one month, the **Member** will be considered unfinancial and will relinquish all privileges of **Club** members.

If the account is in arrears for two months, the membership shall be terminated.

2.7 Visitors

Non-members may be invited to play at **the Club** on payment of such fee as the **Committee** may decide upon from time to time but no visitor shall be invited to **the Club** to play at these sessions for more than six times in any one calendar year if resident outside of Auckland, or three times if resident within.

Visitors must be introduced to the Director and their names recorded in the 'Visitors Book' with the date of each visit.

2.8 Ceasing to be a Member

A **Member** ceases to be a **Member**—

- by resignation from that **Member's** class of membership by written notice signed by that **Member** to the **Committee** not later than the last day June in each year, or
- on termination of a **Member's** membership following a dispute resolution process under this **Constitution**, or
- on death, or
- by resolution of the **Committee** where—
- The **Member** has failed to pay a subscription or other amount due to **the Club** within 1 Calendar month of the due date for payment.
- In the opinion of the **Committee** the **Member** has brought **the Club** into disrepute.

...with effect from:

- the date of receipt of the **Member's** notice of resignation by the **Committee** (or any subsequent date stated in the notice of resignation), or
- the date of termination of the **Member's** membership under this **Constitution**, or
- the date of death of the **Member**, or
- the date specified in a resolution of the **Committee**

When a **Member's** membership has been terminated the **Committee** shall promptly notify the former **Member** in writing.

2.9 Obligations once membership has ceased

A **Member** who has ceased to be a **Member** under this **Constitution**—

- remains liable to pay all subscriptions and other fees to the next balance date, and
- shall cease to hold himself or herself out as a **Member** of **the Club**, and
- shall return to **the Club** all material provided to **Members** by **the Club** (including any handbooks and manuals).

- shall cease to be entitled to any of the rights of a **Club Member**.

2.10 Becoming a Member again

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** or designated **Sub-Committee**.

But, if a former **Member's** membership was terminated following a disciplinary or dispute resolution process, the applicant may be re-admitted only by a resolution passed at a **General Meeting** on the recommendation of the **Committee**.

3 General meetings

3.1 Procedures for all general meetings

The **Committee** shall give all **Members** at least 14 Working Days' written Notice of any **General Meeting** and of the business to be conducted at that **General Meeting**.

That **Notice** will be addressed to the **Member** at the contact address notified to **the Club** and recorded in **the Club's** register of members. 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**.

Only financial **Members** may attend, speak, and vote at **General Meetings**:

- in person, or
- by a signed original written proxy or an email in favour of some individual entitled to be present at the meeting and received by, or handed to, the **Committee** before the commencement of the **General Meeting**, or
- no other proxy voting shall be permitted.

No **General Meeting** may be held unless at least 20 eligible financial **Members** attend throughout the meeting, and this will constitute a quorum.

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 **Chairperson of the Club**, and if at such adjourned meeting a quorum is not present those **Members** present in person or by proxy shall be deemed to constitute a sufficient quorum.

A **Member** is entitled to exercise one vote on any motion at a **General Meeting** in person or by proxy, and voting at a **General Meeting** shall be by voices or by show of hands or, on demand of the chairperson or of 2 or more **Members** present, by secret ballot.

Unless otherwise required by this **Constitution**, all questions shall be decided by a simple majority of those in attendance in person or by proxy and voting at a **General Meeting** or voting by remote ballot.

Any decisions made when a quorum is not present are not valid.

Written resolutions may not be passed in lieu of a **General Meeting**.

- All **General Meetings** shall be chaired by the **Chairperson**. If the **Chairperson** is absent, the Deputy Chairperson shall chair that meeting.
- Any person chairing a **General Meeting** has a deliberative and, in the event of a tied vote, a casting vote.
- Any person chairing a **General Meeting** may —
 - With the consent of a simple majority of **Members** present at any **General Meeting** adjourn the **General Meeting** from time to time and from place to place but no business shall be transacted at any adjourned **General Meeting** other than the business left unfinished at the meeting from which the adjournment took place.
 - Direct that any person not entitled to be present at the **General Meeting**, or obstructing the business of the **General Meeting**, or behaving in a disorderly manner, or being abusive, or failing to abide by the directions of the chairperson be removed from the **General Meeting**, and
 - In the absence of a quorum or in the case of emergency, adjourn the **General Meeting** or declare it closed.
- Any **Member** may request that a motion be voted on ('**Member's Motion**') at a **General Meeting**, by giving notice to the **Secretary** or **Committee** at least 7 **Working Days** before that meeting. The **Member** may also provide information in support of the motion ('**Member's Information**'). If notice of the motion is given to the **Secretary** or **Committee** before written **Notice** of the **General Meeting** is given to **Members**, notice of the motion shall be provided to **Members** with the written **Notice** of the **General Meeting**.

3.2 Minutes

The **Club** must keep minutes of all **General Meetings**.

3.3 Annual General Meetings: when they will be held

An **Annual General Meeting** shall be held once a year on a date and at a location and/or using any electronic communication determined by the **Committee** and consistent with any requirements in the **Act**, and the **Constitution** relating to the procedure to be followed at **General Meetings** shall apply.

The **Annual General Meeting** must be held no later than the earlier of the following—

- 6 months after the balance date of **the Club**
- 15 months after the previous annual meeting.

3.4 Annual General Meetings: business

The business of an **Annual General Meeting** shall be to—

- confirm the minutes of the last **Annual General Meeting** and any **Special General Meeting(s)** held since the last **Annual General Meeting**,
- adopt the annual report on the operations and affairs of **the Club**,
- adopt the **Committee's** report on the finances of **the Club**, and the annual financial statements,

- consider any motions of which prior notice has been given to **Members** with notice of the **Meeting**, and
- consider any general business.

The **Committee** must, at each **Annual General Meeting**, present the following information—

- an annual report on the operation and affairs of **the Club** during the most recently completed accounting period,
- the annual financial statements for that period, and
- notice of any disclosures of conflicts of interest made by **Officers** during that period (including a summary of the matters, or types of matters, to which those disclosures relate).

3.5 Special General Meetings

Special General Meetings may be called at any time by the **Committee** by resolution.

The **Committee** must call a **Special General Meeting** if it receives a written request signed by at least 20 **Members**.

Any resolution or written request must state the business that the **Special General Meeting** is to deal with.

The rules in this **Constitution** 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**.

4 Committee

4.1 Committee composition

The management of **the Club** to be conducted by a **Committee** which shall be comprised by the members of an **Executive Committee**.

The **Committee** will consist of 7 **Officers**: a President, a Vice President, a Secretary, a Treasurer and three other members all of whom shall be elected at the AGM, and who shall hold office until the election of replacements at the next following AGM, or their sooner retirement, resignation or removal.

Officers on the **Committee** must be **Members** or **Life Members**.

4.2 Functions of the Committee

From the end of each **Annual General Meeting** until the end of the next, **the Club** shall be managed by, or under the direction or supervision of, the **Committee**, in accordance with the Incorporated Societies Act 2022, any Regulations made under that **Act**, and this **Constitution**.

The **Committee** shall appoint an Auditor and a Solicitor for **the Club**.

The **Committee** shall, at its discretion, appoint a **Member** or **Members** as Director of Tournaments and Matches and/or create any other office and make an appointment of a **Member** thereto which it considers to be necessary in the interests of **the Club**.

4.3 Powers of the Committee

The **Committee** has all the powers necessary for managing — and for directing and supervising the management of — the operation and affairs of **the Club**, subject to such modifications, exceptions, or limitations as are contained in the **Act** or in this **Constitution**.

4.4 Sub-committees

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**—

- the quorum of every sub-committee is half the members of the sub-committee but not less than 2,
- no sub-committee shall have power to co-opt additional members,
- a sub-committee must not commit **the Club** to any financial expenditure without express authority from the **Committee**, and
- a sub-committee must not further delegate any of its powers.

4.5 General matters: Committees

The **Committee** and any sub-committee may act by resolution approved during 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** or sub-committee meeting.

Other than as prescribed by the **Act** or this **Constitution**, the **Committee** or any sub-committee may regulate its proceedings as it thinks fit.

5 Committee meetings

5.1 Procedure

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

A meeting of the **Committee** may be held either—

1. by a number of the members of the **Committee** who constitute a quorum, being assembled together at the place, date and time appointed for the meeting; or
2. by means of audio, or audio and visual, communication by which all members of the **Committee** participating and constituting a quorum can simultaneously hear each other throughout the meeting.

A resolution of the **Committee** is passed at any meeting of the **Committee** if a majority of the votes cast on it are in favour of the resolution. Every **Officer** on the **Committee** shall have one vote.

The members of the **Committee** shall elect one of their number as chairperson of the **Committee**. If at a meeting of the **Committee** the chairperson is not present, the members of the **Committee** present may choose one of their number to be chairperson of the meeting. The chairperson shall have a casting vote in the event of a tied vote on any resolution of the **Committee**.

Except as otherwise provided in this **Constitution**, the **Committee** may regulate its own procedure.

5.2 Frequency

The **Committee** shall meet at least 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 **Chairperson** or **Secretary**.

The **Secretary**, or other **Committee** member nominated by the **Committee**, shall give to all **Committee** members not less than 5 **Working Days**' notice of **Committee** meetings, but in cases of urgency a shorter period of notice shall suffice.

6 Officers

6.1 Qualifications of officers

Every **Officer** must be a natural person who—

- has consented in writing to be an officer of **the Club**, and
- certifies that they are not disqualified from being elected or appointed or otherwise holding office as an **Officer of the Club**.

Officers must not be disqualified under section 47(3) of the **Act** from holding office as an **Officer of the Club**, namely—

1. a person who is under 16 years of age
2. a person who is an undischarged bankrupt
3. 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, or any other similar legislation
4. A person who is disqualified from being a member of the governing body of a charitable entity under section 16(2) of the Charities Act 2005
5. a person who has been convicted of any of the following, and has been sentenced for the offence, within the last 7 years—
 1. an offence under subpart 6 of Part 4 of the **Act**
 2. a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961)
 3. an offence under section 143B of the Tax Administration Act 1994
 4. an offence, in a country other than New Zealand, that is substantially similar to an offence specified in subparagraphs (1) to (3)

5. a money laundering offence or an offence relating to the financing of terrorism, whether in New Zealand or elsewhere
6. a person subject to:
 1. a banning order under subpart 7 of Part 4 of the **Act**, or
 2. an order under section 108 of the Credit Contracts and Consumer Finance Act 2003, or
 3. a forfeiture order under the Criminal Proceeds (Recovery) Act 2009, or
 4. 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.
7. a person who is subject to an order that is substantially similar to an order referred to in paragraph (6) under a law of a country, State, or territory outside New Zealand that is a country, State, or territory prescribed by the regulations (if any) of the **Act**.

Prior to election or appointment as an **Officer** a person must:

- consent in writing to be an **Officer**, and
- certify in writing that they are not disqualified from being elected or appointed as an **Officer** either by this **Constitution** or the **Act**.

Note that only a natural person may be an **Officer** and each certificate shall be retained in **the Club's** records.

6.2 Officers' duties

At all times each **Officer**:

1. shall act in good faith and in what he or she believes to be the best interests of **the Club**,
2. must exercise all powers for a proper purpose,
3. must not act, or agree to **the Club** acting, in a manner that contravenes the **Act** or this **Constitution**,
4. when exercising powers or performing duties as an **Officer**, must exercise the care and diligence that a reasonable person with the same responsibilities would exercise in the same circumstances considering, but without limitation:
 - the nature of **the Club**,
 - the nature of the decision, and
 - the position of the **Officer** and the nature of the responsibilities undertaken by him or her
5. 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
6. 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.

6.3 Election or appointment of officers

The election of **Officers** shall be conducted as follows.

1. **Officers** shall be elected during **Annual General Meetings**. However, if a vacancy in the position of any **Officer** occurs between **Annual General Meetings**, that vacancy shall 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 an **Officer** (as described in the 'Qualification of Officers' rule above). Any such appointment must be ratified at the next **Annual General Meeting**.
2. A candidate's written nomination, accompanied by the written consent of the nominee with a certificate that the nominee is not disqualified from being appointed or holding office as an **Officer** (as described in the 'Qualification of Officers' rule above) shall be received by **the Club** at least 14 **Working Days** before the date of the **Annual General Meeting**. If there are insufficient valid nominations received, further nominations may be received from the floor at the **Annual General Meeting**.
3. 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).
4. Two **Members** (who are not nominees) or non-**Members** appointed by the **Chairperson** shall act as scrutineers for the counting of the votes and destruction of any voting papers.
5. The failure for any reason of any financial **Member** to receive such **Notice** of the general meeting shall not invalidate the election.
6. In addition to **Officers** elected under the foregoing provisions of this rule, the **Committee** may appoint other **Officers** for a specific purpose, or for a limited period, or generally until the next **Annual General Meeting**. Unless otherwise specified by the **Committee** any person so appointed shall have full speaking and voting rights as an **Officer** of **the Club**. 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 an **Officer** (as described in the 'Qualification of Officers' rule above).

6.4 Term

The term of office for all **Officers** elected to the **Committee** shall be 1 year(s), expiring at the end of the **Annual General Meeting** in the year corresponding with the last year of each **Officer's** term of office.

6.5 Removal of officers

An **Officer** shall be removed as an **Officer** by resolution of the **Committee** or **the Club** where in the opinion of the **Committee** or **the Club**:

- The **Officer** elected to the **Committee** has been absent from 3 committee meetings without leave of absence from the **Committee**.
- The **Officer** has brought **the Club** into disrepute.
- The **Officer** has failed to disclose a conflict of interest.
- The **Committee** passes a vote of no confidence in the **Officer**.

with effect from the date specified in a resolution of the **Committee** or **the Club**.

6.6 Ceasing to hold office

An **Officer** ceases to hold office when they resign (by notice in writing to the **Committee**), are removed, die, or otherwise vacate office in accordance with section 50(1) of the **Act**.

Each **Officer** shall, within 20 **Working Days** of submitting a resignation or ceasing to hold office, deliver to the **Committee** all keys, books, papers and other property of **the Club** held by such former **Officer**.

6.7 Conflicts of interest

An **Officer** 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)—

1. to the **Committee** and or sub-committee, and
2. in an **Interests Register** kept by the **Committee**.

Disclosure must be made as soon as practicable after the **Officer** or member of a sub-committee becomes aware that they are interested in the **Matter**.

An **Officer** or member of a sub-committee who is an **Interested Member** regarding a **Matter**:

1. must not vote or take part in the decision of the **Committee** and/or sub-committee relating to the **Matter** unless all members of the **Committee** who are not interested in the **Matter** consent; and
2. must not sign any document relating to the entry into a transaction or the initiation of the **Matter** unless all members of the **Committee** who are not interested in the **Matter** consent; but
3. 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).

However, an **Officer** or member of a 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.

Where 50 per cent or more of **Officers** 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 **Officers** agree otherwise.

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**.

7 Records

7.1 Register of Members

The Club shall keep an up-to-date Register of Members.

For each current **Member**, the information contained in the Register of Members shall include —

- Their name, and
- The date on which they became a **Member** (if there is no record of the date they joined, this date will be recorded as 'Unknown'), and
- Their contact details, including —
 - A physical address or an electronic address, and
 - A telephone number.

The register will also include each **Member's** —

- postal address
- email address (if any)

Every current **Member** shall promptly advise **the Club** of any change of the **Member's** contact details.

The Club shall also keep a record of the former **Members** of **the Club**. For each **Member** who ceased to be a member within the previous 7 years, **the Club** will record:

- The former **Member's** name, and
- The date the former **Member** ceased to be a **Member**.

7.2 Interests Register

The **Committee** shall at all times maintain an up-to-date register of the interests disclosed by **Officers** and by members of any sub-committee.

7.3 Access to information for members

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

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

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

1. provide the information, or
2. agree to provide the information within a specified period, or
3. 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
4. refuse to provide the information, specifying the reasons for the refusal.

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

1. withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons, or
2. the disclosure of the information would, or would be likely to, prejudice the commercial position of **the Club** or of any of its members, or

3. 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
4. the information is not relevant to the operation or affairs of **the Club**, or
5. withholding the information is necessary to maintain legal professional privilege, or
6. the disclosure of the information would, or would be likely to, breach an enactment, or
7. 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
8. the request for the information is frivolous or vexatious, or
9. the request seeks information about a dispute or complaint which is or has been the subject of the procedures for resolving such matters under this **Constitution** and the **Act**.

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**:

1. that the **Member** will pay the charge; or
2. that the **Member** considers the charge to be unreasonable.

Nothing in this rule limits Information Privacy Principle 6 of the Privacy Act 2020 relating to access to personal information.

8 Finances

8.1 Control and management

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

- controlled, invested and disposed of by the **Committee**, subject to this **Constitution**, and
- devoted solely to the promotion of the purposes of **the Club**.

The **Committee** shall maintain bank accounts in the name of **the Club**.

All money received on account of **the Club** shall be banked within 10 **Working Days** of receipt.

All accounts paid or for payment shall be submitted to the **Committee** for approval of payment.

The **Committee** must ensure that there are kept, at all times accounting records that—

1. correctly record the transactions of **the Club**, and
2. allow **the Club** to produce financial statements that comply with the requirements of the **Act**, and
3. would enable the financial statements to be readily and properly audited (if required under any legislation or **the Club's Constitution**).

The **Committee** must establish and maintain a satisfactory system of control of **the Club's** accounting records.

The accounting records must be kept in written form or in a form or manner that is easily accessible and convertible into written form. And the accounting records must be kept for the current accounting period and for the last 7 completed accounting periods of **the Club**.

The **Committee** shall arrange such appropriate insurance covers for the Club and its officers and staff as it may reasonably deem necessary.

8.2 Balance date

The Club's financial year shall commence on 01 July of each year and end on 30 June (the latter date being **the Club's** balance date).

9 Dispute resolution

9.1 Meanings of dispute and complaint

A dispute is a disagreement or conflict involving **the Club** and/or its **Members** in relation to specific allegations set out below.

The disagreement or conflict may be between any of the following:

1. 2 or more **Members**
2. 1 or more **Members** and **the Club**
3. 1 or more **Members** and 1 or more **Officers**
4. 2 or more **Officers**
5. 1 or more **Officers** and **the Club**
6. 1 or more **Members** or **Officers** and **the Club**.

The disagreement or conflict relates to any of the following allegations—

1. a **Member** or an **Officer** has engaged in misconduct
2. a **Member** or an **Officer** has breached, or is likely to breach, a duty under **the Club's Constitution** or bylaws or the **Act**
3. **the Club** has breached, or is likely to breach, a duty under **the Club's Constitution** or bylaws or the **Act**
4. a **Member's** rights or interests as a **Member** have been damaged or **Member's** rights or interests generally have been damaged.

A **Member** or an **Officer** may make a complaint by giving to the **Committee** (or a complaints subcommittee) a notice in writing that—

1. states that the **Member** or **Officer** is starting a procedure for resolving a dispute in accordance with **the Club's Constitution**; and
2. sets out the allegation(s) to which the dispute relates and whom the allegation or allegations is or are against; and
3. sets out any other information or allegations reasonably required by **the Club**.

The Club may make a complaint involving an allegation against a **Member** or an **Officer** by giving to the **Member** or **Officer** a notice in writing that—

1. states that **the Club** is starting a procedure for resolving a dispute in accordance with **the Club's Constitution**; and
2. sets out the allegation to which the dispute relates.

The information setting out the allegations must be sufficiently detailed to ensure that a person against whom an allegation or allegations is made is fairly advised of the allegation or allegations concerning them, with sufficient details given to enable that person to prepare a response.

A complaint may be made in any other reasonable manner permitted by **the Club's Constitution**.

All **Members** (including the **Committee**) are obliged to cooperate to resolve disputes efficiently, fairly, and with minimum disruption to **the Club's** activities.

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

9.2 How complaint is made

1. A **Member** or an **Officer** may make a complaint by giving to the **Committee** (or a complaints subcommittee) a notice in writing that—
 1. states that the **Member** or **Officer** is starting a procedure for resolving a dispute in accordance with **the Club's Constitution**; and
 2. sets out the allegation or allegations to which the dispute relates and whom the allegation is against; and
 3. sets out any other information reasonably required by **the Club**.
2. **The Club** may make a complaint involving an allegation or allegations against a **Member** or an **Officer** by giving to the **Member** or **Officer** a notice in writing that—
 1. states that **the Club** is starting a procedure for resolving a dispute in accordance with **the Club's Constitution**; and
 2. sets out the allegation to which the dispute relates.
3. The information given under subclause (1.2) or (2.2) must be sufficient to ensure that a person against whom an allegation is made is fairly advised of the allegation or allegations concerning them, with sufficient details given to enable that person to prepare a response.
4. A complaint may be made in any other reasonable manner permitted by **the Club's Constitution**.

9.3 Person who makes complaint has right to be heard

1. A **Member** or an **Officer** who makes a complaint has a right to be heard before the complaint is resolved or any outcome is determined.
2. If **the Club** makes a complaint—
 1. **the Club** has a right to be heard before the complaint is resolved or any outcome is determined; and
 2. an **Officer** may exercise that right on behalf of **the Club**.
3. Without limiting the manner in which the **Member**, **Officer**, or **the Club** may be given the right to be heard, they must be taken to have been given the right if—

1. they have a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
2. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
3. an oral hearing (if any) is held before the decision maker; and
4. the **Member's**, **Officer's**, or **the Club's** written or verbal statement or submissions (if any) are considered by the decision maker.

9.4 Person who is subject of complaint has right to be heard

1. This clause applies if a complaint involves an allegation that a **Member**, an **Officer**, or **the Club** (the 'respondent')—
 1. has engaged in misconduct; or
 2. has breached, or is likely to breach, a duty under **the Club's Constitution** or bylaws or this **Act**; or
 3. has damaged the rights or interests of a **Member** or the rights or interests of **Members** generally.
2. The respondent has a right to be heard before the complaint is resolved or any outcome is determined.
3. If the respondent is **the Club**, an **Officer** may exercise the right on behalf of **the Club**.
4. Without limiting the manner in which a respondent may be given a right to be heard, a respondent must be taken to have been given the right if—
 1. the respondent is fairly advised of all allegations concerning the respondent, with sufficient details and time given to enable the respondent to prepare a response; and
 2. the respondent has a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
 3. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
 4. an oral hearing (if any) is held before the decision maker; and
 5. the respondent's written statement or submissions (if any) are considered by the decision maker.

9.5 Investigating and determining disputes

1. **The Club** must, as soon as is reasonably practicable after receiving or becoming aware of a complaint made in accordance with its **Constitution**, ensure that the dispute is investigated and determined.
2. Disputes must be dealt with under the **Constitution** in a fair, efficient, and effective manner and in accordance with the provisions of the **Act**.

9.6 The Club may decide not to proceed further with complaint

Despite the 'Investigating and determining dispute' rule above, **the Club** may decide not to proceed further with a complaint if—

1. the complaint is considered to be trivial; or
2. the complaint does not appear to disclose or involve any allegation of the following kind:
 1. that a **Member** or an **Officer** has engaged in material misconduct:

2. that a **Member**, an **Officer**, or **the Club** has materially breached, or is likely to materially breach, a duty under **the Club's Constitution** or bylaws or the **Act**;
3. that a **Member's** rights or interests or **Members' rights** or interests generally have been materially damaged:
3. the complaint appears to be without foundation or there is no apparent evidence to support it; or
4. the person who makes the complaint has an insignificant interest in the matter; or
5. the conduct, incident, event, or issue giving rise to the complaint has already been investigated and dealt with under the **Constitution**; or
6. there has been an undue delay in making the complaint.

9.7 The Club may refer complaint

1. **The Club** may refer a complaint to—
 1. a subcommittee or an external person to investigate and report; or
 2. a subcommittee, an arbitral tribunal, or an external person to investigate and make a decision.
2. **The Club** may, with the consent of all parties to a complaint, refer the complaint to any type of consensual dispute resolution (for example, mediation, facilitation, or a tikanga-based practice).

9.8 Decision makers

A person may not act as a decision maker in relation to a complaint if 2 or more members of the **Committee** or a complaints subcommittee consider that there are reasonable grounds to believe that the person may not be—

1. impartial; or
2. able to consider the matter without a predetermined view.

10 Liquidation and removal from the register

10.1 Resolving to put the Club into liquidation

The Club may be liquidated in accordance with the provisions of Part 5 of the **Act**.

The **Committee** shall give 20 **Working Days** written **Notice** to all **Members** of the proposed resolution to put **the Club** into liquidation.

The **Committee** shall also give written Notice to all **Members** of the **General Meeting** at which any such proposed resolution is to be considered. The **Notice** shall include all information as required by section 228(4) of the **Act**.

Any resolution to put **the Club** into liquidation must be passed by a two-thirds majority of all **Members** present and voting.

10.2 Resolving to apply for removal from the register

The Club may be removed from the Register of Incorporated Societies in accordance with the provisions of Part 5 of the **Act**.

The **Committee** shall give 20 **Working Days** written **Notice** to all **Members** of the proposed resolution to remove **the Club** from the Register of Incorporated Societies.

The **Committee** shall also give written **Notice** to all **Members** of the **General Meeting** at which any such proposed resolution is to be considered. The **Notice** shall include all information as required by section 228(4) of the **Act**.

Any resolution to remove **the Club** from the Register of Incorporated Societies must be passed by a simple majority of all **Members** present and voting.

10.3 Surplus assets

If **the Club** is liquidated or removed from the Register of Incorporated Societies, no distribution shall be made to any **Member**.

On the liquidation or removal from the Register of Incorporated Societies of **the Club**, its surplus assets — after payment of all debts, costs and liabilities — shall be vested in some other institution, institutions, club or clubs having objects similar to the objects of **the Club** or to some fund or funds, cause or causes the purpose of which is likely to further the objects for which this club was constituted.

However, in any resolution under this rule, **the Club** may approve a different distribution to a different not-for-profit entity from that specified above, so long as **the Club** complies with this **Constitution** and the **Act** in all other respects.

10.4 Amending this constitution

All amendments must be made in accordance with this **Constitution**. Any minor or technical amendments shall be notified to **Members** as required by section 31 of the **Act**.

The Club may amend or replace this **Constitution** at a **General Meeting** by a resolution passed by a simple majority of those **Members** present and voting.

That amendment may be approved by a resolution passed in lieu of a meeting but only if authorised by this **Constitution**.

Any proposed resolution to amend or replace this **Constitution** shall be signed by at least 20 eligible **Members** and given in writing to the **Committee** at least 20 **Working Days** before the **General Meeting** at which the resolution is to be considered and accompanied by a written explanation of the reasons for the proposal.

At least 10 **Working Days** before the **General Meeting** at which any amendment is to be considered the **Committee** shall give to all **Members** notice of the proposed resolution, the reasons for the proposal, and any recommendations the **Committee** has.

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.

11 Other - bylaws

The **Committee** from time to time may make and amend bylaws, and policies for the conduct and control of **Club** activities and codes of conduct applicable to **Members**, but no such bylaws, policies or codes of conduct applicable to **Members** shall be inconsistent with this **Constitution**, the **Act**, regulations made under the **Act**, or any other legislation.