

RULES OF THE PARAPARAUMU CROQUET CLUB INCORPORATED

1 NAME

The name of the Club shall be Paraparaumu Croquet Club Incorporated (hereinafter referred to as the Club).

2 OBJECTS AND POWERS

(a) The objects of the Club shall be to:

- (i) foster and promote the game of croquet in Paraparaumu and the surrounding area;
- (ii) arrange and control matches and tournaments;
- (iii) support the New Zealand Croquet Council (NZCC) and to be affiliated to and support the Wellington Croquet Association (WCA) in the furtherance of the game of croquet.

(b) The Club shall have the power to:

- (i) acquire the freehold or leasehold of or other rights over land and the formation, maintenance and control of courts, buildings and other appurtenances thereon; acquire or hire other items as determined by the committee;
- (ii) receive monies and expend them for the advancement of the game of croquet or such other game or activity as may be decided by the Club;
- (iii) invest any funds not required for the immediate purposes of the Club in any of the investments authorised by the Law of New Zealand for the investment of trust funds by trustees.

3 MEMBERSHIP

(a) The Club shall consist of:

FULL PLAYING MEMBERS who, in addition to their subscription to the Club, pay NZCC and WCA levies.

ASSOCIATE PLAYING MEMBERS who are playing members of the Club and full playing members of another croquet club which is their principal club, and pay subscriptions only to the Club.

SOCIAL MEMBERS who may attend social functions and shall have limited playing rights, but shall not have a voice in the affairs of the Club.

(b) The total membership of the Club shall be determined by the committee from time to time.

- (c) Every person desiring to become a playing member shall be nominated by one playing member and seconded by another playing member. The name of the nominee shall be posted on the club notice board.
- (d) A vote on the suitability of the nominee for membership of the Club will be made at the next Committee Meeting.
- (e) Full playing members may apply to the committee in writing for reclassification to associate playing or social member.
- (f) The committee may accept any suitable person as a social member on receiving a written request from them.
- (g) The committee shall not be bound to give any reason for any decision in relation to membership.

4 LIFE MEMBERSHIP

- (a) Life membership of the Club may be conferred on any person at an Annual General Meeting in recognition of outstanding service to the Club or the game of croquet.
- (b) A life member shall have all the rights of a full playing member but shall not be required to pay the annual subscription to the Club. Such members wishing to remain playing members shall still be required to pay the NZCC and WCA annual levies.
- (c) The number of life members shall not exceed five (5) in any one financial year or such other number as may be decided at an Annual General Meeting of the Club for the next ensuing year.

5 SUBSCRIPTIONS

- (a) Every playing member shall pay an annual subscription which shall be fixed at each Annual General Meeting.
- (b) Full playing members shall, as well as their subscription to the Club, pay such additional amount as may be required to meet the annual levies set by the NZCC and WCA.
- (c) Members under eighteen (18) years of age shall pay one quarter of the Club subscription.
- (d) Social members shall not pay a subscription but may make an annual donation.
- (e) The annual subscription shall become due and be payable after the Annual General Meeting of each year and before the 30th of September, or in the case of new members, within one month of being notified of their election to the Club.

- (f) If any member, duly elected, fails to pay the annual subscription within one month after the member's election has been notified, or if any member fails to pay the subscription before the thirtieth day of September in any year, the member shall not be entitled to play or vote. A notice shall then be sent to the member by the Treasurer, and if the subscription has not been paid within one month thereafter, that member's membership shall lapse.
- (g) Members new to croquet shall pay only half the club subscription, plus half of the NZCC and WCA levies, in their first season of croquet unless unusual circumstances arise which allow a committee decision to modify this Rule.

6 RESIGNATION OR EXPULSION OF MEMBERS

- (a) Any member desiring to resign from the Club may do so by giving notice in writing to the Secretary.
- (b) The committee may expel any member whose conduct is such as shall be in the opinion of the committee, injurious to the interests or character of the Club provided that before expulsion their conduct shall be inquired into by the committee and that member shall be given full opportunity to defend, justify or explain their conduct.

7 ALTERATION OF RULES

- (a) These Rules shall only be altered, added to or rescinded at a General Meeting of the Club of which due notice, giving details of the proposed changes, has been given to the members in the same manner as specified by Rules 8 or 9.
- (b) The committee may from time to time make such regulations and bylaws dealing with the control of the courts, and the internal management of the Club as far as is provided by these Rules, as it thinks fit.

8 ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held once in every year within two (2) months of the end of the financial year. Fourteen (14) clear days notice shall be given either by notice addressed individually to every playing member of the Club or by advertisement in the local paper.

9 SPECIAL GENERAL MEETING

- (a) The Secretary may call a Special General Meeting at any time at the request of the President or a majority of the committee, or not earlier than three (3) days and not later than fourteen (14) days after the receipt of a written requisition to hold such a meeting signed by no fewer than five (5) playing members. That requisition shall specify the matters which such a meeting is to consider.
- (b) Notice of a Special General Meeting shall be given in the same manner as for an Annual General Meeting.
- (c) No business other than that specified in the notice of meeting shall be transacted at a Special General Meeting.

10 MANAGEMENT

- (a) The management of the Club shall be vested in and the powers given to it by these Rules and shall be exercised by the committee, the membership of which shall consist of the following Officers and Members:

OFFICERS: President
 Vice-President
 Secretary
 Treasurer
 Captain Association Croquet
 Captain Golf Croquet

MEMBERS: Not more than seven (7) Members

- (b) Officers and members of the committee, being financial members for that year, shall be elected at the Annual General Meeting but shall not enter upon their offices until the termination of such meeting.
- (c) Only full playing members may be elected as officers of the Club.
- (d) The Secretary shall call for nominations for officers and committee members. Nominations will be in writing and shall reach the Secretary at least twenty-one (21) days before the Annual General Meeting of each year. Details required shall be the full names of the nominee, nominator and seconder, and acceptance signature of the nominee.
- (e) In the event of any vacancy occurring on the committee, the committee may appoint any playing member of the Club to fill that vacancy (subject to the provisions of Rule10(c)).
- (f) Any committee member absent from three consecutive meetings without leave of absence being granted by the committee, shall automatically cease to be an officer or member of the committee.
- (g) All committee members must be notified of each committee meeting. The committee shall meet at intervals not greater than two (2) calendar months and may delegate its powers to subcommittees which may be constituted from time to time.

11 QUORUM AT MEETINGS

- (a) At all General Meetings of the Club one third of all playing members shall form a quorum.
- (b) At a committee meeting the presence of three (3) officers and two (2) committee members shall form a quorum.

12 VOTING

- (a) Voting at any meeting of the Club shall be on the voices of the financial members present, provided however, that if the chairperson or any two (2) members so desire, a show of hands or a ballot shall be taken to decide the matter.
- (b) Each playing member shall have one vote, (subject to Rule 12(c)) and members may not vote by proxy.
- (c) Where voting is equal the chairperson shall have a second or casting vote.

13 REVIEWER OF FINANCIAL RECORDS

There shall be elected at the Annual General Meeting a suitably qualified Reviewer who shall not be an officer or member of the committee.

14 REPORTS TO THE ANNUAL GENERAL MEETING

At the Annual General Meeting the President and Club Captain shall each submit a report as to the general position of the Club's affairs and its activities during the past year. The Treasurer shall submit accounts for the preceding year certified by the Reviewer.

15 FINANCE

- (a) The Financial Year of the Club shall end on the thirty-first day of March.
- (b) The funds of the Club shall be devoted solely to the furtherance of the objects and within the powers of the Club as set out in Rule 2.
- (c) All monies received by or on behalf of the Club shall be paid to the credit of the Club at a bank decided by the committee. All payments made on behalf of the Club shall be made by the Treasurer.
- (d) No member or person associated with a member of the Club shall derive any income, benefit or advantage from the Club, except where that income, benefit or advantage is derived from professional services to the Club rendered in the course of business charged at no more than current market rates.
- (e) The Club shall have power to borrow or raise money on mortgage on the real and personal property of the Club.
- (f) The committee may levy members or call on members for additional funds subject to a specific need of the Club being made known, and ratified at a General Meeting held in compliance with Rules 8 or 9.

16 COMMON SEAL

The Common Seal of the Club shall be approved by the committee. It shall be kept in custody of the Secretary who shall affix it to such documents as the committee may from time to time direct. Every document to which the seal is affixed shall be signed by two committee members one of whom shall be either the President or Secretary.

17 LIQUIDATION

The Club shall be put into liquidation in accordance with the provisions of the Incorporated Societies Act 1908 or any Act passed in substitution thereof. Surplus assets, as defined in the Act shall be disposed of to such other organisations, local or national, having within their rules, objects the same as or similar to those of the Club. Members are not eligible to participate in any distribution of any surplus funds on the winding up of the Club.

18 GENERAL

- (a) No person retiring from the Club or ceasing from any cause to be a member thereof shall be entitled to have any claim upon any portion of the property or assets of the Club.
- (b) If any case occurs or any matter arises which is not provided for by these Rules or an interpretation is to be given it shall be determined or given by the committee whose decision shall be final.

19 REGISTERED OFFICE

The Registered Office of the Club shall be the address of the clubhouse, or such other address as the committee shall from time to time decide.

April 2017