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10054385418

Incorporated Society Alteration of Rules - Certificate

Name of Society

Huntly District Workingmens Club (Inc)

Society Number

214299

I certify that the alteration has been approved in accordance with the society's rules.

Please tick if the rule alteration includes a name change for the society

Name

PIETER ANTHONY - BRIAN MOSS

Position

Secretary / Manager

Signature

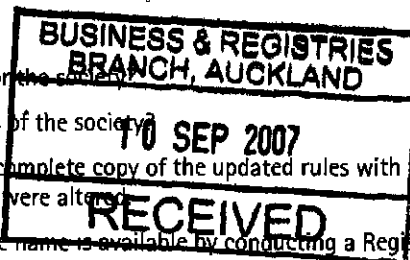
Date

24th August 2007

Note: This certificate must be completed by an officer of or solicitor for the society.

Checklist before filing:

- Has this certificate been completed by an officer of or solicitor for the society?
- Has the copy of the alteration to rules been signed by 3 members of the society?
- Is a copy of the rule alteration(s) attached? This can either be a complete copy of the updated rules with the alterations underlined or in bold type, or a copy of the particular rule(s) that were altered.
- If the name of the society is being changed, have you checked the name is available by conducting a Register Search at www.societies.govt.nz and www.companies.govt.nz?



Note: Section 6 of the Incorporated Societies Act 1908 requires a society's rules to include the following:

- The name of the society (ending with the word Incorporated)
- The objects for which the society is established
- How people become members of the society and cease being members of the society
- How meetings of the society will be called and held and how voting will take place
- How officers of the society will be appointed
- The control and use of the common seal.
- How the society's funds will be controlled and invested
- The powers (if any) that the society has to borrow money
- How any property of the society will be distributed in the event of the society being wound up
- How the rules of the society can be changed.

Your Contact Details

Name and Postal Address

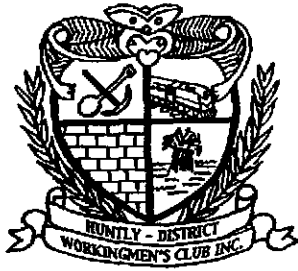
Mr P. Moss
PO Box 75
Huntly

Other Details

Telephone. 07 828-7542
Email huntlywc@xtra.co.nz

Post To

Incorporated Societies Register
Companies Office
Private Bag 92061
Auckland Mail Centre 1020



RULES

of the
**Huntly and District
Workingmen's Club**

(INCORPORATED)

(REVISED 2006)

Desmond John Hoyes #0536 - President.

Bruce Clark #0255 - Treasurer

Fredrick Woodward #0137 - Vice President

[Signature]
[Signature] 27/8/07
[Signature]
ASSISTANT REGISTRAR OF
INCORPORATED SOCIETIES



AUCKLAND
BUSINESS & REGISTRIES
BRANCH, AUCKLAND

10 SEP 2007

RECEIVED

HUNTLY AND DISTRICT WORKINGMEN'S CLUB

NAME

1. The name of the Club shall be the HUNTLY AND DISTRICT WORKINGMEN'S CLUB, (Incorporated), hereinafter referred to as "the Club".

REGISTERED OFFICE

2. The registered office of the Club shall be at the corner of Glasgow and Williams Streets, Huntly or such other place as the Committee shall from time to time appoint.

OBJECTS

3. The objects for which the Club is established are: -
 - (a) to conduct, administer and maintain a Chartered Club for its members and for such persons as are authorised from time to time in accordance with the terms of any charter granted to the Club.
 - (b) To provide amenities and cultural activities and promote sports and generally to provide an atmosphere where the members may meet and enjoy fellowship with one another.

MEMBERSHIP

4. Membership of the Club shall consist of members and Life Members and shall comprise:

Males and females of the full age of twenty years or such lower age as may be authorized by the Sale of Liquor Act, 1962 and its amendments or any Acts or Act passed in substitution thereof.

Members shall be entitled to rights and privileges as follows:

Entry to the Club premises during such hours as may be defined by the Committee (see rule 26),

The right to hold office in accordance with the Rules of the Club,

an equal voice in all business of the Club.

ADMISSION OF MEMBERS

5. Each candidate for membership shall be nominated in writing by two (2) financial members of the Club on the form provided for the purpose. The nomination form shall include the christian name, surname, age, residential address and occupation of the candidate and an undertaking that he/she will abide by the rules of the Club.

The candidate shall deposit, at the time of nomination, such sum as may be directed by the Committee and shall be the fee for nomination. The candidate's nomination will be presented to the committee at the next committee meeting for consideration of becoming a member of the club.

TERMINATION OF MEMBERSHIP

- 6 (a) By *Resignation* – Any member may resign his/her membership by letter addressed to the secretary of the Club to that effect and by paying all subscriptions to and owing at the date of such letter of resignation.
- (b) By *Expulsion* – Any member who misconducts him/herself or commits an offence under these Rules renders him/herself liable to expulsion on the majority decision of the Committee. A member shall have the right to appear at and be heard at any meeting considering a complaint against him/her. Any member expelled shall have the right of appeal under Rule 29.

SUBSCRIPTIONS

6. All subscriptions shall be paid yearly in advance. The annual subscription shall be determined by motion, and majority vote of members at the Annual General Meeting.
7. The subscription year of the Club shall commence on the first day of July in each year and subscriptions shall become payable from that date.

LIFE MEMBERS

8. The Club in Annual General Meeting, upon recommendation by the Committee, may grant life membership to any member for meritorious service rendered to or on behalf of the Club.

Notice of intention to recommend shall be posted on the Club's notice board for fourteen (14) clear days prior to the Annual General Meeting.

The number of life members shall not at any time exceed two (2) per cent of the total membership of the Club.

ARREARS

9. Any member whose subscription is in arrears after the closing date shall be struck off the register of members. A member incapacitated through illness, accident or distress may, on notice in writing being given to the Secretary, have his/her subscription suspended or remitted.

COMMITTEE OF MANAGEMENT

10. The general business, management and control of the Club shall be conducted by a Committee comprising : -
- (a) a president
 - (b) a vice-president
 - (c) a treasurer and/or secretary
 - (d) seven (7) committee persons
 - (e) nominations for the Committee shall be made in writing on a form provided for the purpose and shall be deposited with the Secretary at least fourteen (14) clear days prior to the Annual General Meeting. The nominee and his/her proposer and seconder shall, at the date of nomination, be financial members of the Club. If any is not then the nomination shall be void.
 - (f) the date of election, which shall be by secret ballot on the Club's premises or by postal ballot, of the Committee shall be within ten (10) days after the Annual general meeting.
 - (g) any extraordinary vacancy on the Committee shall be filled by the next highest polled candidate.
 - (h) employees of the Club shall not be eligible for nomination for the Committee.
 - (i) any member elected or appointed after the date of the annual election shall hold office only until the next annual election.
 - (j) the president, vice-president, secretary/treasurer and committee persons shall hold office for twelve (12) months and shall be eligible for re-election.

- (k) every candidate for the office of president must have been a member of the Club for at least one (1) year immediately preceding nomination.
- (l) every candidate for the office of vice-president, secretary or secretary/treasurer or committee person must have been a member of the club for at least one (1) year immediately prior nomination for office.
- (m) a member of the Committee shall ipso facto vacate his/her office if he/she: -
 - i) is absent from three (3) consecutive meetings of the Committee without leave of the Committee,
 - ii) by notice in writing to the Committee resigns his/her office,
 - iii) by notice in writing from the Committee is called upon to resign for any reason which the Committee deems expedient and he/she does not resign.
- (n) POWERS: The committee shall subject to any limitations imposed by these rules, have the power to:
 - i) Exercise all the powers and authorities of the Club
 - ii) Do such other acts and things as it deems necessary or expedient for carrying on the business of the Club
 - iii) To form policy on matters arising from legislation or regulation or other matters that are relevant to the Club
 - iv) That in the execution of their duties, exercise fiduciary responsibility and act in the best interest of members.

PRESIDENT AND VICE PRESIDENT

11. The president shall preside at all meetings of the Club and the Committee. In his/her absence the vice president shall preside and failing both the meeting shall elect a chairperson.

The chairperson of any meeting shall have a deliberate and a casting vote.

The president and vice president shall be ex-officio members of all sub committees and Adjuncts.

The president and vice president shall have the right of entry upon the club premises or buildings at any time. The president; vice-president, committee person or chairman of any meeting of the Club and of the Committee shall have the power to peremptorily suspend a member from the privileges of the Club who shall, after having been duly warned, persist in creating a disturbance at any meeting or entertainment.

TREASURER

(If a separate position from Secretary/Treasurer)

12. The Treasurer shall be an ex-officio member of all sub committees and adjuncts. The Treasurer shall have the right of entry upon the club premises or buildings at any time. Shall ensure that the secretary / secretary manager / manager pays into the Bank for the credit of the Club all moneys received and shall furnish the committee at each ordinary meeting with a detailed report of the previous month's receipts and payments.

AUDITOR

13. An auditor who shall be a member of the N.Z. Society of Chartered Accountants shall be appointed by the members annually. He/she shall not hold any other office in the Club. He/she shall have the right to attend any meeting of the Club at which the Club's financial affairs are under discussion.

MANAGER

14. The Club may appoint a manager who shall be responsible for the day to day maintenance, cleanliness and service of the Club, the engagement and dismissal of such employees as may be essential to provide adequate and efficient maintenance of the assets and control of the Club and such other duties as are conducive to his/her office. Salary and remuneration shall be determined by the Committee.

SECRETARY

15. The Club shall elect or appoint a secretary whose duties shall be to attend to the accounting and clerical duties of the Club, to take minutes of Committee and General Meetings and generally to conform to such regulations as shall from time to time be made by the Committee. His/her salary and remuneration shall be determined by the Committee. Nothing in this rule shall preclude the engaging of outside professional services in the performance of any of the above duties or from combining the office of secretary with that of manager.

ANNUAL GENERAL MEETING

16. The Annual General Meeting of the Club shall be held not later than 30th June in each year at such time and place as shall be fixed by the Committee. At least seven (7) days notice of such Annual General Meeting stating the nature of the business to be brought before the meeting shall be given by notice posted on the Club notice board.

Balance sheets and notices to be available at the Club seven (7) days prior to the Annual General Meeting. Members who write in requesting one, with their full postal address on same, will get a copy posted. Notice re same to be put on the notice board of the Club and advertised in the local newspaper.

EXTRAORDINARY GENERAL BUSINESS

17. The Committee may whenever it thinks fit and shall upon a requisition in writing by fifty (50) members convene an Extraordinary General Meeting. Any such requisition shall specify the objects of the meetings requisitioned and shall be signed by the members making same and shall be deposited with the Secretary. The meeting must be convened for the purpose specified in the requisition and if convened otherwise than the Committee, for this purpose only.

Seven (7) clear days notice specifying the place, the day and the hour of such Extraordinary General Meeting and the purpose for which it is held shall be given either by an advertisement in a public newspaper circulating in the district or personally served on each member.

COMMITTEE MEETINGS

18. The Committee shall meet regularly and at least once in each calendar month at a time and place to be determined by the Committee.

CONDUCT OF GENERAL MEETING

19. (a) At the Annual general Meeting the first business shall be the discussion and adoption of the Annual Report and the Balance Sheet. The adoption of the Report and Balance Sheet having been moved and seconded, any member may without notice ask any question or move any resolution relative to the Report or Balance Sheet.
- (b) Any member intending to move a resolution bearing upon the management of the Club during the past financial year or regarding any other matter must unless the resolution can be founded on the Report or Balance Sheet give notice of his motion by handing name to the secretary twenty one (21) clear days before the meeting and such notice of motion shall be forwarded to each member with the notice of the meeting.
- (c) The annual rules of debate shall be followed, each member speaking once only to each motion or amendment except the mover who may reply. The mover of any resolution or substantial amendment shall be allowed five (5) minutes in which to introduce his/her proposition and ten (10) minutes for reply or vice versa; and other speaker will be allowed five (5)

minutes. The chairman shall decide whether any amendment proposed is a substantial amendment or not. If freer discussion of any subject is desired, any member may move that the meeting go into committee on that subject and such motion shall be immediately put and decided by a show of hands. In committee no member shall speak for more than five (5) minutes at a time. When in Committee any member may move that the ordinary meeting shall be resumed, and such motion shall be immediately put and decided by a show of hands.

- (d) Any General Meeting may be adjourned to any time not exceeding fourteen (14) days thereafter. In the event of there being no quorum within half an hour after the time fixed for a General Meeting, the meeting shall stand adjourned for not more than fourteen (14) days, the new date to be fixed by the Committee who shall give at least three (3) days' notice of the meeting by advertisement and notice on the notice board. In the event of there being no quorum the meeting shall lapse.

VOTING

20. At any General Meeting and Extraordinary General Meeting of members every member shall be entitled to be present and, to give one vote and no more upon every motion, provided however that in the case of equality of votes the chairperson of the meeting shall have a second or casting vote. Voting shall be on the voices in the first instance, provided however that the chairperson on his/her own volition may and on the application of three members shall call for a show of hands. On a motion passed by a majority of those present the vote shall be taken by secret ballot.

QUORUM

21. The quorum for:
- (a) a meeting of the Committee shall be not less than seven (7) of its members.
 - (b) a General Meeting of the Club shall be five per cent (5%) of members.

ACCOUNTS

22. The Committee shall cause to be kept true account;
- (a) of all sums of money received and expended by the Club and the matters in respect of such receipts and expenditure takes place.
 - (b) of all assets; credit and liabilities of the Club including any charges and securities of any description affecting the property of the Club,
 - (c) the financial year of the Club shall begin on the 1st day of April each year and shall expire on the 31st day of March in each year,
 - (d) the books of account shall be kept at the office of the Club or other such place as the Committee may determine and shall be open to the inspection of active members at reasonable times. All monies received shall be forthwith paid into a bank approved by the Committee after being entered in the books of the Club as having been received,
 - (e) all payments shall be reported to the Committee for confirmation at the meeting next following pay-out, and payment of all moneys on behalf of the Club shall be made by cheques signed by the Treasurer, and any two of Finance Committee,
 - (f) at every annual general meeting of the Club the Committee shall present a statement of the income and expenditure and a balance sheet containing a summary of the assets and liabilities of the Club made up to the yearly date. Every such statement shall be accompanied by a report from the Committee as to the state of the Club,

- (g) the Club shall make returns required by Sec. 23 of the Incorporated Societies Act 1908 or by such other statutory provision for the time being in force and shall comply with all the requirements of such Statute and other Regulations thereunder,
- (h) the Club shall keep such proper accounts in such standard form as the Auditor shall approve. A copy of the Annual Report, Statement of Income and Expenditure and Balance Sheet shall be available to every member of the Club.

SEAL

23. The Club shall have a common seal which shall be kept in the custody and the control of the secretary for the time being or the Club's Solicitor and the documents to be executed with the following attestation clause pursuant to a resolution of the Committee.
- "The Common Seal of the Huntly and District Workingmen's Club (Incorporated) was hereunto affixed by the Secretary in the presence of two members of the Committee."

GENERAL POWERS

24. The Club shall have the power:
- (a) to take on a lease, hire or otherwise acquire any real or personal property or rights or privileges which the Club may think necessary or convenient for the purpose of furthering the objects of the Club,
 - (b) to invest monies not required for immediate use in such Government of Local Body securities or on bank deposit as may be deemed advisable with power from time to time to vary investments for other of a like nature, and to lease or hire or enjoy the benefit of any property presently occupied whether real or personal of any kind or nature whatsoever which may be conveniently used in conjunction with objects of the Club,

- (c) to make Regulations and By-Laws for the conduct of the Club and the discipline required of members,
- (d) to do all such things as in the opinion of the Club may be incidental to the attainment of any of the foregoing objects or the exercise of any of the foregoing powers.

BORROWING MONEY

25. The Club shall have the power to borrow or raise or give security for money by the issue of or upon bonds, debentures, debenture stock, bills of exchange, promissory notes or other obligations or securities of the Club by mortgage or charge upon all or any part of the property of the Club or without security and upon terms as to priority or otherwise as the Club shall think fit.

CLUB HOURS

26. To be at the discretion of the Committee.

VISITING RIGHTS

27. (a) Any member may invite any person as a visitor to the Club. All visitors shall sign the Visitors Book provided by the Committee and enter their name and address therein on each such occasion. The member accompanying a visitor shall also sign the Visitors Book and will at all times be responsible for the conduct of the visitor. No such Visitor shall be sold or supplied liquor on the Club premises unless the Visitor is present on the invitation of a member and is in the company of a member and the liquor is supplied for consumption on the premises.
- (b) That no person, who is a member of an affiliated Club or otherwise, shall become a regular or frequent visitor.
- (c) A member of an affiliated Club may be sold or supplied liquor on the Club premises provided he/she has on admission to the premises produced sufficient evidence to an officer of the

Club or member of its staff that he/she is a member of an affiliated Club. Affiliated visitors shall sign the Visitors Book provided by the Committee for the purpose and shall enter their names and the name of their own Club therein.

- (d) That minors (persons under 18 years of age) be admitted to the Club premises as visitors on occasions that are of Special Circumstance. The admission of minors is to be sanctioned by the Committee and/or the manager on these occasions. Minors must be accompanied by a parent, and the parent must be responsible for the behaviour of the minor. All Club rules must be adhered to. Minors are not permitted to be served alcohol or cigarettes and are NOT permitted in the Poker machine area.

Minors are to vacate the Club's premises by 9.30pm

Special circumstances being functions such as; funerals, weddings, prize giving's and certain social occasions.

OFFENCES

28. Any member who has been convicted of any criminal offence after election to the Club shall immediately be liable for suspension from the Club but can be re-elected after a period of twelve months from the date of his/her expulsion, provided that a three-fifth majority of the general committee then in office vote in favour of such re-election.

The Committee may by resolution suspend or expel any member who shall have been convicted of any criminal offence for which the offender is liable to a fine.

When it shall come to the knowledge of the Secretary that a member has been convicted of an offence or that a prohibition order has been made against a member it shall be the duty of such official to report the fact to the Committee at or before their next meeting.

BOARD OF APPEAL

29. There shall be a Board of Appeal consisting of five (5) members, who shall be approved annually at the Annual General Meeting and whose duty it shall be to hear and decide any appeal lodged by a member or members against any decision of the Committee entailing suspension or expulsion.

Any member being suspended or expelled and desiring to appeal must give notice in writing to the Secretary within seven (7) days of the date of such suspension or expulsion stating the grounds for appealing.

The Secretary shall within forty-eight (48) hours summon the members of the Board of Appeal who shall re-hear the case but shall not admit fresh evidence, except where an application has been made to the Committee for a re-hearing and has been refused. The decision of the Board of Appeal shall be final. Officers and members of the Committee shall not be eligible for membership of the Board of Appeal.

CLAIMS TO CLUB PROPERTY

30. No expelled or retiring or forfeiting member shall have claim upon the Committee or the Club either collectively or individually or to any property of the Club.

DISPUTES

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

BY-LAWS

32. The members in General Meeting shall have power to make Regulations and By-Laws dealing with all matters within the jurisdiction of the Club and not provided for in these Rules. Such Regulations or By-Laws shall not be inconsistent or repugnant to the provisions of the Incorporated Societies Act 1908 and its amendments or of these Rules.

INTERPRETATION

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

REVISION OF RULES

34. These rules may be revised or amended by a resolution passed by a majority of the members for the time being entitled to be present and to vote at any General Meeting of which notice specifying the intention to propose the resolution has been duly given according to the Rules.

DISSOLUTION

35. The Club may be voluntarily dissolved as provided by Section 24 of the Incorporated Societies Act 1908, amendments, and all monies or assets left after due settlement of all just debts and the affairs of the club shall be handed over to some charitable institution to be determined upon at the next meeting.

GENERAL

36. All matters provided for in these Rules shall, at all times be dealt with in accordance with the following "guideline principals",
- (a) that it be accepted that the Club is established primarily for the benefit and convenience of its members,
 - (b) that the admission of non-members should at all times be subordinated to the comfort, well-being and satisfaction of the Club's members.
 - (c) that admission of visitors should always be regarded as a privilege of the members, granted to enable them to dispense periodic hospitality to their casual guests and not as a means of augmenting the revenue of the Club,
 - (d) that at all times the provisions of the Club's charter as laid down by the Licensing Control Commission are to be maintained and upheld.

BY LAWS

Under Rule 32 the Committee may make By-Laws (not inconsistent with the Incorporated Societies Act and not inconsistent with the Sale of Liquor Act) for the regulation and management of the Club or any part of its business.

The following By-Laws may be adopted at the time of formation of the Club but do not form part of the Rules and may be added to, changed or deleted by the members of the Club without reference to the Registrar of Incorporated Societies or to the Licensing Commission Control.

1. No member shall give any gratuity to any employee of the Club.
2. Any member removing a book, newspaper or other article or articles which are the property of the Club from the premises without the consent of the Committee or wilfully breaking, tearing or injuring any property of the Club and refusing to replace or make good the same shall render him/herself liable to suspension or expulsion.
3. Any member convicted of bookmaking or an indictable offence or committing an offence within or without the Club likely to prejudice the Club's charter shall ipso facto cease to be a member of the Club.
4. Drunkenness, swearing, obscene language and other disorderly conduct shall not be permitted in the club premises, and any member persisting in offending may, after being cautioned by any officer of the Club or a Committee person, render him/herself liable to suspension or expulsion.
 - (a) Suspension by a Committee person or an officer of the Club shall mean total exclusion from the club's premises from the time of committal of the offence until such time as the matter had been dealt with by the Committee which may either cancel the suspension or confirm it for a determined period of time. The member shall in all cases be given the right to appear before the Committee.

- (b) Any disciplinary action taken will be entered in the minutes of the Committee meeting together with the name of the member complained of.
- 5. No raffle shall be allowed on the Club's premises or goods exhibited for that purpose except with the authority of the Committee.
- 6. No illegal gambling shall be permitted to the Club.
- 7. No petition, except for the purpose of convening an Extraordinary General Meeting as provided for in Rule 15(b) shall be allowed to circulate or signatures sought on the premises of the Club.
- 8. No business cards or notices shall be posted or hung on the premises without the sanction of the Committee, nor shall any member give the address of the Club in an advertisement or conduct any business in the Club or use the Club address for business purposes.
- 9. Members of the Committee shall at all time render every assistance to the officers and staff of the Club to maintain order and to prevent infringement of the Rules, Regulations or By-Laws or the terms of any charter which may from time to time be granted.

The Rules, Regulations and By-laws shall apply equally to each and every member of the Club.

SUBSCRIPTIONS

6. All subscriptions shall be paid yearly in advance. The annual subscription shall be determined by motion, and majority vote of members at the Annual General Meeting.

COMMITTEE OF MANAGEMENT

- 10: (g) Any extraordinary vacancy on the committee shall be filled by the next highest polled candidate.
- 10: (n) **POWERS:** The committee shall subject to any limitations imposed by these rules, have the power to:
- I. Exercise all the powers and authorities of the Club
 - II. Do such other acts and things as it deems necessary or expedient for carrying on the business of the Club
 - III. To form policy on matters arising from legislation or regulation or other matters that are relevant to the Club
 - IV. That in the execution of their duties, exercise fiduciary responsibility and act in the best interest of members

PRESIDENT AND VICE PRESIDENT

11. The President and Vice President shall be ex-officio members of all sub committees and Adjuncts

TREASURER

- 12: The Treasurer shall be an ex-officio member of all sub committees and adjuncts. The Treasurer shall have the right of entry upon the club premises or buildings at any time.

OFFENCES DELETING 2ND PARAGRAPH RULE 28

BY LAWS

- 6: No illegal gambling shall be permitted in the Club

NB Delete Local Rules and rewrite as Club Policies

NB There are a few wording changes required as shown and highlighted in the copy of rules handing up with these proposed Rule Changes. There are also some paragraphs which need to be deleted these are also highlighted



ADMISSION OF MEMBERS

1. Each candidate for membership shall be nominated in writing by two (2) financial members of the club on the form provided for the purpose. The nomination form shall include the Christian name, surname, age, residential address and occupation of the candidate and an undertaking that he/she will abide by the rules of the club.

The candidate shall deposit at the time of nomination, such sum as maybe directed by the committee, and shall be the fee for nomination. The candidate's nomination will be presented to the committee at the next committee meeting for consideration of becoming a member of the club.