

**RULES OF THE
THE PORIRUA CLUB
(INCORPORATED)**

1.0 NAME OF CLUB

1.1

The name of the Club shall be “**THE PORIRUA CLUB (INCORPORATED)**”.

2.0 OBJECTS AND POWERS

2.1 The objects for which the Club is established shall be:-

2.1.1 To provide in the City of Porirua a Club for the use of members.

2.1.2 To promote the common object of private social intercourse and provide for the members of the Club such accommodation, advantages, privileges, social amenities, games, liquors, refreshments, and comforts as may be convenient, and not for purpose of gain.

2.1.3 To acquire by lease, purchase or otherwise, land and premises at Porirua for the use of the Club and to take over or erect and maintain and manage the same.

2.1.4 To acquire, purchase, take on lease or exchange, sell, let, lend or otherwise deal with any land, building, chattels and other real and personal property and any rights or interest therein as may be thought necessary or convenient for the promotion of any of the Club's objects.

2.1.5 To acquire from Her majesty the Queen, any Government Department, Statutory commission or corporation, or any municipal or other authority or any institution, person or persons any charter, authority, right, privilege, licence, concession or contract which may be thought desirable for promoting any of the Club's objects and to make any arrangements for renewal or amendment of the same.

2.1.6 To apply any surplus funds not needed for the immediate purpose of the Club or for contingencies if the Committee so decided to such public or philanthropic purposes as may be deemed deserving.

2.1.7 To do all other such things as in the opinion of the Club may be incidental or conducive to the attainment of its objects.

3.0 MEMBERSHIP CATEGORIES

3.1 Membership in the Club shall be open to persons eligible under the law who at the time of their application for membership of the Club either reside or are employed or have a place of business within a radius of 32 kilometers from the premises of the Club.

3.2 The membership categories shall be as follows:-

3.2.1 *Foundation Members* – Members who applied to join the Club before the 15th day of November, 1965, shall be known as “Foundation Members”. Any member who has subsequently resigned from the Club for any reason and has applied to rejoin and can establish to the satisfaction of the Committee that he qualifies as a Foundation Member shall not be required to pay an additional entrance fee.

3.2.2 *Ordinary Members* – being persons eligible under the law who have been duly admitted to membership of the Club.

3.2.3 *Visiting Members*:-

(a) His Excellency the Governor-General, Members of the New Zealand Judiciary and Members of the New Zealand Parliament and the Mayor of the City of Porirua shall be granted the privileges of the Club.

(b) Any member of another club to which the club is affiliated ('Affiliated Club") may be declared by the Secretary/Manager or a member of the Committee to be a visiting member.

(c) Where by means of an exchange of correspondence an agreement has been entered into between the Club and another similar club allowing the members of a similar club to have the use of the facilities of the Club, such members shall be entitled to the privileges as Visiting members.

3.2.4 *Life Members* – Life membership may be conferred on any ordinary member in recognition of meritorious service to the Club.

Life members shall be elected only at an Annual General Meeting of the Club. Each nomination shall be proposed by at least two financial members of the Club (who have been members for the last preceding twelve months), and the nomination shall be delivered to the Secretary-Manager no later than twenty-one (21) days before the date of the holding of the Annual General Meeting.

The nomination shall be part of the business to be considered at the said Annual General Meeting and shall be notified to all members as provided in clause 7.1.1.

Before such nominee shall be elected as a Life Member, he must receive a majority of at least three-fourths of the votes of those members who are present at the meeting and entitled to vote on such nomination.

Life members shall not at any time exceed five per cent (5%) of the total membership of the Club. No entrance fee or subscription shall be payable by any Life Member who nonetheless shall be entitled to all the privileges of Ordinary Membership.

3.2.5 *Junior Members* - boys and girls aged between 14 - 17 years (both inclusive) who have a parent or guardian who is a member of the Club, on the application of such parent or guardian, may become a limited member of the Club subject always to the Rules of the Club and the following additional rules:

a. A junior member shall not have the right to vote at any meeting of the Club nor shall such member be entitled to stand for office;

b. A junior member can have access to the premises of the Club only if accompanied by his or her parent or guardian;

c. A junior member is not permitted to enter the gaming room or TAB area of the club;

d. A junior member is not permitted to participate in Club financial draws;

e. A junior member is not permitted to purchase alcoholic drinks from the Club;

f. A junior member is not permitted to authorize any other person to have access to the premises of the Club;

g. A junior member can participate in all Club adjuncts and if playing in events in which the club is participating must be accompanied by that member's parent or guardian.

3.3 Membership Numbers

The Committee shall have the power from time to time to decline further applications for membership whether as Foundation Members or as Ordinary Members if it is of the opinion that the number of members already enrolled is sufficiently high in view of the accommodation and facilities available and the Committee may from time to time vary or rescind any limitations so imposed. The Committee shall lay before the next General Meeting of the Club information of any limitation imposed under this clause.

4.0 MEMBERSHIP OF CLUB

4.1 Admission of Members

4.1.1 An applicant for ordinary membership shall be nominated by at least two financial members of the Club who have been members for not less than the preceding six months.

4.1.2 Prospective members and their nominators shall complete an Application for Membership form to be provided for that purpose, detailing the name, address, date of birth, photo and occupation of the applicant, and the names of the nominators. A brief statement of the applicant's credentials shall be supplied. The application shall be considered by the membership committee.

4.1.3 The Membership committee, if satisfied after proper inquiry that any candidate is a suitable person for admission to the Club, shall post a list of names of each such candidate on the Club's notice board for a period of twenty-one days.

4.1.4 No later than the 21st day thereafter any financial member of the club may lodge with the

Secretary-Manager an objection in writing to admission of any candidate, stating the grounds for that objection.

4.1.5 The committee shall consider the objection(s) received and vote on the proposal to admit the candidate to membership. Two negative votes of the committee shall be required to prevent the admission of the candidate to membership of the Club.

4.1.6 An applicant who has been rejected for Membership shall not be eligible for proposal again within a period of 12 months from the date of that rejection.

4.1.7 All applicants for membership of the Club shall be accompanied by a deposit of the amount of the then current subscription, which sum shall be refunded in full in the event of non-acceptance of the application for membership.

4.1.8 Proposed candidates for membership shall be entitled to the same privileges as Visiting Members. The provision applies only to candidates in the course of being admitted and not to persons whose names appear on a waiting list.

4.2 Register of Members

4.2.1 A Register of Members shall be kept by the Secretary-Manager and any notice or letter addressed to a member at the address recorded in such Register shall be deemed to have been delivered the day after the same shall have been sent by pre-paid post to that address. The Register of Members shall be open for perusal by any member when the Club is open to members.

4.3 Resignation

4.3.1 Any member may at any time, by writing addressed to the Secretary-Manager resign from membership of the Club.

4.4 Visitors

4.4.1 The Committee shall from time to time make by-laws as to the introduction and admission by members of Visiting Members, non local Visiting Members and visitors to the Club. Such bylaws shall provide:-

4.4.1.1 That a Visitors' Book be kept which shall be signed by the Visiting Member non local Visiting Member and Visitor, giving his address, and by the member introducing him.

4.4.1.2 That the Member introducing the Visiting Member, non local Visiting Member and Visitor shall be responsible for his good conduct and

4.4.1.3 Such other conditions as the Committee thinks fit.

5.0 FINANCIAL YEAR AND SUBSCRIPTIONS

5.1 The Club's financial year shall run from the 1st day of June to the 31st day of May next.

5.2 The Club's subscription and membership year shall run from the 1st day of June to the 31st day of May next and the annual subscription payable by all members shall become due and payable not later than the 1st day of June in each year.

5.3 New members admitted during the currency of the subscription and membership year shall pay the annual subscription for that year provided that the committee may at its discretion permit any newly admitted member to pay a reduced annual subscription should his admission take place later than the 1st day of December in any year. The committee may at its discretion permit any foundation or rejoining foundation member to pay a reduced annual subscription.

5.4 The annual subscriptions for ordinary members and Foundation Members and Junior Members (but not Visiting Members or Life Members) shall be such amounts as may from time to time be fixed in General Meeting.

5.5 On the 1st day in September in each year the Committee shall be at liberty to strike from the register of members the name of any member who is unfinancial whereupon that person shall cease to be a member of the Club.

6.0 COMMITTEE

6.1 The General Business of the Club shall be administered by a Committee consisting of a President and two Vice-Presidents (who shall be the officers of the Club) and four Committee members. At each Annual General Meeting the officers and 50 per cent of the committee members shall retire and an election in the manner hereinafter provided shall be held to fill the vacancies so created.

6.2 The committee members to retire shall be chosen from those longest in office and as between two or more who have been in office for the same period determination shall be by lot. The length of time a member shall have been in office shall date from his last election.

6.3 All officers and committee members retiring under this clause shall be eligible for re-election.

6.4 Quorum and Voting

6.4.1 A quorum for meetings of the Committee shall be four members present. The Chairman whether he be the President of the Club or some other member of the Committee elected for the purpose by the members present at such meeting shall have a deliberative as well as a casting vote.

6.5 Committee Vacancies

6.5.1 Vacancies occurring in the membership of the Committee shall be filled by the Committee by appointment of some member who would at the date of appointment be eligible for election as a Committee member but any member so appointed shall be required to retire at the next election of the Committee and shall be eligible for re-election.

6.6 Absentees

6.6.1 Any member of the Committee absent from three consecutive meetings without leave of absence shall cease to be a member of the Committee.

6.7 Elections

6.7.1 Election to office on the Committee shall be conducted as follows:-

6.7.1.1 Each candidate for office must be a financial member and be duly proposed and seconded by two financial members of the Club (who shall have been members for the preceding twelve months) and such proposals duly signed shall be lodged with the Secretary-Manager and posted on the Notice board no later than 28 days before the date of the Annual General Meeting.

No member of the Club who is in receipt of a salary or wage from the Club shall be eligible for election to the Committee.

6.7.1.2 A member may be nominated as a candidate for more than one office for which there is a vacancy.

6.7.1.3 Should the number of candidates for office exceed the number of vacancies to be filled the election shall take place by secret voting upon ballot papers which shall be prepared by the Secretary-Manager and on which shall be printed or written in alphabetical order the names of the candidates for each office. One such ballot paper shall be posted to each financial member at least ten days prior to the Annual General Meeting.

6.7.1.4 Each member desiring to vote shall strike out the names of the candidates for whom he does not wish to vote and shall leave uncanceled the name(s) of the candidate(s) for whom he desires to vote and shall return his voting paper sealed up and enclosed in the envelope supplied with his voting paper and addressed to the Returning Officer and sent by post or deposited in the ballot box which shall be placed in the Club's rooms at least ten days prior to the Annual General Meeting.

6.7.1.5 The key of the said ballot box shall be kept by a delegate of the Committee. Voting shall close at ten p.m. on the day prior to the time announced for the opening of the Annual General Meeting and all papers received by the Committee or Secretary-Manager shall be placed in the said ballot box before voting closes.

6.7.1.6 Each member exercising his vote shall write in block letters his name and also add his membership number upon the outside flap of the envelope enclosing his ballot paper, but not on the voting paper.

6.7.1.7 The Committee shall appoint a Principal Returning Officer and not less than three Scrutineers.

6.7.1.8 At the close of voting the ballot box shall be opened in the presence of the Principal Returning Officer and all Scrutineers who shall proceed to count the votes received.

6.7.1.9 At the conclusion of counting the Principal Returning Officer shall make a declaration in writing as to the number of votes received by each candidate, showing those candidates who have been elected, and the total number of votes cast, including invalid votes. He shall hand that declaration to the President who shall announce the result to the Annual General Meeting.

6.7.1.10 Where there is an equality of votes between candidates and the addition of a vote would entitle any of those candidates to be declared elected, the Principal Returning Officer shall determine by lot which candidate shall be elected.

6.7.1.11 If at any election held on the same day any member is shown to have been elected to more than one office, the Principal Returning Officer shall declare that member to be elected to office in the order of President, Vice President or Committee member and the member shall be deemed to have vacated that other office (or those other offices). Thereupon the Principal Returning Officer shall declare to be elected instead of that member the unsuccessful candidate or candidates who received the highest number of votes at that election for the office or offices vacated.

6.7.1.12 If a member is already a member of the Committee and is not required to retire at an Annual General Meeting by virtue of rule 6.1 and stands for and is elected to the office of President or Vice President, the Principal Returning Officer shall declare that member to be elected to such office in the order of President or Vice-President. That member shall forthwith vacate the office of Committee member and thereupon the Principal Returning Officer shall declare to be elected to that office of Committee member the unsuccessful candidate who received the highest number of votes next after any candidate or candidates declared to be elected in terms of rule 6.7.1.11.

6.8 Sub-Committees

6.8.1 The Committee shall have the power to appoint sub-committees to exercise the functions of the Committee subject to any special or general directions given by the Committee on appointment of such sub-committee. The Committee shall appoint a Membership Committee to deal with applications for Membership and report to the Committee thereon. The Committee shall appoint a Disciplinary Committee to deal with all matters provided for in Rules 23.0 and 24.0 and to report to the Committee thereon.

6.8.2 At all sub-committee meetings a bare majority of the members of such sub-committee shall form a quorum. The Chairman of any sub-committee shall have a deliberative as well as a casting vote.

6.9 Committee's Powers and Duties

6.9.1 The Committee shall meet regularly at least once in each calendar month.

6.9.2 The President may of his own motion, and, on receipt of a requisition signed by not less than two-thirds of its members, shall call a Special Meeting of the Committee by posting a notice on the Notice Board twenty-four (24) hours before the time fixed for a meeting.

6.9.3 The Committee shall have the power to make regulations, not inconsistent with the Rules, for the management of its affairs as a Committee.

6.9.4 The Committee shall have power to make by-laws (not inconsistent with the Rules of The Incorporated Societies Act, 1908) for the regulation and management of the Club or any part of its business. All such by-laws shall be submitted to the next ensuing General Meeting for approval, and

when approved shall be posted in convenient places, according to the subjects to which they relate. By-laws relating to the Billiard Room may include such scale of charges for the use of the tables as the Committee may deem fit.

6.9.5 The Committee shall have power to approve Rules governing the conduct and administration of sports clubs established in accordance with the Rules and by-laws of the Club, including all outdoor sports, indoor bowls, table tennis, etc. The Committee shall have power to discipline any member for misconduct at any sports function organized in accordance with these rules in such manner as if the offence had occurred in the Club's premises.

6.9.6 The Committee shall have the power after such enquiry, if any, as it sees fit to make to impose a fine or suspend or expel any member for misconduct or conduct prejudicial to the peace and harmony of the Club or willful infringement of the Rules or by-laws, but the member must be immediately informed of the Committee's decision, by letter sent by registered post to his last known address.

6.9.7 Any member fined, suspended or expelled from the Club may appeal against the Committee's decision upon a requisition delivered to the Secretary-Manager within 28 days after the date on which the decision of the Committee is given to such member. The President will there upon appoint an independent mediator to adjudicate the matter in dispute. The decision of such adjudicator shall be final.

6.9.8 The Committee shall at all times entertain complaints in connection with the Club and suggestions for the improvement of the Club, made in writing to the Secretary-Manager and properly authenticated by members.

6.9.9 The Committee may at any time, and shall not less than four (4) times in each year, take stock. At the completion of each yearly period the committee shall make an inventory and valuation of all furniture and effects.

6.9.10 The books of the Club shall be balanced on the 31st May in each year, and a balance sheet and profit and loss account shall be prepared showing the financial position of the Club at that date (Trading Account and Membership Subscriptions Account shall be shown as two separate items). Such balance sheet and profit and loss account shall be audited by the Auditor or Auditors of the Club.

6.9.11 At each Annual General Meeting the Committee shall produce a printed report of the Proceedings of the Club for the past year, and an audited balance sheet showing the financial position of the Club as at 31st May, next proceeding. A copy of the report and balance sheet shall be forwarded by post to each subscribing and life member ten (10) clear days prior to the date of the meeting and a copy of the same shall be posted on the Club Notice board ten (10) clear days prior to the date of the meeting where it shall remain for at least thirty (30) days.

6.9.12 The Committee shall provide suitable notice boards for the posting of notices as required by these Rules and any by-laws.

6.10 **Investment of Funds**

6.10.1 The Committee shall control the funds of the Club and may from time to time invest and reinvest in such securities and upon such terms as it considers fit any part of its funds not required at any time for the business of the Club.

6.10.2 The Committee shall by duly recorded resolution decide which of its members are to be empowered to operate banking and/or investment accounts opened in the name of the Club.

6.11 **Borrowing Powers**

6.11.1 The Club shall have power from time to time to borrow money from any Bank or from any other body, person or persons whether by ordinary or secured loan or by overdraft or in the form of debentures at such rate of interest and subject to such terms and conditions generally as the Committee shall think fit and by giving security over any property real or personal now or hereafter belonging to the Club for the payment of such moneys and the interest thereof as the Committee shall in all things think fit.

7.0 MEETINGS OF MEMBERS

7.1 Annual General Meetings

7.1.1 The Annual General Meeting of the Club shall be held within four months after the end of the Club's financial year. Notice of the date of such Annual General Meeting and the business to be considered thereat shall be forwarded by post to all members at least 10 days prior to the date of such meeting. It shall be the duty of such Annual General Meeting to elect officers to fill any vacancies on the Committee occurring according to the provisions of the foregoing Rules, to consider nominations for Life Membership of which notice has been given in accordance with Rule 3.2.4, and to consider the Annual Statement of Accounts of the Club and balance sheet of the Club duly audited as hereinbefore provided.

7.1.2 The President of the Club shall take the chair at all General Meetings whether Annual or Special and in the absence of the President the chair shall be taken by such member of the Committee as shall be chosen for the purpose by the members present at the meeting. In the event of the absence from the meeting of all office bearers and members of the Committee the meeting shall elect any financial member of its choice to take the chair for the particular meeting.

7.2 Quorum

7.2.1 The quorum for all Annual General and Special General Meetings shall be not less than 5% or 100 of the financial members of the Club, whichever is the lower. If a quorum be not present at the expiration of half one hour from the notified commencement time of the Annual General Meeting such meeting shall stand adjourned for one week to the same time and place, and thereafter from week to week until a quorum is attained. If a quorum is not then present after half one hour of the notified time of commencement of a Special General Meeting such meeting shall stand adjourned for one week at the same time and place. If a quorum is then not present within half one hour of notified time of the reconvened meeting the meeting shall lapse.

7.3 Special General Meetings

7.3.1 The Committee shall have the power at any time to convene a Special General Meeting of members and shall do so upon receiving a requisition signed by 50 or more financial members (excluding Visiting or Junior Members). Notice of the date of any Special General Meeting shall be forwarded by post to all members (excluding Visiting and Junior Members) at least twenty-eight days prior to the date of the meeting.

7.4 Voting At General Meetings

7.4.1 At all General Meetings whether Annual or Special voting shall be by show of hands. In the first instance the Chairman having a deliberate as well as a casting vote and the declaration by the Chairman that the resolution has been carried or lost shall be conclusive unless a poll be demanded by any member entitled to vote, in which case the votes shall be counted by three Scrutineers to be appointed by the meeting.

7.5 Majorities

7.5.1 All votes shall be cast by members in person and shall not be cast by a proxy for any member and save as by these Rules specifically provided or any requirements of law all questions put to the vote shall be decided by a simple majority of members present and voting.

8.0 SECRETARY-MANAGER

8.1 The Committee shall appoint a Secretary-Manager and shall determine any salary payable to

him the period of his engagement and such other terms and conditions of his employment as it shall see fit.

8.2 The Secretary-Manager or in his absence the duty Manager shall have the power to immediately suspend any member for breach of these Rules or by-laws of the Club until the next ordinary meeting of the Committee is held or a special meeting of the Committee is called to consider the matter.

9.0 STAFF

9.1 All employees of the Club shall be appointed by and be under the control of the Manager, or the Secretary-Manager or his deputy.

9.2 No member shall reprimand an employee. All complaints about the conduct of employees shall be made in writing to the President.

9.3 No member shall give money or gratuity to an employee of the Club.

9.4 No member shall induce or attempt to induce any employee to leave the services of the Club.

10.0 INDEMNITY

10.1 Save as expressly provided by law membership of the Club or of the Committee shall not of itself impose on any member liability in respect of any contract, debt, or other obligation made or incurred by the Club.

11.0 AUDITOR

11.1 The Committee shall engage an Auditor, and the Auditor shall audit the Club accounts and supervise audit of Club accounts at least once a year. The Auditor shall be a member of the New Zealand Society of Accountants which appointment shall be ratified at the subsequent Annual Meeting. The Auditor shall not be eligible to hold any other office in the Club.

12.0 INSPECTION OF BOOKS

12.1 The minutes of the Monthly Executive Meetings, subject to the provisions of 12.2, shall be posted on the Club Notice Board immediately after confirmation at a subsequent meeting.

12.2 No minutes of the Monthly Executive Meetings to be posted on the Club Notice Board will contain any reference to matters discussed "in committee".

13.0 CLUB HOURS

13.1 The Club premises shall be open at such times as the Committee may from time to time decide.

14.0 COMMON SEAL

14.1 The Common Seal of the Club shall be such as is approved and adopted by the Committee and shall be in the custody of the Secretary-Manager and kept at the Club's premises.

14.2 The Common Seal shall be affixed to documents executed by the Club pursuant to a resolution of the Committee in the presence of at least two members of the Committee.

15.0 POLITICS

15.1 The Club shall take no part in politics and the Club's premises may be closed temporarily by the Committee if there appears to be any danger of their being used for political purposes at election time or at any other time when political feeling is excited.

16.0 USE OF PREMISES

16.1 No member shall appoint or use the premises of the Club by advertisement or otherwise as a place of business or for the purpose of meeting applicants for employment without the prior

approval of the Secretary/Manager who shall have determined that the proposed use is for the benefit of the members of the Club.

17.0 COMMISSIONS

17.1 No Payment or part payment to any Secretary-Manager, officer or employee of the Club shall be made by way of commission or allowance calculated upon the receipts of the Club from the sale of liquor.

18.0 PROPERTY RIGHTS

18.1 No person shall have any share or interest in the real or personal property of the Club except as mortgagee or as tenant for any part of the property of the Club not for the time being used for the purpose or business of the Club.

19.0 WINDING UP

19.1 Provided that all the liabilities of the Club have been duly discharged, the Club may be wound up voluntarily if the Club at a General Meeting of its members passes a resolution requiring the Club so to be wound up, and such resolution is confirmed at a subsequent General Meeting called for that purpose and held not earlier than 30 days after the day on which the resolution so to be confirmed was passed.

19.2 In the event of the winding up or dissolution of the Club the property of the Club shall be realized and after payment of all liabilities of the Club the surplus (if any) shall be paid to or distributed among such Societies, Institutions, Clubs or Bodies of a public philanthropic or charitable nature or shall be used for the assistance or promotion of such public amenities or such charitable or philanthropic objects or be paid to or distributed among such societies or Institutions having objects similar in whole or in part to those of this Club and in such shares or amounts as the members shall by resolution at such confirming General Meeting determine.

20.0 AMENDMENT OF RULES

20.1 The Rules of the Club may be altered, added to or rescinded at any General Meeting of the Club of which due notice has been given by two financial members, or on the recommendation of the Committee, not less than twenty-one (21) days before the date of such meeting, provided that notice of intention to propose the alteration, addition to or rescission of any Rule shall set forth the general tenor of the alteration, addition or rescission to be put before the meeting. Any proposed alteration, addition or rescission may be approved by a simple majority of members present and voting on the resolution and it shall then be the duty of the Secretary-Manager to take the necessary steps to register the Amendment under the Incorporated Societies Act.

21.0 MATTERS NOT PROVIDED FOR

21.1 Matters not provided for in the foregoing Rules shall be dealt with by the Committee who shall adjudicate thereon as the Committee shall think fit and the Committee's decision thereon shall be final.

22.0 INTERPRETATION

22.1 "Affiliated Club" means another Club which has been affiliated to this Club by a decision by the Committee.

23.0 EXPULSION, SUSPENSION, CONSEQUENCES OF MISCONDUCT AND BREACH OF RULES

23.1 A member shall be liable to be expelled or suspended from the Club or subjected to such lesser penalty as may be determined by the Committee, if the member:

- 23.1.1 removes any property of the Club; or
- 23.1.2 wilfully or recklessly damages any property of the Club: or
- 23.1.3 refuses to replace or make good damage to any property of the Club; or
- 23.1.4 persists in drunkenness, swearing, obscene language and other disorderly conduct on the premises of the Club after being cautioned by Management or the Duty Manager; or
- 23.1.5 uses or threatens violence to any person; or
- 23.1.6 contravenes any expulsion order or agreement that is in force which restricts such member from participating in gambling activities; or
- 23.1.7 persists in creating a disturbance at any Club meeting or other Club event after being cautioned by Management or the Duty Manager; or
- 23.1.8 breaches the Rules of the Club; or
- 23.1.9 commits an offence which in the opinion of the Committee is likely to contravene any legislation under which the Club operates or
- 23.1.10 in the opinion of the Committee brings the Club into disrepute.
- 23.2 If a written complaint concerning a member received from another club which is hosting such member, disciplinary action if justified, may be taken against such member by the Committee of the Club.
- 23.3 The Secretary/Manager may suspend a member for any breach of the above rules pending a disciplinary meeting.

24.0 SUSPENSION, EXPULSION PROCEDURE

- 24.1 The Secretary/Manager, or in his absence the Duty Manager, may suspend a member for any breach of rule 23.
- 24.2 A suspended member shall forthwith be excluded from the premises and activities of the Club until such a time as the matter is dealt with by the Committee.
- 24.3 Within 72 hours from the time of suspension a written report outlining the circumstances shall be given by the Secretary/Manager of the Club to the President or in the absence of the President one of the Vice-Presidents who as soon as practicable following receipt of such report shall call a meeting of the Disciplinary Committee to consider the report.
- 24.4 The Secretary/Manager on instructions from the Disciplinary Committee shall give the member concerned at least 7 days written notice of the intended meeting informing the member of:
 - 24.4.1 the nature of the matter that has been referred to it; and
 - 24.4.2 how the matter will be heard; and
 - 24.4.3 the right to appear and be heard at the meeting; and
 - 24.4.4 the procedure to be followed at the meeting
- 24.5 After the member concerned has been heard and if the Disciplinary Committee finds the suspension or matter referred to it to be justified it shall furnish a report on the matter to the Committee which may determine to:
 - 24.5.1 expel such member; or
 - 24.5.2 suspend such member for a finite period or until a particular event; or
 - 24.5.3 impose restrictions as to the access by such member to the premises and facilities of the Club for a finite period; or
 - 24.5.4 reprimand such member in such a manner it considers appropriate.
- 24.6 The committee shall record its determination in writing and require the Secretary/Manager to enter such determination in the records of the Club.
- 24.7 the member disciplined as aforesaid shall have the right to appeal such determination in accordance with Rule 6.9.7 of these Rules.
- 24.8 Subscriptions, levies or other payments already received by the Club as at the date of expulsion may be refunded at the discretion of the Club Committee.

25.0 ADMINISTRATION OF ADJUNCTS

- 25.1 Subject to the approval of the Club Committee, club members may establish adjuncts for the purpose of social, recreational or sporting purposes. Such adjuncts shall be bound by the Rules and By-laws of the Club.
- 25.2 The objectives, committee structure, proposed fees/funding methods and rules are to be supplied to the Club Committee for approval. Details of membership and office holders are to be supplied to the Secretary/Manager. Established adjuncts in conformity with the intent of this rule shall seek similar approval before changing their existing role or purpose.
- 25.3 Financial accounts are to be operated as sub-accounts of the Club. The financial year of all adjuncts shall be the same as the Club financial year and a proper financial statement is to be furnished to the Secretary/Manager. All accounts will be subject to audit. All monies received by the adjuncts shall be banked into the Porirua Club Social Club Account.