

Rules of the United Croquet Club Inc.
(As at 16 May 2009)
With unofficial corrections to numbering and references

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1. NAME AND REGISTERED OFFICE

- (a) The name of the Club shall be "United Croquet Club Incorporated".
- (b) The registered office of the Club shall be at the Pavilion of the Club, situated in North Hagley Park, Christchurch, or at such other place as the Executive shall determine. Notice of every change of the registered office shall be given to the Registrar of Incorporated Societies.

2. INTERPRETATION

In these Rules, unless inconsistent with or repugnant to the context:

"Council" means the New Zealand Croquet Council.

"Croquet" means Croquet as defined by the Council.

"Association" means The Canterbury Croquet Association.

"Club" means the United Croquet Club Incorporated.

"Executive" means the Committee of Management of the Club

"General Meeting" means a meeting of Club members duly convened under these Rules

Words importing the singular number only include the plural and vice versa.

Words importing the masculine gender include the feminine gender.

In the event of any questions or difficulty arising that are not provided for in these Rules the decision of the Executive committee thereon shall be final.

3. OBJECTS

- (a) The objects of the Club shall be the playing of the game of Croquet and all or any competitions incidental thereto, and to conduct such other sporting and social activities as the Executive may approve.
- (b) To be a member of the Canterbury Croquet Association and through it affiliate with the Council. All official games of Croquet played will be governed by the laws issued by the Council.
- (c) To acquire by purchase, lease, hire or otherwise any real or personal property or any rights or privileges which may be considered necessary or expedient for attaining the objects of the Club or any of them or for promoting the interests of the Club or its members.
- (d) To maintain the property and conveniences and appointments in good order and erect or build such buildings or other conveniences as may be deemed necessary
- (e) To hire out, lease, rent or otherwise assign the use of the Club's lawns, property, buildings and equipment for such purposes and for such amounts as the Executive may determine, consistent with the continuing development of the Club.
- (f) To use the funds of the Club for, and to do all such things as may be deemed necessary for or incidental or conducive to the attainments of the foregoing objects or any of them.

4. APPLICATION FOR MEMBERSHIP

- (a) Application for membership of the Club must be made on the form provided. Only Full or Life Members may sign as proposers or seconders.
- (b) Election to membership shall be by the Executive Committee and may be by a show of hands or by ballot if so required by one member of the Executive.

5. GRADES OF MEMBERSHIP

Only Full Members, Life Members, Student Members and Novice Members (“eligible Members”) shall be entitled to the full rights and privileges of the Club which include participation in all events of the Club; voting in all meetings; election or appointment to the Executive or its sub-committees; the use of the lawns and equipment, the Club Room and other buildings; and playing in Club competitions including representing the Club in Association and National competitions. The Grades of Membership shall be:-

- (a) Full Members who are those who have paid the Full Members' subscription.
- (b) Life Members who are those Members who have rendered signal service to the Club or to Croquet and who have been elected Life Members upon a unanimous vote of the Executive, followed by a resolution carried at the succeeding Annual General Meeting.
- (c) Student Members who are full-time students.
- (d) Novice Members who are those in their first season of Croquet whether it is Golf or Association croquet.
- (e) Other Grades, who are in such numbers and with such rights as the Executive shall, from time to time, decide.

6. RESIGNATION OF MEMBERSHIP

- (a) Any member may resign by giving notice in writing to the Secretary prior to the Annual General Meeting of his intention to resign and paying all subscriptions, and other moneys owing by him to the Club as at the date of such notice. Unless indicated otherwise, such resignation shall have immediate effect once moneys outstanding, if any, have been paid.
- (b) Any member of the Club who fails to pay his subscription by 30th September shall be deemed to have resigned, unless special arrangements have been approved by the Executive.
- (c) Any member giving written notice of resignation to the Secretary after the Annual General Meeting shall be liable for his or her subscription for the current year, save that the Committee may remit such portion of any subscription or fees as it shall in its absolute discretion decide.

7. TERMINATION OF MEMBERSHIP

If any member shall default in payment of his subscription or other moneys due by him to the Club for a period of one calendar month after written notice requiring payment having been given to him by the Secretary or Treasurer, the Executive shall have power to terminate his membership, and to report such default to the Association but such member shall not thereby be relieved of his liability to pay such moneys.

8. SUSPENSION OR EXPULSION OF MEMBERS

- (a) The Executive has the power to suspend or expel any member of the Club whose conduct the Executive considers unbecoming. Notification of such action, including the reason for it, must be given in writing to the member and his membership will terminate immediately. The Executive must immediately advise the Club and Association of its decision and the reason.
- (b) Any person whose membership is terminated under this provision may re-apply for membership and the Executive may waive any entrance fee that may be applicable to new members.

9. MANAGEMENT

The management of the affairs and business of the Club shall be vested in the Committee of Management (‘the Executive’). Membership of the Executive shall be by election, except as provided for in sub-clause (a)(a) and (c) below. Prospective members must be proposed and seconded by eligible Members (see Clause 5) on nomination lists which shall open not later than one week prior to the end of the summer season and close one week prior to the Annual General Meeting.

- (a) The Executive shall consist of such holders of the following offices as have been duly elected or appointed, namely, President, Vice President, Secretary, Treasurer, Captain and Vice Captain, together with:

- (i) up to four other eligible members, and
 - (ii) for the ensuing year, the retiring President.
- (b) The Executive shall assume office at the end of the Annual General Meeting, and may continue until the next Annual General Meeting, when they shall retire but be eligible for re-election or re-appointment.
 - (c) In the case of any unfilled office, casual vacancy in, or forfeiture of the office of an officer or member of the Executive, the Executive may either summon a Special General Meeting, or may appoint another eligible Member to fill the vacancy.
 - (d) The Executive may meet for the despatch of business, adjourn or otherwise regulate its meetings, as it shall think fit. A meeting of the Executive may be convened by the President or Secretary, or by any two other members of the Executive. The President, or in his absence the Vice-President, shall preside at all General Meetings and meetings of the Executive. In the absence of both these officers the meeting may appoint its own Chairman.
 - (e) The Executive may appoint such sub-committees as it deems necessary or desirable. The President, or if unavailable, the Vice-President, shall be ex-officio a member of every sub-committee if not actually a member of such committee or committees. Membership of sub-committees need not be limited to members of the Executive.
 - (f) Except as may be otherwise required by these Rules all questions shall be determined by a majority of votes. Each member personally present shall on each question have one vote and in the case of an equality of votes the Chairman shall have a further, or casting vote.
 - (g) At all meetings of the Executive and its sub-committees a quorum shall consist of not less than one half in numbers of its members.
 - (h) The Executive may make, alter, or repeal such by-laws as it may from time to time consider necessary or proper for the well being of the Club.
 - (i) The Secretary or in his absence the President, shall summon and attend, except for good reason, all General Meetings. The Secretary shall keep minutes of meetings, record all correspondence and generally perform such duties and functions as are usual to this office. A register of all members of the Club, in terms of Section 22 of the Incorporated Societies Act 1908 shall be kept.
 - (j) Without prejudice to the general powers of these Rules, the Executive shall have the power to do all acts and things which it may consider proper and expedient for accomplishing the objects and carrying on the affairs of the Club, in the interests of the Club Members.

Every resolution of the Executive or any resolution of any General or Special Meeting of the Club which is not inconsistent with, or does not purport to repeal or alter, anything contained in the respective Rules or Constitution of the Club, the Association or the Council shall be binding on all members of the Club, unless and until set aside by a resolution of a General or Special Meeting.

10. FINANCE

- (a) The Club's year for financial purposes shall close on the 31st March.
- (b) The funds of the Club shall be placed in one or more financial institutions approved by the Executive.
- (c) The Treasurer, or others, may make lodgements to the Club's Bank Accounts but all withdrawals from the current accounts are to be made by the Treasurer or, if unavailable, the President or Secretary. Withdrawal from all other account shall be authorised by any two of the treasurer, president and secretary.
- (d) Deleted.
- (e) Honoraria, if any, for the ensuing financial year shall be decided at each Annual Meeting, but unless altered at an Annual Meeting or at a Special General Meeting are to remain unchanged from the previous financial year.
- (f) The Executive shall control and manage the funds of the Club and have power to create a Reserve fund for a specific purpose, or continue any Reserve fund already in being, and add to it any moneys not currently required. Withdrawals from any Reserve fund may not be made except that the item or reason for withdrawal is approved by a General Meeting.
- (g) The Treasurer shall collect and account for all Subscriptions and other moneys payable to the Club, and disburse the moneys of the Club under the authority of the Executive. He shall keep proper

accounts of the financial affairs of the Club and at each Executive meeting report on the financial position of the Club at that date.

- (h) All accounts payable by the Club shall be submitted to the Executive for approval for payment. At the close of each financial year the Treasurer shall prepare and submit to verification, after approval by the Executive Committee, the statement of accounts and balance sheet for the year. On completion of the verification a copy of accounts and balance sheet shall be forwarded to the Registrar, as required by Section 23 of the Incorporated Societies Act 1908 and any amendment to it.
- (i) The Executive shall have powers to borrow or raise money upon mortgage of the real or personal property of the Club or any parts thereof, or otherwise, up to a maximum of \$1,000 unless the members at a General Meeting approve a larger amount.

11. SUBSCRIPTIONS AND FEES

- (a) The same or differing subscriptions may be set for each grade of membership and for summer or winter or summer plus winter play. Married or *de facto* couples may be offered a discount.
- (b) Unless altered at an Annual General Meeting or at a Special General Meeting held before 31st July all subscriptions are to remain unchanged from the previous financial year.
- (c) All annual subscriptions shall be due by 30th September (except as provided for in Clause 6) but where a person is accepted as a Member after 31st December the subscription for the remaining part of the financial year shall be half the Annual Subscription for the particular grade of membership and is due for payment within one month of the date of acceptance.
- (d) Summer and winter green fees are at the discretion of the Executive, which may at any time set such conditions as it considers proper for the use of the greens by fee paying players.

12. LEVIES

- (a) Full Members, Life Members (when they play in tournaments), Student and Novice Members shall be liable to pay the appropriate levies as set by the Association and the Council for the current financial year
- (b) The Executive Committee may in the event of a necessity arising recommend that an extra levy be made on Members and such recommendation shall be considered at a Special General Meeting.

13. GENERAL MEETINGS

- (a) General Meetings include the Annual General Meeting and all Special General Meetings
- (b) Every eligible member (See Clause 5) shall be entitled to at least seven days notice of every General Meeting.
- (c) The quorum at all General Meetings shall be the lesser of twelve Full Members or a majority of Full Members.
- (d) At all General Meetings every eligible Member personally present shall have one vote on each question and in case of an equality of votes the Chairman shall have a further, or casting vote, as well as a deliberative vote
- (e) Voting at General Meetings shall be by show of hands, or if called for by three or more of those present, by ballot vote.
- (f) Proxies for eligible members shall be allowed at all General Meetings. A proxy must be authenticated by written notice signed by the Member giving their proxy. A member attending a General Meeting may carry no more than one proxy.

14. ANNUAL GENERAL MEETINGS

- (a) The Annual General Meeting of the Club shall be held in the Club Pavilion or such other place, as the Executive may decide not later than 21 days prior to the Annual General Meeting of the Canterbury Croquet Association.
- (b) The business of the meeting shall be to: -
 - (i) receive the Annual Report;
 - (ii) receive the Statement of Accounts and Balance Sheet for the preceding year;
 - (iii) elect or appoint Members of the Executive for the ensuing year;
 - (iv) deleted;

- (v) set any Honorariums for the ensuing year as may be appropriate
- (vi) set the rules governing the use of the lawns;
- (vii) consider notices of motion and to transact any other General Business of the Club.

15. SPECIAL GENERAL MEETINGS

A Special General Meeting (at which only the business for which such meeting was convened may be dealt with) may at any time be summoned by the Executive, or shall be called within seven days after receipt by the Secretary of a written requisition in that behalf, signed by at least eight Full or Life Members setting forth in the form of a motion or motions the object or objects of such meeting.

16. COLOURS

The Club colours shall be red together with white or cream, or such other colours as a General Meeting shall decide.

17. COMMON SEAL

The Club shall have a Common Seal, which shall be held in the custody of the Secretary and produced at each Annual General Meeting. It shall only be affixed in pursuance of a resolution of the Executive Committee and shall be affixed in the presence of the President and the Secretary.

18. ALTERATIONS TO RULES

The Rules of the Club may be altered, rescinded, or added to, by the assenting vote of at least two-thirds of Members entitled to vote, and present at a General Meeting. Particulars of any such proposal, alteration or addition shall be given in the notice convening the meeting.

19. DISPOSITION OF PROPERTY ON DISSOLUTION

- (a) Upon the passing of a Resolution at a General Meeting that the Club be wound up, which resolution shall be confirmed at a subsequent General Meeting called for that purpose not earlier than thirty one days from the date of the General Meeting first passing such resolution, the property and funds of the Club shall be vested in those persons who immediately prior to the dissolution resolution constituted the Executive upon trust, to discharge the liabilities of the Club.
- (b) If upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to some other charitable organisation or body having objects similar to the objects of the Club, or for some other charitable purpose, within New Zealand.

END

History

14 August 2005	Rules replaced
2 September 2006	Clause 19 replaced
26 May 2007	Clause 10(d) deleted, clause 10(h) replaced
16 May 2009	Clause 10(c) replaced

Unofficial changes (because of incorrect paragraph numbering and references)

Document reformatted

Numbering of clause 8 corrected [(c) changed to (b)]

Numbering of clause 9 corrected [(c) changed to (b) and subsequent sub-clauses]

In clause 9, cross-reference *sub-clause (b)(ii) and (d)* changed to *sub-clause (a)(ii) and (c)*

In clause 9, cross reference *Clause 5(b)* changed to *Clause 5*