

RULES OF THE PALMERSTON NORTH SQUASH CLUB (INC)

Adopted at the Annual General Meeting of the Palmerston North Squash Club (Inc.) on 25 March 2002.

NAME

1. The name of the Club shall be "The Palmerston North Squash Club (Incorporated)" (trading as Squash Palmerston North).

OBJECTS

2. The objects of the Club shall be:
 - (a) To foster and encourage the game of Squash and other recreations authorised by the Club in Palmerston North and elsewhere.
 - (b) To provide and maintain for the use of its members, grounds, buildings, club rooms and other facilities necessary for the playing of Squash, and such other recreations as are authorised provided that due consideration shall be given to the interest of neighbours and neighbouring properties.
 - (c) To affiliate with any Club or Association having objects similar or in parts similar to those of the Club.
 - (d) To purchase, lease, hire or otherwise acquire land, buildings and other real or personal property which the Committee may from time to time deem necessary or expedient or useful in connection with any of the Club's undertakings and that either alone or in conjunction with any other Club, Person, Firm or Corporation and to build, erect, alter or improve or contribute towards the cost of building erecting or improving any such building or other property as aforesaid.
 - (e) To invest any of the Club's funds in such investments or assets as the Committee may from time to time decide notwithstanding that the same may be of a wasting speculative or reversionary nature.
 - (f) To promote Social Activities and Functions among the members of the Club either to raise funds or otherwise.

- (g) To do all such other matters and things as in the opinion of the Committee shall be conducive to the attainment of any of the foregoing objects or to the exercising of any of the foregoing powers.

INTERPRETATION

- 3. In these Rules and in any By-Laws of the Club unless a contrary intention appears, "Club" means "The Palmerston North Squash Rackets Club (Incorporated)". "Committee" means the General Committee for the time being appointed under the rules of the Club; "Year" means the year of the Club.

MEMBERSHIP

- 4. **Classification.** Members may be categorised as follows:
 - (a) Senior
 - (b) Junior
 - (c) Intermediate
 - (d) Non-playing
 - (e) Life
 - (f) Corporate

The Committee shall have power to limit the numbers in any one or more classifications if deemed necessary.

- (a) **Senior Members.** Senior Members may be classified by the General Committee into the following classifications.
 - (i) Men
 - (ii) Women
 - (iii) Couples
 - (iv) Families
 - (v) Students
 - (vi) Country

Both members of a couple shall both have full voting power provided they are 19 years of age or over.

All members of a family other than those under the age of 19 shall have full voting power.

A student is classified as someone in full-time attendance at a tertiary education institution. Students 19 years of age or over shall have full voting power.

The General Committee shall have the power to allow members of other squash clubs to join the Club as a country member on a reduced fee basis. The General committee shall have the power to determine the criteria for country member

status, and the level of the subscription. Country members shall have no voting power.

- (b) **Junior Members.** Junior Members are those under the age of 19 years and may be classified as follows:
 - (i) Junior Men
 - (ii) Junior Women
 - (iii) School Children (attending a secondary or primary school)

Junior Members shall have no voting power. Junior members shall be subject to such restrictions as to playing hours and otherwise as the Committee may from time to time determine.

- (c) **Intermediate Members.** Intermediate Members are defined as people who are between the age of 19 and 23 and who have left school.
- (d) **Non Playing Members.** Non-playing Members are those who do not play Squash or other games fostered by the Club and who shall have all other privileges of membership.
- (e) **Life Members.** The Club may in General Meeting elect any person or persons not exceeding three in number in any year for that purpose by a previous resolution of the General Committee to be life members in recognition of services to the Club. All Life Members shall be entitled to have the privileges of active financial membership.
- (f) **Corporate Members.** The General Committee shall have the power to allow corporate membership of the Club. The General committee shall have the power to determine the criteria for corporate member status, and the level of the subscription. Corporate members shall have no voting power.
- (g) **Application for Membership.** Application for membership shall be made by forwarding an application form, accompanied by the appropriate subscription, to the Secretary. The Secretary may approve the application forthwith, or refer the application to the General Committee for consideration. The General Committee shall have power to refuse the application of any candidate for membership without giving any reason for such refusal.
- (h) **Resignations.** A member is deemed to have resigned from the Club when their subscription has expired. Members may otherwise resign on written notice to the Secretary.
- (i) **Suspension or Expulsion.** The General Committee may suspend or expel from membership any member wilfully disobeying any of the rules or by-laws or guilty of any conduct making them unsuitable to be a member of the Club. Before considering suspending or expelling a member the General Committee shall allow the member to hear any accusations against them, and the General Committee shall hear what they have to say about their alleged behaviour.

SUBSCRIPTIONS

5. (a) Subscriptions of new members must accompany the application form.
- (b) The General Committee on the recommendation of the Annual General Meeting shall determine the subscriptions and shall have power to create family and other concessions and to impose different subscriptions for different classes of members.
- (c) The Committee shall have power to vary the subscription in special circumstances, to grant refunds, and to arrange for short period subscriptions and memberships.
- (d) The Club in general meeting may also decide what further fees, if any, may be paid for the use of any of the Club's facilities.

ALTERATION OF RULES

6. The Rules of the Club may be altered, repealed or replaced by a resolution at any General Meeting. The notice calling it shall have specified the proposed alteration, repeal or substitution but nothing in this Rule shall prohibit the amendment at any General Meeting of any proposal which has been specified in the notice calling the meeting. Notice of any motion importing a change in the Rules shall be forwarded in writing to the Secretary not later than fourteen (14) days before the date of the General Meeting. These Rules shall operate as from and including the date of registration thereof with the Registrar of Incorporated Societies.

No addition to or alteration of the non-profit aims, personal benefit clause or the winding up clause shall be approved without the approval of Inland Revenue. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

GENERAL MEETING

7. (a) **Annual General Meeting.** The General Committee shall arrange for the Annual General Meeting to be held not later than three months after the conclusion of the financial year at such time and place as the General Committee shall determine.
- (b) **Special General Meeting.** The General Committee may at any time and shall within fourteen (14) days after the requisition in writing signed by at least ten (10) members of the Club (which requisition shall set out the business proposed to be transacted at such meeting) convene a Special General Meeting for any purpose or purposes. At any meeting so called only the business set out in the notice shall be dealt with.

- (c) **Notice of General Meeting.** The Secretary shall at least seven (7) days before any General Meeting send to every member of the Club at his/her address appearing in the Register of Members a notice stating the time and place where it will be held and in the case of Special General Meetings the business it is proposed to put before the meeting provided that except in the case of Annual Meetings and meetings to be called for the purpose of considering alterations to Rules where circumstances are such that in the opinion of the General Committee shorter notice shall be given as instructed by it, not being less, however, than forty-eight (48) hours. All notices of General Meetings shall be deemed to have been given at noon on the day following the posting thereof.

- (d) **Procedure and Quorum at General Meetings.** At all General Meetings the chair will be taken by the President, but if he/she is not present at the time when the meeting is due to start, those present shall elect a Chairperson for the meeting from among the members of the General Committee present and willing to act, the Secretary excepted, and if no member of the General Committee is present then from among the members generally and the Chairperson so elected shall remain in the Chair until the arrival of the President. Every member (except School Junior and corporate members) present shall have one vote and in the case of equal voting the Chairperson shall have a second or casting vote. Only financial members shall be entitled to vote or take part in any discussions. The quorum at a General Meeting shall be twelve (12) members. Voting shall be on the voices but if any members present so desires the Chairperson shall call for a division to be indicated by a show of hands or if five (5) members so desire then by Ballot.

PATRONS AND HONORARY VICE PRESIDENTS

- 8. A Patron and any number of Honorary Vice Presidents may be elected at the Annual General Meeting which shall define the privileges of such appointees.

OFFICERS AND GENERAL COMMITTEE

- 9. (a) **General Committee.** The entire management and control of the Club's affairs and property both real and personal shall be in the hands of a General Committee who shall have full power to do whatever it considers is necessary to manage the Club. The general Committee shall consist of the following officers (all of whom shall be members of the Club):
 - (i) President
 - (ii) Vice President
 - (iii) Treasurer
 - (iv) Womens Club Captain
 - (v) Mens Club Captain
 - (vi) Up to 5 committee members

- (b) **Nomination and Election of Officers.** Officers of the Club shall be nominated and seconded in writing by two members and such nomination shall be signed by the Candidate and forwarded to the Secretary not later than 7 days before the Annual General Meeting. Members shall receive notice of the proposed closing date of nominations 28 days before the date set for the Annual General Meeting.

If the candidates so nominated do not exceed the vacancies, those nominated shall be declared duly elected by the Chairperson at the Annual Meeting. If the candidates so nominated exceeded the vacancies an election shall take place at the Annual General Meeting. If the number of candidates so nominated does not fulfil the required number of vacancies, nominations shall be called for at the Annual Meeting for such vacancies. If the nominations called for at the Annual Meeting exceed the vacancies an election shall take place to fill such remaining vacancies.

- (c) **General Committee Meetings.** The General Committee shall meet at such times and places as it may from time to time decide and a meeting shall be called upon the requisition of the President or any three members of the General Committee. Any such meetings so requisitioned shall be called within fourteen (14) days of the receipt of such requisition by the Secretary.
- (d) **Calling of General Committee Meetings.** The Secretary shall convene General Committee Meetings in such manner as the General Committee may from time to time decide and in default of the Secretary so doing the President or any three members of the General Committee may do so provided however that the General Committee may from time to time authorise any other person to convene meetings.
- (e) **Quorum for General Committee Meetings.** At any General Committee Meeting four (4) members of the General Committee personally present shall constitute a quorum and the Chairperson shall in case of equality of voting have a deliberative or casting vote in addition to his/her ordinary vote.
- (f) **Vacating Office as a Member of General Committee.** Every Member of the General Committee shall ipso facto cease to be a member on absents himself/herself from four (4) consecutive meetings without obtaining leave of absence from the General Committee.
- (g) **Chairperson of General Committee Meetings.** The President shall be the Chairperson at all meetings unless he/she is absent when such meetings are due to commence in which case those present shall elect a Chairperson for the meeting and the Chairperson so elected shall remain in the chair until the arrival of the President.
- (h) **Assistants.** The General Committee may either from its own personnel or otherwise from time to time appoint and terminate the appointment of any person or persons as assistants to the General Committee or to the Secretary and the General Committee may appoint subcommittees for any purpose but the

members of such sub-committees need not necessarily be members of the General Committee.

- (i) **Secretary-Treasurer.** The General Committee may appoint a paid secretary/treasurer/facilities manager to undertake certain administrative or other roles within the Club. This person or persons shall not become a member of the General Committee.
- (j) **Emergency Committee.** This Committee shall consist of three Committee Members at least of one whom shall be President or a Vice President.

COMMON SEAL

- 10. The General Committee shall provide a Common Seal for the Club and the shall have power from time to time to destroy the same and substitute a new one in lieu thereof. The Common Seal shall be kept by the Secretary and shall be used only when directed by the General Committee and for the purpose of executing documents shall be affixed in the presence of two (2) members of the General Committee.

FINANCE AND INVESTMENT OF FUNDS

- 11. (a) **Financial year.** The Financial year of the Club shall end on December 31 in each year.
- (b) **Annual Report and Statement of Accounts.** At the Annual General Meeting in each year the General Committee shall submit a report of the year's activities of the Club from the preceding financial year and a statement of Income and Expenditure account and a Balance Sheet.
- (c) **Audit.** An Auditor who shall be a member of the NZ Society of Accountants shall be appointed at the Annual General Meeting in each year but the General Committee may fill any vacancy occurring in the office of Auditor or may appoint an Auditor if the Annual General Meeting does not do so.
- (d) **Bank Accounts.** The Club shall have power to open and operate, on any Bank Account or Accounts at the discretion of the Committee and any such accounts may be operated upon and cheques and other withdrawals signed and/or endorsed by such person and persons as the Committee may from time to time decide provided that the Committee may in particular authorise two persons to endorse cheques to be paid to the credit of any Bank Account.
- (e) **Investments.** The Club at the discretion of the General Committee shall have power to invest any surplus funds in such manner as the General Committee may from time to time approve.

BORROWING POWERS

12. The Club may at the discretion of the General Committee raise or borrow money upon any mortgage or debentures or other security charging any of the real or personal property of the Club or any part or parts thereof and the Club may borrow any money either by way of overdraft or otherwise without security at the discretion and upon such terms as the General Committee may from time to time decide.

BY-LAWS

13. The General Committee shall have power to make, alter or repeal such by-laws as it may think fit for the well-being of the Club and the decision of the General Committee on all questions shall be final and binding unless and until set aside or varied by the Club in General Meeting. The General Committee shall have power to delegate all or any or portion of its powers to any sub-committee or person as the General Committee in its sole discretion may deem fit.

WINDING-UP

14. 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 but shall be given or transferred to some other organisation or body having objects similar to objects of the Club, or to some other charitable organisation or purpose, within New Zealand, as determined by a General Meeting called for that purpose.

USE OF FUNDS

15. No profit or other funds of the Club shall be used or made available to be used for private pecuniary profit of any member either during the active life of the Club or on dissolution.