



# **CLUB MOUNT MAUNGANUI (INC)**

## **BYLAWS**

August 2023

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## **APPENDICES**

Bylaws were 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 Board without reference to the Registrar of Incorporated Societies

These Bylaws are made in accordance with the Rule 5 (Powers) and Rule 32 (Bylaws).

### **APPENDIX 1 - DISALLOWED ACTIVITIES**

- 1.1 No raffle shall be allowed on the Club's premises nor goods exhibited for the purpose of a raffle except with the authority of the Board
- 1.2 No unlicensed or unlawful gambling or gaming shall be permitted in the Club
- 1.3 No petition, except for the purposes of convening a Special General Meeting as provided for in Rule 17 shall be allowed to circulate on the premises of the Club
- 1.4 No business cards or notices shall be displayed on Club premises without the sanction of the Club Manager
- 1.5 No member shall without the sanction of the Club Manager:
  - (a) Conduct a business on Club premises; or
  - (b) Use the Club address for business purposes; or
  - (c) Give the address of the Club in an advertisement

### **APPENDIX 2 – NOTICES AND SIGNS**

The manager shall ensure that all necessary signage is appropriately displayed so that the Club's regulatory obligations are met.

### **APPENDIX 3 – NATURAL JUSTICE**

#### **DISCIPLINARY HEARINGS AND NATURAL JUSTICE**

Before a Club takes in disciplinary action against a member, it must, as a matter of law, apart from complying with the provisions of its own Constitution, also ensure that it complies with the basic requirements of natural justice. The principles of natural justice are not some airy-fairy theoretical concepts far removed from reality but they are general principles and minimum standards of fairness for adjudicating upon a dispute which have long been recognised as part of law. Where the principles apply and have not been observed, a Court will annul the decision and require the matter to be considered afresh.

The requirements of natural justice apply to Clubs in exactly the same way as they apply to any quasi-judicial or administrative body that is required to adjudicate upon a dispute

The principles of natural justice are, in essence, the following;

- 1 Any person who is accused of wrongdoing must be given adequate notice of the allegation and a proper opportunity to be heard in his/her defence.

Except in very exceptional cases, the notice setting out the complaint or allegation should be in writing and it should state as clearly as possible the nature of the accusation. It should give reasonable notice of the hearing date.

Ideally, along with the notice, the accused should receive a copy of the complaint, if reduced to writing or an outline of the complaint and an indication of the evidence upon which complaint is based so that the accused will know the exact nature of the charge being made. In other words, there should be no room for traps or surprises at the hearing.

The notice should also inform the accused that he/she will have the opportunity to be heard before the Disciplinary Committee or Executive, as the case may be, and to put his/her side of the case.

The notice should state that the accused will be able to bring witnesses to the hearing but, unless the Constitution provides otherwise, it is not necessary that a person should be given the right to be represented by legal counsel at the disciplinary hearing.

- 2 The Disciplinary Committee or Executive adjudicating upon the dispute should be careful to keep an open mind and not reach a decision on the facts until it had been heard what the accused person has to say about the complaint or allegation. No attempt should be made to prejudge the matter

- 3 The Disciplinary Committee or the Executive adjudicating on the dispute should be unbiased and impartial.

If any member of the Disciplinary Committee or Executive hearing the complaint, for example, was involved in any significant way in the factual circumstances which give rise to the charge, or, if he/she is particularly close to one or more of the individuals involved, then the proper course is to that person to disqualify himself/herself from taking part in the meeting.

Similarly, if an individual is on the body that finds a person guilty of a charge then he/she should disqualify themselves from sitting on any committee subsequently hearing the appeal in the same case. There must be no room for allegations of bias on the part of any member of the committee hearing the complaint or appeal.

The principles outlined above are, in essence, what the law refers to as the rules of natural justice. What they amount to is this;

Any person accused of a complaint is entitled to a fair hearing and in the absence of a fair hearing then the Courts can intervene and annul the decision. It is for that reason that all Club administrators exercising disciplinary powers **MUST** follow the principles of natural justice so as to ensure at all times all relevant that an accused person is treated in a fair and just manner.

If this procedure is followed then rarely would a Judicial Committee have cause to overturn the decision of a disciplinary body.

## **APPENDIX 4 – CLUB EVENTS COMMITTEE**

It is proposed that a Club Events Committee be formed in accordance with Rule 7.7.4 and will:

1. Consist at a minimum of one (1) or more Board Members and one (1) or more Club Staff Member.
2. Consult with MGS or any adjunct directly involved or affected by the respective event.
3. This Committee will work with the Club Management Team within the authorities held by that office and shall not have any financial authority except that which is granted by the Board.
4. Promotion and conduct of the membership, sporting and social activities of the Club shall be the responsibility of this Committee for the benefit of all members, within the financial constraints as determined by the Board and exercised in accordance with these rules subject to any amendments or directions from the Board
5. Club Events Committee Members shall render assistance to the President, Vice-President and staff of the Club to maintain order and to prevent infringements of the rules, requirements or by laws, or the terms of any licence which from time to time be granted to the Club

## **APPENDIX 5 – CLUB DRESS CODE**

### **Board Policy – Foreword:**

The Club has established this policy as a guide to ensure the Club's decorum and image as a friendly and welcoming Club, is not compromised by poor dress standards but a dress standard that enhances our Club environment.

At times there will be discussions on dress standards regarding whether it's acceptable or unacceptable, so the Board has allocated the final decision on such cases to the Club Manager and his/her supporting management staff.

Should a Member(s) not agree with the Management decision on a Dress Code issue they are able to express their opinion or thoughts in writing to the Board who will review that particular situation and advise result of the review to interested parties.

### **Board Policy on Dress Code is as follows:**

"That all Club Members, including their Guest(s), and Visitor(s) to the Club must maintain a good standard of personal hygiene, appearance and dress in such a way as not to cause offence to fellow Club Members but enhances our Club environment".

### **Operational**

The Club has a more casual and flexible approach to dress code, rather than "Business attire" or "Semi formal" to reflect our beach holiday tourist town image.

However, in saying that we need to be mindful that as a Club of quality, attire such as:

- Beach swimming clothing and skimpy revealing beach attire would not be acceptable within the Club

Other unsuitable attire would be:

- “T” Shirts with inappropriate or offensive slogans
- Gang patches
- Revealing tops or shorts
- Singlet's (work or otherwise)

Are unacceptable at all times.

After 7.00pm

- Work overalls and work boots
- Generally untidy or dirty clothing and dirty or untidy footwear

Would also fall short of the Club's dress code requirements

The above lists do not propose to cover all possible unsuitable attire scenarios but is to give a guideline on what the Club sees as attire that falls short of the Club's standards

The Club is mindful of the various cultural and ethnic head wear requirements of varying races and will consider each case on its merits. At times due to a members health issues a member may seek to wear headgear and that is acceptable. If any Member has an issue with a Member, Visitor or Guest wearing such headgear, please **DO NOT** approach that person, but refer your issue to one of the Club's Management Team who will deal with the situation at the time

With the rate of change ever increasing, the club is mindful that what was unacceptable several years ago may now be acceptable. This will become more evident as our Club evolves and membership grows and “younger” members join our Club.

Therefore, if a Board Member or Club Staff member is confronted with a situation that has for example, an old standard, opinion conflicting with a current trend, that Board Member and/or Staff member should seek a further opinion from the Board or Club Manager before taking any action.

When making a decision to approach a person, the Club's Management Team or Board Member, regarding their attire, that decision needs to be based on the following;

- Club expectations on dress apparel
- Current days expectations of acceptance of such dress apparel
- Decision is **NOT TO** be based on own personal beliefs or standards but on the general standards currently evident within the Club over recent times

#### **Action on How to Handle a Dress Code Contravention**

- Bring to the attention of Management (which could be one of Club Manager, Operations Manager, Bar Manager, Duty Manager) or in need a Board person. However, Management or Duty Manager are first call
- Once a decision that dress code is unacceptable the person must be approached at a suitable time and place so as not to draw attention to them or embarrass them. Usually a quiet word will solve the problem especially if the person is given a few moments to assess the situation. In need the Club has a supply of shirts that may allow the person to meet the dress code
- If the person refuses to abide by or meet the dress code required they must be warned that a refusal to meet the dress code standard will invoke a directive to leave Club premises

- Any refusal to leave the Club premises and ignoring a directive of Club Management will invoke Rule 12 Of the Clubs rules which could lead to expulsion
- Such action will need to be reported in writing to the Club Manager via the Duty Manager's daily report

## **General**

All Club staff involved with matters concerning Dress Code standards need to accept that it can be a challenging moment not only for staff but also for the person concerned. So a tactful and helpful manner towards the person will usually solve the issue. Often patrons to the Club are not aware of our standard and will if approached in a helpful way, will usually be only too willing to abide by requests.

## **APPENDIX 6 – BREACH OF BEHAVIOUR**

**This is the Appendix referred to in Rule 13**

### **1 Membership Suspension or Expulsion**

- (a) A penalty of suspension imposes a restriction or access to the Club's premises whilst retaining Club membership
- (b) A penalty of expulsion resulting from an incident justifying such action may involve circumstances that require additional access restrictions conditions being imposed that require consultation with organisers on non-Club activities on the Club premises

### **2 Access**

Where there are circumstances warranting consideration under sub-clause 1 (b) of this appendix the provisions of sub-clauses of 2 (a), 2 (b), 2 (c) and 2 (d) will apply;

- (a) Suspended persons will be allowed access only to the area designated for the non club activity in which they wish to be involved. That could include the areas in which special licenses functions, funerals, Probus or similar type meetings are held
- (b) In the case of Mount Green Sports (MGS) member's access is to be permitted in the area used by MGS only when that area is being used exclusively for that purpose. That would include the time from signing in for play until the conclusion of formal prize presentation proceedings
- (c) Persons under suspension would then be required to leave the Club premises at the end of formal proceedings
- (d) During suspension or expulsion the consumption of alcohol is prohibited on all of the Club's licensed areas with the exception of an area governed at the time by a special licence such as for weddings, private or corporate functions

## **APPENDIX 7 – SEXUAL HARASSMENT**

Sexual harassment in the workplace is prohibited in New Zealand and will not be tolerated. Appropriate action will be taken against staff or club members whose behaviour harasses others.

Sexual harassment is verbal or physical behaviour of a sexual nature by one person toward another person. It includes the misuses of visual or written material. The behaviour must be unwelcome or offensive and persistent enough, or sufficiently serious, to have a detrimental effect on the member or the employee's employment, job performance or job satisfaction

A sexual harassment complaint can be made if a particular member/employee finds behaviour with a sexual element offensive, even if other members/employees are not affected. It is not necessary for an individual to have told the other party that his/her behaviour was unwelcome or offensive

Sexual harassment is not friendly repartee, light-hearted exchanges or occasional compliments. The type of behaviour that may be considered sexual harassment includes:

- Offensive verbal comments
- Sexual or smutty jokes
- Repeated comments or teasing about a person's alleged sexual activities or private life
- Persistent, unwelcome social invitations or telephone calls from work mates/members at work or at home
- Offensive hand or body gestures
- Physical contact, ie: patting, pinching, touching or putting an arm around another person's body
- Provocative posters with a sexual connotation
- Sexual assault and rape

If an employee/member feels he/she is being harassed, assistance for processing and resolving a complaint may be obtained from the Club Manager and/or Board representative who will listen carefully and respond in strict confidence

### **Options for resolving a Sexual Harassment Complaint:**

#### **1 Self Help**

The employee/member may:

- Tell the person, or persons, in private and/or in writing, that their behaviour is offensive and request that it stop
- Speak to the person, or persons, in private, in the presence of the Club Manager and/or Board representative or any other person if you feel this to be more acceptable

It is always important to keep any information confidential to those directly involved

#### **2 Informal Intervention**

An employee/member may approach the Club Manager and/or Board representative to intervene. This

person will explain the options for processing and resolving the complaint and respond to the complaint quickly, discreetly and fairly, and ensure that all discussions and any investigations are conducted in strict confidence

### **3 Formal complaint**

If self help or informal intervention have not worked or if the employee/member desires, the employee/member can submit a detailed complaint either in writing or by discussing the complaint to the Club Manager and/or Board representative who will carefully record details of the complaint and conduct an investigation into the complaint. Appropriate action will be taken if an investigation shows the complaint to be justified.

### **4 Complaint to Employee's/Member Representative**

An employee/member may wish to discuss the complaint with his/her representative. The alleged offender may also have representation

#### **Investigating a Complaint**

If an employee/member feels it is inappropriate to discuss the alleged harassment directly, the employee/member has a right to request a representative to pursue the resolution of a complaint

When being interviewed about a complaint, the contact person processing the complaint will have an independent witness present. The person being interviewed will also be encouraged to have a representative present at interviews

The contact person will interview the person making the complaint to establish the factual content of a complainant and will take careful notes of the complaint. The person making the complaint could be asked to write down what happened. The contact person will sign the notes and invite the person making the complaint to do the same

The contact person will then interview the alleged offender and seek a response and/or explanation to the complaint

#### **Resolving a Complaint**

Where the truth of the complaint is admitted by the person complained about or where, after full investigation, the employer acting on the advice of the person investigating the complaint, is satisfied that the complaint is well founded, corrective steps such as counselling and/or disciplining the offender may be considered and taken to correct the situation and prevent further harassment

Finally, anyone should be encouraged to discuss any concerns, big or small, in confidence with the contact person, their supervisor, manager or representative

#### **APPENDIX 8 – RACIAL DISCRIMINATION**

Racial harassment is illegal in New Zealand and will not be tolerated by this Club. Under the terms of the Employment Relations Act 2000, appropriate action will be taken by Management against any staff/members who offend

A proven case of racial harassment will be treated as serious misconduct and may result in the dismissal of the staff/member against whom such a case is proven

Likewise, the Club will take action against management should a case of racial harassment of a staff/member be proven against them

It should be noted by all members of this club that racial harassment is also illegal under the terms of the Human Rights Act 1983, and the Club will take strong action against any member against whom a case of racial harassment is proven

Racial harassment is verbal or physical behaviour of a racial nature by one or more persons towards another person or persons. It includes language (whether written or spoken), visual material, or physical behaviour that directly, or indirectly:

- Expresses hostility against, or brings into contempt or ridicule, a staff member, club member, visitor or guest on the grounds or race, colour, ethnic or national origins
- Is hurtful or offensive to a staff member, club member, visitor or guest
- Has either by its nature or through repetition, a detrimental effect on a staff member's employment, job performance or job satisfaction
- Has either by its nature or through repetition, a detrimental effect on a club member's, guest's or visitor's right to the quiet enjoyment of the club's facilities and events

Management, staff and club members are reminded that what may seem an inoffensive joke or comment of a racial nature can be offensive to the other party, particularly if it is persistent. Where comments against a particular nationality such as Irish, Australian, British or Indian can appear to be little more than light-hearted banter, they can be seen as offensive

Please take care as the Club, in line with the Law, will not take an excuse of "innocent banter" as a justification for racial harassment

## **APPENDIX 9 – ADJUNCT RULES**

These rules are complementary to the rules of Club Mount Maunganui (Inc). Adjuncts may have supplementary rules but these must not contain provisions inconsistent with or contrary to the Club or the following Adjunct Rules.

### **1 Definition & Objects**

An Adjunct is a group of not less than 25 financial members of the Club granted recognition by the Board to fulfill the following objects:

- (a) To establish, maintain and conduct an adjunct and generally afford to its members the accommodation, advantages, privileges and convenience of such an Adjunct
- (b) To promote and organise activities, competitions, and other events on a regular basis and provide or contribute towards trophies and awards for such events
- (c) To conduct social events within normal Club policy on occasions determined at Adjunct meetings

### **2 Membership**

- (a) The membership of such adjuncts shall be confined to financial members of Club Mount Maunganui hereinafter referred to as “the Club”
- (b) A register of all financial members of each Adjunct together with the names of all office holders is to be maintained in the Club office at all times. It is the responsibility of each Adjunct to ensure the register is current
- (c) If an Adjunct’s membership falls below 25 it will be given (thirty) 30 days to bring its membership up to the minimum threshold and if this is not achieved the Adjunct shall be placed in recess until that figure is reached. During the period of recess Adjunct activities shall cease and access to its funds will be denied, but the club may pay any outstanding accounts at its discretion. After six (6) months in recess such Adjunct shall be wound up and funds returned to the club in accordance with clause 17 of these rules

### **3 Subscriptions**

- (a) The annual subscription payable by Adjunct members shall be such as is from time to time prescribed by each Adjunct at its Annual General Meeting
- (b) Subscriptions become due for payment immediately following the Adjunct Annual General Meeting and cover the period to the conclusion of the following year’s meeting
- (c) The last day for payment of Adjunct subscriptions is to be the last day of the month that follows the Annual General Meeting
- (d) Subscriptions from new members joining within one (1) month prior to the Adjunct’s Annual General Meeting shall be current to the end of the following year’s Annual General Meeting

### **4 Termination of Membership**

- (a) Persons no longer members of the Club or whose subscription is in arrears after the deadline in sub clause (3)(b) shall cease to be a member of the Adjunct
- (b) Membership may be terminated by written notice of resignation to the Adjunct Secretary
- (c) Membership may be terminated by written notice from the Secretary following a decision made in accordance with Clause 5 of these rules

### **5 Adjunct Complaints**

- (a) On receipt of a formal complaint regarding the behavior of any member, or on their own initiative, officers of the Adjunct will take the matter into consideration in general accordance with the procedures set out in the Club Constitution. Following such consideration, the Adjunct officers shall have the power by a majority decision at the hearing, suspend, or otherwise deal with the offending Member. If expulsion is considered as a possible outcome any such decision shall require a majority of not less than two thirds (2/3rds) of members present at a Special General Meeting called to deal with the matter
- (b) Alternatively the matter may be referred to the Board as a complaint of misconduct under the provisions of Rule 13 of the Club Constitution

### **6 Visitors**

Visitors may attend Adjunct meetings as guests and participate in Adjunct events (excluding those identified as being for Adjunct members only) upon payment of any cost applicable for that event.

Only current Members of the Club will be eligible to participate in the Club Xmas Hamper Events.

## **7 Adjunct Committee & Officers**

- (a) Each Adjunct shall at its Annual General Meeting elect and appoint office holders and Committee Members in accordance with such positions previously established by the Adjunct at a General Meeting. When more nominations are received than required for any office, election shall be by ballot
- (b) Such persons shall respectively hold office until the next succeeding Annual General Meeting when they shall retire but be eligible for re-election
- (c) Such positions shall include those of President/Chairperson, Secretary, Treasurer or Secretary/Treasurer
- (d) Adjunct Officers may appoint persons to deputise for them in the event of temporary unavailability
- (e) The Secretary shall advise members of and attend all General meetings and Committee meetings of the Adjunct, keep the minutes and record the attendance at such meeting, conduct all correspondence, keep a register of members and generally perform such duties and function as usually pertain to the office
- (f) The Treasurer shall collect and account for all subscriptions and other monies payable to the Adjunct, arrange the banking of same to the credit of the Adjunct Bank Account which forms part of the Club's bank accounts and keep proper accounts of the financial affairs of the Adjunct. He/She shall submit all accounts payable by the Adjunct for the approval of the Adjunct committee and arrange payment of such accounts with Club Staff. At each Adjunct Committee meeting the state of the Adjunct's finances is to be reported and minuted. He/She shall present for approval the statement of accounts and balance sheet for the year at the Adjuncts Annual General Meeting
- (g) The Adjunct committee shall have primary responsibility for the scheduling, coordination and organisation of Adjunct events including liaison with suppliers of goods and other services. The Adjuncts must liaise with Management and the Club Events Committee on matters involving Adjunct events and other activities.
- (h) The President or Acting Chairman shall, in addition to a deliberative vote, be entitled to a casting vote on matters for decision at Adjunct Committee and General Meetings

## **8 Vacation of Office and Casual Vacancy**

- (a) The position of any Adjunct officer shall be deemed vacant if the holder thereof;
  - (i) Ceases to be a full member of the Club
  - (ii) Resigns his/her office

- (iii) Without being accused by the Adjunct absents him/herself from three (3) consecutive meetings or
  - (iv) Be removed from office by the resolution of two thirds (2/3rds) of the full members present and voting at a Special General Meeting convened for that purpose
- (b) In the case of any casual vacancy or forfeiture of any office, the Adjunct may at its discretion co-opt a duly qualified full member to fill the vacancy by a vote at a regular Committee or General Meeting

## **9 General Meetings**

- (a) The Annual General Meeting shall be held at such place and hour as determined by the officers of the Adjunct and advised to members. The business of the meeting shall be to receive the Annual Report, Statement of Accounts and Balance Sheet for the previous year; elect and appoint office holders for the coming year, to consider and deal with notices of motion and any other general business of the Adjunct
- (b) Notices of Motion shall be lodged with the Secretary of the Adjunct fourteen (14) days clear before the Annual General Meeting or Special General Meeting
- (c) Special General Meetings may at any time be convened by the officers of the Adjunct or within ten days after receipt by the Secretary of a request signed by at least twenty (20) or 50%, whichever is the lesser, of its full financial members setting forth in the form of a motion or motions the object of such Special meeting. Any meeting so called shall be held within twenty (20) working days and deal only with the business for which it was convened.
- (d) The Secretary shall advise all financial members of General Meetings giving at least fourteen (14) days notice of the agenda, venue, date and time.

## **10 Proceedings at General Meetings**

- (a) No business shall be transacted at any General Meeting unless a quorum of at least twenty five (25%) of fully financial members is present
- (b) The minutes of each General Meeting will be provisionally confirmed at the next regular Adjunct Committee meeting

## **11 Adjunct Committee Meetings**

- (a) The Adjunct will hold committee meetings on a regular basis to manage the affairs and business of the Adjunct and discuss matters of interest at such regular frequency as deemed necessary
- (b) A quorum for such meetings will be one more than half the number of elected members
- (c) Minutes of such meetings, at the discretion of the Committee, can be sent via email to the Club Office and archived into the relevant Adjunct folder on the Club's server

## **12 Club In-House Events Committee**

Each Adjunct shall have at least one (1) representative who will attend the Club In-House

Events Committee Meetings held on a monthly basis

### **13 Financial**

- (a) All Adjunct monies must be banked through the Club office and include detail of amounts and respective source. Total gross income is to be banked with any associated costs and expenses to be paid by the Club
- (b) All Adjunct accounts are to be accompanied by a summary of items for payment, listed on the Adjunct Authorisation for payment form, duly signed by the Secretary/Treasurer and at least one (1) other Adjunct Committee Member
- (c) Adjunct funds may only be spent on items covered by the Adjunct Objects set out in Clause 4 of these Rules
- (d) Adjuncts may raise funds within the Club by way of raffles and other means in accordance with Board policies and rules.
- (e) The Adjunct accounts and fiscal position shall be audited in accordance with the Club's requirements
- (f) Each Adjunct shall establish its own financial year in consultation with the Club Manager

### **14 Arrangements for Club Events**

- (a) Where possible the Club will give priority to adjunct requests for rooms and resources where no previous bookings exist. The Club reserves the right to cancel an adjunct booking in the event of a significant corporate booking.
- (b) Adjuncts shall be responsible for the process of arranging entry and collection of entry fee payments
- (c) Where accommodation is required to be booked as part of Adjunct event arrangements, Adjuncts will be responsible for any loss of deposit or costs charged by suppliers of the accommodation for alteration or cancellation

### **15 Club Competitions**

- (a) Only current Members of the Club will be eligible to participate in the Club Xmas Hamper Events.
- (b) In the event of any disagreement or dispute arising in respect of Adjunct competitions Adjuncts shall attempt to resolve matter in the first instance. If unresolved the matter is to be referred to the Club Manager or Board whose decision shall be final
- (c) Persons participating in the resolution process shall not be directly involved in the matter to be considered
- (d) An Adjunct may represent the Club using the club logo and name in a manner approved by the Club Manager

### **16 Amendments to Rules**

These Rules may be amended by the Board as may be required

## 17 **Winding Up**

In the event of the winding up of the Adjunct, the funds and assets of the Adjunct remaining after the satisfaction of all its debts and liabilities and the costs and expenses of winding up shall be retained by the Club and no Members of the Adjunct shall have any part thereof or any interest therein

## **APPENDIX 10 – POLICY GUIDELINES FOR CLUB FUNDING OF ADJUNCTS**

The Club may make the following funding available to Adjuncts:

1. Income from Adjunct raffles conducted within the Club at times approved by the Board in accordance with policy guidelines set by the Board
2. Grants based on Adjunct applications that may be approved by the Board for purposes that are expected to include benefits to the Club from the activity for which the grant is requested
3. Grants that may be approved by the Board for other purposes based on Adjunct applications that incorporate a specific explanation and justification for that request

In addition Adjuncts may obtain funding by way of:

1. Income from Adjunct events and tournament entry fees and from raffles sold to participants involved in such events
2. Sponsorship or donations not in conflict with existing Club sponsorship arrangements or any already obtained by other Adjuncts

## **APPENDIX 11 – CLUB/ADJUNCTS RAFFLE POLICY**

1. **Definitions**
  - (a) **Club Raffles** run within Club premises where tickets may be sold to all members and for which the proceeds are retained by the Club
  - (b) **Adjunct Raffles** run within Club premises where tickets may be sold to all members and for which the proceeds are shared between the Club and Adjuncts on a basis set by the Board from time to time
  - (c) **Sports Raffles** run within the Club by MGS or Adjuncts as part of their activities only for which they retain the proceeds. Tickets are normally to be sold only to participants within that area of activity but may, with the approval of a Board Member, be sold in other areas of the Club if it does not conflict with other raffle activities
2. **Policy**
  - (a) Club Raffles will be controlled and run by the Board in consultation with the Club Manager, on such occasions as may be determined from time to time. Value of prizes in each raffle will

normally not be less than 50% of the income from sale of tickets. The proceeds from Club Raffles will be banked to Club funds and allocated by the Club Manager in consultation with the Board

- (b) Adjunct Raffles will be controlled by the Board with Adjuncts being allocated dates and times to run such raffles on occasions determined and approved by the Board from time to time. The nature and cost of Adjunct Raffles will be generally in accordance with those run in other Chartered Clubs unless otherwise agreed by the Board in consultation with the Club Manager. Any significant variation from this arrangement will require policy dispensation to be approved by the Board in advance. Until otherwise determined by the Board seventy (70%) of proceeds will be allocated to Adjuncts for the purposes of member benefits in accordance with Adjunct rules. Adjuncts are required to submit a return to the Club Manager within 1 week following each raffle occasion summarising income, cost of prizes and net profit
- (c) Sports Raffles may be run on occasions deemed appropriate by MGS or Adjuncts. In the case of Adjuncts a summary income and expenditure from such raffles will be included in their annual audited financial report submitted to the Board. MGS raffles will be managed in accordance with the Constitutional requirements of the member clubs involved

**APPENDIX 12 - MEMBERSHIP APPLICATION FORM**



**Date:** \_\_\_\_\_ **Allocated Membership #** \_\_\_\_\_

**Membership Application Form for Period Ending 31 August .....**

Please see one of the Office or Bar Staff to complete your Membership application.  
 You will be issued with your Membership card immediately upon payment of the Membership fees.  
**PLEASE PRINT CLEARLY**

<p><b>If you are interested in becoming a member of Bowls Mount Maunganui please call 07 575 3838 or Croquet Mount Maunganui please call 07 574 1889</b></p>											
<p>Please let us know how you found about Club Mount: Friends – Family – Media – Website/Facebook - Other</p>											
Member Classification	Club	Bowls/Croquet/ Petanque	Junior	Corporate	Holiday						
First Name:						Home Ph:					
Last Name:						Mobile Ph:					
Address:						DOB:					
						Gender: Male / Female					
Post Code:						Occupation:					
Email:											
<p>The following is a list of our Club Adjuncts. Please circle those of interest to you. Adjunct Brochures are available for collection at the Club Reception Area, this includes all contact details. We will also advise them of your interest.</p>											
Fishing	Golf	8 Ball	Punters	Darts	Indoor Bowls	Outdoor Bowls	Hockey	Social Games	MGS Partners		
Have you ever been declined, suspended or expelled from any Club									Yes	No	
I give permission for a police check for any reason or at any time the Club sees fit to do so									Yes	No	
Have you ever had a previous police or criminal conviction									Yes	No	

**Your membership may be revoked immediately if you have ever been declined, suspended or expelled from any club and have not disclosed this information at the time of this application.**

Privacy Act 1993

- The applicant acknowledges by signing this form that he or she has authorised the club to obtain, check, exchange information with, and supply information to members of the club, Clubs NZ and other affiliated clubs, and hold this information to assess your suitability for membership.
- You are entitled to have access to, and request correction of, personal information held by the club about you.
- I accept that I may be included in photographs taken during club events and these used for promotional purposes.

- I understand this application is subject to the rules of the Club set out in the Constitution. (Available on our Website)
- I hereby agree to abide by those rules and certify that the above information is correct.
- I acknowledge that if I have given false information, it will result in automatic cancellation of membership.
- Membership and/or application for membership may be cancelled at any time in accordance with Club Mount Maunganui Risk Management responsibilities.

Signature: _____				Date: _____			
<p><b>Our staff will take a digital photo at the time of this application which will remain on file only.                  Staff will also log you in to receive our weekly newsletters via email.</b></p>							
<b>For Office Use Only</b>							
Application: Accepted / Referred to Manager			Membership Card Issued			Yes	No
<p><b>New Member Subscription Fee Full Year = \$40.00 (From 1<sup>st</sup> Sept to 31<sup>st</sup> August)                  In any current year as determined at an AGM.                  Pro-rata amount (1<sup>st</sup> March - 31<sup>st</sup> August = 50% of the Annual Membership Fee</b></p>						Amount Paid:	
Staff Sign Acceptance:			Entered in Swiftpos	Photo Taken	Entered for Newsletter		

## **APPENDIX 13 – NOMINATION FORM REQUIREMENTS**

The Nomination Form must contain the following:

Date  
Name of Nominee  
Position Nominated For  
Proposer  
Secunder  
Consent of Nominee

Further details can be obtained from the candidate in the lead up to an election for inclusion on a bio profile.