



CONSTITUTION & RULES

TIMARU TOWN & COUNTRY CLUB Inc.



Ratified by it's Members on
Sunday 6th April 2025 by 2
third Mojority vote of those
Members present.

APRIL 6, 2025
99 DOUGLAS STREET TIMARU

Timaru Town & Country Club Inc. (TT&CC)

CONSTITUTION AND RULES

Implemented [MONTH] [YEAR]

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1. NAME

- 1.1. The name of the club shall be Timaru Town and Country Club Inc.

2. DEFINITIONS AND INTERPRETATION

- 2.1. **Definitions:** In this Constitution and the Standing Orders and By-laws, unless the context otherwise requires:

"Adjunct" means an adjunct or section of the club formed for sporting and special interest groups within the club.

"Affiliated Club" means a club which is a member of Clubs New Zealand Incorporated or some other club or association through whom the Timaru Town and Country Club has an arrangement for reciprocal visiting rights for members, irrespective of whether the other club has an alcohol licence or a permanent chartered or not.

"Annual Subscription" is the amount payable annually by members in accordance with [Rule 8](#).

"Auditor" means the Clubs auditor pursuant to [Rule 14](#).

"Authorised Customer" has the same meaning as defined in section 60 of the Sale and Supply of Alcohol Act 2012 or any amendment or replacement thereof.

"Authorised Visitor" has the same meaning as defined in section 60 of the Sale and Supply of Alcohol Act 2012 or any amendment or replacement thereof.

"By-laws" means the processes (rules) that are adopted at the time of formation of the Club or at a later date, that do not form part of the Constitution and may be added or changed or rescinded by a majority vote at an Executive Committee without reference to the Registrar of Incorporated Societies

"Chairman" means the person who is chairman of a meeting pursuant to [Rule 20.1](#).

"Close Relation" means a current or former spouse or partner, parent, child, sibling, any person who regularly resides in the household or who within the prior 6 months regularly resided in the household.

"Club" means Timaru Town and Country Club

"Committee" means the Club's governing body as set out in [Rule 12](#).

"Committee Meeting" means a meeting of the Committee.

"Committee Member" means one of the people comprising the Committee set out in [Rule 12.1](#) and elected pursuant to [Rule 12.4](#).

"Corporate Membership" means an association, club or other corporate body elected to become a Corporate Member of the club in accordance with [Rule 6.7](#).

"Electoral Procedure" means a system for which the election of office bearers is utilised ranging from and not limited to, secret ballot, electronic voting system, postal ballot or any other properly conducted electoral process as approved by the AGM or Special General Meeting.

"Employee Membership" means a person elected to employee membership of the club in accordance with [Rule 6.8](#).

"Financial Member" means an Ordinary, Junior Member, Life Member, Introductory, Corporate Member, or Employee Member with no outstanding subscription or other payment to the Club overdue.

"Financial Statements" means the Club's balance sheet and statement of accounts made up to the last day of the Year.

"General Meeting" means an Annual General Meeting or Special General Meeting of the Club.

"In Committee" means that no minutes or record of debate is kept, and that the debate is confidential to those attending the meeting concerned and "Into Committee" has a corresponding meaning.

"Introductory Member" means a person elected to introductory membership of the Club pursuant to [Rule 6.6](#).

"Junior Member" means a person elected to junior membership of the Club pursuant to [Rules 6.4](#).

"Legal Purchasing Age" means the age at which a person may be sold or supplied with alcohol under current, relevant legislation for the Sale and Supply of Alcohol.

"Life Member" means a person elected to life membership of the Club pursuant to [Rules 6.5](#).

"Meeting" means a General Meeting or a Committee Meeting.

"Member" means any Ordinary, Junior, Corporate, Introductory, Employee, or Life Member of the Club as set out in [Rule 6](#).

"Month" means calendar month.

"Officer" means a member of the committee or a person occupying a position in the club that allows the person to exercise significant influence over the management or administration of the club.

"Ordinary Member" means a person elected to ordinary membership of the Club pursuant to [Rules 6.3](#).

"Person" includes an individual, partnership, firm, company, body corporate, association, organisation or any other entity or organisation whether incorporated or not.

"Post" includes displaying information electronically and in prominent areas within the Club, including but not exclusively the Club Notice Board.

"President" means the Club's president elected pursuant to [Rule 12.4](#).

"Rules" means individual regulations and/or by-laws that are set in place for guidance, in their various forms, for the efficient management and operation of the Club. Together all the rules form the Club Constitution.

"Secret Ballot" means a method of voting where the count is not open to dispute and the identity of those voting for or against the motion can be kept secret.

"Vice-President" means the Club's vice-president elected pursuant to [Rule 12.4](#).

"Year" means the Club's financial year of 1st July to 30th June

3. REGISTERED OFFICE

- 3.1. The registered office of the club shall be at 99 Douglas Street Timaru or such other place as the committee shall from time to time decide.

4. PURPOSE

- 4.1. The purposes for which the club is established include:
- a) To conduct, administer and maintain a club for its members, the community and for such persons as are authorised from time to time, and
 - b) To provide amenities and cultural activities, and
 - c) To promote sports, and
 - d) Generally, to provide an atmosphere where members may meet and enjoy companionship and camaraderie with one another.

5. POWERS

- 5.1. The club has the power to include the following in the pursuance of its purposes, subject to any limitation imposed by this constitution:
- a) To fund its activities by subscriptions or payments from members, fees, or other income.
 - b) To borrow, raise or secure the payment of money in such manner as the club shall think fit, with or without security.
 - c) To purchase, sell, lease, exchange, maintain, improve, hire, dispose of, manage, invest, lend, mortgage, charge, gift or otherwise deal with any real or personal property.
 - d) To invest, lend or deal with any monies of the club not required for immediate use in such investments as the club may think fit.
 - e) To employ and remunerate staff.
 - f) To undertake legal action.
 - g) To form and disband adjuncts.
 - h) To enter into any contract, make any arrangements, or undertake any activity for the financial or other benefit of the club.
 - i) To make regulations and by-laws for the conduct of the club and the discipline required of members, which shall not be inconsistent with the provisions of the Incorporated Societies Act 2022, any other current and relevant legislation and follow the principles of Natural Justice.
 - j) To conduct any other functions as outlined in this constitution.
 - k) To use any rights or privileges that the club may deem necessary or convenient for carrying out its powers, or further its purpose under this constitution.
 - l) To do anything incidental or conducive to the attainment of any of the objects of the club.
 - m) To enter into reciprocal rights agreements with other entities as it seems fit.
 - n) To keep an up-to-date register of members.
 - o) Develop policies to cover all unforeseen and possible matters in order to operate its business.

6. MEMBERSHIP

- 6.1. On Acceptance as a member (all classes), the member acknowledges their acceptance of all Club policies, By- laws and Constitution.
- 6.2. Classes of Membership: The members of the club shall be divided into the following classes:
 - a) Ordinary;
 - b) Junior;
 - c) Life;
 - d) Introductory
 - e) Corporate
 - f) Employee
- 6.3. **Ordinary Membership:** Individuals of at least the legal purchasing age may apply to become Ordinary Members of the club in accordance with the following rules:
 - a) Each applicant for Ordinary Membership shall complete the applicable application form.
 - b) Each applicant shall deposit, at the time of application, a subscription of such sum as per Rule 8 of this constitution.
 - c) An application for ordinary membership is deemed to be a declaration that the applicant consents to membership, acknowledges that their information will be entered into the Register of Members and agrees to be bound by this constitution, by-laws and policies.
 - d) Subject to the foregoing Ordinary Members shall be entitled to;
 - I. Enjoy the facilities of the club during times that the club is open.
 - II. Enter any club with whom reciprocal visiting arrangements are in place, provided it is in accordance with that club's rules; and
 - III. Hold office in accordance with this constitution and have an equal voice in all business of the club.
 - e) The Committee reserve the right to revoke Ordinary Membership within 90 days of application if the Ordinary Member is found to have provided false information or is deemed to have breached the club's constitution. In the event that Ordinary Membership is revoked;

- I. The member shall be informed in writing of the decision; and
- II. The subscription fee will be refunded in full.

6.4. Junior Membership:

Notwithstanding any other rules, the following rules set out provisions applying specifically to Junior Members. For the avoidance of doubt, where there is conflict or ambiguity between these rules and any other rule in this constitution, then this rule relating to Junior Members shall prevail. Subject to the provision contained in these rules, all rules shall apply to Junior Members in the same way as they do to Ordinary Members.

- a) Individuals aged under the legal purchasing age may apply to become Junior Members of the club in accordance with the procedure for Ordinary Membership set out in Rule 6.3.
- b) On reaching the legal purchasing age, Junior Members are eligible to apply for Ordinary Membership.
- c) Members shall automatically lose their Junior Membership status:
 - i. One month after reaching the legal purchasing age; or
 - ii. Upon admission as an Ordinary Member, whichever is earlier.
- d) A Junior Member's rights are restricted by the following:
 - i. No voting rights at any General Meeting.
 - ii. No right to hold office or be a member of the Executive Committee.
 - iii. No right to participate in any alcohol promotions, accept alcohol as a prize in any club activity, purchase alcohol or accept alcohol from any member except their parent or legal guardian.
- e) A Junior Member may have the right of admission to an Affiliated Club with which the club has reciprocal rights (it is essential to check with each club first to ensure they allow Junior Members into their club – especially if a Junior Member is wishing to enter a Clubs New Zealand Sports Tournament).

6.5. Life Membership: Life Membership may be granted to any member for meritorious service rendered to or on behalf of the club, in accordance with the following:

- a) The Committee may elect to recommend a member for Life Membership.
- b) A Financial Member may propose, and another Financial Member may second a member for Life Membership in writing, and that nomination shall be

forwarded to the committee, no later than one calendar month before the Clubs Annual General Meeting.

- c) No nomination for Life Membership shall be put to the Annual General Meeting unless it has the majority support of the committee.
- d) The committee shall post notice of its intention to recommend a Life Member on the club's noticeboard for fourteen (14) clear days prior to the Annual General Meeting in any year.
- e) The club may elect a member recommend by the Committee to Life Membership, by simple majority at the Annual General Meeting.
- f) Life Members are eligible to vote, hold office and enjoy all the rights and privileges of membership.
- g) Life Members shall not be charged an annual subscription but shall be deemed to be Financial Members.

6.6. **Introductory Membership (New):** Individuals of at least the Legal Purchasing Age may apply to become Introductory Members of the club accordance with the following rules;

- a) Each applicant for introductory membership shall complete the applicable application form.
- b) Each applicant shall deposit, at the time of application, a subscription of such sum as per Rule 8 of this constitution.
- c) An application for introductory membership is deemed to be a declaration that the applicant consents to membership, acknowledges that their information will be entered into the Register of Members and agrees to be bound by this constitution, by-laws and policies.
- d) Introductory membership shall be valid for a period of one month from the day of joining.
- e) Introductory members shall automatically lose their Introductory Membership status:
 - I. At the conclusion of the one-month period from the date of joining;
or
 - II. Upon admission as an ordinary member, whichever is earlier.
- f) Introductory Membership cannot be extended and is not renewable.
- g) Introductory Member's rights are restricted to the following:

- I. No voting or speaking rights at any General Meeting.
 - II. No right to hold office or be a member of the Executive Committee.
 - III. Is not entitled to reciprocal visiting rights.
 - IV. Are not entitled to participate in member promotions
 - V. May be subject to other restrictions as determined from time to time by the committee.
- h) Subject to the foregoing, Introductory Members may access and enjoy the facilities of the club during times that the club is open.
- i) The Executive Committee reserve the right to revoke Introductory Membership at any time if the introductory member is found to have provided false information or is deemed to have breached the club's constitution.
- 6.7. **Corporate Members:** In accordance with the Incorporated Societies Act 2022 an association, club or other corporate body may apply to become a Corporate Member of the club in accordance with the following rules:
- a) Any association, club or corporate body wishing to apply for corporate membership under these rules shall complete the applicable application form.
 - b) Each applicant shall deposit, at the time of application, a subscription of such sum as per Rule 8 of this constitution.
 - c) An application for corporate membership is deemed to be a declaration that the applicant consents to membership, acknowledges that their information will be entered into the Register of Members and agrees to be bound by this constitution, by-laws and policies.
 - d) Each application for Corporate Membership shall be considered at the next meeting of the Executive Committee. The decision of the Committee shall be final and, in the event, that the application is not approved by the Committee, the candidate shall be informed in writing of the decision and receive a full refund of all money paid by way of subscription.
 - e) For the purposes of voting, quorum or other count of financial members under these rules a Corporate Member shall be the equivalent of three (3) members of the club and at all times the annual membership fee payable by the Corporate Member shall be not less than three (3) times the fee payable by an Ordinary Member.
 - f) On applying to join the applicant for corporate membership shall supply the club with a list of corporate affiliates for the purposes of this membership. It

shall at all times keep that list updated and will provide those persons with a method of identifying themselves to the club that is acceptable to the club.

- g) Those persons who are on the list of corporate affiliates supplied by the Corporate Members and who do not otherwise hold membership of the club shall be deemed to be members of and subject to the rules of the club with the following limitations:
- I. The right of entry to the club premises is restricted to such times as the Corporate Member is using the premises for an agreed purpose.
 - II. The voting and speaking rights at meetings of the club shall be limited to the rights extended to the Corporate Affiliate.
 - III. This membership does not entitle a Corporate Affiliate to hold office in the club, participate in any reciprocal visiting rights with other clubs, receive any membership badge of the club, or to represent the club at any sporting or other fixture.
 - IV. All rights of membership shall cease upon the cessation of the Corporate Membership or upon the Corporate Affiliate ceasing to be affiliated with the Corporate Member.
 - V. A Corporate Affiliate may apply for Ordinary Membership of the Club in accordance with [Rule 6.3](#).

6.8. **Employee Membership:** Individuals of at least the legal purchasing age who are employees of the club may apply to become Employee Members of the club in accordance with the following rules:

- a) Individuals who are employees of the club may apply for Employee Membership of the club in accordance with the procedure for Ordinary Membership set out in [Rule 6.3](#).
- b) In the event that an Employee Member is no longer employed by the club they will be converted to an Ordinary Membership subject to approval by the Executive Committee.
- c) An Employee Member's rights are restricted by the following:
 - I. No voting or speaking rights at any General Meeting.
 - II. No right to hold office, be a member of the Executive Committee, or partake in the election process of the Club.
- d) The committee and management reserve the right to introduce policies excluding Employee Members from participating in promotions and other activities within the club whilst on duty.

- e) For the avoidance of doubt any matters relating to an Employee Member or membership will be dealt with by the Manager in accordance with relevant employment law and the employees employment agreement.

7. REGISTER OF MEMBERS

- 7.1. The Club will maintain a register of members in accordance with the Incorporated Societies Act 2022.
- 7.2. The Register of Members will at all times be administered in accordance with the Privacy Act 2020 and the Clubs Privacy Policy.
- 7.3. The Club will update the register of members as soon as practicable after becoming aware of changes to the information recorded on the register.
- 7.4. Subject to certain grounds for refusal set out in the Privacy Act 2020, members have the right to access the information held about them within the register of members and to request a correction at any time.

8. SUBSCRIPTIONS

- 8.1. The Annual Subscription relating to each category of membership shall be such sum as shall be determined by the committee from time to time.
- 8.2. The Annual Subscription shall be payable yearly in advance on or before the last day of July in each year.
- 8.3. Any member whose subscription or other dues are not paid by the date referred to in [Rule 8.2](#). shall:
 - a) Thereupon automatically cease to be a financial member and lose his or her associated rights and privileges;
 - b) If within one calendar month the subscription remains in arrears, the member will be removed from the register of members and lose all entitlements.
 - c) Not be relieved from payment of the Annual Subscription or of any other payment due or payable to the club;
 - d) Not be refunded any subscription or other payment already paid except as provided in [Rule 6.3\(e\)\(ii\)](#) and [6.7\(d\)](#).
 - e) Reapply for membership pursuant to the rules for the applicable category of membership if he or she wishes to be reinstated as a member;
- 8.4. A member incapacitated through illness, accident or distress may, on notice in writing given to the Secretary, have his or her subscription suspended or remitted.

- 8.5. Failure to pay the Annual subscription due will result in the membership ceasing.

9. RESIGNATION

- 9.1. Members wishing to resign their membership must do so in writing to the Secretary of the Club via email, post or hand delivery.
- 9.2. A resignation will not become effective until all subscriptions, levies or other payments owing at the date the resignation is received, are paid.
- 9.3. No such resignation shall relieve any Member from payment of any subscription, levy, or other payment due or payable at the time of resignation.
- 9.4. No subscriptions, levies or other payments already received by the club as at the date of resignation shall be refunded to the resigning member on resignation.
- 9.5. On the death of a member, membership rights and privileges will cease and are not transferable, including Points balance that might have accumulated. Any account balance outstanding will remain payable & any credit balance will be payable only if paid to a spouse or family member whom is a financial member of the club.

10. DISPUTES AND APPEALS

- 10.1. All members of the Timaru Town and Country Club will be covered by these rules and may be subject to penalties, sanctions or orders imposed by the Disciplinary Committee.
- 10.2. If the conduct of any member should be reported as objectionable, a member, guest, visitor, staff member or any member of the public making the complaint shall do so in writing to the Manager, as soon as practical and no later than one calendar month after the incident, on the Complaint Form as prescribed by these By-Laws.
- 10.3. The Complaint Form (Appendix 1) will include:
- a) The name of the Complainant.
 - b) Their membership number or position held within the Club (if any).
 - c) The name of the person complained about (respondent).
 - d) The date, time, and location of the incident.
 - e) The nature and details of the incident.
 - f) The name of witnesses (if any).

- g) The remedy sought by the complainant.
- 10.4. Upon receipt of a complaint, the Executive Committee will decide whether a Disciplinary Committee needs to be convened within 14 days or within a reasonable time as circumstances permit. In the event of a complaint being made against a member of the Executive Committee, a Disciplinary Committee will be convened by the General Manager.
- 10.5. Depending on the seriousness of the complaint and at the discretion of the President and/or the General Manager, the respondent may be immediately notified that they are temporarily suspended pending an investigation and/or until a hearing if any.
- a) The Disciplinary Committee will consist of three (3) members of the Executive Committee who have no actual, apparent or perceived bias in relation to the respondent.
 - b) In the event that three (3) Executive Members cannot be found to be free of any actual, apparent or perceived bias up to three (3) financial members of the Club may be co-opted by the Executive Committee to form a Disciplinary Committee. If this is still not possible, they may co-opt up to three (3) non-members of the Club to fill the vacancy/vacancies with the preference being given to members of another Club or members of the public in good standing.
 - c) If the complaint is against a Committee Member the General Manager may co-opt three financial Club Members who have no actual, apparent or perceived bias in relation to the respondent. If this is not possible, the General Manager may co-opt up to three (3) non-members of the Club with the preference being given to members of another Club or members of the public in good standing.
- 10.6. Prior to any hearing, the Disciplinary Committee will request that the General Manager, or his/her representative, endeavor to obtain any witness statements as appropriate to the complaint. In all cases the witness statement(s) will be provided to the respondent prior to the hearing and will be tabled at any mediation or hearing.
- 10.7. Witnesses may or may not be called to, or requested to attend, any mediation or hearing in person as deemed appropriate.
- 10.8. The Disciplinary Committee may, where they deem appropriate, use Restorative Justice or Mediation in the first instance before taking the complaint to a Disciplinary Hearing. This will be at the discretion of the Disciplinary Committee.
- 10.9. The respondent will be notified of the complaint against them in the Advice of Complaint Form (Appendix 2) as soon as practically possible taking into account potential sensitive issues and difficulties that may arise from the complaint.
- a) Notification will be via email sent to the email address in the Clubs' register of members or, in the event the respondent does not have an email address in the

Clubs' register of members, to their mailing address in the Clubs' register of members.

- 10.10. At the time of notification, the respondent will be given a minimum of 7 days' notice of the date and time of the mediation meeting or hearing. The respondent may request a different date and/or time however any request to change is at the discretion of the Disciplinary Committee.
- a) In the event that the respondent does not attend, the meeting or hearing will be heard in their absence.
- 10.11. The respondent shall be supplied with any statements relating to the complaint that are obtained after receipt of the complaint which have not previously been provided to the respondent.
- a) Any video, photographic or audio evidence compiled by the Club will not be permitted to be copied or taken off the Club premises by either party. The respondent may request a viewing of such evidence (along with any support person or legal representative) at a time agreed upon with the General Manager or his/her representative.
- 10.12. The respondent is entitled to be represented at the hearing by legal counsel who holds a current practicing certificate. In addition, they may bring one (1) support person of their choice to the meeting. Any support person attending will not be permitted to cross-examine any witnesses or make submissions on their behalf.
- 10.13. The Disciplinary Committee may bring a Club legal representative to any meetings or hearing.
- 10.14. The Disciplinary meeting or hearing will be audio recorded for accuracy which will be saved on the Club computer servers for a minimum of 12 months where possible but may be kept for a longer period. A copy will not be provided to any party.
- a) Neither the Complainant nor Respondent will be permitted to record proceedings. A transcript of the meeting may be requested and will be supplied to either party within fourteen (14) days.
- 10.15. At any time during the hearing the Disciplinary Committee may adjourn or halt proceedings to obtain any legal or other advice, information, witness statement/s or for any other reason it sees fit. The proceedings will be recommenced at a time set by the Disciplinary Committee.
- 10.16. At the conclusion of any meeting or hearing the Disciplinary Committee may take up to seven (7) days to deliberate and reach a decision. Once a decision has been made the Disciplinary Committee will notify both the complainant and the respondent of their decision in writing and the reasons for the decision within three (3) working days. Notification will be sent as per Rule [10.9\(a\)](#).

- a) The respondent will have three (3) days to respond to the decision of the Disciplinary Committee.
 - i. In the event of the Disciplinary Committee finding a complaint proved they will convene at any time, but no more than seven (7) days, after the period described in [10.16\(a\)](#) to determine the imposition of any sanction or penalty if any. This does not preclude the Disciplinary Committee imposing a sanction or penalty immediately after finding the complaint proved. The respondent will be notified of the sanction or penalty, and the reasons for the sanction or penalty, within two (2) working days of the decision.
- 10.17. The respondent will have seven (7) days to notify the Club of any wish to appeal the decision. The notification must be in writing either in hard copy mailed to the Timaru Town and Country Club or sent via email to the General Manager at admin@timaruclubs.co.nz
- a) The respondent will have up to a further seven (7) days to notify the grounds for their appeal on the Appeal Form (Appendix 3).
 - b) If in the opinion of the General Manager the sanction, penalty or order made by the Disciplinary Committee is manifestly inadequate or inappropriate, the General Manager may file an appeal within seven (7) days of receiving the Disciplinary Committee's decision. A copy of the appeal must be served within a further seven (7) days of the respondent.
- 10.18. On receipt of an appeal notice an Appeals Committee will be convened as per [Rule 10.4](#). The Appeals Committee can not include any of the members of the original Disciplinary Committee.
- 10.19. The Appeals Committee will be given any and all information, statements, recordings, video, transcripts and any other evidence as gathered during the Disciplinary proceedings. They may at their discretion obtain new information, witness statements or advice they deem necessary.
- 10.20. The Appeals Committee will set a date as per [Rule 10.10](#). and will inform the respondent as per [Rule 10.9\(a\)](#) and the process will follow the same process as the Disciplinary Committee.
- 10.21. The Appeals Committee decision will be final, and no further appeal will be permitted.
- 10.22. The Disciplinary Committee or Appeals Committee have the power to issue a warning or caution, impose a good behavior bond, suspend, or cancel Club Membership, expel the Member, ban the Member from rejoining the Club for any length of time, or apply penalties, sanctions or orders they see fit.

- 10.23. At all times during the process the privacy of all parties must be respected by all parties.
- 10.24. All hearings will be private. No members of the public or members shall be entitled to attend. Representatives of the media are not entitled to attend.
- 10.25. The Disciplinary Committee or Appeals Committee may or may not disseminate to the Club Members any penalty, sanction or order given in any manner as it sees fit.
- 10.26. These rules apply to all Timaru Town and Country Club members within the Club and its' grounds and to Timaru Town and Country Club members when they are representing the Club in any official capacity outside the Club Premises.
- 10.27. In the matter of complaints involving members of any Club Adjuncts, the Club has the power to delegate disciplinary matters that are minor in nature to the Adjunct.

11. IMMEDIATE SUSPENSION

- 11.1. The General Manager / Manager on Duty may serve a trespass notice to any member who breaches current relevant legislation in relation to the Sale & Supply of Alcohol and Class 4 Gambling. Such trespass notice must be reported to the Club President as soon as practical and must be conveyed to all committee members at earliest notice.

12. COMMITTEE

- 12.1. The Committee Members of the club shall be:

- a) A President.
- b) A Immediate past President. (12 Month Period - if accepted)
- c) A Vice-President.
- d) 4 other Committee Members. (Minimum 4 – Maximum 6)

- 12.2. **Eligibility:** Each Committee Member described in Rule 12.1. must:

- a) Meet the eligibility criteria set out within the Incorporated Societies Act 2022.
- b) Be a Financial Member of the club.
- c) Not be an employee of the club.
- d) Not be a close relation of an employee of the club, office holder or nominee for office.

- e) Have been a Financial Member for at least 2 years immediately before nomination.
- f) For the position of President and Vice-President have served at least 12 months on the Committee within the last 2 years and been a financial member of the club for 2 years.
- g) Have completed the Appropriate Nomination form.

12.3. Term of Office: Committee Members shall (see notes)

- a) Remain in office for a two-year term running from the time of election until the conclusion of the following second Annual General Meeting unless sooner removed by death, resignation or otherwise.
- b) Be eligible for re-election.

12.4. Election: The Committee shall be elected in the following manner:

- a) Nominations for Committee Members must be:
 - I. In writing on the applicable nomination form.
 - II. Proposed, by a Financial Member, and Seconded by another Financial Member.
 - III. Deposited with the Secretary at least twenty-one (21) days before the date set down for the Election as passed by the Committee.
- b) The Secretary will at least fourteen (14) days prior to the date of the Election, display (within Club Premises and on electronic media formats) a list setting out the name of each nominee and the position in respect of which each nomination is made.
- c) If there are not sufficient nominations pursuant to [Rule 12.1](#), to fill a vacant committee role, the committee may elect to co-opt an eligible person to fill the vacant role(s) or leave the position vacant providing a quorum required by [Rule 21.3](#) is maintained.
- d) The election shall be by an approved electoral procedure within ten (10) days, after the Annual General Meeting.
- e) In the event of a tie, the Returning officer has a casting vote.
- f) One person may only hold one office.
- g) If a recount of votes is required, the following process will be adopted:

- I. The recount will be conducted by the Returning Officer and appointed scrutineers who were not involved with the original count.
- II. Candidates that have requested a recount may have a representative present at the recount but cannot participate in the actual counting of votes.

12.5. Resignation:

- a) A member of the committee may resign by signing a written notice of resignation and giving it to the Committee. The notice of resignation is effective when it is received by the committee or at a later time specified in the notice.
- b) Committee Members are deemed to have resigned if they are absent from (3) consecutive meetings of the committee without leave of the committee.

12.6. Removal from Office

- a) A member of the Committee may be removed from office for any reason which the Committee deems expedient in accordance with the following:
 - I. The Committee shall convene an Extraordinary Meeting of the Committee to consider the removal.
 - II. The Committee must give seven (7) days' notice in writing to the Committee Member in question, informing him or her of his or her right to appear and be heard at that Meeting.
 - III. After the Committee Member in question has had the opportunity to be heard, the Meeting may elect to remove him or her from office by 75% majority vote.
 - IV. If the Meeting elects to remove the Committee Member, such removal shall be effective immediately.
- b) On receipt of a notice of motion of no confidence in one or more Committee Member(s) signed by ten percent (10%) of the total membership or fifty (50) Financial Members (whichever is greater), the Committee shall convene a Special General Meeting and proceed in accordance with [Rule 19](#).
 - I. In the event that a notice of motion of no confidence is raised against more than one committee member or the entire committee, the motion will be discussed at the Special General Meeting referred to in [Rule 12.6\(b\)](#). If the motion is carried, the meeting will appoint three (3) members of the club to assume the governance role until new elections can be conducted at a date set by the special general meeting.

- c) A Committee Member, who has been convicted of any offence which in the opinion of a majority of the Committee brings the Club into disrepute shall automatically and immediately be removed from office.
 - d) A Committee Member, who becomes disqualified from holding office in accordance with Section 47(3) of the Incorporated Societies Act 2022 shall automatically and immediately be removed from office.
 - e) No Committee Member who has been removed from office shall be eligible for re-election without the consent of a General Meeting.
- 12.7. **Vacancy:** Any vacancy in any Committee position that is not filled at an election, or which occurs between elections shall be filled by the next highest polling candidate at the preceding election or not filled as the Committee see fit, providing a quorum remains.
- 12.8. **Powers:** The Committee shall, subject to any limitations imposed by this Constitution, have the power to:
- a) Exercise all the powers and authorities of the club.
 - b) Do such other acts and things as it deems necessary or expedient for carrying on the business of the club.
 - c) Form standing or ad hoc committees for the purpose of exercising its duties, authorities, or powers.
 - d) Delegate its duties, powers, and authorities to the Manager or to a committee formed under [Rule 12.8\(c\)](#).
 - e) Co-opt any person to assist with its functions; and
 - f) From time to time, as they see fit make By-Laws that are consistent with the Constitution of the Club for operational purposes. A register of these By-Laws must be kept and members must have access to the register on request.
 - g) Consider and develop policies pertaining to the operation of the club or as required by law.
- 12.9. **Duties:** Committee Members shall at all times:
- a) Render every assistance to the President, Vice-President and staff of the club to maintain order and to prevent infringement of the Rules, Regulations or By-Laws or the terms of any charter or licence which may from time to time be granted to the club.

- b) Use powers for the proper purpose, to comply with the Act and the Clubs constitution.
- c) Act in good faith and the best interests of the club.
- d) Exercise a degree of care and diligence of a reasonable person with such responsibilities.
- e) Not allow the Club activities to be carried on in a reckless manner or in a way likely to create a substantial risk of serious loss to the Club's creditors.
- f) Not to allow the Club to incur obligations that the officer does not reasonably believe will be fulfilled.
- g) Abide by the Club's Committee Code of Practise and Conduct, and
- h) Any other duties which the committee of the Club may from time to time determine.

12.10. **Interests Register:** The committee must keep and maintain a register of disclosures made by officers under Section 58 of the Incorporated Societies Act 2022.

- a) The interests register must be made available for inspection by the officers of the club at any reasonable time.
- b) An officer with a direct or indirect financial interest in a matter must disclose, as soon as practicable details of the nature and extent of the interest.
- c) A member of the committee who is interested in a matter:
 - I. Must not vote or take part in a decision of the committee relating to the matter; and
 - II. Must not sign any document relating to the entry into a transaction or the initiation of the matter; but
 - III. May take part in any discussion of the committee relating to the matter and be present at the time of the decision.

13. PRESIDENT AND VICE PRESIDENT

- 13.1. The President and Vice-President shall be ex officio members of all sub-committees, and Adjuncts.
- 13.2. The President shall preside over all meetings of the Committee and over all Annual and Special General meetings of the members, in the absence of the President the Vice-President shall preside.

- 13.3. At all meetings the President shall be entitled to a casting vote.
- 13.4. The President shall be the contact person with whom the Registrar can contact when needed.
- 13.5. The President shall be the Club's representative with the Manager, in matters of Club business.
- 13.6. In the event of a vacancy of the office of President, the Vice-President shall assume that role for the remainder of the term. In the event of a vacancy in the role of Vice-President, the committee shall elect a committee member to that role for the remainder of the term.

14. AUDITOR

- 14.1. The Club's accounts shall be audited annually by a chartered accountant appointed by the members at the Annual General Meeting, who shall:
 - a) Be a member of the Institute of Chartered Accountants of New Zealand; and
 - b) Not be a Committee Member or hold any other office in the Club.
- 14.2. The auditor shall have the right to attend any meeting of the Club at which the Club's financial affairs are under discussion but shall not be entitled to exercise a vote on any question.
- 14.3. The auditor shall be paid such fees as may be determined by the Committee from time to time.
- 14.4. The auditor shall have the power to call for the production of all books, papers and documents (including electronic documents) relating to the affairs of the Club. The financial statements shall be audited by him or her and, if correct, certified under his or her hand before they are submitted to the Annual General Meeting.

15. TREASURER (MAY BE INCORPORATED WITH GENERAL MANAGER)

- 15.1. The Treasurer shall:
 - a) Ensure that all monies received by the club are paid into the Bank for the credit of the club.
 - b) Prepare a detailed report of the previous month's receipts and payments for each monthly Committee Meeting and present it to that Meeting.
 - c) Ensure that all taxes, levies, duties, and other payments required by statute are made before the due date.

- d) All taxation and other financial returns required by statute are accurately completed and lodged by the due date.
 - e) Prepare the Club's Financial Statements and present them to the Annual General Meeting each year.
- 15.2. The Treasurer shall immediately bring to the attention of the Committee, any financial irregularity or suspicion of financial irregularity, or any concern regarding the financial performance of the club.

16. SECRETARY (MAY BE INCORPORATED WITH GENERAL MANAGER)

- 16.1. The Club shall appoint a Secretary whose duties shall be to:
- a) Attend to the accounting and clerical duties of the Club.
 - b) Take minutes of Committee and General Meetings.
 - c) Generally, conform to such regulations as shall from time to time be made by the Committee.
- 16.2. The Secretary's remuneration shall be determined by the Committee.
- 16.3. Nothing in this Rule shall preclude the engaging of outside professional services in the performance of any of the above duties or from combining the office of Secretary with that of Manager (Secretary/Manager).

17. GENERAL MANAGER

- 17.1. It shall be the duty of the General Manager to carry out all such duties as are required to manage the affairs of the club. The General Manager shall be accountable to the Committee being that body's only direct employee. All other employees shall be under the direct control of the General Manager.
- 17.2. The role and responsibilities of the General Manager shall be detailed in:
- a) A Position Description, which shall be kept up to date by the Committee; and
 - b) An Employment Agreement.
- 17.3. The General Manager shall attend and take part in all Committee and General Meetings except on occasions where the collective committee decides otherwise. The General Manager shall not be entitled to exercise a vote on any question.
- 17.4. The General Manager shall be the Club's representative in respect to both legislative provisions and legal requirements and shall act as the Secretary/Treasurer of the Club.

18. ANNUAL GENERAL MEETING

- 18.1. The Annual General Meeting of the Club shall be held not later than 31st October each year.
- 18.2. The Annual General Meeting of the club must be held by a quorum of members. Participation in the meeting may be in person or via participation by means of audio link, audio-visual link, or other electronic communication as determined by the committee for the purpose of receiving:
- a) An annual report on the operations and affairs of the society during the most recently completed accounting period.
 - b) And adopting the Financial Statements of the Club.
 - c) Providing notice of the disclosures of interests, including a brief summary of the matters, or types of matters, to which those disclosures relate.
 - d) Considering, and if necessary, taking action on, any motion relating to the annual report or Financial Statements.
 - e) Considering, and if necessary, taking action on, any other motion of which due notice pursuant to [Rule 27](#) has been given.
 - f) Election of Returning officer.
 - g) Election of Auditor; and
 - h) Written general business.
- 18.3. At least fourteen (14) days before the Annual General Meeting, the following shall be posted on the club's notice board and electronic media:
- a) Notice of the Annual General Meeting.
 - b) The Annual Report.
 - c) The Financial Statements.
 - d) Notice of Disclosures; and
 - e) Notice of any other business to be transacted at the Meeting.

19. SPECIAL GENERAL MEETING

- 19.1. The Committee shall convene a Special General Meeting if at any time:
- a) The Committee considers such a meeting necessary or desirable; or

- b) The Secretary receives a written requisition to do so signed by not less than ten percent (10%) of the total membership or fifty (50) Financial Members, stating the purpose of the Meeting requisitioned, in which case the meeting must be convened for that purpose only.
- 19.2. Seven (7) days' notice specifying the time and place of a Special General Meeting, its purpose and an agenda shall be given by notice on the club's notice board and electronic media.

20. CONDUCT OF GENERAL MEETINGS

- 20.1. At all General Meetings, the chairman shall be.
 - a) The President; or
 - b) In his or her absence, the Vice-President; or
 - c) In the absence of both the President and the Vice-President, a Committee Member elected by the Meeting or.
 - d) If the committee deem it necessary to acquire the services of an independent Chair due to the nature of the business to be discussed at a special general meeting.
- 20.2. The quorum for a General Meeting shall be [1%].
- 20.3. Minutes of all General Meetings are required to be kept.
- 20.4. A General Meeting shall be adjourned if:
 - a) A quorum is not present within half an hour after the time fixed for the Meeting; or
 - b) A quorum is present and the Meeting elects to adjourn.
- 20.5. If a Meeting is adjourned, the Committee shall:
 - a) Fix a new date not more than fourteen (14) days later; and
 - b) Give at least three (3) days' notice of the adjourned Meeting by notice on the Club's notice board and social media platforms.
- 20.6. If a quorum is not present at an adjourned Meeting, the Meeting shall lapse. If a quorum is not present for an Extraordinary General meeting, the agenda as displayed on the Notice Board shall automatically revert to the Committee to adjudicate on.

20.7. Resolutions:

- a) A Member may without notice ask any question or move any resolution relative to the Annual Report or Balance Sheet.
- b) Any Member intending to move a resolution bearing on any other matter must give notice of the proposed motion, seconded by another member, to the Secretary at least twenty-one (21) days before the Meeting and such notice of motion shall be forwarded to each Member with the notice of the Meeting.

20.8. Procedure: The following rules of debate shall apply:

- a) Each Member may speak only once to each motion or amendment, except the mover, who may reply.
- b) The mover of any resolution or substantial amendment to a resolution shall be allowed five (5) minutes in which to introduce his proposition and ten (10) minutes for reply, or vice versa, and any other speaker will be allowed five (5) minutes.
- c) The Chairman shall decide whether any amendment proposed to a resolution is a substantial amendment or not.
- d) If freer discussion of any subject is desired, any Member may move that the Meeting go Into Committee on that subject and such motion shall be immediately put and decided by a show of hands.
- e) In Committee no Member shall speak for more than five (5) minutes at a time.
- f) When in Committee any Member may move that the ordinary meeting shall be resumed, and such motion shall be immediately put and decided by a show of hands.

20.9. Except as otherwise provided by these Rules, all questions shall be decided by simple majority vote.

20.10. Voting: At any General Meeting:

- a) Each Ordinary and Life Member shall be entitled to be present and to give one vote on all questions.
- b) Voting shall be on show of hands in the first instance.
- c) A declaration by the Chairman as to the result shall be conclusive unless a motion that the vote shall be taken by secret ballot is passed by a majority of Members present; and
- d) In the event of equal votes being cast, the Chairman shall have a casting vote.

21. COMMITTEE MEETINGS

- 21.1. The Committee shall meet regularly at a time and place to be determined by the Committee, or on a requisition in writing to the Secretary, setting out the purpose for which the Meeting is required. A date for a Committee Meeting must be set within four (4) days of the Secretary receiving a requisition under this clause.
- 21.2. At all Committee Meetings, the Chairman shall be:
 - a) The President; or
 - b) In his or her absence, the Vice-President; or
 - c) In the absence of both the President and the Vice-President, a Committee Member elected by the Meeting.
- 21.3. The quorum for a Committee Meeting shall be not less than sixty per cent (60%) of its members.
- 21.4. Minutes of all Committee Meetings are required to be kept.
- 21.5. Any Committee Meeting shall be adjourned if:
 - a) A quorum is not present within half an hour after the time fixed for the Meeting; or
 - b) A quorum is present and the Meeting elects to adjourn.
- 21.6. If a Committee Meeting is adjourned, the Committee shall:
 - a) Fix a new date not more than fourteen (14) days later; and
 - b) Give at least three (3) days' notice of the adjourned Meeting to each Committee Member.
- 21.7. If a quorum is not present at an adjourned Meeting, the Meeting shall lapse.
- 21.8. Except as otherwise provided by this Constitution, all questions raised at a Committee Meeting shall be decided by a simple majority of votes cast.
- 21.9. In the event of equal votes being cast, the Chairman shall have a casting vote.

22. ACCOUNTS

Financial Transactions: All transactions shall be completed in accordance with the Club Financial Transaction Policy as approved by the Committee.

- 22.1. The club shall make returns required by the relevant New Zealand legislation and comply with all the relevant requirements of those Acts.

23. ACCESS TO INFORMATION

- 23.1. Members have the right to request information held by the club, including but not limited to copies of financial reports and minutes of confirmed general and/or committee meetings.

- 23.2. Requests to access information must be made in writing and must specify the information sought in sufficient detail to enable it to be identified.

- 23.3. The club will, within a reasonable time after receiving a request:

- a) Provide the information; or
- b) Agree to provide the information within a specified period; or
- c) Refuse to provide the information, specifying the reasons for the refusal.

- 23.4. The club may refuse to provide the information if:

- a) Withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons; or
- b) The disclosure of the information would, or would be likely to, prejudice the commercial position of the club or of any of its members; or
- c) The disclosure of the information would, or would be likely to, prejudice the commercial position of any other person, whether or not that person supplied the information to the society; or
- d) The information is not relevant to the operation or affairs of the society; or
- e) The request for the information is frivolous or vexatious.

24. ADJUNCTS

- 24.1. An Adjunct may be formed within the Club for sporting or special interest groups, subject to approval from the Committee, such adjuncts are bound by the Rules and By-Laws of the Club at all times.

- 24.2. All Adjuncts must have a set of rules that is consistent with this constitution and must be approved by the Club Committee and at an Adjunct Annual General Meeting. If the adjunct rules are inconsistent with the club constitution, then the club constitution will prevail.

- 24.3. The Club Committee shall have the power to suspend or dissolve any Adjunct is believes is acting inappropriately or to the detriment of the club.
- 24.4. Any assets of the Adjunct are the assets of the Club. All monies received for Adjuncts shall be paid into the Adjunct's bank account in accordance with the Club's financial transaction policy.
- 24.5. All accounting, taxation, financial reporting and legal compliance responsibilities of the Adjunct shall rest with the club.
- 24.6. Adjuncts shall use the Club's accounting services in accordance with the Club's financial transaction policy.
- 24.7. The Committee of the Adjunct shall not do, or omit to do, anything that is likely to prejudice or not be in the best interests of the club. Any contentious correspondence must come through the office prior to delivery.
- 24.8. Members of an Adjunct involved in any activity of or related to the Adjunct shall indemnify the Club and its representatives from any problem, direct or indirect loss or damage, claim or proceedings (including in negligence) caused or contributed to by that activity.
- 24.9. Office holders of adjuncts are not Club Officers by virtue of holding such office.

25. PROPERTY

- 25.1. Membership of the club does not give any member any transmissible or assignable interest by operation of law or otherwise, in any of the property or funds of the club.
- 25.2. If a person ceases to be a member for any reason, any interest he or she may nevertheless possess in any of the effects, property or funds of the Club will vest in the Club.
- 25.3. Any information which the Club provides for Members remains the property of the Club. Members must not pass any such information on to any non-member without the written consent of the Club.

26. VISITORS – AUTHORISED CUSTOMERS, AUTHORISED VISITORS AND GUESTS

26.1. Authorised Customers

- a) Any member of the Timaru Town and Country Club can invite and accompany a guest/visitor(s) (Authorised Customer) to the club.
- b) Any member introducing a guest/visitor(s) is responsible for the good conduct of that guest/visitor whilst on the club premises.

- c) Any guest/visitor who wishes to be sold or supplied alcohol must first complete the appropriate *authorised customer* requirements.
 - d) Any Guest/visitor(s) may only be sold or supplied alcohol for consumption on the premises while accompanied by a member of the club.
- 26.2. Any Guest/visitor(s) will lose all rights or privileges to purchase or consume alcohol if they remain in the club if/when the sponsoring member vacates the club premises.
- 26.3. **Authorised Visitors**
- a) Any affiliated member (Authorised Visitor) wishing to be sold or supplied alcohol for consumption on the premises must be able to produce valid proof of membership to an affiliated club/association to club staff at the point of service.
 - b) Any affiliated member introducing a guest/visitor(s) is responsible for the good conduct of that guest/visitor whilst on club premises. The guest/visitor will lose all rights or privileges to purchase or consume alcohol if they remain in the club if/when the sponsoring Authorised Visitor vacates the club premises.
- 26.4. Any guest/visitor of a member of either the Timaru Town and Country Club or affiliated clubs, that wishes to be sold or supplied alcohol must first complete the appropriate authorised customer and/or authorised visitor requirements required by the club.
- 26.5. Authorised Customers, Authorised Visitors and their guests are bound by the rules of this club whilst they are on the club premises.
- 26.6. The Duty Manager shall have the power to refuse privileges for any intending guest/visitor or revoke privileges without any reason being supplied, this includes the right of the Duty Manager to refuse entry to the club premises or removal of a guest/visitor from the club premises.
- 26.7. **Definitions - for the purposes of this [Rule 26](#):**
- a) **"club"** has the same meaning as defined for the time being in section 5 of the Sale and Supply of Alcohol Act 2012 or any amendment or replacement thereof.
 - b) **"member"**, **"authorised customer"** and **"authorised visitor"** have the same meanings given to them for the time being in section 60 Sale and Supply of Alcohol Act 2012 or any amendment or replacement thereof.
 - c) **"affiliated member"** means the same as **"authorised visitor"** and includes:
 - i. A member of any other club which is a member of Clubs New Zealand Incorporated through whom the Club has arrangements for reciprocal visiting rights for members, irrespective of whether the other club has an alcohol licence or a permanent charter or not; and

- II. A member of any other club with which the club has an arrangement for reciprocal visiting rights for members, irrespective of whether the other club has an alcohol licence or a permanent charter or not.

d) In this [Rule 26](#), words in the singular (such as guest/visitor) include the plural.

27. ALTERATIONS OF CONSTITUTION RULES

- 27.1. This Constitution may be revised or amended by a resolution passed by a simple majority of the Financial Members present at a General Meeting.
- 27.2. All Financial Members and Officers shall have the right to submit a resolution for inclusion at the General Meeting.
 - a) Notice specifying the intention to propose such a resolution must be given in writing to the Secretary at least twenty-one (21) days before a General Meeting, and
 - b) Such notice shall be provided to Financial Members in accordance with [Rule 18.3](#).
- 27.3. **Minor and Technical Amendments:** The Committee may elect to amend the constitution if the amendment has no more than a minor effect or corrects errors or makes similar technical alterations. Amendments under this section must be made in accordance with Section 31 of the Incorporated Societies Act 2022.
- 27.4. **Resolution in lieu of meeting:** A written resolution may be passed via this method in accordance with Sections 83 to 86 of the Incorporated Societies Act 2022.
- 27.5. Any amendments to the constitution made under this section take effect from the date of registration with the Registrar of Incorporated Societies.

28. BY-LAWS AND STANDING ORDERS

- 28.1. The committee from time to time may make, alter, and rescind By-Law's incidental to the operations of the Club, so long as they are in conformity with these rules. A register of By-Laws must be kept and displayed.

29. WINDING UP AND/OR LIQUIDATION

- 29.1. The club may be wound up, or liquidated, or removed from the Register of Incorporated Societies in accordance with the provisions of the Act.
- 29.2. The Secretary shall give notice to all members of the proposed motion to wind up the club or remove it from the Register of Incorporated Societies and of the Special General Meeting at which any such proposal is to be considered, of the reasons for

the proposal, and of any recommendations from the Committee in respect to such notice of motion.

- 29.3. Any resolution to wind up the Society or remove it from the Register of Incorporated Societies must be passed by seventy five percent (75%) of all members present and voting.
- 29.4. The Club may be put into liquidation:
 - a) At a Special General Meeting called by the Committee for that purpose; or
 - b) As provided for in the Incorporated Societies Act 2022.
- 29.5. If the club is wound up, or liquidated, or removed from the Register of Incorporated Societies, no distribution shall be made to any Member.
- 29.6. On the winding up or liquidation or removal from the Register of Incorporated Societies of the club, its surplus assets after payment of all debts, costs and liabilities shall be vested in a not-for-profit organisation or institution to be determined by the Special General Meeting.

BY-LAWS

As per attached and as from time to time, added to or subtracted from, as and when deemed required by the Executive Committee.



P: 03 688 0020
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A: 99 Douglas Street, Timaru

REGISTER OF BYLAWS

TIMARU TOWN AND COUNTRY CLUB Inc. HIGHFIELD GOLF COURSE

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- 2 Specific Use Sections
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- 9 Member Discipline
- 10 Dogs

Copies of all bylaws are available & are unsigned. Ratified bylaws are signed, laminated and filed within a bylaw folder and kept on site in the clubs registered office.

Unratified bylaws are marked under Construction.





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Bylaws – Standard of Dress

The standard of dress shall be set by & agreed on by the Clubs Executive Committee by majority vote and shall include but not be limited to the following;

1. No soiled boots or clothing.
2. No Bare feet
3. No inappropriate wording or signage to be visible on clothing, including head gear, to be worn within the club or any other club building
4. No offensive clothing, including head gear, to be worn within the club or any other club building.
5. No singlets to be worn
6. No hoody's to be worn over the head, obscuring the face.
7. No visible offensive or inappropriate Tattoo's

The standard of dress requirements shall be displayed on a sign board at the two main entrances to the Club.





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Bylaws – Section Disciplinary

1. All TT&CC Section members must firstly be members of the Main Club, Timaru Town and Country Club Inc and abide by the Clubs Rules & Clubs Constitution.
2. Sections Associated to sporting body Associations must also abide by the Association Rules and Regulations including but not limited to any Codes of Conduct expected by those Associations.
3. Sections with no Associations may create Rules and Codes of Conduct specific to their Interests / needs, but must be ratified by the Clubs Executive Committee before adoption.
4. Any Section/s without codes of conduct may operate under the Timaru Town and Country Clubs Bylaws/Codes of Conduct.
5. No Section rule may directly conflict with any TT&CC Club Rules or any Common laws of the land.
6. All Section/s are responsible for the Health and Safety of their members during/while competing or taking part in a Section related activity.
7. All sections have full right of disciplinary action for the membership of their Sections only.
 - 7a. Investigate Complaints in a timely manner and be Unbiased/acting in good faith.
 - 7b. Right of reply observed & a support person present.
 - 7c. Notice of charges of misconduct & witness statement/s in writing.
 - 7d. The right to be heard in answer of charges/question complainant / witness/s.
 - 7e. Consider the fair right of appeal.
 - 7f. Notify Actions taken & outcome to the Clubs General Manager in writing.
8. Section Office holders are expected to act in a fair and reasonable manner when dealing with complaints and disciplinary related Issues.
9. The Clubs Executive Committee shall appoint an independent individual to observe all disciplinary action within sections to ensure the correct and fair processes are followed and adhered to. This person's role is to observe only and notify the General Manager that due process has been followed.
10. No disciplinary action imposed by a section on a section member can affect the Membership of the TT&CC in any way or form, unless imposed by the main clubs Executive Committee, as per the Disciplinary Bylaws of the Timaru Town and Country Club Inc.
11. The Executive Committee may not become embroiled in any disciplinary action related to the Code of Conduct of an individual/s related to non-club (non-TT&CC) Sporting / Special Interest activity.
12. Offences against the Timaru Town and Country Clubs Codes of Conduct/Rules/Bylaws/Club Constitution, once reported in writing, may be investigated/actioned in accordance with the Bylaws of the Timaru Town and Country Club Inc.
13. Any penalty/suspension/Cancellation imposed by the Clubs Executive Committee on any Club Member will include any and all Section/s that Member may belong to. If TT&CC Membership is suspended/cancelled, membership to any section/s or association/s is also suspended/Cancelled.
14. Any complaint of a possible offence committed relating to Liquor Laws, Health and Safety, Club Laws or laws in common must be received in writing addressed to the General Manager. The General Manager must investigate if there has been an offence and if so, refer it to the Disciplinary Committee to action in accordance with the Club current Bylaws.

Bylaw of July 2008 (Verbal) – Updated July 2021 (Written & Ratified by the TT&CC Executive Committee)

Updated & Ratified October 27 2021 – Signed _____ P Leggett - Club President





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BYLAW - Specific Use Sections/Adjuncts

1. Specific Use sections are those sections who have a chosen sporting or special interest with a specific use property, ground or Venue dedicated to their chosen sport with no other deemed purpose or use.
2. Specific use sections shall be nominated & ratified as such by majority vote of the Executive Committee.
3. Specific use Sections currently include but are not limited to.
 - a. Highfield Golf Course
 - b. Outdoor Bowls
 - c. Petanque
 - d. Rod & Gun – Twizel Property

Those Sections named above are considered current, as at the date this Bylaw was ratified, any future Section requiring a specific use property will be, at the discretion of the Executive committee, treated in accordance with this bylaw and will be added to the afore mentioned list.

4. All specific use sections shall, by majority vote of the Executive Committee, be responsible for the payment of all directly associated operational expenses.
5. Operational costs shall include but not be limited to the following
 - a. Rates (Inclusive of water where applicable)
 - b. Power
 - c. Insurance
 - d. Lease payments (where applicable)
 - e. Maintenance
 - f. Specific use assets
6. Any specific use section with shared costs shall pay a rental or hire fee as determined by the General Manager & ratified by majority vote of the Executive Committee.
7. All specific use sections will have all associated operational costs, hire or rental fees deducted from their section funds and coded as such by the Clubs Office administration within their set of accounts.
8. Any alteration to or consideration to change this bylaw, in full or part thereof, shall be considered a governance issue and as such must be in writing and tabled for consideration by the Executive Committee.

Bylaw introduced April 27th 2022 – Updated April 2022 & Ratified by majority vote of the TT&CC Executive Committee

Accepted & Ratified 28th April 2022 – Signed _____ P Leggett - Club President

Signed copy in Bylaw folder.



CLUBS
NEW ZEALAND INC



HIGHFIELD





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Bylaw - Resignation of Members

Resignation of Members (Rule 54)

A member may resign from the club by forwarding their resignation in writing to the General Manager. Such member shall have no claim against the property of the club but shall remain liable for all subscription fines or other dues owing up to the date of the resignation.

Resignation of Members (Bylaw)

Any request, written or otherwise, for a refund of any subscription fee paid will be considered/deemed non-refundable.

Loyalty Points –

Any request for refunding or transferring of membership loyalty points will be considered/deemed non-transferrable and non-refundable.

Money loads –

Any request, written or otherwise, for refunding of money loads will be considered/deemed non-refundable.

Or

Any request, written or otherwise, for the transfer of money loads to that of another membership card will be deemed acceptable if said funds are transferred to a financial immediate family members membership card.

Bylaw introduced July 2008 – Updated November 2021 & Ratified (Electronically) by majority vote of the TT&CC Executive Committee

Accepted & Ratified January 2022 – Signed _____ P Leggett - Club President

Signed copy in Bylaw folder.





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3rd August 2022

Bylaw- Employee Club Membership

1. Employees of the TT&CC will be permitted Staff membership status and will be granted staff membership free from any charge or fee.
2. Any employee accepting Staff membership also accepts the conditions as outlined herein.
3. No current employee is permitted any form or type of membership other than Staff membership.
4. While on duty, working, membership rights are revoked, as in, an employee is not permitted to.
 - a. consume alcohol
 - b. utilize the Gaming Machines for personal purposes
 - c. utilize the TAB machine for personal purposes
 - d. smoke / vape in a public or member space when the Club is open & operating.
5. While off duty, not working or wearing a Staff uniform, all rights of membership, other than disciplinary & clause 6, are afforded to every employee who has registered for Staff membership.
6. Employees (on or off duty) are not permitted to enter TT&CC promotions that are controlled / operated via the point of sale (Pos Terminals)
7. Should, in the unlikely event, disciplinary action be required, all actions, if any, will be in accordance with current NZ employment & common law.
8. The club's loyalty program, with photo, may be available to access by all current employees.
9. Staff membership will include full club affiliation rights, employees can visit other affiliated clubs as a TT&CC member.
10. An employee, holding Staff membership status, may vote in TT&CC elections.
11. An employee may not stand for TT&CC office or stand for an adjunct/section office.

The above clauses 2 & 4a do not apply to the Clubs General Manager, or Managerial Personnel. However, management code of conduct will apply.

The General Manager has the discretion to alter 4a to include employee's if he/she so determines in the event of special occasions or events.

Bylaw introduced August 3rd – Ratified by majority vote of the Executive Committee and adopted as of the afore mentioned date.

Ratified & adopted 3rd August 2022 – signed _____ Peter Leggett – Club President.





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29TH September 2022

BYLAW - SCRSA Association

The Membership of the South Canterbury RSA Section, hereafter referred to as SCRSA, agreed unanimously to opt out of remaining a section of the Timaru Town and Country Club Inc, hereafter referred to as the TT&CC and switch to that of an Association of the TT&CC with the following points agreed upon by the then SCRSA Committee and the then TT&CC Executive Committee.

All the below points are hereafter considered as binding upon both parties.

Points.

1. The SCRSA will be offered the area referred to as the SCRSA office for their sole use for a term & rental set-in advance by the TT&CC Executive Committee & reviewable on an annual basis.
2. All members wishing to be members of the SCRSA must first be Members of the TT&CC.
3. The reading of the ode each and every Friday will be permitted within the TT&CC main members lounge/bar by a SCRSA agent/s at a time determined appropriate by a SCRSA agent/s.
4. The TT&CC will house the property of and will remain the property of the SCRSA, being what is referred to as the Memorial Rock, what is referred to as the SCRSA Container and what is referred to as the SCRSA Flagpole within and on TT&CC property at no cost to the SCRSA.
5. Maintenance, renewals, repairs or operation of any SCRSA property/equipment will be the sole responsibility of & at the sole cost of the SCRSA or their elected agent/s.
6. Any Building/Maintenance project, once accepted by the SCRSA or it's elected/appointed Agent/s will accept sole responsibility for any costs/fees incurred.
7. The raising of the SCRSA flag is and will remain the sole responsibility/right of the SCRSA or their elected/appointed agent/s.
8. The TT&CC will provide a venue for the SCRSA to use for RSA events under the terms and conditions of normal & legal use for SCRSA and NZRSA remembrance services/events.
9. All insurances of SCRSA property, equipment, or goods, if any, will be the sole responsibility of the SCRSA
10. No Responsibility or liability will be accepted by the TT&CC in any manner or form, for SCRSA property, owned or otherwise or SCRSA personnel affiliated or otherwise, while on or off TT&CC property.
11. All affiliation fees payable will be and will remain the sole responsibility of the SCRSA.
12. The above bylaws may be altered/amended, by unanimous vote, of the TT&CC Executive Committee.
13. Any alteration/amendment to this bylaw will take effect after written notification has been sent to the SCRSA.

Ratified & adopted 29th September 2022 – signed _____ Peter Leggett – Club President.



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20TH October 2022

BYLAW – General Manager Co-Opt

The Executive Committee Herein Authorize the General Manager the ability to co-opt a qualified person/s where and when required, for any period of time, to act as an ex-officio member of the Executive or Finance committees.

This bylaw will also cover the ability to co-opt a qualified person as an ex-officio member of any Sub-committee/s where or when required, for any period of time deemed necessary.

Ratified & adopted 20th October 2022 – signed _____ Peter Leggett – Club President.





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Bylaws – Member Discipline

All disciplinary procedures are required to adhere to all related NZ laws of justice. The format shall follow the Club Smart Fact Sheet & Clubs NZ format for Member Disciplinary meetings.

All required forms are listed below and must be used and adhered to.

1. Club Smart Fact Sheet.
2. Format for Membership Disciplinary Meeting.
3. Complaint Form
4. Advice of Complaint
5. Decision of a Disciplinary Committee
6. Appeal Form

Bylaw introduced 13th September 2023 – Ratified by majority vote of the Executive Committee and adopted as of the afore mentioned date.

Signed: _____

Peter Leggett – Club President.



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31st August 2023

Bylaw – Dogs

No Dog, other than a seeing eye dog, shall be permitted within any Club Licensed area. classed as Licensed in accordance with the current Liquor Licensing laws, as held and recorded as such by the Local Liquor Authority, being the Timaru District Council and displayed on the Clubs Liquor License.

Bylaw introduced 30th August 2023 – Ratified by majority vote of the Executive Committee and adopted as of the afore mentioned date.

Signed _____

Peter Leggett – Club President.





Timaru Town and Country Club (TT&CC)
Complaint Form

Name of Complainant:	
Member No./Position	
Contact Details:	
Name of Person Complained about:	
Complaint Details: Date: Time: Location:	
Nature of complaint (use additional pages if necessary)	
Witnesses to complainant (if any):	
Describe remedy sought (although this may not be determinative)	
Signature of Complainant	



Timaru Town and Country Club (TT&CC)

99 Douglas Street

Highfield

Timaru 7910

[Insert Date]

To:

(Member)

Re: Advice of Complaint

The General Manager has received (or made) a complaint regarding your behaviour/conduct on [insert date] at [insert location].

The TT&CC Executive Committee has determined a Disciplinary Committee shall hear and determine the complaint.

The members of the Disciplinary Committee are:

You are asked to attend before the Disciplinary Committee as follows:

Details are:

Venue:

Date:

Time:

You are entitled to bring legal representation or a support person with you.

You will be asked whether you accept or deny the allegation.

If you accept the substance of the complaint, you will be invited to make submissions on what penalty, sanction, or orders if any, the Disciplinary Committee should impose on you.

If you deny the substance of the complaint the Disciplinary Committee will decide whether to hear the complaint or adjourn the hearing (if it is necessary for witnesses to be called).

If the complaint is found proven you will be invited to make submissions on what penalty, sanction or orders if any, the Disciplinary Committee does impose on you.

Kind Regards

Appendix 2

Timaru Town and Country Club (TT&CC)
Decision of a Disciplinary Committee



1	Name of Complainant:	
2	Name of Respondent	
3	Nature of Complaint	
4	Jurisdiction to hear complaint	
5	Position of Respondent	Accept/Deny
6	Complainants case	
7	Respondents case	
8	Issues to be determined.	
9	Assessment of respective case	
10	Given reasons why complaint is accepted or rejected	
11	Decision	
12	Consider adjournment to impose penalty or hear submissions on penalty	

Timaru Town and Country Club (TT&CC)
Appeal Form



Name of Appellant:	
Member No./Position:	
Contact Details:	
Reason for Appeal:	
Specific Grounds for Appeal:	
Appellants Signature:	



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Financial Transaction Policy

Timaru Town & Country Club Inc.
99 Douglas Street, Timaru

1. Purpose

The purpose of this Financial Transaction Policy is to establish a clear set of guidelines for managing, approving, and documenting financial transactions at the Timaru Town & Country Club Inc. (hereinafter referred to as “the Club”). This policy ensures that all financial transactions are processed efficiently, transparently, and in compliance with legal and ethical standards.

2. Scope

This policy applies to all members, employees, and officers involved in any financial transaction on behalf of the Club, including but not limited to cash transactions, electronic payments, credit transactions, and purchases.

3. Responsibilities

- **Club Treasurer:** Responsible for overseeing all financial transactions, maintaining accurate records, and ensuring compliance with the policy.
- **General Manager & Authorized Personnel:** Authorized to approve routine transactions without limit, ensuring proper documentation and authorization for each transaction.
- **President:** Holds authority to approve non-routine transactions not exceeding \$1,000.
- **Executive Committee:** Holds authority to approve excessive transactions (high-value, complex financial transactions as deemed necessary).

4. Transaction Types and Procedures

4.1 Cash Handling and Bank Deposits

- All cash received by the Club must be counted and recorded immediately by designated personnel.
- Cash collections are to be deposited into the Club’s bank account within two (2) business days.
- A daily cash reconciliation report must be prepared by the closing staff and verified by the Club Treasurer or General Manager, or other authorized personnel.

4.2 Purchases and Payments

- Routine transactions can be approved by the General Manager or other authorized personnel with no limit.
- Non-routine transactions exceeding \$1,000 require approval from the President.
- Excessive transactions (high-value) require approval from the Executive Committee.
- All purchases must have an accompanying purchase order, invoice, or receipt, which will be stored in the Club’s financial records.



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4.3 Credit Card and Debit Card Transactions

- Club-issued cards are to be used strictly for authorized Club expenses.
- All cardholders must submit receipts for each transaction within three (3) days of purchase.
- Monthly credit card statements will be reviewed by the Club Treasurer and reconciled with submitted receipts by the General Manager or other authorized personnel.

4.4 Electronic Funds Transfer (EFT) and Online Transactions

- EFTs and online transactions are permitted for approved expenses only and must follow the same approval process as cash transactions.
- EFT payments require dual authorization: one from the Club Treasurer and one from the General Manager or other authorized personnel.

4.5 Member Transactions and Refunds

- Membership fees and payments must be processed through approved methods (e.g., cash, EFT, or credit card).
- Refund requests are to be submitted in writing, reviewed by the Club Treasurer, and approved by the General Manager or other authorized personnel. Refunds will be processed within 10 business days.

5. Approval Limits

- **Routine Transactions:** No limit on routine transactions; they can be approved by the General Manager or other authorized personnel.
- **Non-Routine Transactions:** Transactions over \$1,000 must be approved by the President.
- **Excessive Transactions:** High-value, complex financial transactions must be reviewed and approved by the Executive Committee.

6. Documentation and Record-Keeping

- All financial transactions must be documented with original receipts, invoices, or purchase orders.
- Records are to be maintained in accordance with Club policy and legal requirements for a minimum of seven (7) years.
- Monthly financial reports are to be prepared by the Club Treasurer and reviewed by the Executive Committee.

7. Audit and Compliance

- An annual audit of the Club's financial records will be conducted by an external auditor.
- Any discrepancies or breaches in policy must be reported to the Executive Committee immediately for corrective action.



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8. Policy Review and Updates

This Financial Transaction Policy will be reviewed annually by the Executive Committee. Any updates or amendments require approval by the Executive Committee.

Approved by:

Toni Kerridge,
President,
Timaru Town & Country Club Inc.

Date Approved: [Date]



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