

RULES AND CONSTITUTION OF "THE WORKING-
MEN'S CLUB (LYTTELTON) INCORPORATED."

INCLUDING AMENDMENTS UP TO 30th JUNE, 1993

1. NAME

The name shall be called "The Working-Men's Club (Lyttelton) Incorporated."

2. OBJECTS

The objects of the Club shall be to:

- a). To provide a facility for members and the wider Lyttelton Community and to raise funding necessary to support ongoing costs of such a facility.
- b). To apply for any licenses and permits that may be deemed necessary or desirable by the society.
- c). To provide for social, cultural, sporting, recreational and artistic activities beneficial to the people of Lyttelton and the wider Canterbury area.
- d). To promote appreciation of performing arts and theatre craft by supporting ongoing training of young, amateur and professional performers.
- e). To help in fundraising for Lyttelton community groups and voluntary organizations.

3. MEMBERSHIP

All persons, except as is herein after provided, are eligible for election as members of the Club

The following persons are not eligible for election:-

- a). Any person who has been expelled from the Club, or has resigned his membership at the request of the Committee.
- b). Any person who has been expelled from or who has resigned at the request of the controlling body of any other Club.
- c). The membership of the Club shall be restricted to 400 (four hundred) financial members excluding Life Members.

4. HONORARY LIFE MEMBERSHIP

On the recommendations of the Committee an ordinary member may be elected an honorary life member at the Annual General Meeting of the Club, and shall thereafter be entitled to all the privileges of membership without paying the annual subscription or any special payment for such life membership.

Life membership shall normally be conferred in recognition of special services rendered to the Club.

That a life member through mal-practice to the Club, be struck off the role of Life Membership of the Club

5. BANK ACCOUNT

The Club may operate upon such Bank Accounts as are from time to time deemed necessary. Cheques must be signed or endorsed by two of the Officers of the Club. In the event of only one being available, a Trustee of the Club may be the second signatory.

6 OFFICERS

The Officers of the Club shall consist of a President, Vice-President, Secretary, Treasurer, assisted by two Trustees, all of whom shall hold office for one year from the date of election. Persons standing as an Officer of the Club, must have served 12 (twelve) months on the Committee.

7 COMMITTEE

The affairs of the Club shall be managed by a Committee consisting of the Officers of the Club, two Trustees, and ten other members to hold office for a term of one year, five to form a quorum.

The Committee shall have control of the funds of the Club and the expenditure and investment thereof, and shall have full power to deal with all matters concerning the administration and policy of the Club in accordance with the Rules and Constitution.

Any member of the Committee failing to attend three consecutive meetings of the Committee without leave of absence shall cease to be a member of the Committee.

Should any member of the Committee die, resign or cease to be a member through non-attendance, the Committee shall appoint some other member to fill such casual vacancy. Any members so appointed shall be qualified to act until the next annual election.

The Committee shall have full power to borrow up to \$1000:00 for the purposes of the Club on such terms as it may think fit, with or without giving security for the payment of same and interest thereon, provided that any loan exceeding \$1000 00 shall require the prior approval of a General or Special Meeting.

The Committee shall have the power to appoint or suspend salaried Officers of the Club, if salaried Officers shall become necessary for the management of the Club.

The President or Secretary shall have power at all times to call a meeting of the Committee and at such meetings five shall form a quorum. The Committee shall have power to make by-laws not inconsistent with the Rules for the regulation and management of the Club, and shall have power to appoint Sub-Committees for special purposes.

At each Annual Meeting the Committee shall present a formal report of the proceedings of the Club, and the accounts as a standard review compilation of the financial year in accordance with the Charities Services rules.

The Committee shall have the power to suspend or expel any member for misconduct within the precincts of the Club, or for any willful infringement of the Club's Rules or By-Laws. Any members so affected shall be immediately informed of the Committee's decision by registered letter addressed to his last known address or otherwise, and shall have the right of appeal under Rule 15.

The President, Vice-President or in their absence any member of the Committee, shall have power to enter any part of the Club's premises and to take such steps as may be considered necessary to maintain reasonable order and to suppress any irregularity or breach of the Rules

8. SUBSCRIPTIONS.

Every member shall pay an annual subscription as determined by the Annual General Meeting the previous year. All subscriptions shall be payable in advance to either the Secretary or the Treasurer by the 31st day of March in each year. Any member who has not paid his subscription at the end of three months will be struck off the Roll of membership. A list of unfinancial members shall be posted on the notice board by the Secretary on or about the first day of July of each year. Every member on payment of his annual subscription shall receive a members card which must be produced when required to do so on the Club's premises by any Officer or servant of the Club.

Such membership card shall be regarded as their receipt.

9. ELECTION OF MEMBERS

a). Candidates must be proposed and seconded in writing by two financial members of the Club, the nomination form to include the name and address of the candidate and a declaration by him that he will abide by the Rules.

Such nomination form to be signed by a Committee member

b). Each candidate with his nomination must deposit with the Secretary his subscription for the current year, plus such nomination fee as decided by the current Committee. Both sums shall be refunded to him in the event of his not being elected.

c). All new members shall be elected by the Committee and their names and proposer and seconder go on the Notice Board for one week from the date of acceptance

d). In the event of a member becoming unfinancial without a written resignation, to apply for re-entry of membership of the Club, he must pay one years back subscription

10. MODES IN WHICH PERSONS CEASE TO BE MEMBERS

a). Any member wishing to resign from the Club may do so on giving one month's notice in writing to the Secretary of his intention to resign, and paying any subscription or arrears then owing by him.

b). The following persons shall cease to be members of the Club:-
1. Unfinancial members whose names have been struck off the Roll under Rule 8;

2. Members who have been expelled by the Committee

11. ELECTION OF OFFICERS AND COMMITTEE

a). The Officers and members of the Committee shall be elected after the Annual General Meeting.

b). A notice calling for nominations shall be posted on the notice board for at least fourteen days prior to the date of closing of nominations, which shall be after the Annual General Meeting

c). Only members who have been financial members for a full twelve months shall be eligible to be nominated for any of the Officers of the Club or members of the Committee of the Club.

That persons standing as an Officer of the Club must have served 12 (twelve) months on the Committee

d). Any candidate for office desiring to withdraw his nomination must give notice thereof in writing to the Secretary, who shall post the same on the notice board beside the list of nominations where it shall remain until after the election takes place.

e). If the number of candidates for any office or for the vacancies on the Committee does not exceed the number required to be elected, those nominated shall be declared elected after the Annual General Meeting.

f). The Returning Officer or the Deputy-Returning Officer shall prepare the necessary ballot papers and issue same to financial members at the registered office of the Club between the hours of 12 noon and 6.0 P M on the Sunday following the Annual General Meeting. Such ballot papers shall be deposited in a sealed ballot box in the custody and control of the Returning Officer or Deputy-Returning Officer before 6 pm that day.

g). The Returning Officer or his Deputy shall open the ballot box in the presence of two scrutineers nominated by the candidates for the said offices, and shall thereupon count the votes and ascertain the result of such ballot. In the event of two or more candidates receiving an equal number of votes the Returning Officer or his Deputy shall exercise a casting vote to elect one or other of such candidates

h). The Returning Officer or the Deputy-Returning Officer shall thereafter declare the result of such election and post the result on the notice board of the Club.

i). The incoming Committee to take Office as from the 1st June

12. GENERAL MEETINGS

a). There shall be held annually one ordinary General Meeting of the Club.

This Meeting in May, shall be the Annual General Meeting. At this meeting the Annual Report of the Committee, the standard review compilation of the previous financial year, and the closing of nominations for the Officers and Committee for the ensuing year shall be decided.

General Business may be transacted

b). Notice to hold such meeting shall be displayed on the notice board not less than 10 days prior to such meeting

c). The mode of voting at General and Special Meetings will be by ballot. Casting Vote: The Chairman shall exercise a casting vote if necessary.

d). At each General or Special Meeting 15 (fifteen) financial members shall form a quorum.

e). Trustees shall be elected from the body of the hall at the Annual General Meeting

13. SPECIAL MEETINGS

The President shall call a Special Meeting of members at any time immediately upon a written request of a majority of the Committee, or upon the receipt of a requisition signed by at least twelve financial members. Seven days notice of such meeting and of the business to be transacted thereat shall be given on the notice board. At Special meetings no business other than that notified and for which the meeting was called shall be transacted

14. ALTERATION OF RULES.

These rules may be altered, added to or rescinded by resolution at any Annual Meeting, of which seven days notice specifying the amendments proposed has been posted on the notice board, or at any Special General Meeting called for the purpose.

15 APPEALS

The Club at any Special General Meeting, called for the purpose shall have power to hear and decide any appeal lodged by any member or members against any decision of the committee.

Any Member suspended or expelled by the Committee, who wishes to appeal against the decision of the Committee may within seven days upon a requisition signed by not less than twelve financial members, direct the President to summon a Special-General Meeting to hear the appeal. The decision of such meeting shall be by ballot and shall be final.

16. CUSTODY OF SEAL.

The Secretary shall have custody of the Common Seal, which shall be affixed only in the presence of the President and Secretary, or in the absence of either of them, then in the presence of the other and two members of the Committee.

17. INTERPRETATION OF RULES.

Any question relating to the interpretation of the Club's Rules or By-Laws shall be settled by the Committee, who shall have the power to refer the matter to a practicing Barrister of not less than ten years standing, and to act in accordance with his opinion or otherwise as they think fit.

18. WINDING UP.

In the event of the winding up of the Club under the provisions of Section 24 of the Incorporated Societies Act 1908, the net assets after payment of debts and liabilities shall be transferred to the order of St John, Lyttelton Ambulance Area, to be administered and used as required by them

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PRESIDENT

K. M. Day

SECRETARY

J. H. Duffell

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