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THE OTAKI SPORTS CLUB (INCORPORATED)

RULES

An Incorporated Society under the "Incorporated Societies Act, 1908".

1. Name: The name of the Club shall be "The Otaki Sports Club Incorporated)".
2. Colours. The colours of the Club shall be Royal Blue and Gold, or White, Black and Green
3. Seal: The Seal of the Club shall consist of the words "The Common Seal of OTAKI SPORTS CLUB (INCORPORATED)".
4. Objects: The Objects of the Club shall be.
 - 4.1 To promote and encourage the playing of the games of Lawn Tennis, Squash Racquets, Soccer and such other games as may from time to time be decided upon.
 - 4.2 To provide and maintain for the use of members Tennis Courts, Squash Racquet Courts Grounds, Club House, Pavilions, and all other things incidental to the playing of Lawn Tennis, Squash Racquets, Soccer and other such games as may from time to time be decided upon
 - 4.3 To purchase, take on lease, or otherwise acquire, and hold any real or personal property whatsoever, or any easements therein or rights there over which may be necessary for the purposes of or conveniently used in connection with any of the objects of the Club.
 - 4.4 To mortgage, sell, lease, or otherwise charge, or dispose of any of the Club's real or personal property, and to grant debentures and obligations, whether secured or unsecured, and with or without interest, and upon and subject to such terms and conditions as may from time to time be determined by the Management Committee.
 - 4 5 To do all other such lawful things as are incidental or conclusive to the attainment of the above objects.
5. Membership. Membership of the Club shall consist of The following classes:
 - 5.1 Family which shall be defined as
One parent or both parents, and all children under 18 on July 1 of the current year. Parents will be entitled to all rights of a senior man or woman and the children as laid down for the Intermediate or Junior membership
 - 5 2 Married Couple both of whom will be entitled to all rights of a senior man or woman
 - 5.3 Senior member who shall be defined as:
A man or woman over the age of 18 at July 1 of the current year who pays a full membership description, and entitled to all playing rights as laid down by the club from time to time and full voting rights on all club matters.

W. J. Selby President
 A. Wilson Club Captain
 W. J. Selby Treasurer
 W. J. Selby Secretary

"These are the alterations to the rules marked 'A' referred to in the annexed declaration of the Otaki Sports Club made before me this 19th day of August 1992

Rachael A Selby J.P.
 Rachael A Selby
 2 Scott Ave
 Otaki.

7 Termination of Membership

- 7 1 Resignations. Any member may resign from the Club by giving notice of such resignation in writing to the Secretary within fourteen days of his annual subscription falling due in any financial year Unless such notice is given such resigned member shall be liable to the Club for his or her subscription for that financial year
- 7 2 Suspension or Expulsion The Management Committee may suspend or expel from membership and member wilfully disobeying any of the rules or by-laws of the Club or guilty of any conduct rendering him in their opinion unfit or unsuitable to be registered as a member of the Club
- 7.3 Purging the Register. The Management Committee shall have the power from time to time to purge the lists of members and to delete therefrom the names of any members whose subscriptions remain unpaid for more than two (2) calendar months from the date of falling due, and such members shall be advised in writing by the Secretary that he is no longer a member of the Club

8. Entrance Fees and Annual Subscriptions

- 8 1 Entrance Fees and Annual Subscriptions may be fixed at the Annual General Meeting
- 8 2 All persons who are members of the Club on the day the AGM (being the commencing day of the Club's year) shall be liable for the Annual Subscription for the ensuing year
- 8 3 The Management Committee may, at its absolute discretion, grant such discounts or refunds of Entrance Fees, and/or Subscriptions paid or payable by any member as it thinks fit
- 8 4 The Club in General Meeting may also decide what further fees, if any, may be paid for the use of any of the Club's facilities
- 8 5 Any member failing to pay his or her subscriptions on or before the day mentioned shall no be allowed to play on the Club's grounds, or to enter any tournament held under the rules of the New Zealand Lawn Tennis Association, New Zealand Squash Rackets Association, or New Zealand Football Association, or generally be entitled to any privileges as a member till the subscription shall have been paid
- 8 6 A member paying his or her Entrance Fee (if any) and Subscriptions, is therefore held to have submitted himself or herself to the rules of the Club, and on that condition only is to enjoy the privileges of a member of the club

9 Elections and Duties of Officers of the Club

- 9 1 The affairs of the Club shall be controlled by a Management Committee consisting of the Officers of the Club, the Club Captains, and two members nominated by the Tennis Committee, two members nominated by the Squash Committee and two members nominated by the Soccer Committee

President
Club Captain
Treasurer

Secretary
Chairman
or

- 9 7 4 In the corporate name of the Club to make and enter into any deed, contract or agreement which the Committee may consider it expedient or necessary to enter into the interests of the Club, and to authorise, direct and empower the proper officers to affix the Seal of the Club to all deeds and documents required to be executed by the Club
- 9 7 5 To fix the honorarium, if any, to be paid to the Secretary, Treasurer or Auditor
- 9.7 6 To appoint sub-committees and to delegate to such sub-committees any of the powers of the Management Committee.
- 9 7 7 To appoint delegates to the representative provincial associations and any other bodies upon which the Club is entitled to be represented
- 9 7 8 To fill any vacancy occurring in the officers or Committees during the year by electing a member of the Club to occupy any such position for any reason rendered vacant
- 9 7 9 To convene General Meetings of the Club
- 9 7 10 To report to the Annual General Meeting of the Club each year upon the state of the Club generally, a copy of such report to be sent to each member of the Club at least seven days before the Annual General Meeting
- 9.8 A Tennis Committee, a Squash Committee and a Soccer Committee consisting respectively of not less than six and not more than twelve members each shall be elected annually at the Annual General Meeting as provided by the Rule 9 14 and shall no enter upon their offices until the termination of such meeting.
- 9.9 Without limiting the powers of the Management Committee in any way, the Tennis, Squash and Soccer Committees respectively shall conduct and manage all tournaments, select all teams, arrange the order of play and generally control everything relating to the playing of the games Tennis, Squash and Soccer respectively
- 9 10 The Annual General Meeting may elect a Patron The appointee need not be a member He shall not be an Officer and shall have no duties and shall have the same status as non-playing members but without the liability for any subscription or levy
- 9 11 An Auditor, who shall not be a member of the Management Committee, shall be elected at the Annual General Meeting of the Club each year, and he shall audit all the accounts etc, prepared by the Treasurer, and shall be paid such honorarium as the Management Committee may from time to time decide
- 9 12 The Club shall have an Honorary Solicitor to advise the Management Committee on all legal matters and to act for the Club and when required by the Management Committee subject to the payment of his reasonable fees and disbursements

W. J. O'Connell President
W. J. O'Connell Club Captain
W. J. O'Connell Treasurer
 cm1 Conroy

- 9 2 The Officers of the Club shall be a President, a Vice-President, a Secretary, and a Treasurer who shall be elected yearly at the Annual General Meeting of the Club, as provided by Rule 9.14 and shall not enter upon their Offices until the termination of such meeting
- 9 3 At all General and Management Committee meetings the President (or on his absence the Vice-President) shall preside, but should both these Officers be absent the chair shall be taken by a member elected by the members present. The Chairman shall in all cases of equal voting, have a casting vote in addition to a deliberative vote
- 9.4 The Secretary shall convene and attend all General Meetings of the Club and Management Committee meetings, conduct the correspondence, and have the custody of the Seal, Title Deeds and other documents belonging to the Club. He shall keep minutes of all Management Committee meetings and General Meetings and shall notify members of all Management Committee meetings and General meetings in the manner prescribed in Rule 18 He shall ensure that a list of members of the Club is kept and that Treasurer is furnished with the names and addresses of all newly elected members He shall be paid such Honorarium as the Management Committee may decide from time to time
- 9.5 All monies due to the Club shall be paid to the Treasurer, and his receipt (or that of an assistant duly appointed by the Management Committee) shall be sufficient discharge. He shall open a banking account in the Club's name, and all funds of the Club shall be paid to the credit of that account He shall submit all accounts payable to the Management Committee for approval and all payments shall be made by cheques, to be signed by the Secretary and the Treasurer, or by such other members as the Management Committee may from time to time determine He shall submit annually at the Annual General Meeting, a duly audited statement of the financial position of the Club, and record of the receipts and expenditure for the year, with a statement showing the assets and liabilities of the Club He shall be paid such honorarium as the Management Committee may from time to time decide
- 9 6 A Club Captain Tennis and a Vice Club Captain Tennis, a Mens Club Captain Squash and a Ladies Club Captain Squash, and a Club Captain Soccer shall be elected yearly at the Annual General Meeting of the Club, as provide by Rule 9 14 and shall not enter upon their offices until the termination of such meeting.
- 9 7 The Management Committee shall have full powers of management and control of the property and business of the Club, and in particular, but without limiting the general powers hereby conferred upon it, shall have the following duties and powers
- 9 7 1 To receive, control, expend and invest the funds of the Club
- 9 7 2 To make, alter and rescind by-laws (vide Rule 16)
- 9 7 3 To borrow money and secure the repayment thereof with interest by way of mortgage or otherwise

President
Club Captain
Treasurer

[Signature]
[Signature]
[Signature]

- 9.13 The quorum for Management Committee shall be six (6) members and for the Tennis, Squash and Soccer Committees shall be four (4) members. Should any member of the Committee fail to attend two consecutive duly convened meetings of the Committees without furnishing satisfactory reasons for absence, he shall forthwith cease to be a member of the Committee, but this provision shall not apply to Officers of the Club.
- 9.14 The Officers of the Club, the Club Captains and members of each of the Tennis, Squash and Soccer Committees shall be elected at the Annual General Meeting of the Club by a majority of the votes of those members of the Club who are present and who are entitled to vote under Rule 11. Only members who have paid their subscriptions shall be eligible for election to the offices referred to by this Rule. Written nominations for Tennis, Squash and Soccer Committees must be in the hands of the Secretary 48 hours before the date fixed for the Annual General Meeting. Such nominations must contain the consenting signature of the nominee and be signed by the proposer and seconder who shall also be Club members entitled to vote under Rule 11.
- 9.15 The Officers and members of the Committees shall hold office from the date of their election till the next Annual General Meeting, unless expelled from office by a majority of the votes of those members present at a Special General Meeting called for the purpose, whereupon the members of the Club present at such Special General Meeting shall elect other Officers and Committees.

10 General Meetings

The financial year of the Club shall end on the 30th June in each year, and the Club shall hold an Annual General Meeting each year in the month of September. A Special General Meeting shall be held whenever the Executive Committee consider it necessary, or on receipt by the Secretary of a requisition signed by not less than twenty (20) members of the Club the requisition calling for a Special General Meeting shall state the business to be considered at such meeting. The date for holding all General Meetings shall be fixed by the Executive Committee and at least seven (7) days notice thereof shall be given to all members by the Secretary as provided by Rule 29. At all Annual General and Special General Meetings twenty (20) members shall form a quorum.

11 Voting

Only Senior financial members shall be entitled to vote at any meeting of the Club. The Chairman for the time being at any Committee or General Meeting shall have a casting as well as a deliberative vote.

Every question submitted to a meeting shall be decided in the first instance on the voices, and in case of a decision being in doubt by a show of hands. Every person entitled to vote shall have one vote. Unless a poll is demanded by the Chairman or by any five (5) members a declaration by the Chairman that a Resolution has been carried or not carried as the case may be, shall be sufficient. If a poll be demanded as aforesaid, it shall be taken in such manner as the Chairman of the Meeting may direct. The demand for a poll may be withdrawn.

President
Club Captain
Treasurer
Secretary
AG Wilson
Chairman

12 Procedure at all Meetings

- 12 1 Meetings shall be conducted in accordance with the recognised rules of debate
- 12 2 Minutes shall be kept of the proceedings of all meetings of the Club and any such Minutes, if purporting to be signed by the Chairman of the meeting or of the succeeding meeting, shall be receivable as prima facie evidence of all matters stated in such Minutes and that the meeting was duly convened and held.
- 12 3 The members of any meeting may meet together and despatch, adjourn or otherwise regulate their meetings and proceedings as they may think desirable

13 Vacancies on the Management Committee

The Management Committee shall have the power to fill any casual vacancy occurring therein provided however that, if such vacancies shall occur because of death, resignation or disqualification of any of the appointees of the Squash, Tennis or Soccer Committees, then such vacancy shall be filled by that Committee from which the retiring or disqualified member originally was appointed

14 Power to Co-opt to any Committee

Notwithstanding anything to the contrary contained in or implied by this Constitution, any Committee of the Club may in addition by Resolution co-opt for the remainder of its term of office any member of the Club who in the opinion of the Committee is able to render special service

ALTERATION TO RULES

- 15 No existing Rule shall be altered or repealed, nor shall any new Rule be added, without the consent of the majority of the members present at an Annual General Meeting, or at a Special General Meeting called for such purpose, and unless at least 14 days' notice of such proposed alteration, repeal or addition shall have amended or rescinded or repealed unless by a majority of the votes of those present, and no Rule shall be valid until accepted by the Registrar of Incorporated Societies

No addition to, deletion from or alteration of the organisation's rules shall be made which would allow personal pecuniary profits to any individuals. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

BY-LAWS

The Executive Committee may from time to time make, alter or rescind By-Laws, so long as they are not repugnant to these Rules or to the provisions of "The Incorporated Societies Act, 1908", and such By-Laws shall be binding on every member of the Club until set aside by a majority of votes of members present at an Annual General or Special General Meeting All By-Laws shall be posted in the Clubhouse for the information of members

Clause 15
amended as per
Special General
Meeting resolution
27/02/25

President
16
Clive Caplan
Treasurer

DISSOLUTION

22
President
Aula Capitan
Treasurer

Two-thirds of the members present at a Special General Meeting convened for the purpose may provided that all the liabilities of the Club have been duly discharged, resolve that the Club be wound up, and arrange for the funds of the Club to be disbursed to other Clubs

On winding up or dissolution of the organisation any surplus funds or assets shall not be paid or distributed to any members or individuals but shall be:

- applied to a purpose in line with the organisation's objects, or
- given or transferred to another not-for-profit sporting organisation or a registered charity

Clause 22 amended as
per Special General
Meeting resolution
27/02/25