

CONSTITUTION OF THE OTAKI RETURNED AND SERVICES' ASSOCIATION INCORPORATED



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CONSTITUTION OF THE OTAKI RETURNED AND SERVICES' ASSOCIATION (INC)

NAME

1. The name of the Association shall be the "Otaki and District Memorial RSA (Inc)" hereinafter referred to as "The Association".

DESCRIPTION

2. The Association is a Society duly Registered and Incorporated under "The Incorporated Societies Act 1908".
3. The Association is (a) non-sectarian and (b) non-party political in that it does not, except by the submission of questions and the publication of answers thereto, influence or seek to influence the views of its members regarding any candidate for public office or any political or municipal party.
4. The Association is an affiliated member of the Royal New Zealand Returned and Services' Association (Inc) hereinafter referred to as RNZRSA.

INTERPRETATION

5. In this Constitution,
 - (a) the term "Returned Member" shall mean any person so defined in the First Schedule to the Rules of RNZRSA which is the First Schedule to these Rules.
 - (b) the term "Service Member" shall mean any person so defined in the Second Schedule to the Rules of RNZRSA which is the Second Schedule to these Rules.
 - (c) the term 'Associate Member' shall mean any person so defined in the Third Schedule to the Rules of RNZRSA which is the Third Schedule to these Rules.
 - (d) the term "financial member" shall mean any Returned or Service, or Associate member of the Association whose current subscription or dues are paid in accordance with these rules.
 - (e) the term 'Youth Member' shall mean any person so defined in the Fourth Schedule to the Rules of RNZRSA which is the Fourth Schedule to these Rules.

- (f) the term "Service Personnel " shall mean any member of any branch of Her Majesty's Forces.
- (g) the term "Executive Committee", shall have the meaning ascribed to it in Rule 24.
- (h) the term "Sub-Committee" shall mean any such Sub-Committee duly constituted by the Executive Committee under the provisions of Rule 33(d) and (e).
- (i) words denoting the masculine gender shall be deemed to include the feminine gender.
- (j) unless inconsistent with these Rules all references to the singular shall be deemed to include the plural and vice versa.
- (k) the term Real Estate shall mean all land and buildings owned by the Association.

OBJECTS

6. The Association is established with the express purpose of pursuing the aims and objects of RNZRSA as expressed hereunder.

The objects for which the Association is established are:-

- (a) Loyally to uphold the sovereignty of New Zealand as a member of the Commonwealth of Nations and as a member of the United Nations.
- (b) To foster and maintain the welfare and security of New Zealand within the concept of the establishment and maintenance of international peace with honour.
- (c) To inculcate in the individual a sense of responsibility to their fellow citizens, their local community, and for the well being of mankind.
- (d) To perpetuate the comradeship born of service and to promote the general well being of Service Personnel and of former Service Personnel and their respective dependants.
- (e) "To promote, foster and support the charitable objects of the Association".
- (f) To pursue the resolutions of the National Council of RNZRSA.
- (g) To relieve the poverty of service personnel and former service personnel, their respective dependents and the former dependents of deceased service personnel and ex-service personnel

POWERS

7. For the due attainment of its objects the Association shall have the following powers:-

- (a) To diffuse information on all matters affecting Service Personnel and former Service Personnel, and to print, publish, issue or circulate such

papers, periodical books, circulars and other literary undertakings as may seem conducive to any of its objects.

- (b)** To affiliate with or accept affiliation from any society, body or Association having similar objects, or to join, co-operate with, or subscribe to or accept subscriptions from the funds of any such society, body or Association for the purpose of better attaining or otherwise furthering the objects and interests of the Association.
- (c)** To undertake and execute any trusts which may seem to the Association conducive to its objects and to invest the funds of any such trusts in the manner authorised for trustees by the Trustees Act 1956 or by any Act passed in amendment of or substitution for that Act and with all the powers given to trustees in relation to investment by that Act.
- (d)** To create and establish a Charitable Trust, pursuant to the Deed of Trust as set out in the Eighth Schedule of these Rules for the more expeditious administration of the funds of the Association which are set aside for accommodation trust purposes.
- (e)** To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Association may deem necessary or convenient for the purpose of any of the objects.
- (f)** To lend money or make advances to any other Association with or without security.
- (g)** To construct, maintain, alter, improve, enlarge, pull down, remove or replace, manage, carry on and control any buildings, or works which may seem to the Association likely to advance the Association's interests directly or indirectly.
- (h)** To sell, lease, exchange, bail, grant licences in respect of or otherwise deal with or dispose of the Association's undertakings or any part thereof, or any property or interest in any property rights, concessions or privileges belonging to the Association either together or in portions upon such terms as the Association may think fit.
- (i)** To establish, maintain and conduct licensed clubs and other clubs or similar institutions.
- (j)** To prescribe By-laws as set out in the Sixth Schedule of these Rules for the operation of the Licence, not being inconsistent with these Rules, and the Licence Regulations (Seventh Schedule attached hereto). Such By-laws and Licence Regulations shall be as binding on all members as if they were part of these Rules.
- (k)** To initiate, carry out and enforce disciplinary procedures as detailed in Rule 13 of these Rules.

- (l) To do such other things as in the opinion of the Association maybe incidental or conducive to the attainment of any of the foregoing objects or the exercise of any of the foregoing powers.

NO PRIVATE PECUNIARY PROFIT, AND EXCEPTIONS

7A No private pecuniary profit may be made by any member from the Association, except that:

- (a) any member may receive full reimbursement for all expenses properly incurred by that member in connection with the affairs of the Association;
- (b) the Association may pay reasonable remuneration to any Officer or servant of the Association (whether a member or not) in return for services actually rendered to the Association;
- (c) any member may be paid all usual professional, business or trade charges for services rendered, time expended and all acts done by that member or by any firm or entity of which that member is a member, employee or associate in connection with the affairs of the Association;
- (d) any member may retain any remuneration properly payable to that member by any company or undertaking with which the Association may be in any way concerned or involved for which that member has acted in any capacity whatever, notwithstanding that that member's connection with that company or undertaking is in any way attributable to that member's connection with the Association.

The Executive Committee and the Officers of the Association, in determining all reimbursements, remuneration and charges payable in the terms of this clause, shall ensure that the restrictions imposed by the following clause are strictly observed.

RESTRICTIONS ON BENEFITS TO AND INFLUENCE BY INTERESTED PERSON

7B Notwithstanding anything contained or implied in these Rules, any person who is:

- (a) an Officer, Secretary or member of the Association; or
- (b) a shareholder or director of any company carrying on any business of the Association; or
- (c) a settlor or trustee of any trust which is a shareholder of any company carrying on any business of the Association; or
- (d) an associated person (as defined by the Income Tax Act 2004) of any such Officer, Secretary, member, settlor, trustee, shareholder or director shall not by virtue of that capacity in any way (whether directly or indirectly) determine, or materially influence in any way the determination of the nature or the amount of any benefit or advantage or income or the circumstances in which it is or is to be received, gained, achieved, afforded or derived by that person.

A person who in the course of and as part of the carrying on of their business of a professional public practice shall not, by reason only of their rendering professional services to the Association or to any company by which any business of the Association is carried on, be in breach of the terms of this rule.

ASSOCIATION MEMBERSHIP

8. The membership of the Association shall consist of:

(a) Returned Members

Persons who are defined in Rule 5 (a) of these Rules.

(b) Service Members

Persons who are defined in Rule 5 (b) of these Rules.

(c) Associate Members

Persons who are defined in Rule 5 (c) of these Rules.

(d) Youth Members

Persons who are defined in Rule 5(e) of these Rules.

(e) Life Members

Any Returned, Service or Associate member who has, on the recommendation of the Executive Committee, been awarded Life membership at a General Meeting of the Association, in recognition of local service.

A Life Member shall be deemed to be a financial member of the Association for all purposes without being required to pay an annual subscription.

(f) Honorary Life Members

Persons not being eligible for Returned or Service membership who have rendered outstanding service to the Association or to former Service Personnel, and have been duly elected at a General Meeting after consideration of a citation presented by the Executive Committee.

Honorary Life members shall have the right to speak at General Meetings but not to exercise a vote.

(g) Honorary Members

Persons not being eligible for Returned, Service or Associate membership who have rendered outstanding service to the Association or to former Service Personnel.

and have been duly elected at a General Meeting after consideration of a citation presented by the Executive Committee.

Honorary members shall have the right to speak at General Meetings but not to exercise a vote.

(h) Corporate Members

Any Association, Club, or other incorporated body or business, approved by the executive committee.

A Corporate Member shall equate to three (3) members of the association and at all times the annual membership fee payable by a corporate member shall be not less than three (3) times the fee payable by an associate member.

A Corporate Member shall supply the association with a list of corporate associates 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 association, that is acceptable to the association.

Those persons named or listed as Corporate Associates by Corporate Members and who are not otherwise members of the association, shall be deemed to be members of and subject to the rules of the association with the following provisos:

- (a) The rights of entry to the club premises is restricted to such times as the corporate member is using the premises for an agreed purpose.
- (b) They shall at all times carry and provide on request the form of identification agreed by the corporate member.
- (c) Corporate Members or Corporate Associate members shall not be entitled to hold office in the association, to have voting or speaking rights at meetings of the association, to participate in any reciprocal visiting rights with other associations or clubs, receive any membership badge of the association or to represent the association in any sporting or other fixture.

MODE OF ADMISSION TO RETURNED AND SERVICE MEMBERSHIP

9. (a) Any person wishing to enroll for membership under categories 8 (a) or 8 (b) shall complete and sign the appropriate form.
- (b) Upon proof that they are possessed of the necessary service credentials under these Rules, and is otherwise eligible, with the approval of the Executive Committee they shall be enrolled as a member.

MODE OF ADMISSION TO ASSOCIATE MEMBERSHIP

- 10 Any person of good repute seeking admission as an "Associate Member" shall apply for membership by filling out the relevant membership application.

A person applying shall only be elected to membership provided they have paid the prescribed entrance fee and provided further that their membership is approved by the Executive Committee.

The decision of the Executive Committee shall be final.

In the event of membership being refused all monies paid by the applicant by way of application fee and subscription shall be refunded to them.

MODE OF ADMISSION TO YOUTH MEMBERSHIP

- 10a** Any person of good repute seeking admission as a “Youth Member” shall apply for membership by filling out the relevant membership application.

A person applying shall only be elected to membership provided he has paid the prescribed entrance fee and provided further that their membership is approved by the Executive Committee.

The decision of the Executive Committee shall be final.

In the event of membership being refused all monies paid by the applicant by way of application fee and subscription shall be refunded to them.

MODE OF ADMISSION TO CORPORATE MEMBERSHIP

- 10b.** Any Association, Club, other incorporated body or business wishing to apply for membership under rule 8(h) shall apply in writing and supply a list of all corporate associates to be covered by the corporate membership, and shall be nominated and seconded for membership by two financial members. An organisation so nominated shall only be elected to membership provided it has paid the prescribed fees and provided further that the election takes place by ballot of the Executive Committee after the name of the organisation and a list of its members has been placed on the notice board for 14 days and objections have been duly called for.

The decision of the Executive Committee shall be final and in the event of membership being refused all monies paid by the applicant by way of application fees or subscription shall be refunded.

MODE OF TRANSFER OF MEMBERSHIP

- 11. (a)** The Association shall admit to its own membership any member of another Association who possesses the qualifications for membership as set out in Rules 8 (a) or 8 (b) of these Rules. Such transfer shall be affected on receipt of a certificate from the General Manager of that Association that the member has paid subscription for the current year and recommending them for membership.
- (b)** Transfer of membership of Associate and/or Youth members, to another Association shall be at the discretion of that other Association's Executive Committee, whose decision shall be final.
- (c)** Notification of any such transfers shall be forwarded forthwith to the member's former Association.

MODES OF TERMINATION OF MEMBERSHIP

- 12. (a) Non-Payment of Subscription**

In the event of any member failing to pay their subscription within 60 days of the due date, they shall be sent a notice requiring them to pay their subscription within one month after the date of the notice.

Subject thereto and failing payment of the subscription and any arrears within the said period of one month the member's name shall be struck off

the list of members and they shall cease to be a member, provided that the Executive Committee may at any time reinstate such member upon such terms as the Executive Committee in the exercise of its discretion may decide.

(b) Resignation

Any member may resign their membership by letter addressed to the General Manager of the Association to that effect.

(c) Expulsion

Refer to Rule 13(b) below.

DISCIPLINARY ACTION

13. The Executive Committee shall have power to call on any member for an explanation of any charge of misconduct, within the provisions of these Rules, laid against them by any member or for any other sufficient cause.

(a) On receipt of a complaint (or complaints) of misconduct against any member, the Executive Committee shall (unless it considers such complaint to be vexatious, or frivolous, or totally without foundation):

- (i) notify the member in writing of the complaint, and give them such particulars of the complaint as are available;
- (ii) give the member a reasonable opportunity to provide an initial response or explanation in relation to the complaint, in writing or orally;
- (iii) having completed steps (i) and (ii) above, the Executive Committee shall make a decision:
 - as to whether the matter is vexatious, frivolous, or without foundation, and if not, that it should proceed to a formal hearing;
 - as to whether the matter is so serious that, if the complaint is proved, expulsion is a possible outcome, or
 - as to whether the matter is not so serious as to warrant expulsion but may warrant suspension, and
 - as to whether an interim suspension of the member is appropriate.

(b) Expulsion

(1) Where the Executive Committee considers that the matter should proceed to a hearing, and that expulsion is a possible outcome if the complaint is proved, the Executive Committee shall:

- (i) convene a formal hearing of the Executive Committee to hear and consider the complaint;

- (ii) provide the member with reasonable notice, in writing, of the time and place of such hearing. Such notification shall clearly state the purpose of the hearing, and shall include:
 - details of the complaint;
 - copies of any relevant documents or correspondence;
 - notification of the fact that expulsion is a possible outcome.

- (2) In convening and conducting the hearing, the Executive Committee shall follow the rules of natural justice, which require that the member be given a full and fair opportunity to present their or her response to the complaint. If the member wishes to be represented at the hearing by a lawyer, the Executive Committee shall fully consider such request, and make a ruling as to whether legal representation shall be permitted.

- (3) If, following the hearing, the Executive Committee considers that the complaint has been proven (on the balance of probabilities), the Executive Committee shall:
 - (i) advise the member of its finding as to the complaint;
 - (ii) give the member the opportunity to make representations as to penalty or outcome;
 - (iii) after steps (i) and (ii) have been completed, deliver its decision as to whether the member is expelled or suspended (or neither).
 - (iv) if expulsion is ordered, the member shall forthwith surrender their badge to the Association for return to RNZRSA.

- (4) For clarity, it is recorded that:
 - (i) the Executive Committee has the power to either expel or suspend, and in cases it deems appropriate, to impose an interim suspension prior to the hearing;
 - (ii) the Executive Committee is not obliged to impose suspension or expulsion, even if it finds the complaint(s) to have been proved.

(c) Suspension of Membership

Where the Executive Committee has received a complaint, but does not (in terms of rule 13(a)(iii) above) consider the matter so serious that expulsion is a possible outcome:

- (i) the Executive Committee may (but is not obliged to) delegate its powers in relation to the hearing of the complaint to a Disciplinary Committee [which may be a standing Committee, or a Committee

which the Executive Committee may appoint in relation to any specific complaint(s)];

- (ii) if so appointed, the Disciplinary Committee shall consist of a minimum of three and a maximum of five members of the Association (and not necessarily members of the Executive Committee), and
- (iii) the Disciplinary Committee shall follow all of the procedural steps required of the Executive Committee as if acting under rule 13(b), but **shall not** have the power to impose expulsion.
- (iv) whether the matter is heard by the Executive Committee, or by a Disciplinary Committee, either Committee shall have the power to suspend the member for a period not exceeding twenty-four months.
The member shall not be obliged to surrender their badge during any such period of suspension.

APPEALS AGAINST SUSPENSION OR EXPULSION

14. (a) A member expelled, or suspended for more than one month shall have the right to appeal the decision to a tribunal of not less than three, nor more than five persons to be appointed by the Executive Committee

Members of the tribunal shall be members of the Association but not of the Executive Committee and should, if possible, include at least one member of the legal profession, who is a member of the Association.

Written Notice of Appeal shall be given to the Executive Committee of the Association within one month after the date of the decision expelling or suspending such member.

- (b) The Tribunal shall have wide discretion to determine the procedure which it will follow. In particular:
- (i) it may decide to completely rehear the evidence in the matter; or
 - (ii) it may decide the matter on the basis only of the record of the hearing of the Executive Committee or its appointed Disciplinary Committee. Should no record be available then the evidence shall be reheard.
 - (iii) it may agree to hear, or consider, evidence in addition to that put forward at the Disciplinary hearing, in whatever form it deems fit.
- (c) The tribunal may dismiss or allow the appeal or vary the decision.
- (d) The decision of the tribunal shall be final.

PRESIDENT POWERS OF SUSPENSION

15. The President shall have the power to forthwith suspend anyone who in the opinion of the President is guilty of misconduct and in the opinion of the President the conduct warrants immediate suspension without reference to the Committee, provided that the President shall report the circumstances forthwith to the Committee who may confirm or vary the decision of the President, pursuant to the provisions of Rule 13 & 14.

ANNUAL GENERAL MEETINGS

16. (a) An Annual General Meeting of the Association shall be held subject to the auditor in each year at such time and place as shall be fixed by the Executive Committee and the date shall be advertised at least 28 days in advance by insertion at least once in a newspaper and/or in suitable electronic media circulating in the area of the Association.
- (b) At least 14 days' notice of such Meeting, stating the nature of the business to be brought before the Meeting shall be given to members either by post or by advertisement inserted at least once in a newspaper and in suitable electronic media circulating in the area of the Association.

EXTRAORDINARY GENERAL MEETINGS

17. (a) All General Meetings other than the Annual shall be Extraordinary General Meetings. The Executive Committee may, whenever it thinks fit, and shall upon a requisition in writing by 50 members, convene an Extraordinary General Meeting.
- Any such requisition shall specify the objects of the meeting requisitioned, shall be signed by the members of the Association making the same, and shall be deposited with the General Manager of the Association. The meeting must be convened only for the purposes specified in the requisition. In case the Executive Committee for 14 days after the receipt of such a requisition fails to convene an Extraordinary General Meeting to be held within 21 days from the receipt of such a requisition, the members making such a requisition or a majority of them, may themselves convene a meeting to be held not later than three calendar months after the date of the requisition.
- (b) Fourteen days' notice specifying the place the day and hour of any Extraordinary General Meeting and the purpose for which it is to be held shall be given either by an advertisement in a newspaper circulating in the area of the Association or by notice sent by post to each member.

QUORUM AT ANY GENERAL MEETING OR EXTRAORDINARY GENERAL MEETINGS

18. (a) The quorum for any General Meeting shall be 10 financial members admitted under Rules 8 (a) and/or 8 (b) and/or 8 (c).
- (b) No business shall be transacted at any meeting unless a quorum of such members is present.

- (c) If within half an hour from the time appointed for any meeting a quorum is not present at the meeting, if an Extraordinary General Meeting it shall be dissolved, in any other case it shall stand adjourned to the same day in the next week at the same time and place and the members present at the adjourned meeting may transact any business as if they constituted a full quorum.

METHOD OF VOTING

- 19. (a) Every question submitted to any general meeting of the local Association or to any meeting of the Executive Committee shall be decided in the first instance on the voices or by a show of hands. Subject to the provisions of the Fifth Schedule hereto, every member present shall be entitled to record one vote and no more upon every question. In the case of an equality of votes the Chairman shall, whether upon a vote being taken by a show of hands or by a ballot as hereinafter provided for, have a second or casting vote.
- (b) Unless a ballot is demanded by the Chairman or by at least three members present, a declaration by the Chairman that a resolution has been carried or lost and an entry to that effect in the Minute Book shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against such resolution.
- (c) If a ballot is demanded it shall be taken in such a manner and at such a time as the Chairman of the meeting may direct and the result of the ballot shall be deemed to be a resolution of the meeting at which the ballot was demanded.
A demand for a ballot may be withdrawn. The demand for a ballot shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a ballot has been demanded.
- (d) Votes shall be given personally and not by proxy.

ADJOURNMENTS OF MEETINGS

- 20. The Chairman of any meeting may with the consent of that meeting adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

NOTICES OF MOTION

- 21. Any notice of motion must be in the hands of the Secretary Manager at least 7 days before the meeting at which the motion is intended to be moved.

EXECUTIVE COMMITTEE

- 22. (a) Financial members of the Association admitted under Rules 8(a) and/or 8(b) and/or 8(c) shall be eligible for election to the Executive Committee

The Executive Committee shall consist of:-

- (i) **The President**
who shall be a member admitted under Rules 8(a), 8(b)and/or 8(c) whom shall be elected at the Annual General Meeting of the Association and who shall hold office until the conclusion of the next Annual General Meeting and who shall be eligible for re-election from year to year.
 - (ii) **The Vice President**
who shall be members admitted under Rules 8(a), 8(b)and/or 8(c), and all of whom shall be elected at the Annual General Meeting of the Association and who shall hold office until the conclusion of the next Annual General Meeting and who shall be eligible for re-election from year to year.
 - (iii) **Eight (8) Members** of the Association
all of whom shall be elected at the Annual General Meeting of the Association and who shall hold the office until the conclusion of the next Annual General Meeting and who shall be eligible for re-election from year to year.
- (b) The Officers of the Association shall be:-
- the President
the Vice President
- (c) The President shall be the Chairman of the Executive Committee or, in their absence, a Vice President.

ELIGIBILITY FOR MEMBERSHIP OF THE EXECUTIVE COMMITTEE

23. (a) No person who is employed by the local Association shall be eligible for election as an Officer or other member of the Executive Committee.
- (b) No person who is an undischarged bankrupt shall be eligible for election to the Executive Committee.
- (c) Any person standing for election to the Executive Committee shall, at the time of their nomination, disclose to the membership the existence of any criminal conviction for serious offence, in their past. "Serious" shall include, but is not necessarily limited to, any conviction for fraud, theft, assault, sexual offence, or any offence involving illegal drugs, drinking and driving or driving while disqualified, but shall not include traffic infringement matters, or offences which do not carry a possible term of imprisonment.

ELECTION OF THE EXECUTIVE COMMITTEE

24. Nominations for Officers and other members of the Executive Committee shall be called for by the General Manager at least 28 days prior to the date of the Annual General Meeting and the final date for receipt of nominations shall be the final date set aside for the receipt of Notices of Motion.
25. (a) Each of the candidates for the election to the position of:-
- (i) The President shall be a financial member admitted under rules 8 (a) 8(b) or 8(c), who must have been a financial member of the Association for the

previous (2) two years, and must also have served at least two years on the Executive Committee of any Local Association, and shall be proposed and seconded by a financial member admitted under rules 8(a) and/or 8(b) and/or 8(c).

- (ii) Vice President shall be a financial member admitted under rules 8 (a) 8(b) or 8(c), who must have been a financial member of the Association for the previous (2) two years , and shall be proposed and seconded by a financial member admitted under rules 8(a) and/or 8(b) and/or 8(c)
 - (iv) All nominations shall be proposed and seconded by financial members admitted under rule 8(a), 8(b) and/ or 8(c)
 - (v) A member of the Committee, except as defined in Rule (i) (a) and (i)(b) above shall be financial members admitted under Rules 8(a) and/or 8(b) and/or 8(c) and shall be proposed and seconded by financial members admitted under Rules 8(a) and/or 8(b) and/or 8(c) on the form to be provided.
 - (b) Financial members admitted under Rules 8(a) and/or 8(b) and/or 8(c) may vote for all positions as defined in Rules 24(a) and 27(a) (i) and (ii) of these Rules.
- 26.** Nominations shall be lodged with the General Manager of the Association (who will act in the capacity of the Returning Officer for the purpose of the election) not later than twenty-eight (28) clear days before the date fixed for the holding of the Annual General Meeting.
- 27.** The General Manager shall have printed ballot papers bearing the name of each candidate in the order he has received them. The ballot paper shall also contain details of the number of vacancies to be filled and instructions on the method of voting.
- 28.** Voting papers will be available to all financial members of the Association and on personal application to the General Manager or their nominee preceding the Annual General Meeting and during the hours of 1.00pm to 7.00 pm during the period Thursday and Friday of the week immediately preceding the Annual General Meeting and on completion shall be deposited in a sealed ballot box placed in the Clubrooms for the purpose. The voting will cease at 7.00 pm on the Friday prior to the Annual General Meeting.
- 29.** The nominee's profile is to be published no less than 21 days before an AGM
- 30.** The ballot box shall be removed on the last of the said voting days at 7.00 pm and no further voting material shall be issued or votes accepted after such time.
- 31.** At least two scrutineers who are not candidates in the election shall be appointed by the Executive Committee prior to the Annual General meeting. The General Manager will release the ballot box or boxes to the scrutineers no more than 24 hours prior to the commencement of the Annual General Meeting for the purpose of counting the votes. The final result of the election shall be handed to the Chairman as soon as the votes have been counted. The General Manager shall at the appropriate time during the meeting announce the result of the election.

32. In the event of there being an equality of votes for any vacancy the Chairman shall determine the result by lot among the candidates concerned.
33. Subject only to the provisions of Rule 26(a)(iii) where the number of persons nominated is no greater than the number called for, those persons so nominated shall be declared duly elected and the Chairman shall call for nominations at the Annual General Meeting for persons to fill any remaining vacancies. In the event of nominations exceeding vacancies, a ballot shall be conducted during the meeting.

POWERS OF THE EXECUTIVE COMMITTEE

34. (a) The management and control of the Association and its properties real and personal shall be vested in the Executive Committee.
- (b) The Executive Committee may appoint a General Manager of the Association and has the power to require an NZ Police Vetting check prior to confirmation of appointment. The General Manager may be a paid employee of the Association and the Executive Committee may fix their remuneration and the period of their engagement and such other terms and conditions of employment as the Executive Committee shall think fit.
- (c) The Executive Committee may exercise all such powers and do all such acts and things as may be exercised or done by the Association as are not hereby or by Statute expressly directed or required to be exercised or done by the Association in General Meeting.
- (d) The Executive Committee may appoint such sub-Committees as are necessary to carry out the business of the Association.
- (e) The Executive Committee may delegate such of its powers as it deems fit.

MEETINGS OF THE EXECUTIVE COMMITTEE

35. (a) The Executive Committee shall meet at least once per calendar month at such place and time as the Executive Committee shall determine.
- (b) The Chairman or any three members of the Executive Committee may at any time convene a meeting of the Executive Committee upon giving three days' notice to the members of the Executive Committee.
- (c) That if an occasion occurs, the President may call an emergency meeting of the Executive Committee

METHOD OF VOTING AT EXECUTIVE COMMITTEE MEETINGS

36. (a) Voting at any meeting of the Executive Committee shall be in accordance with Rule 20 hereof.
- (b) Members of the Executive Committee admitted under rule 8(c) shall have the right to speak and vote on all matters which come before the Executive Committee for consideration and/or decision.

QUORUM OF THE EXECUTIVE COMMITTEE

37. (a) The quorum for any meeting of the Executive Committee shall be Five (5) members. This includes the Pres or VP in that 5.

- (b) No business shall be transacted at any meeting unless a quorum of members is present.
- (c) If within half an hour from the time appointed for any meeting a quorum is not present at the meeting it shall stand adjourned to the same day in the next week at the same time and place and the members present at the adjourned meeting may transact any business as if they constituted a full quorum.

VACATION OF, OR REMOVAL FROM, OFFICE

- 38. (a)** Any member of the Executive Committee shall vacate their office:-
- (i) If they are absent from three consecutive meetings without leave of the Executive Committee.
 - (ii) During any period of bankruptcy, or if they become of unsound mind.
 - (iii) If by notice in writing to the General Manager they resign their office.
 - (iv) Becomes an employee of the Association.
- (b)**
- (i) A member of the Executive Committee may be removed from office, by a resolution of a majority of the other members of the Committee, if they are, during any period in office, convicted of any serious criminal offence. "Serious" shall include, but is not necessarily limited to, convictions for fraud, theft, assault, sexual offence, or any offence involving illegal drugs, drinking and driving or driving while disqualified, but shall not include traffic infringement matters, or offences which do not carry a possible term of imprisonment.
 - (ii) Any member of the Executive Committee so convicted shall notify the Committee of such conviction, and shall stand aside whilst the Committee considers the matter. A reasonable opportunity to provide an explanation to the Committee shall be given them, before any decision to remove them from Office is made.
- (c)** Subject only to the provisions of Rule 23(a)(iii) any vacancies on the Executive Committee may be filled by appointment by the Executive Committee and the appointee shall hold office until the conclusion of the next Annual General Meeting of the Association.
- (d)** Any member or members of the executive committee, or the executive committee in toto, may be removed from office by a resolution passed by not less than two thirds of valid votes cast at any general meeting, of which proper notice and the purpose of the meeting was given, in accordance with these rules.
- (e)** any vacancy or vacancies on the executive committee resulting from action taken under (d) above shall be filled in accordance with (c) above.
- (f)** notwithstanding the provisions of rules 23 to 32 of these rules, in the event that the executive committee is removed in toto, then at that same meeting members shall call for nominations, and shall elect an interim committee to conduct the affairs of the association pending fresh elections to be held

within three (3) months or at the next annual general meeting, whichever event occurs first.

SUBSCRIPTIONS

39. (a) The subscription year shall begin on the 1st day of Feb in each year and shall expire on the last day of Jan of the following year.

The subscription payable by a Corporate Member admitted under rule 8(h) of these rules shall be not less than three (3) times that payable by members admitted under rule 8(c).

- (b) The annual subscription for all members, except for Youth members, shall be such sum or sums as may be determined by the members in General Meeting from time to time, provided however that the annual subscription payable by members admitted under Rule 8 (c) shall not be less than that payable by members admitted under Rules 8 (a) and/or 8 (b).
- (c) Subscriptions shall be due and payable on the first day Feb of each financial year of the Association.
- (d) In the case of a newly elected member the Executive Committee shall determine the subscription to be paid for the balance of the financial year.
- (e) The Executive Committee at its discretion shall have power to remit subscriptions in whole or in part for any member or any particular class of member.
- (f) The Executive Committee at its discretion shall have full power to remit arrears of subscriptions.
- (g) No person who from any cause whatsoever ceases to be a member shall have any claim upon the Association for a refund of the whole or any part of any subscription paid by them to the Association.
- (h) Only financial members shall be entitled to the privileges of membership.

ACCOUNTS

40. The financial year of the Association shall begin on the first day of Feb in each year and shall expire on the last day of Jan of the following year..

41. (a) The Executive Committee shall keep true accounts:-
- (i) of all sums of money received and expended by the Association and of the matters in respect of which such receipts and expenditure takes place.
- (ii) of all assets, credits and liabilities of the Association including all mortgages, charges and securities of any description affecting any property of the Association.

- (b) At least once in each year the accounts of the Association shall be audited.
- (c) The books of account shall be kept at the office of the Association or at any such other place as the Executive Committee may determine and they shall be open to the inspection of members of the Association at such reasonable times and places as shall be determined by the Executive Committee. All monies received after being entered in the Books of the Association as being received shall be forthwith paid into a bank to be appointed by the Executive Committee.
- (d) All accounts shall be reported to the Executive Committee for confirmation of all routine payments and for authorisation of all other payments.
- (e) Payments of all monies shall be made by cheque or electronic transfer shall be approved by any two of the following:- the President, Vice President, and General Manager or any other person authorised by the Executive Committee. Provided that nothing in this rule shall apply to payments under a petty cash imprest system operated pursuant to a resolution of the Executive Committee.
- (f) At every Annual General Meeting the Executive Committee shall present an Annual Report and an audited Balance Sheet and an Income and Expenditure Account made up to a date not more than four months before that meeting from the time the last preceding Balance Sheets were prepared and in the case of the first Balance Sheet from the date of the Incorporation of the Association. Every such report shall be accompanied by a report from the Executive Committee on the state of the Association.
- (g) A copy of the audited financial statements of the Association, duly certified by the President and General Manager, shall be forwarded to the Chief Executive, RNZRSA before the expiry of four calendar months from the end of the financial year of the Association.
- (h) The Association shall duly file the returns required by the Incorporated Societies Act 1908 or by such other statutory provisions for the time being in force and shall comply with all the requirements of such statutes and any regulations thereunder.

FINANCIAL REVIEWER / AUDITOR

- 41 (a) A Reviewer who should preferably be a member of the Institute of Chartered Accountants of New Zealand and who shall not be a member of the Executive Committee shall be appointed at each Annual General Meeting of the Association.
The retiring Reviewer shall be eligible for re-appointment. In the case of any vacancy during the year the Executive Committee shall appoint a Reviewer.
- (b) An auditor who shall be a member of the Institute of Chartered Accountants of New Zealand and who shall not be a member of the Executive Committee shall be appointed at each Annual General Meeting of the Association to undertake the Audit of the Accounts relating to the gaming machine operations of the Association.

The Retiring Auditor shall be eligible for re-appointment. In the case of any vacancy during the year the Executive Committee shall appoint an Auditor.

BORROWING MONEY

42. (a) The Executive Committee shall have power, only if authorised by a resolution passed by not less than two-thirds of valid votes cast at any General Meeting of the Association, to borrow or raise money and secure payment of the same or to secure the payment of any money owing by the Association or the satisfaction or performance of any obligation or liability incurred or undertaken by the Association in such manner as the Association shall by resolution as aforesaid determine and in particular by the issue of debentures or by mortgage or charge or lien upon the whole or any part of the Association's property (whether present or future) provided however that the authority of a General Meeting will not be required for the borrowing of amounts not exceeding at any one time the sum of \$100,000 in any financial year.
- (b) The Executive Committee may purchase, redeem or pay off any such security or securities.

CAPITATION

43. The Association shall pay capitation to:
- RNZRSA (Inc) in respect of all Association and Associate Members in accordance with RNZRSA Rules in force for the time being;
 - Wellington West Coast Taranaki and Clubs New Zealand; and
 - Clubs of New Zealand

AWARDS

44. (a) At a General Meeting of the Association upon the recommendation of the Executive Committee any Returned, Service or Associate member may be awarded Life Membership of the Association or any other such award, in recognition of local service.

A Life Member shall be deemed to be a financial member of the Association for all purposes without being required to pay an annual subscription.

- (b) Members admitted under Rule 8(b) may be awarded an Honorary Life Membership pursuant to Rule 8(f) of these Rules.
- (c) Where an award is made in terms of paragraph (a) of their rule the Executive Committee shall arrange for details of the award to be endorsed on an appropriate Certificate for issue to the member.
- (d) Any nomination to RNZRSA for a national award may be made at a General Meeting of the Association, upon the recommendation of the Executive Committee.

ALTERATION OF RULES

45. (a) The Rules of the Association may be altered, added to or rescinded at any General Meeting of the Association by Notice of Motion in accordance with Rule 21.
- (b) No amendment of any Rule shall be made without the prior consent in writing of the National Executive Committee of RNZRSA (Inc) being first had and obtained provided that such consent shall not be withheld unless such amendment conflicts with, or is not in harmony with, the rules of RNZRSA or with the rules of natural justice.
- (c) No addition to or alteration or rescission of the following Rules of the Association shall be made unless such addition, alteration or rescission is consistent with the charitable purposes of the Association and unless such addition, alteration or rescission is first approved by the Inland Revenue Department.
- (a) Rule 6(e) and 6(g) ("Objects")
 - (b) Rule 7A ("Private Pecuniary Profit")
 - (c) Rule 7B ("Interested Persons")
 - (d) Rule 45 ("Alteration of Rules")
 - (e) Rule 54 ("Liquidation")
- (d) At least 14 days' notice of any proposed amendment to the Rules of the Association shall be given to the members either by posting the same to each member or by at least one insertion in a newspaper circulating in the area of the Association. The notice so given shall contain a copy of, or state briefly, the nature of the Notice of Motion to be moved at the General Meeting so called.

- (e) The Association shall register any alteration of or addition to these Rules as required by any statutory provisions for the time being in force.

CONDUCT OF MEETINGS OF THE ASSOCIATION

46. The conduct of meetings of the Association shall be in conformity with the Fifth Schedule hereto.

MINUTES

47. The Executive Committee shall cause Minutes of all meetings to be duly entered in the Book provided for that purpose.

CHANGES OF ADDRESS

48. Every member shall communicate to the General Manager any change of address and all notices posted to the last notified address shall be valid and deemed to have been given on the day following the day of posting.

BRANCHES

49. The Executive Committee of the Association shall have the power to form and constitute Branches provided that the prior approval in writing of the Incorporation of any such Branch is first had and obtained from RNZRSA.

SALE OF ASSOCIATION REAL ESTATE

- 51 Subject to the provisions of Rule 54 (b) of these rules the local association may dispose of its real estate, in part or in total by way of gift, sale or transfer by a resolution in favour of such gift, sale or transfer of not less than two thirds (2/3) of valid votes returned at either a general meeting or from a postal ballot of financial members admitted under Rules 8(a), 8(b) and/or 8 (c).

In relation to a postal ballot the closing date for the receipt of ballot papers at the registered office of the local association shall not be less than 30 or more than 60 days after the day on which the ballot papers were dispatched to members.

The result of the ballot shall be notified to the members at a general meeting called for the purpose or by way of a notice inserted in a newspaper circulating in the area of the association.

WITHDRAWAL FROM MEMBERSHIP OF RNZRSA (INC)

52. The Association may withdraw from membership of RNZRSA by either:-
- a. a resolution in favour of such withdrawal of not less than two thirds (2/3) of valid votes returned from a Postal Ballot of financial members admitted under 8 (a) and/or 8 (b). The closing date for the receipt of ballot papers at the registered office of the Association shall be not less than 30 nor more than 60 days after the date on which the ballot papers were dispatched to members.

The result of the Ballot shall be notified to members either at a General Meeting called for the purpose or by way of a notice inserted in a newspaper circulating in the area of the Association.

or by,

- b.** a simple majority of valid votes cast by financial members admitted under 8 (a), 8 (b) and/or 8 (c) at a General Meeting in favour of placing the Association in liquidation. Such resolution for liquidation and to appoint a liquidator must be confirmed by a further Extraordinary General Meeting to be held not earlier than 30 days nor later than 60 days after the date on which the resolution so to be confirmed was passed.
- c.** withdrawal from membership under either a or b above shall be subject to compliance with the following conditions:
 - (a)** 14 days' prior written notice shall be given to the Chief Executive of RNZRSA (Inc) of any Notice of Motion to withdraw from membership which has been given to members pursuant to these Rules.
 - (b)** Such notice shall be accompanied by payment in full of all capitation and other sums due by the Association.
 - (c)** Such Notice shall specify:-
 - (i)** The date from which it is intended that the withdrawal shall become effective;
 - (ii)** Whether the Association intends voluntarily to be put into liquidation under Section 24 of the Incorporated Societies Act 1908, or
 - (iii)** Whether the Association intends to change its name with consequential Rule amendments under Section 21 of that Act.
 - (d)** Immediately after the motion to withdraw from membership has been adopted by the members in General Meeting the Chief Executive of RNZRSA shall be notified of the decision and supplied with the Association's Certificate of Incorporation.

LIQUOR

- 53. (a)** Under the provisions of the Sale and Supply of Alcohol Act 2012 or of any amendment or re-enactment thereof, liquor may be consumed on the Association's premises only in terms of any licence or charter issued in terms of the Act and in compliance with the provisions of the Act and any amendments thereto and any Regulations made thereunder.
- (b)** Subject to the provisions of paragraph (a) of this Rule, the operation of the licence or charter shall at all times be conducted in accordance with the Licence Regulations set out in the Seventh Schedule of these Rules.

LIQUIDATION

- 54. (a)** Any decision that the affairs of the Association be liquidated shall be governed by the following procedure. Notice of Motion of the proposed liquidation and appointment of a liquidator must be given in accord with the

Rules of the Association and any such resolution for such liquidation and appointment of a liquidator must be confirmed by a further Extraordinary General Meeting, held not earlier than 30 days and not later than 60 days after the date on which the resolution so to be confirmed was passed.

- (b) If upon the liquidation of the Association there remains, after the satisfaction of all its liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Association but shall become vested in and transferred to RNZRSA or any local RSA on such conditions, providing such conditions are not inconsistent with the Aims and Objects of RNZRSA, as shall be determined by a majority of the members admitted under Rules 8(a), 8(b) and/or 8(c) of the Association present in person at a General Meeting to be held according to the Rules of the Association at or before the liquidation.

INDEMNITY

- 55. The Executive Committee, other Officers and Employees of the Association shall be indemnified by the Association against any personal liability incurred in or by reason of the discharge of their duties, except for liability arising by reason of:-
 - (a) their own fraudulent act or acts,
 - (b) their own recklessness; or
 - (c) their own gross negligence or dereliction of duty.

SEAL OF THE ASSOCIATION

- 56. The Association shall have a Common Seal which shall be in the custody and control of the General Manager for the time being and the documents to be executed by the Association of whatsoever nature shall be executed with the following attestation clause:-

"The Common Seal of the Otaki Returned and Services' Association (Incorporated) was here-unto affixed pursuant to a resolution of the Executive Committee in the presence of:-

..... Executive Committee Member
..... Executive Committee Member
..... General Manager."

REGISTERED OFFICE

- 57. The Association shall at all times have a registered office which shall be situated in 9 Raukawa Street Otaki or at such other place as may be determined from time to time by the Executive Committee.
- 58. The Committee shall be the sole responsible authority for the interpretation of these Rules and of the Regulations and By-laws made there under, and the decision which shall be given within seven (7) days by the said Committee upon any question of interpretation or upon any matter affecting the Association and not provided for by the Rules or by the Regulations and By-laws made there under, shall be final and binding on the members until set aside or varied by a General Meeting of the Association.

FIRST SCHEDULE

ELIGIBILITY FOR ADMISSION AS A RETURNED MEMBER OF A ASSOCIATION

1. In all cases it shall be a prerequisite that the person, at the time of making application for membership, be:-
 - (a)
 - (i) A New Zealand Citizen
or
 - (ii) A permanent resident of New Zealand in terms of New Zealand Immigration Policy
or
 - (iii) A citizen of a country belonging to the Commonwealth of Nations.
 - (b) and has attained the age of 18 years or the minimum age for the purchase and consumption of alcohol as specified in the Sale of Liquor Act 1989 or any amendments or re-enactments thereof
2. In all cases it shall be a condition of membership that the person has not been dishonourably discharged from the armed forces or dishonourably dismissed from any merchant navy or other qualifying organisation. An Association, or NEC, shall have authority to call upon any person to produce evidence of the nature of their discharge.
3. In all cases, it shall be the responsibility of the person concerned to produce satisfactory evidence of their eligible service.
4. Any questions arising between any applicant for membership and any Association as to whether such person is or is not eligible for membership shall be referred to NEC, whose decision shall be final and binding.
5.
 - (a) **Armed OR Defence Forces and Police of New Zealand**
 - (i) Any person who served overseas in time of war or emergency.
 - (ii) Any person who served overseas as a member of any unit in an operational or occupational force or multinational observers force, or ad hoc force as determined from time to time by NEC.
 - (iii) Any person who served overseas as a member of a United Nations Peacekeeping Force.
 - (b) **Armed Forces of Great Britain**

Any person who served overseas in time of war or emergency.

Any person who served overseas as a member of any unit in an operational or occupational force, or ad hoc force as determined from time to time by NEC.

Any person who served in Great Britain in time of war in areas deemed to be under threat PROVIDED such service was marked by the award of the Defence Medal or the Air Crew Europe Star.

Any person who served in Northern Ireland PROVIDED such service was marked by the award of the Campaign Service Medal with clasp "Northern Ireland".

(c) Armed Forces of Any Other Commonwealth Country

Any person who served overseas in time of war or emergency.

Any person who served overseas as a member of any unit in an operational or occupational force, or ad hoc force as determined from time to time by NEC.

(d) Armed Forces of Any Ally of New Zealand

Any person who served in areas deemed to be under threat, as determined from time to time by NEC, as a member of the Armed Forces of:-

- (i) A country that was a member of the Commonwealth of Nations at the time of service or
- (ii) An ally of New Zealand at the time of service.

(e) Merchant Navy

Any person who served as a member of the crew of a merchant vessel under the flag of New Zealand or of any ally of New Zealand who either:-

- (i) during the 1914-18 war or the 1939-45 war served in a theatre of war, PROVIDED such service was marked by the award of the appropriate campaign medals awarded to services personnel for service in that theatre, or
- (ii) served in a vessel engaged in the Falklands war, PROVIDED such service was marked by the award of the South Atlantic Star.

(f) Wartime Resistance Movements

Any person who served as a member of an underground or resistance movement of any ally of New Zealand PROVIDED the movement was officially recognised by the Government or authority for the time being accepted by Her Majesty's Government as being the Government or authority of the country concerned and the service has been officially recognised:-

- (i) by the award of a decoration for valour or for service by the Government or authority as aforesaid,
or
- (ii) by the award of a commendation for service or a certificate of service or a similar citation by the Government or authority as aforesaid,

or

- (iii) by the award of a citation for service by the Officer having overall command of Her Majesty's forces in any particular area designated as a theatre of war.

6. Savings

Any person admitted to membership as a Returned member under the Rules of RNZRSA in operation prior to adoption of this Schedule shall be deemed to have been admitted under this Schedule.

SECOND SCHEDULE

ELIGIBILITY FOR ADMISSION AS A SERVICE MEMBER OF A ASSOCIATION

1. In all cases it shall be a prerequisite that the person, at the time of making application for membership, has served in the armed or defence force of their country and be:
 - (a) A New Zealand Citizen
or
 - (b) A permanent resident of New Zealand in terms of New Zealand Immigration Policy
or
 - (c) A citizen of a country belonging to the Commonwealth of Nations.
2. In all cases, it shall be a condition of membership that the person has not been dishonourably discharged from the armed or defence forces or dishonourably dismissed from any other qualifying organisation. An Association, or NEC, shall have authority to call upon any person to produce evidence of the nature of their discharge.
3. In all cases, it shall be the responsibility of a person concerned to produce satisfactory evidence of their eligible service.
4. Any questions arising between any applicant for membership and any Association as to whether such person is or is not eligible for membership shall be referred to NEC, whose decision shall be final and binding.
5. Subject to the requirements of paragraphs 1 to 4 above and the provisions of clause 5(c)(ii) the following persons are eligible for admission as Service members.
 - (a) **Armed/Defence Forces and Police of New Zealand**

Any person who has served or is serving as a uniformed member of the Armed/Defence or Police Forces of New Zealand and who does not possess the necessary service qualifications for Returned membership.
 - (b) **Armed/Defence Forces and Police of the Commonwealth of Nations**

Any person who has served or is serving as a uniformed member of the Armed/Defence or Police Forces of any country which was a member of the Commonwealth of Nations at the time of service, and who does not possess the necessary service qualifications for Returned membership.
 - (c) **Armed/Defence Forces of any Other Country**
 - (i) Any person who has served or is serving as a uniformed member of the Armed/Defence Forces of a country which has not taken up arms against New Zealand or any member of the Commonwealth

of Nations or an ally of New Zealand since the 11th November 1918, and who does not possess the necessary service qualifications for Returned membership.

- (ii) All applications for membership made under the provisions of clause 5(c)(i) above, shall in the first instance be referred to the NEC for determination as to eligibility.

(d) **Home Guard, Women's War Service Auxiliary, Women's Land Service**

Any person who has served as a member of:

- (i) the Home Guard, Women's War Service Auxiliary or the Women's Land Service in New Zealand, or
- (ii) an equivalent organisation or organisations within the then British Empire

anytime between September 1939 and August 1945 and who does not possess the necessary qualifications for "Returned" membership.

(e) **New Zealand Cadet Forces**

- (i) Any person being not less than 18 years of age or who has attained the minimum legal drinking age as defined in the Sale of Liquor Act 1989 or any enactment or amendment thereto, and who has served, or is currently serving, as an Officer of the New Zealand Cadet Forces.
- (ii) Any person being not less than 18 years of age or who has attained the minimum legal drinking age as defined in the Sale of Liquor Act 1989 or any enactment or amendment thereto, and who has had a minimum of 3 years service in the New Zealand Cadet Forces as evidenced by a "Cadet Record of Service" Certificate.

6. **Savings**

Any person admitted to membership as a "Service" member under the Rules of RNZRSA in operation prior to adoption of this Schedule shall be deemed to have been admitted under this Schedule.

THIRD SCHEDULE

ELIGIBILITY FOR ADMISSION AS AN ASSOCIATE MEMBER OF A ASSOCIATION

1. In all cases it shall be a prerequisite that the person, at the time of making application for membership, be:-
 - (a) A New Zealand Citizen
or
 - (b) A permanent resident of New Zealand in terms of New Zealand Immigration Policy
or
 - (c) A citizen of a country belonging to the Commonwealth of Nations.
2. In all cases, it shall be the responsibility for the person concerned to produce satisfactory evidence of their eligibility.
3. Any questions arising between any applicant for membership and any Association as to whether such person is or is not eligible for membership shall be referred to NEC, whose decision shall be final and binding.
4. **Savings**

Associate Membership - a number of instances will have occurred where Club membership has been granted to a person who does not meet the Citizenship criteria as set out in Clause 1 of this Schedule. Such persons shall be entitled to transfer to Associate Membership providing they were a Club Member prior to and including 30th June 1992.

FOURTH SCHEDULE

ELIGIBILITY FOR ADMISSION AS A YOUTH MEMBER OF A ASSOCIATION

Youth Membership shall be open, subject to the requirements detailed hereunder, to persons who have attained the age of 13 years as at the date of application, and have not attained the age of 18 years or the minimum age for the purchase and consumption of alcohol as specified in the Sale of Liquor Act 1989 or any amendment or re enactment thereof.

1. In all cases it shall be a prerequisite that the applicant, at the time of making application for membership, be:
 - (a) A New Zealand citizen
or
 - (b) A permanent resident of New Zealand in terms of New Zealand Immigration Policy
or
 - (c) A citizen of a country belonging to the Commonwealth of Nations.
2. It shall be the responsibility of the applicant to produce satisfactory evidence of their eligibility.
3. Any questions arising between the applicant for membership and the Association, as to whether such person is or is not eligible for membership, shall be referred to NEC for decision, which shall be final and binding.
4. Subject to the exceptions detailed below, Youth Members may access the facilities of, and enjoy the privileges of membership of the Association:
 - (a) Youth members are not eligible for election to any committees of the Association nor are they entitled to vote or speak at any General Meeting.
 - (b) Youth members are not eligible to nominate and/or second applicants for any class of membership.
 - (c) Youth members are not entitled to either purchase or consume liquor on the premises.
 - (d) Youth members are not permitted to either enter any area set aside or set up for the operation of gaming machines, or to operate or play such gaming machines.

Notwithstanding the provisions of Rules 12 and 13 of the Rules of the Association, any breach of these conditions, 4(c) and/or (d) shall mean the immediate cancellation of membership.

5. Youth members may sign in one visitor only, on any one day. Such visitor must have attained the age of 16 years. At all times the right to sign in visitors shall be subject to the provisions of the Sixth Schedule to these Rules.

6. The subscription payable by Youth members shall be as determined by the Executive Committee and shall not be subject to the provisions of Rule 38(a) of the Association rules.
7. On reaching the age of 18 years, or such age being the minimum age for the purchase and consumption of alcohol as specified in the Sale of Liquor Act 1989 or any amendment or re-enactment thereof, Youth membership shall cease.
8. Youth members attaining the age of 18 years, or such minimum age as defined in 7 above, may apply for membership in the category for which they eligible, but without being required to be further nominated or seconded.

In all other respects their application shall be subject to the requirements as detailed in Rules 9 or 10 of the Association rules.

FIFTH SCHEDULE

STANDING ORDERS FOR THE CONDUCT OF GENERAL MEETINGS OF THE ASSOCIATION

1. Members will assemble at the time and place appointed. The President shall preside at all meetings, or in their absence the Vice President.

In the absence of both of these Officers, the meeting shall appoint a member to be the Chairman.

2. The General Manager will take the necessary steps to see that none but financial members, Honorary Life Members and Honorary Members of the Association are present.
3. Full Minutes of all proceedings of the meeting shall be kept by the General Manager or their appointee.

Business of Meeting

4. The business shall be as advertised and the order in which items of business are taken shall be as determined by the Chairman or by resolution of the members present.

Notices of Motion

5.
 - (a) Motions must be fairly written and signed by the members proposing such motions. A motion moved and seconded shall be withdrawn only by leave of the meeting.
 - (b) Any notice of motion not seconded may not be further debated, but shall forthwith lapse and no entry thereof shall be made in the Minutes.
 - (c) The terms of a motion may be altered by the proposer with the approval of the seconder, and such amended motion shall be fairly written and delivered to the Chairman.

Superseding Motion

6. A motion may be superseded: -
 - (a) By the adjournment of a meeting, either on the motion of a member "That this meeting do now adjourn", or on notice being taken, and it appearing, that a quorum is not present.
 - (b) By a motion being carried "That the meeting proceed to the next business".
 - (c) By an amendment.

Conduct of Debate

7. Every member shall obey the orders and rulings of the Chairman. If any member refuses to obey any such order or ruling, such member may thereupon, by resolution of the meeting, be held guilty of contempt, and such member may be suspended at the discretion of the meeting.

Time Limit of Speeches

8. The Proposer of a motion shall be allowed ten minutes in which to address the meeting, and their seconder five minutes. All other members shall have five minutes. The Proposer shall be entitled to a reply of five minutes.

SIXTH SCHEDULE

ASSOCIATION BY-LAWS

1. The Executive Committee shall be the sole responsible authority for the interpretation of these Rules and of the Regulations and By-laws made thereunder, and the decision which shall be given within seven days by the said Executive Committee upon any question of interpretation or upon any matter affecting the Association and not provided for by the Rules or by the Regulations and By-laws made thereunder, shall be final and binding on the members until set aside or varied by a General Meeting of the Association to be held within fourteen days of the date of such decision of the said Executive Committee.
2. No member shall give any gratuity to any employee of the Association.
3. No member shall, except for services rendered or goods supplied at the request of the Executive Committee, or in pursuance of a resolution of a General Meeting on any pretense or in any manner receive any profit, salary or emolument from the funds or transactions of the Association.
4. Any member removing a book, newspaper or any article or articles which are the property of the Association from the premises without the consent of the Executive Committee or willfully breaking, tearing or injuring any property of the Association and refusing to replace or make good the same shall render them self-liable to suspension.
5. Any person being intoxicated so as to be a nuisance on the Associations property may immediately be suspended by the Duty Manager or by an Officer. Any such suspension must forthwith be reported in writing to the General Manager giving the reasons therefore and a meeting of the Executive Committee shall be called with all reasonable speed.
6. Drunkenness, swearing, obscene language and other disorderly conduct shall not be permitted on the Association's property, and any person persisting in offending may, after being cautioned by the Duty Manager or by an Officer or member of the Executive Committee render them self-liable for suspension.
7. Membership of any party, organisation, Association or other body, the allegiance and objects of which are inconsistent with the allegiance and objects of this Association shall be deemed to be misconduct within the meaning of these Rules.
8. No raffles shall be allowed on the premises or goods exhibited for that purpose except with the authority of the Executive Committee.
9. No sectarian or party-political discussion shall be allowed in the Association's premises.
10. No business cards or notices shall be posted or hung on the premises without the sanction of the Executive Committee, nor shall any member give the address of the Association in an advertisement or conduct any business on the Association's premises or use the Association_address for business purposes.
11. A reasonable standard of dress is expected at all times. Members and Visitors must wear tidy presentable clothes in the clubrooms and dining room. The

following are not acceptable:

- (a) Screen printed T-Shirts that are suggestive or offensive
 - (b) Torn, or dirty work jeans
 - (c) Bare feet, or dirty footwear
 - (d) The wearing of headwear without the express permission of the Manager or Duty Officer.
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- 12. The office is open Tuesday to Friday from 8:30am. Please ring the door bell at the front entrance if you visit before 10:30am.
 - 13. The bar operates seven days per week from 11am (Mondays from 2pm). Light snacks are available at the bar. Closing times vary and may change from time to time depending on patronage. Members and visitors must comply with the instructions of the Duty Manager as regards to the closure of the bar. A drinking up time of 20 minutes is allowed. All glassware and jugs should be returned to the bar before leaving the premises.
 - 14. Smoking is not permitted in all internal areas of the clubrooms. There is a designated smoking area on the North East veranda through the 'Edhouse Lounge.'
 - 15. Children are permitted on the premises of the RSA. They must always be accompanied and supervised by the parent or guardian who will be responsible for their good behavior. The designated Gaming area is out-of-bounds to all children under the age of 18.
 - 16. Should the fire alarm sound, the directions of the building warden or duty officer shall be obeyed, and patrons shall leave the building in an orderly fashion. Members should familiarize themselves with the evacuation procedures displayed on the premises.
 - 17. The Ode of Remembrance to the fallen is recited each Friday evening at 6pm. Members and guests present at that time are expected to show your respect by standing in silence during the Ode.
 - 18. Members of the Executive Committee(s) shall at all times render every assistance to the Officers and staff of the Association to maintain order and to prevent infringement of the Rules, Regulations or By-laws, or the terms of any charter which may be granted from time to time to the Association.

SEVENTH SCHEDULE

LICENCE REGULATIONS

1. No liquor shall be supplied to any under-age or to otherwise prohibited person (within the meaning of the Sale of Liquor Act 1989 or any re-enactments thereof or any amendments thereto), except those allowed in accordance with the terms of the Sale of Liquor Act 1989 or any re-enactment thereof or amendments thereto.
2. Liquor will be supplied only to members of the Association, or to financial members of any organisation affiliated to RNZRSA (Inc), or to a member of any organisation which has reciprocal visiting rights with the Association and such visitors as may be permitted under these Regulations.
3. Liquor will be sold or supplied only in accordance with any Licence held under the provisions of the Sale of Liquor Act 1989 or any re-enactments thereof or amendments thereto.
4. Non-members of the Association may be admitted as visitors in accordance with the provisions contained in these Regulations.
5. **Definition of Visitors**
 - (a) **RSA or RSA Club Visitor** Any financial member of a local RSA, or RSA Club affiliated to RNZRSA (Inc).
 - (b) **Local Visitor** Any person not being a financial member of the Association and being a resident within a radius of 20 kilometres of the licensed premises.
 - (c) **Non-local Visitor** Any person not being a financial member of the Association and being a resident outside a radius of 20 kilometres of the licensed premises.
6. **Admission of Visitors**
 - (a) An RSA visitor may be permitted to enter the licensed premises at any time subject, on request of proof, of financial membership of an RSA but subject to any individual person not becoming a regular or frequent visitor.
 - (b) Local visitors may be invited on one day per week only but subject to any individual person not becoming a regular or frequent visitor.
 - (c) Non-local visitors may be invited at any time, but subject to any individual person not becoming a regular or frequent visitor.
7. **Conditions of Admission of Visitors**
 - (a) Both local and non-local visitors shall be accompanied by a member who shall sign the 'Records of Visitors' on each occasion they introduces a visitor, and the member shall have their visitor sign the 'Records of Visitors' and record their full name and address.

- (b)** An RSA, or RSA Club visitor shall also sign the visitors book and record their full name and address and the name of their Association or Club. He need not necessarily be accompanied by a member.
 - (c)** No visitor other than an RSA, RSA Club visitor or a person with reciprocal visiting rights shall be supplied with liquor on the licensed premises unless the visitor is present on the invitation, and in the company of a member.
 - (d)** Any member inviting a visitor is responsible to ensure that the visitor is suitably attired. The member is also responsible for their visitor's orderly conduct.
- 8. Reunions and social gatherings may be held in the licensed premises under the following conditions:-
 - (a)** That the prior permission of the Executive Committee has been given.
 - (b)** That such functions are organised and controlled by the Association or Club or by some Association of "Service Personnel " (within the meaning of the term "Service Personnel " in the Rules of the Association), or by a "Service Personnel " .
 - (c)** That all liquor consumed at such functions is supplied through or by the Association or Club.
 - (d)** That the provisions of the Sale of Liquor Act 1989 or any re-enactments thereof or amendments thereto are complied with.
- 9. Except at functions or social gatherings permitted by the Executive Committee pursuant to paragraph 8 hereof, liquor will not be served on the premises outside the bar dispensary.
- 10. No gambling or gaming shall be permitted on the premises other than in accordance with any licence or permit issued pursuant to the Gaming and Lotteries Act or any statute in replacement thereof.
- 11. Nothing in these Regulations shall be deemed to limit the power of the Executive Committee to make By-laws for the conduct of the licensed premises provided that where necessary approval will be sought from RNZRSA.