

Rules of the Titirangi Badminton Club

19 February 2015

Name

1. The name of the club shall be the Titirangi Badminton Club Incorporated

Objects

2. The objects of the club shall be:
 - a) To promote and advance the game of badminton among residents of the Titirangi and adjoining areas.
 - b) To promote and hold either alone or jointly with any association, club or person, badminton competitions and matches and to offer, give or contribute towards prizes, medals and awards and to support recreation and social activities.
 - c) To establish or promote or assist in establishing or promoting and to subsidise or become a member of any other association or club whose objects are similar to or in part similar to the objects of the Club or the establishment or promotion of which may be beneficial to the Club provided that no subscriptions be paid to any such other association or club out of the funds of the Club except bona fide in furtherance of the objects of the Club.
 - d) To invest and deal with the monies of the Club not immediately required upon such securities and in such manner as may from time to time be determined.
 - e) To purchase, lease, exchange or otherwise acquire the freehold or leasehold or any limited right over real or personal property as may be necessary for the acquisition, maintenance and control of badminton courts and associated amenities.
 - f) To borrow or raise and give security for money by the issue of or upon bonds, debentures, bills of exchange, promissory notes, or other obligations or securities of the Club or by mortgage or charge upon all or any part of the property of the Club.
 - g) To do all such other lawful things as are incidental or conducive to the attainment of the above objects.
3. All badminton games on the Club courts shall be played in accordance with the Rules of Badminton as approved by Badminton New Zealand subject to any dispensation granted by the General Committee.

Membership

4. The membership of the Club shall consist of those persons who:
 - a) Apply for membership by completing a membership form stating their full name, address and occupation.
 - b) Are subsequently accepted as members by the General Committee on payment of the subscription in accordance with the Club's Rules. In the event of non-acceptance, the applicant's subscription fee shall be refunded.
 - c) Being members, complete a membership form at the commencement of each financial year and pay the subscription in accordance with the Club's Rules.

Definition - a financial member means any member who is not in arrears with the payment of any fee, subscription, or levy for more than thirty clear days beginning on the date fixed for payment under these Rules or by a ruling or decision by the General Committee.

5. The Secretary shall keep a register of members compiled from such applications and those addresses (including email addresses) or the latest address provided by members shall be known as that member's current address.
6. Any person recommended by the General Committee for Life Membership of the Club may be elected a Life Member of the Club at any General Meeting provided the notice of such a meeting shall have intimated the intention to propose such election and those members present in person or by proxy unanimously vote in favour of such election. Life members shall have the same status and privileges as a Senior member but shall not be liable for any subscription, levy or other contribution to the funds of the Club or any service thereto.

The criteria for a candidate to be nominated as a Life Member can include, but need not be limited to, the following:

- a) Have been a continuous financial member for a minimum of 10 years
 - b) Have stood on the General Committee for more than one term and preferably held office during that term.
 - c) Given service to the Club above and beyond the normal expectation of a Club/General Committee member.
 - d) The candidate does not necessarily need to be a financial Club member at the time of nomination, but must have a proven history with the Club.
7. The membership of the Club shall, until otherwise classified by a resolution at a General Meeting, be classified as follows:
 - a) Senior members being men or women who will have attained the age of fifteen years as at the 31st December of the current calendar year.
 - b) Intermediate members being men or women who will have attained the age of fifteen years as at 31st December of the current calendar year who are in full-time study at school, university or other recognised educational institution.
 - c) Junior members being those who are not Senior or Intermediate members and who will have attained the age of eight years at the 31st December of the current calendar year.
 - d) Associate members being those members who by reason of absence from the district, sickness or other cause are unable to obtain the normal amount of play on the club's courts during any financial year.
 - e) Life members being those duly appointed as such in terms of Rule 6.
 8. The maximum number of members and the maximum number in each class of membership shall be such numbers as the General Committee may from time to time set, but shall be subject to review at any Annual General Meeting of the Club.
 9. Notwithstanding the age limits prescribed in Rule 7 hereof the General Committee may permit Senior membership for a person or persons under fifteen years of age and Junior membership for a person or persons under eight years of age where this is considered desirable.

Member's Playing and Voting Rights and Obligations

10.

- a) Only financial Senior, Intermediate and Life members shall have the right to have notice of, to requisition for, attend, constitute a quorum or vote at General Meetings or to receive the annual report, statement of income and expenditure and balance sheet, and only financial Senior, Intermediate and Life members shall be eligible for election as Officers and/or members of the General Committee.
- b) Senior, Intermediate and Life members shall be entitled to play on the Club courts at all club nights when they are open for play and to use and enjoy all the Club's premises, facilities or services, subject however to those rules and to all rulings and decisions made by the general Committee under the powers conferred by the Rules.
- c) Junior members shall play on the Club's courts at such times and on such days and under such conditions as the General Committee shall decide.
- d) Intermediate members shall be entitled to convert to Senior membership at any time provided they pay the fees payable at the time under Rules 16 and 17.
- e) Associate members shall be entitled to convert to Senior membership provided vacancies allow.

11. Any member wishing to resign shall by notice on or before the end of the current financial year give written notice to the Secretary and shall remain a member until he/she does so. Resignation shall not release the resigning member from liability for the subscription or any levy payable in respect of the financial year in which he/she gives such notice, provided that the General Committee may release him/her from the whole or any part thereof if it so thinks fit.

12. Notwithstanding Rule 11, any member whose subscription or levy is unpaid by 31st March in any year shall, unless the General Committee so resolves, cease to be a member of the Club but without prejudice to any existing liability. The General Committee may, at its discretion, agree a plan for the staged payment of the subscription or levy with a member or group of members.

13. Where any member has committed a breach of the Club Rules or of any rulings or decisions made by the general Committee in or out of the Club, or who commits an act, which in the opinion of the General Committee is injurious or prejudicial to the character or interests of the Club, a Special Meeting of the General Committee may be summoned to enquire into the matter, and the member whose conduct is in question shall be summoned to attend and wait upon such meeting. Such member shall be informed of the charge against him/her and any explanation or defence which he/she may desire to offer shall be heard. If the member fails to attend the meeting or fails to satisfy the General Committee that no breach of the Rules was committed, then the General Committee may either:

- a) Admonish the member: or
- b) Suspend such member for a period not exceeding six calendar months, during which he/she shall not be entitled to any privileges of membership: or
- c) Call upon the member to resign and in default of such resignation being received by the Secretary within seven clear days of such request, the Club may, at a Special General Meeting called for the purpose of again considering the matter, expel such member without prejudice to his/her liability for subscriptions or other monies due to the Club. Any member

so expelled shall have no right of action against the Club or any other member of the Club in respect to such expulsion.

14. Upon any person ceasing for any reason to be a member of this Club, his or her name shall be struck off the register of members.

15. Financial Year - With effect from 1st November 2014, the financial year of the Club shall end on the last day of February.

Subscriptions and Other Fees/Levies

16. Subscriptions shall be payable by members in respect of each financial year in accordance with sub-clauses (a), (b) and (c) hereof and shall become due for payment on 1st March, or as set down by the General Committee, on completion of a membership form.

- a) The subscription of a Senior or Intermediate member who is notified of acceptance after the year has commenced may be reduced by such an amount as the General Committee may determine.
- b) The General Committee may reduce or waive payment in whole or in part of any subscription in any particular case if satisfied it would be unreasonable, or unduly hard, or against the Club's interest to insist on full payment.
- c) Subscriptions for Senior, Intermediate, Junior and Associate members and the amount of any discount on subscriptions for prompt payment and for members of the same family (as defined by the General Committee) shall be fixed at an Annual General Meeting of the Club and shall continue as the subscription payable save that on recommendation of the General Committee such subscription rates or part of them may be increased by ordinary resolution at any General Meeting, the notice of which sets out the proposed alteration and in such event the altered rates shall thereupon become the subscription payable until such times as they are further altered by resolution at any subsequent General Meeting or Annual General Meeting.

17. A member shall also pay to the Club with their subscription the amount (if any) levied in respect of their membership by Badminton Waitakere, or other parent body.

18. The subscription and any levy payable to Badminton Waitakere or any other parent body in respect of any financial year shall be paid by the member to the Club (in accordance with Rule 16) no later than 31st March in respect of the current financial year, except in the case of a new member who, in accordance with Rule 16a, shall pay the subscription and levy in an amount and by a date as determined by the general Committee.

19. Notwithstanding Rule 16 above, the General Committee may impose a fee, or accept admission to any class of membership except Life members, as it from time to time thinks fit.

20. The nightly playing fees payable by visitors shall be fixed at an Annual General Meeting of the Club and the visitor shall continue to pay this fee until he/she becomes a member and pays the subscription fee applicable at the time.

Non-Members Privileges

21. By rulings or decisions passed or assented to by the General Committee, a right may be extended to a non-member to play badminton or to enjoy any other amenity of the Club, at such times and upon such terms or conditions as may be prescribed by such rulings or decisions for the time being in force and no member shall invite any non-member to exercise any such right without complying and securing compliance therewith.

Officers

22. The Club Officers shall be the President, Vice President, Secretary, Treasurer and Club Captain. Only financial Senior, Intermediate or Life members shall be eligible for the said offices.

Auditor

23. The Club shall have an Auditor who shall audit the annual statement of accounts to be submitted to the Annual General Meeting. The Auditor need not be a member. The Auditor shall be appointed at the Annual General Meeting, but failing that or in the event of a casual vacancy in the office the General Committee shall appoint one.

Duties of the Secretary

24. The Secretary shall:
 - a) Keep a register of the members recording the name, address, and occupation of members and the dates at which they became and ceased to be members. The register shall be a prima facie proof of membership.
 - b) Keep the minutes of the Annual General Meetings, Special General Meetings and General Committee Meetings.
 - c) Conduct correspondence.
 - d) Have custody of the records of the Club.
 - e) Generally give effect to the resolutions of the Annual General Meetings, Special General Meetings and General Committee Meetings.
 - f) Be a member of all committees ex officio with power to convene meetings of the same.
 - g) In the event of illness or absence of the Secretary he/she shall ensure the relevant records of the Club are given to the President of the Club.

Duties of the Treasurer

25. The Treasurer shall collect and disburse monies under direction of the General Committee, keep the accounts and prepare statements duly audited for presentation to the Annual General Meeting showing respectively the income and expenditure of the Club for the financial year immediately preceding such meeting and its assets and liabilities at the end of each year. Every cheque drawn on any account of the Club shall be signed by any two members authorised for that purpose by the General Committee. To assist with determining the subscription fees and other general financial planning, the Treasurer may present a statement of financial position and budget at the AGM.

Composition and Powers of the General Committee

26.

- a) Subject always to the provisions of Rule 27 the affairs of the Club shall be managed by a committee to be known as the General Committee. It shall be composed of the President, Vice President, Secretary, Treasurer, Club Captain and not less than three nor more than ten other club members and must include at least two members of either gender in its composition.
- b) The General Committee may exercise all the powers of the Club save such as in these Rules are required to be exercised by the members in a General Meeting. In particular the general Committee:
 - i. Shall control the funds and assets of the Club
 - ii. Subject to Rule 28, may purchase or sell any real or personal property at such prices and upon such terms as it may think fit and raise monies for any of the purposes of the Club and secure the same by mortgages, debentures or charges on all or any of the assets of the Club, subject also to a limit being placed on all expenditure up to seven thousand five hundred dollars at any one time per item without a Special General Meeting being called.
 - iii. May further define the duties of the Officers.
 - iv. May enter into all such negotiations, contracts and agreements in the name and on behalf of the Club as it may consider expedient.
 - v. May accept or reject applications for membership.
 - vi. May institute, conduct, defend, compound or abandon any proceedings by or against the Club and also compound or forgo any debts due to the Club.
 - vii. May close the list of members or any class thereof at and for such time or times and subject to such conditions as it may deem expedient.
 - viii. May make rulings or decisions:
 - Fixing the period of the playing season
 - Fixing the hours of play on the Club courts
 - Fixing shuttle fees
 - Determining reduced annual subscriptions, and /or agreed payment plans for annual subscriptions
 - For the proper conduct and enjoyment of play and other activities
 - Regulating the use of Club premises or facilities by members or non-members
 - For the preserving or protection of Club property
 - For the general good government of Club affairs
 - ix. May set up sub-committees of members for running club, interclub or other matches or competitions which sub-committees shall include the Club Captain as a member and sub-committees whether of members or non-members or both for the conduct of social activities or wherever deemed expedient for more effectively carrying out the objects of the Club.
 - x. May act notwithstanding any vacancy in its body unless its members fall below five in which case it shall act only for the purpose of filling the vacancy.
 - xi. May call a General meeting should the General Committee at any time be of the opinion that the funds at their disposal are or will be insufficient to carry on the objects of the

Club and shall place before such meeting the financial position of the Club and the majority of those present and voting either in person or by proxy at such meeting shall have the power by resolution to make a levy or call on the Senior members. The notice convening such General meeting shall state the amount of the proposed levy recommended by the general Committee and the meeting shall not have the power to impose a levy or call in excess of that recommended by the general Committee and stated in such notice.

Duties of the General Committee

27. The General Committee shall cause to be prepared and sent with the notice of the Annual General meeting:
- a) A report of the Club's activities during the previous financial year and any happenings or matters of importance to members: and
 - b) Statements audited by the Club Auditor showing respectively the income and expenditure of the Club during such year and its assets and liabilities at the end thereof: and
 - c) Where possible, a statement of financial position for the Club's current financial year and a budget for the forthcoming year.
28. The General Committee shall not, unless authorised to do so by a special resolution passed at a Special General Meeting called or convened for the purpose, sell or lease for upwards of fourteen clear days any land belonging to the Club.

General Committee Meetings

29. The following provisions shall apply to General Committee meetings:
- a) They shall be convened by the Secretary at the request of the President or any four members of the General Committee.
 - b) Five members shall be a quorum.
 - c) Each member present shall have one vote provided that in the event of an equality of votes the Chairman shall have a casting vote as well as their deliberative one.
 - d) The President shall be Chairman but if not present within fifteen minutes of the appointed time, the Vice President, if present, shall be the Chairman, but if neither is present, the meeting may elect a Chairman from its members.
 - e) Subject as aforesaid the general Committee shall regulate its own procedures.

Election, Term of Office, and Removal of Officers and General Committee Members

- 30.
- a) The Officers of the Club and the General Committee shall be elected at the Annual General Meeting and shall hold office until the next ensuing Annual general Meeting or until their successors are appointed, provided always that any such officer or committee member may be removed from office by a resolution passed by a vote of three-fourths of the members present, in person or by proxy at a Special General Meeting convened for the purpose.
 - b) Candidates for any office or position on the General Committee must be financial Senior, Intermediate or Life members, must be proposed and seconded and unless the Chairman of

the meeting dispenses with such requirement, must have consented to stand. If only one candidate for any vacancy is nominated or where there are two or more vacancies, only the required number, such candidate or candidates shall be declared by the Chairman to be duly elected unless the meeting resolves that any such candidate be not elected. If more candidates stand for any position than there are vacancies, each financial member desiring to vote shall do so by handing to the scrutineers appointed by the meeting an unsigned folded paper showing the candidate they vote for. Such voting paper shall be invalid if it casts votes for more candidates than there are vacancies, or if it is not legible. Not less than two scrutineers shall be appointed by the meeting, who shall collect all voting papers, count the valid votes within the committee room and certify the results to the Chairman of the meeting, at the same time handing him the voting papers. The Chairman shall at the meeting thereupon declare the successful candidate or candidates duly elected, and the voting papers shall be destroyed.

31. Any Officer or General Committee member who is absent from three consecutive meetings of the General Committee without sufficient cause may be removed from office by the General Committee.
32. Any casual vacancy among the Officers or General Committee members including any vacancy not filled at the Annual General Meeting may be filled by the General Committee whose appointee shall hold office until the next Annual General Meeting.

General Meetings

33. The Annual General Meeting of the members of the Club shall be held at such place and at such time before the 28th February as the General Committee shall fix. The business to be dealt with shall be the consideration of the Annual Report and financial statements, election of Officers and General Committee members, appointment of Auditor, and any other business, which may be specified in the notice.
34. A Special General Meeting of members shall be called by the Secretary if/when directed by the General Committee or by a General Meeting or by a requisition signed by three members of the General Committee and three financial Senior, Intermediate or Life members or signed by ten financial Senior, Intermediate or Life members and stating the purpose of the meeting. If the Secretary, within ten clear days of such a requisition does not convene the meeting, stating such purpose in the notice, the requisitionists may do so and if they cannot get access to the register of members may convene it by advertising it once in the New Zealand Herald and once in the Western Leader.
35. Written notice of every General Meeting shall be given to every Life, Senior and Intermediate member by personal delivery, by electronic mail, or by posting the same, addressed to such member at their registered address not less than seven clear days before the meeting, but the accidental omission to notify any member or members not exceeding ten in number shall not invalidate the meeting. Such notices shall specify the business to be transacted and only the business so specified shall be dealt with provided that at the Annual General Meeting any business may be dealt with which is specifically required by these Rules.

36. The President shall be Chairman of all General Meetings but if not present within fifteen minutes of the advertised starting time the members present and entitled to vote shall elect the Vice President to act as Chairman and in the absence of the Vice President, one of those financial members present.
37. Twenty percent of the Club membership entitled to vote shall be a quorum for a General Meeting. A proxy given in accordance with Rule 38 shall be included in the determination of the quorum. If within half an hour of the time appointed for any General Meeting a quorum is not present, it shall stand adjourned to the same day in the next week at the same time and place and if at such an adjourned meeting a quorum is not present, those members who are present shall form a quorum and may transact the business for which the meeting was called.
38. At General Meetings every financial Senior, Intermediate or Life member present in person or by proxy shall be entitled to one vote. A proxy must be in writing and in a form satisfactory to the Chairman of the meeting and can only be given to a member entitled to vote. Subject thereto the procedure at General Meetings shall be such as may be laid down from time to time by the General Committee and in default thereof, shall follow the procedure usual at meetings of Clubs and Societies of which the Chairman shall be the judge. In the event of equal voting, the Chairman shall have a casting vote as well as a deliberative vote.
39. Except for the election of Officers and the General Committee, votes shall be conducted by a show of hands, provided that where two or more members may require, it shall be by secret ballot.

Winding Up

40. The members of the Club entitled to vote may, by resolution at an Annual General Meeting or at a General Meeting called specially for the purpose, resolve that the Club be wound up and may also direct the method of disposition of the funds and property of the Club after winding up thereof, in any manner calculated to encourage the playing of the game of badminton.

General

41. Any matter not covered by these Rules shall be governed by the General Committee's rulings expressed either by general or specific decisions and in the case of any dispute as to the interpretation of any rule, its decision shall be final.
42. The Rules shall be posted in the Club hall and each member on admission to membership shall be entitled to a copy free of charge.

Alteration of the Rules

43. These Rules with the exception of Rule 28 may be altered, added to or rescinded by ordinary resolution at any General Meeting, provided that notice of any proposed alteration, addition or rescission shall be forwarded to the Secretary not less than fourteen clear days prior to such meeting. Notice of the proposed alteration, addition or rescission shall be stated in the notice convening the meeting. Any proposed alteration may be amended at such meeting. Rule 28, however, shall not be altered, added to or rescinded except by special resolution passed at a Special General Meeting of the Club called and convened for the purpose.

44. The colours of the Club shall be dark green and light green on white background.

Special Resolutions

45. For the purpose of these Rules, a resolution shall be a special resolution when it has been passed by a majority of not less than three- fourths of such members as being entitled to vote in person at a Special meeting of the Club, of which notice specifying the intention to propose the resolution as a Special Resolution has been given.
46. The general Committee shall provide a Common Seal which shall be kept in custody of the Secretary of the Club and which shall be used by the authority of the General Committee and every Instrument to which the Common Seal is affixed shall be signed and attested by the President, the Secretary and a member of the Club authorised for that purpose by the General Committee.