

THE UNITEC SOCIAL CLUB RULES

Name:

1. The name of the club shall be The Unitec Social Club (hereinafter referred to as "The Club").

Objects:

2. The objects of the Club are:
 1. To support and grow the interests and social interactions of the staff of Unitec Institute of Technology (hereinafter referred to as Unitec) by the organization of meetings and social events.
 2. To use the funds of the Club for and to do all such things as are incidental or conducive to the attainment of the above objects.

Registered Office:

3. The registered office of the Club shall be situated at the Unitec Institute of Technology, Mt Albert Campus, Carrington Road, Mt Albert, Auckland or such other place as shall from time to time be determined.

Membership:

4. Membership of the Club shall be open to all staff of Unitec.
5. To be eligible to become a member of the Club a person must be at least the age of 18 years (or such other age as may from time to time be prescribed by the Sale and Supply of Alcohol Act 2012 or any amendment thereto as being the age at which a person may lawfully and without restriction as to being in the company of others consume alcohol on licensed premises).
6. Application for Membership shall be made via email or the website. Upon the approval of an applicant the Secretary shall notify the applicant and request payment of the first fortnightly membership fee or the establishment of a satisfactory direct credit for membership fees to the Club. If payment is not made, or a satisfactory direct credit not established within one month from the date of the Secretary's notice the acceptance shall be void unless sufficient cause be shown to the satisfaction of the Committee.
7. The Club in general meeting may at any time remove any person from membership on the ground that that his or her continued membership is not in the best interest of the Club.

Officers:

8. There shall be the following officers: President, Vice-President, Secretary and Treasurer.
9. Officers shall hold office from the end of the annual general meeting immediately following their election until the end of the following annual general meeting.

Committee:

10. There shall be a Committee consisting of the President, Vice-President, Secretary, and Treasurer, and up to 4 other members.
11. Members of the Committee shall hold office from the end of the annual general meeting at which they are elected until the end of the next following annual general meeting.
12. The Committee shall meet from time to time. The President shall preside at such meetings of the Committee. In the absence of the President, the Vice-President shall preside. In the absence of both the President and Vice-President the Committee shall elect a Chairperson for the meeting from among its members. A quorum shall be five members.
13. The Committee shall be responsible for dealing with the day to day management of the Club between general meetings, for arranging social events and outings, for dealing with matters of urgency, and for carrying out such functions as may be delegated to it by the Club.

Meetings:

14. The annual general meetings of the Club shall be held in the months of April or May in each year upon a date and at a time to be fixed by the Committee for the following purposes:
 1. To receive from the Committee a report of the Club's accounts for the preceding year. These will be held on the Social Club H-drive folder, viewable by all members.
 2. To decide on any motion which, subject to the provisions of Clause 13, may be duly submitted to the meeting.
15. Not less than one month before the annual general meeting the Secretary shall call in writing for nominations for the various offices and committee members. Nominations need not be seconded, but must have the consent of the nominee. If nominations exceed the number required to fill the office or place, a postal ballot shall be held in time for the results to be announced at the annual general meeting. The results of the election are to be announced at the annual general meeting.
16. Not less than fourteen clear days' notice of all meetings of members (whether annual or otherwise) and the meeting agenda shall be given to members.
17. The President shall preside as Chairman over general meetings of the Club. In default of the President the Vice-President shall preside, and in default of the Vice-President a Chairman shall be elected by the members present.
18. Notice of any motion for the amendment of these Rules or for the winding up of the Club, or for removal of any person from membership of the club, or for varying or affecting a resolution of the Club made at a previous general meeting, shall be given to the Secretary twenty-one clear days before the meeting at which the motion is to be made. Any other motion may be made without prior notice.
19. These Rules or any of them may from time to time be added to altered rescinded or otherwise amended by a resolution passed by a three-quarters majority of members present and entitled to vote at a general meeting of the Club for which due notice has been given.

20. Voting:

1. At a general meeting each member present shall be entitled to one vote, and in the event of an equality of votes the Chairman of the meeting shall be entitled to a casting vote.
 2. A vote may be taken on voice and the matter decided accordingly, provided that if a show of hands is without delay required by any member present the matter shall be decided on a show of hands notwithstanding any decision on the voices.
21. At any general meeting of the Club the quorum shall be fifteen members.
22. In the event of a quorum not being present thirty minutes after the time fixed for any general meeting, the meeting shall be postponed to such a time as those present shall decide.

Minutes:

23. The Club and the Committee shall keep *minutes* of their respective acts and proceedings.

Financial:

24. Every member shall agree to a direct payment from their fortnightly salary. This will be organised direct through payroll and continue until requested in writing by the member that payment will cease.
25. All moneys received by or on behalf of the Club will be paid to the credit of the Club at such Bank as shall from time to time be determined by the Committee, and all cheques drawn on the name shall be signed by any two of the President, the Secretary, the Treasurer and an ordinary member of the Committee designated by the Committee for the purpose.
26. Subject to any prior directions of the Club given in general meeting, the funds of the Club may be used in the discretion of the Committee for any purpose mentioned in the objects of the Club set forth in Rule 2 hereof and for the payment of all expenses and outgoings incurred in connection with carrying out the work of the Club.
27. The financial year of the Club shall be such as may be determined by the Club in general meeting, and in default of a contrary determination shall be the twelve month period ended the thirtieth day of November in every year.

Notices:

28. Any notice required to be served on any officer or member will be served by email to the last recorded email address of the member.

Winding Up:

29. The Club may be wound up if a resolution is passed by a majority of members present and entitled to vote at a general meeting of the Club for which due notice has been given of the proposed resolution and the resolution is confirmed at a subsequent general meeting called together for that purpose

and held not earlier than thirty days after the date on which the resolution so to be confirmed was passed.

Guests:

30. All guests shall be accompanied by a member who shall register the guest's attendance via email in advance and include the guest's full name, occupation and address, and pay any additional costs, calculated for non-members on an event-by event-basis.

Interpretation:

31. Any Question relating to the interpretation of these Rules shall be settled by the Committee whose decision shall be final.