

# RUAKURA CAMPUS CLUBS (INC)

---

## Introduction

The Ruakura Campus Clubs (Inc) (RCC) is the coordinating and governing body for the social and sporting clubs located at Ruakura Agricultural Research Centre. To be eligible for membership of the various constituent clubs an applicant must first be a member of the Ruakura Campus Clubs.

The Ruakura Campus Clubs operates the licensed premises, The Club, and with its Constituent Clubs it provides a wide range of sporting and recreational opportunities.

We urge you to remember that the Ruakura Campus Clubs is your club and its continued success depends on your support. All members should be familiar with the rules of the Ruakura Campus Clubs and the obligations that membership entails.

## Abbreviated Rules

1. Membership may be approved by the Committee of the Ruakura Campus Clubs, provided that proposed members have reached the age of 18 years, or any other minimum age as determined by the Sale of Liquor Act 2012, and any subsequent amendments or any Act(s) passed in substitution.
2. The Ruakura Campus Clubs is managed by a Committee elected by the members. Constituent Clubs have the right to appoint a delegate to the Committee.
3. All officers of the Committee are elected at the Annual General Meeting.
4. The Ruakura Campus Clubs financial year begins on 1 September and all subscriptions must be paid by 31 December. Any member whose subscription remains unpaid after 31 December may have his/her membership suspended.
5. The Executive Committee has the power to appoint a Disciplinary Committee to investigate, fine or suspend any member guilty of misconduct in or about The Club. Such a member has the right of appeal as per the Disciplinary Committee rules.
6. The Club is a licensed premises managed by the Committee in accordance with the Sale of Liquor Act, on behalf of the Ruakura Campus Clubs.
7. The facilities of The Club are available to members and their bona fide guests only. All members should be familiar with their full obligations in respect of visitors.

8. All guests must be registered in the Visitors Book. Members are responsible for the behaviour and dress standards of their guests.
9. Any guest of a member and/or reciprocal club visitor may visit The Club on no more than six (6) occasions each year.
10. Members must produce a current membership card or other evidence of membership, upon request from any RCC employee or Committee member or leave the premises if so requested.
11. Members must observe a high standard of behaviour and dress standards set by the Committee.  
Members and guests not observing these standards may be asked to leave The Club premises by any RCC employee or Committee member.
12. Raffle sales are by permission of the Committee or duly delegated RCC Officer.

## Contents

|                                                                       |    |
|-----------------------------------------------------------------------|----|
| Introduction.....                                                     | 1  |
| Abbreviated Rules.....                                                | 1  |
| Full Rules.....                                                       | 4  |
| 1. Name.....                                                          | 4  |
| 2. Registered Office.....                                             | 4  |
| 3. Objects of the Ruakura Campus Clubs.....                           | 4  |
| 4. Membership of the Ruakura Campus Clubs.....                        | 4  |
| 5. Admission of Members.....                                          | 7  |
| 6. Cessation of Membership.....                                       | 8  |
| 7. Subscriptions.....                                                 | 8  |
| 8. Officers of the Ruakura Campus Clubs.....                          | 8  |
| 9. Executive Committee.....                                           | 9  |
| 10. Responsibilities of the Officers of the Ruakura Campus Clubs..... | 9  |
| 11. Committee of the Ruakura Campus Clubs.....                        | 10 |
| 12. Eligibility.....                                                  | 11 |
| 13. Auditor.....                                                      | 12 |
| 14. The Club.....                                                     | 12 |
| 15. Finance.....                                                      | 13 |
| 16. Power to Borrow Monies.....                                       | 14 |
| 17. Common Seal.....                                                  | 14 |
| 18. General Powers.....                                               | 14 |
| 19. General Meetings of the Ruakura Campus Clubs.....                 | 15 |
| 20. Change of Rules of the Ruakura Campus Clubs.....                  | 16 |
| 21. Inspection of Rules.....                                          | 17 |
| 22. Bylaws.....                                                       | 17 |
| 23. Interpretation.....                                               | 17 |
| 24. Constituent Clubs.....                                            | 17 |
| 25. Transfer of Membership.....                                       | 18 |
| 26. Property.....                                                     | 18 |
| 27. Dissolution.....                                                  | 19 |
| 28. Disputes and Appeals.....                                         | 19 |
| 29. Membership Card.....                                              | 24 |
| 30. Ruakura Campus Clubs Notice Boards.....                           | 24 |
| 31. General.....                                                      | 24 |
| Members Certificate.....                                              | 25 |
| Bylaws for the Operation of the Licensed Premises.....                | 26 |
| Privacy Policy.....                                                   | 30 |

## Full Rules

### 1. Name

The Body shall be known as the Ruakura Campus Clubs Incorporated, hereinafter called the Ruakura Campus Clubs or RCC.

### 2. Registered Office

The registered office of the Ruakura Campus Clubs shall be at the Ruakura Agricultural Research Centre, 10 Bisley Road, Hamilton or such other place as the Committee shall from time to time appoint.

### 3. Objects of the Ruakura Campus Clubs

The objects of the Ruakura Campus Clubs shall be:

- i. To encourage and coordinate sporting and social activities on the Ruakura campus for the benefit of members of the Ruakura Campus Clubs.
- ii. To foster social interaction between members employed by different organizations.
- iii. To provide amenities for the social, cultural and sporting activities of members.
- iv. To promote educational initiatives, including workshops and seminars, to enhance members' skills and knowledge in areas relevant to the clubs activities.
- v. To conduct, administer and maintain licensed premises for its members in accordance with the terms of any license granted for such premises.

### 4. Membership of the Ruakura Campus Clubs

#### a) Ordinary Members.

Membership shall be approved the Committee of the Ruakura Campus Clubs, provided the applicant has reached the age of 18 years, or any other minimum age as determined by the Sale of Liquor Act 1989, and any subsequent amendments or any Act(s) passed in substitution.

Members shall be entitled to enjoy all facilities and privileges provided by the Ruakura Campus Clubs including full voting rights at all General Meetings of the Ruakura Campus Clubs and shall be eligible for election to any office of the Ruakura Campus Clubs. Subscription fees shall be set at the Annual General Meeting of the Ruakura Campus Clubs as per rule 7 of this constitution.

#### b) Life Members.

Life Members may be elected at the Annual General Meeting of the Ruakura Campus Clubs.

Such members may be elected as or in recognition for exceptional services rendered to the Ruakura Campus Clubs. Nominations signed by a proposer and a seconder must be placed in the

hands of the Secretary of the Ruakura Campus Clubs fourteen (14) days prior to the Annual General Meeting. Only those nominations approved by the Committee shall be put to the Annual General Meeting for election. Life Members shall be elected for all time. They shall be entitled to enjoy all facilities and privileges provided by the Ruakura Campus Clubs, to exercise voting power at any General Meeting of the Ruakura Campus Clubs and shall be eligible for election to any office of the Ruakura Campus Clubs.

c) **Special Members.**

Special Members may be elected at the Annual General Meeting of the Ruakura Campus Clubs. Such members may be elected as or in recognition for special contribution to the life and activities of the Ruakura Campus Clubs. Nominations signed by a proposer and seconder must be placed in the hands of the Secretary of the Ruakura Campus Clubs fourteen (14) days prior to the Annual General Meeting. Only those nominations approved by the Management Committee shall be put to the Annual General Meeting for election. Special Members shall enjoy all facilities and privileges provided by the Ruakura Campus Clubs and shall be eligible for a reduced subscription to be set on an annual basis at the Annual General Meeting as per rule 7 of this constitution.

d) **Corporate and Group Memberships.**

Corporate Membership for groups wanting to join up their employees/financial members. The cost of this Membership to be at the discretion of a majority vote of the Ruakura Campus Clubs Committee after considering factors such as number of members joining and reason for joining. The Organisation joining up under a Corporate Membership will need to complete a membership form for each individual covered by his/her application. A Corporate or Group Membership will have one vote per 10 members, with a maximum of 5 votes at any General Meeting of the Ruakura Campus Clubs.

e) **Introductory Members.**

Individuals of at least the Legal Purchasing Age may apply to become Introductory Members of the club in accordance with the following rules:

- i. Each applicant for introductory membership shall complete the applicable application form.
- ii. Each applicant shall deposit, at the time of application, a subscription of such sum as per rule 7 of this constitution.
- iii. Introductory membership shall be valid for a period of one month from the day of joining.
- iv. Introductory members shall automatically lose their Introductory Membership status:

- i. At the conclusion of the one-month period from the date of joining; or
- ii. Upon admission as an ordinary member, whichever is earlier.
- v. Introductory membership cannot be extended and is not renewable.
- vi. Introductory member's rights are restricted to the following:
  - i. No voting or speaking rights at any General Meeting.
  - ii. No right to hold office or be a member of the Executive Committee.
  - iii. Is not entitled to reciprocal visiting rights.
  - iv. May be subject to other restrictions as determined from time to time by the committee.
- vii. Subject to the foregoing, Introductory Members may access and enjoy the facilities of the club during times that the club is open.
- viii. Constituent Clubs may extend privileges to Introductory Members at their discretion.
- ix. Introductory Members will not be eligible to compete in any formal inter-club competitions.
- x. The Executive Committee reserve the right to revoke Introductory Membership at any time if the introductory member is found to have provided false information or is deemed to have breached the club's constitution.

**f) Junior Members.**

- i. Individuals aged under the legal purchasing age may apply to become Junior Members of the club in accordance with the procedure for Ordinary Membership.
- ii. On reaching the legal purchasing age, Junior Members are eligible to apply for Ordinary membership.
- iii. Members shall automatically lose their Junior Membership status:
  - i. One month after reaching the legal purchasing age; or
  - ii. Upon admission as an Ordinary Member, whichever is earlier.
- iv. A Junior Member's rights are restricted by the following:
  - i. No voting rights at any General Meeting.
  - ii. No right to hold office or be a member of the Executive Committee.
  - iii. No right to participate in any alcohol promotions, accept alcohol as a prize in any club activity, purchase alcohol or accept alcohol from any member except their parent or legal guardian.

**g) Employee Members.**

Individuals of at least the legal purchasing age who are employees of the club may apply to become Employee Members of the club in accordance with the following rules:

- i. Individuals who are employees of the club may apply for Employee Membership of the club in accordance with the procedure for Ordinary Membership.
- ii. In the event that an Employee Member is no longer employed by the club they will be converted to an Ordinary Membership subject to approval by the Executive Committee.
- iii. An Employee Member's rights are restricted by the following:
  - i. No voting rights at any General Meeting.
  - ii. No right to hold office or be a member of the Executive Committee.
- iv. The committee and management reserve the right to introduce policies excluding Employee Members from participating in promotions and other activities within the club whilst on duty.
- v. For the avoidance of doubt any matters relating to an Employee Member or membership will be dealt with by the Manager in accordance with relevant employment law and the employees employment agreement.

## **5. Admission of Members**

- a) New members shall make application for membership on the form prescribed from time to time. The application to be accompanied by the appropriate entrance fee and subscription.
- b) The Committee shall offer newly elected members membership under any one of the membership categories.
- c) An application for membership is deemed to be a declaration that the applicant consents to membership, acknowledges that his/her information will be entered into the Register of Members and agrees to be bound by this constitution, by-laws and policies.
- d) Register of Members.
  - i. The Club will maintain a register of members in accordance with the Incorporated Societies Act 2022.
  - ii. The Register of Members will at all times be administered in accordance with the Privacy Act 2020 and The Clubs Privacy Policy.
  - iii. The Club will update the Register of Members as soon as practicable after becoming aware of changes to the information recorded on the register.
  - iv. Subject to certain grounds for refusal set out in the Privacy Act 2020, members have the right to access the information held about them within the Register of Members and to request a correction at any time.

- e) Former members may reapply as new applicants. Those terminated via disciplinary processes require two-third majority approval from the Committee.

## **6. Cessation of Membership**

- a) The Committee shall have the power to suspend non-financial members who shall be denied the use of any of the Ruakura Campus Clubs facilities. The enforcement of such disciplinary action shall be the responsibility of the Executive Committee following receipt of information of the non-financial status of any person associated with those Clubs.
- b) Membership shall cease following the receipt of a written resignation made voluntarily by any member.
- c) The Disciplinary Committee will have the power to suspend or expel members for gross misconduct for such term as the Committee deems fit. A member so suspended may have the right of appeal as per rule 28 of this constitution.
- d) A suspended member shall be required to make application for reinstatement as a member of the Ruakura Campus Clubs under the procedures for Admission of Members.

## **7. Subscriptions**

- a) All subscriptions shall be paid yearly in advance. Subscription fees for all membership types excepting Corporate/Group memberships shall be set via a resolution at the Annual General Meeting.
- b) The subscription year of the Ruakura Campus Clubs shall commence on the first day of October in each year and subscriptions shall become payable on that date.
- c) Any members who has not paid his/her subscription by 31 December shall be liable for suspension (refer paragraph 6a).
- d) New members who apply for membership of the RCC after January 1, will pay a monthly subscription of 1/12 of the agreed annual subscription for that year, from the month of application to the end of the Club membership year (September 30). Subscription shall be paid in total on application. Full membership will be paid subsequently.
- e) Introductory members shall pay 1/12 of the agreed annual subscription for that year, being the one month their membership is valid for.

## **8. Officers of the Ruakura Campus Clubs**

- a) The executive officers of the Ruakura Campus Clubs shall be elected to office at alternate Annual General Meetings and shall hold office for a period of two (2) years. Any elected officer is

eligible to be re-elected for subsequent terms. At the Annual General Meeting of one year, the President and Secretary shall be elected. These positions will be for a period of two years. At the Annual General Meeting of the alternate year, the Treasurer and Vice-President shall be elected to hold office for two years. In the event of any officer resigning, or being unable to continue in the position before the end of his/her elected term in office, a replacement will be appointed by the Executive Committee and elections for an appropriate term to reinstate the status quo will be held for that position at the next Annual General Meeting. In the event of two or more positions being prematurely vacated a Special General Meeting will be called to elect replacement officers for an appropriate term to reinstate the status quo.

- b) To give effect to paragraph 8(a), elections shall be held for the President and Secretary at the Annual General Meeting of each odd-numbered year. Elections shall be held for the Treasurer and Vice-President at the Annual General Meeting of each even-numbered year.

## **9. Executive Committee**

- a) The Executive Committee shall consist of the President, Vice-President, Treasurer and Secretary.
- b) The Executive Committee shall have the power to make such decisions as are deemed necessary when it is impractical to call a full Committee meeting provided that the Executive Committee meeting has a quorum and that the Executive Committee does not commit expenditure in excess of an amount determined by the Committee at the first meeting of the Committee.
- c) The quorum for an Executive Committee decision shall be three (3).
- d) The decisions of the Executive Committee shall be recorded and presented to the next Committee meeting for ratification.

## **10. Responsibilities of the Officers of the Ruakura Campus Clubs**

- a) The President shall preside at all General Meetings of the Ruakura Campus Clubs, and in the event of his/her absence, an Acting Chairperson shall be nominated by the Committee. The President shall be Chairperson of the Committee. The President shall have a deliberative and a casting vote at all meetings
- b) The Secretary shall keep the minutes, attend to necessary correspondence, prepare the Annual Report for presentation at the Annual General Meeting, keep all records and attend to secretarial business. They shall keep a register of all members.

- c) The Treasurer shall be responsible for ensuring that all financial transactions are carried out in accordance with good business practices using procedures approved by the Ruakura Campus Clubs accountant.
- d) The President shall be the contact person with whom the Registrar can contact when needed.

## **11. Committee of the Ruakura Campus Clubs**

- a) The Committee shall consist of:
  - i. The President
  - ii. The Vice-President
  - iii. The Secretary
  - iv. The Treasurer
  - v. Up to 6 members elected at the Annual General Meeting, the number to be elected and the membership groups they should represent to be determined by the Annual General Meeting before balloting begins.
  - vi. In addition, each Constituent Club shall have the right to nominate a delegate, who shall have full speaking and voting rights, to the Committee. This delegate may not already be a member of the Committee by virtue of entitlement under clause (i) to (vi) and shall be a financial member of the Ruakura Campus Clubs.
- b) The duties of the Committee shall be:
  - i. To approve an annual budget for the Committee.
  - ii. To decide on the allocation of finance to the Constituent Clubs of the Ruakura Campus Clubs.
  - iii. To act in such a way as to foster the wellbeing of the Ruakura Campus Clubs in accordance with its objectives.
  - iv. To administer the Ruakura Campus Clubs' licensed premises in accordance with the Sale of Liquor Act 2012 and any subsequent amendments or any Act(s) passed in substitution.
  - v. To have rights to conduct Disciplinary Hearings as per rule 28 for any individual or Constituent Club acting to the detriment of the Ruakura Campus Clubs.
  - vi. To have the right to appoint such subcommittees as it deems necessary for the efficient carrying out of its duties. The chairperson or his/her deputy, of such subcommittees will become an ex-officio member of the Committee with speaking rights but without voting rights.

- vii. To employ such staff to undertake such secretarial, financial and management duties as the Committee determines necessary for the good and proper conduct of the business of the Ruakura Campus Clubs.
- c) Meetings of the Committee
  - i. A special Committee meeting may be summoned by the Secretary at any time and shall be called by the Secretary forthwith upon receipt of a requisition setting forth the object of the meeting. Such a requisition shall be signed by no fewer than two members of the Committee.
  - ii. Further than this, the Committee shall meet as often as it is found necessary to conduct the affairs of the Ruakura Campus Clubs efficiently.
  - iii. The President shall be the Chairperson of the Committee or in the event of his/her absence the Committee may elect an Acting Chairperson. The Chairperson shall have a deliberative and casting vote.
- d) A quorum for a Committee decision shall be five (5) and must include any two (2) of the President, Vice-President, Treasurer or Secretary.
- e) A member of the Committee shall relinquish his/her office if they:
  - i. Are absent from three (3) consecutive meetings of the Committee without leave of the Committee.
  - ii. By notice in writing to the Committee resign his/her office.
  - iii. By notice in writing from the Committee are called upon to resign for any reason which the Committee deems expedient and she/he does not resign.
  - iv. Are no longer a financial member, life member or special member of The Club.
- f) The committee shall have the right to fill casual vacancies that may occur on the Committee from time to time.

## 12. Eligibility

Each Committee Member described in Rule 11(a) must:

- i. Meet the eligibility criteria set out within the Incorporated Societies Act 2022.
- ii. Be a current Ordinary Member, Life Member or Special Member of the club.
- iii. Not be an employee of the club.
- iv. Not be a close relation of an employee of the club.
- v. Have completed the Appropriate Nomination form.

### 13. Auditor

- a) While qualifying as a 'small society' under Incorporated Societies Act 2022 section 102(2)(b) the Ruakura Campus Clubs do not require an Auditor. The Clubs accounts shall be reviewed each year by the appointed accountant.
- b) The Committee shall appoint a qualified accountant to review the books each year. The accountant shall not hold any other office in the Ruakura Campus Clubs.

### 14. The Club

- a) The licensed premises of the Ruakura Campus Clubs (Inc) shall be known as The Club, hereinafter referred to as "The Club".
- b) Aims  
The Club shall be operated to provide a facility where all members will be welcome to promote social interchange in convenient and comfortable surroundings in keeping with the terms of the Constitution.
- c) Rules and Bylaws  
The Club shall be operated according to Rules and Bylaws determined by the Committee. Such bylaws to come into force seven (7) days after being posted on the Ruakura Campus Clubs notice board. The rules shall not be inconsistent with or repugnant to the provisions of the Incorporated Societies Act 2022 and any subsequent amendments or any act(s) passed in substitution, the Supply of Liquor Act 2012 and any subsequent amendments or any Act(s) passed in substitution, or these rules.
- d) Liquor  
The Ruakura Campus Clubs, being the holder of a licence issued under the provisions of the Sale of Liquor Act 2012 and any subsequent amendments or any Act(s) passed in substitution, may allow liquor to be consumed on The Club premises only in terms of the said licence and in compliance with the provisions of the Sale of Liquor Act 2012 and any subsequent amendments or any act(s) passed in substitution, and any Regulations made thereunder.
- e) Club Hours  
The Club premises shall be open to members at such hours as the Committee determines provided such hours are in compliance with any requirements of the licence under the provision of the Sale of Liquor Act 2012 and any subsequent amendments or substitutions. The hours shall be posted in The Club, at the main entry doorways and on the website.
- f) Visitors

- i. Any member may invite any person/s as a visitor to The Club, provided that the rules and Bylaws of the Ruakura Campus Clubs are observed.
- ii. No person, be they a member of an affiliated club or otherwise shall become a regular or frequent visitor.
- iii. A member of an affiliated club may be sold or supplied liquor only in accordance with the rules and Bylaws of the Ruakura Campus Clubs.

## 15. Finance

- a) The Ruakura Campus Clubs shall be empowered to operate such bank accounts as are considered necessary.
- b) The Ruakura Campus Clubs shall maintain a set of accounts according to accepted practice approved by The Clubs appointed accountant.
- c) All withdrawal documents shall be signed by any two of the following:
  - i. President, Treasurer, Club Manager, Vice-President
  - ii. In addition, the Committee may designate other signatories as are required to meet the needs of efficient operation of The Club.
- d) The financial year of the Ruakura Campus Clubs shall begin on the first day of September in each year and end on the thirty first day of August each year, or any other such date as directed by the District Commissioner of the Inland Revenue Department.
- e) The book of account shall be kept at the Office of the Ruakura Campus Clubs or such other place as the Committee may determine. It shall be open to the inspection of financial members at reasonable times.
- f) Constituent Clubs of the Ruakura Campus Clubs must be solvent. Funds shall be loaned to clubs as is deemed advisable by the Committee. The Committee shall not lend money to any Constituent Club unless they are satisfied that the Constituent Club will be able to repay the loan within 2 years.
- g) All monies raised by Constituent Clubs shall be paid into an account as directed by the Committee.
- h) Funds may be granted by the Committee to Constituent Clubs for the following areas of expenditure: maintenance, amenities, development, plant and equipment, furniture and fittings, travel subsidies. Grants will not normally exceed 50 percent of the required sum.
- i) Debts incurred in the name of the Ruakura Campus Clubs without prior approval from the Treasurer shall not be recognised by the Ruakura Campus Clubs.

- j) At the start of each financial year a review of all Constituent Club accounts shall be made by the Committee who may require Constituent Clubs to deposit surplus funds in the Committee account. Such monies to be held in benefit for the said Constituent Club.
- k) The Committee shall have the power to reimburse officers of the Executive Committee for expenses incurred in carry out Ruakura Campus Clubs duties.
- l) No member of the Ruakura Campus Clubs or any person associated with a member shall participate in or materially influence any decision made by the Ruakura Campus Clubs in the respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid in an arms length transaction (being the open market value). The provisions and effects of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

## **16. Power to Borrow Monies**

The Ruakura Campus Clubs shall have power to borrow or raise or give security for money by the issue of or upon bonds, debenture stock, bills or exchange, promissory notes or other obligations or securities of the Ruakura Campus Clubs by mortgage or charge upon all or any part of the property of the Ruakura Campus Clubs or without security and upon terms as to priority or otherwise as the Ruakura Campus Clubs shall think fit, provided that such borrowings are for the purchase of assets, amenities, improvements or the like and, for illustration, are not for operating cash- flow for the bar, café or other activities of the Ruakura Campus Clubs and provided that any debt to asset ratio does not exceed 25%.

## **17. Common Seal**

The Ruakura Campus Clubs shall have a Common Seal which shall be kept in the custody and control of the Secretary for the time being or the Ruakura Campus Clubs' solicitor and the documents to be executed by the Ruakura Campus Clubs of whatsoever nature shall be executed with the following attestation clause pursuant to resolution of the Committee.

*“The Common Seal of the Ruakura Campus Clubs Incorporated was hereunto affixed by the Secretary in the presence of two members of the Executive Committee”*

## **18. General Powers**

The Ruakura Campus Clubs shall have power:

- a) To take on lease, hire or otherwise acquire any real or personal property or rights or privileges which the Ruakura Campus Clubs may think necessary or convenient for the purpose of furthering the objects of the Ruakura Campus Clubs.
- b) To invest any monies not required for immediate use in such government or local body securities, unit trusts, managed funds or on bank deposit, either in New Zealand or offshore, as may be deemed advisable with power from time to time to vary investments for others of a like nature, and to lease or hire to enjoy the benefit of any property presently occupied whether real or personal of any kind or nature whatsoever which may be conveniently used in connection with the objects of the Ruakura Campus Clubs.
- c) To do all such things as in the opinion of the Ruakura Campus Clubs may be incidental to the attainment of any of the foregoing objects or the exercise of any of the foregoing powers.

## **19. General Meetings of the Ruakura Campus Clubs**

- a) The Annual General Meeting shall be held within sixty (60) days of the end of the financial year.
- b) An Extraordinary General Meeting may be called at any time by the Committee or any twenty (20) financial members of the Ruakura Campus Clubs. Such a meeting shall be called by the Secretary on receipt of a requisition setting out the object of the meeting and signed by the said members.
- c) At least seven (7) days before the Annual General Meeting the following shall be posted on the clubs notice board, website and to all members subscribed to the email list:
  - i. Notice of the Annual General Meeting
  - ii. The Annual Report.
  - iii. The Financial Statements.
  - iv. Notice of Disclosures; and
  - v. Notice of any other business to be transacted at the Meeting.
- d) A quorum for a General Meeting of the Ruakura Campus Clubs shall be ten (10) voting members.
- e) Only current financial members shall be entitled to vote at any General Meeting.
- f) At the Annual General Meeting the first business shall be the discussion and adoption of the Annual Report and Balance Sheet. The adoption of the Report and Balance Sheet having been moved and seconded, any member may without notice ask any question or move any resolution relative to the Report or Balance Sheet.
- g) Any member intending to move a resolution bearing upon the management of the Ruakura Campus Clubs during the past financial year or regarding any other matter must, unless the

resolution can be founded on the Report or Balance Sheet, give notice of their motion by handing same to the Secretary fourteen (14) days before the meeting and such notice shall be forwarded to each member with the notice of meeting.

- h) The normal rules of debate shall be followed, each member speaking once only to each motion or amendment except the mover who may reply. The mover of any resolution or substantial amendment shall be allowed five (5) minutes in which to introduce his/her proposition and ten (10) minutes for reply, or vice versa, any other speaker will be allowed five (5) minutes. The Chairperson shall decide whether any amendment proposed is a substantial amendment or not. If freer discussion of any subject is desired, any member may move that the meeting go into Committee on that subject and such motion shall be immediately put and decided by a show of hands. In Committee no member shall speak for more than five (5) minutes at a time. When in Committee any member may move that the ordinary meeting be resumed, and such motion shall be immediately put and decided by a show of hands.
- i) Any General Meeting may be adjourned at any time not exceeding fourteen (14) days thereafter. In the event of there being no quorum within half an hour after the time fixed for a General Meeting, the meeting shall stand adjourned for not more than fourteen (14) days, the new date to be fixed by the Committee. A notice of the new date shall be emailed to each member and posted on the Ruakura Campus Clubs notice boards and website at least three (3) days before the new date.
- j) At any General Meeting and Extraordinary General Meeting of members every member shall be entitled to be present and, to give one vote and no more upon every question, provided that in the case of equality of votes the chairperson of the meeting shall have a second or casting vote.
- k) Voting at General Meetings:
  - i. For election of officers will be by ballot.
  - ii. On all other matters, will be by voices or by any other means as will result from a motion moved by a member and seconded by a member and voted upon by those present.
  - iii. There will be no provision for proxy votes from absent members.
- l) Minutes of all General Meeting are required to be kept.

## **20. Change of Rules of the Ruakura Campus Clubs**

- a) The rules of the Ruakura Campus Clubs except for Rule 15(l) may be altered, added to or rescinded by a resolution passed at a General Meeting by a two-thirds majority of voting members present, provided that notice of intention to move such a resolution shall have been

given to the Secretary of the Ruakura Campus Clubs in writing fourteen (14) days before such a meeting. The notification of changes in rules must be accompanied by a clearly set out account of the subject matter to be changed and the nature of the changes contemplated.

- b) Rule 15(I) may not be altered without the specific written approval of the Inland Revenue Department.
- c) Proposed changes shall be described in the notice of meeting prescribed in Rule 19(C). Such proposed changes may be amended at the meeting.
- d) Amendments must be made in accordance with Section 31 of the Incorporated Societies Act 2022.
- e) All amendments and alterations to rules are to be registered with the Registrar of Incorporated Societies.

## **21. Inspection of Rules**

The rules of the Ruakura Campus Clubs shall be held by the Secretary and shall be open to inspection at the office of the Ruakura Campus Clubs at all reasonable times, and a copy thereof shall be supplied to each member of the Ruakura Campus Clubs.

## **22. Bylaws**

The Management Committee shall have power to make Regulations and Bylaws dealing with all matters within the jurisdiction of the Ruakura Campus Clubs and not provided for in these Rules. Such Regulations or Bylaws shall not be inconsistent or repugnant to the provisions of the Incorporated Societies Act 2022 and any subsequent amendments or any Act(s) passed in substitution.

## **23. Interpretation**

In the interpretation of these Rules, the Committee shall provide its interpretation. Members who disagree with the Committee's interpretation may raise the matter at a General Meeting for discussion and potential resolution by a majority vote of the members present. Nothing in this rule shall prevent a member from seeking external legal advice regarding the interpretation of these Rules or their rights under the Incorporated Societies Act 2022.

## **24. Constituent Clubs**

- a) The formation of new Constituent Clubs of the Ruakura Campus Clubs shall be dependent on ratification at a Committee meeting by a two-thirds majority of the voting members present at the meeting.

- b) The Committee shall have the power to revoke the affiliation of any Constituent Club which becomes inactive, or which no longer conforms with the objects of the Ruakura Campus Clubs.
- c) All members of Constituent Clubs must be members of the Ruakura Campus Clubs.
- d) Constituent Clubs shall be administered by an Executive Committee elected by the members of the Constituent Club. The Executive Committee shall consist of no fewer than four members.
- e) Where the Constituent Club has no written constitution it shall be bound by the general procedures and rules embodied in the constitution of the Ruakura Campus Clubs.
- f) Except with the permission of the Committee all funds raised by Constituent Clubs shall be paid into an account as directed by the Committee. All disbursements shall be made by the Treasurer of the Ruakura Campus Clubs or other such officer as determined by the Committee.
- g) Constituent Clubs shall have the right to levy members an annual subscription which shall be set at the Annual General Meeting of the Constituent Club.
- h) Constituent Clubs shall present an annual report to the Committee within two (2) months of the Annual General Meeting of the Constituent Club. The report shall contain the names of the Constituent Club's elected Executive Committee and of the Constituent Club's delegate to the Ruakura Campus Clubs Committee, a financial report presenting the receipts and payments made by or on behalf of the Constituent Club for the previous year, a statement of the number of members and an account of the Constituent Club's activities for the past year and of the future aims of the Constituent Club.
- i) Constituent Clubs may choose to form their own disciplinary committee (Rule 28), in the event of a dispute or complaint within their own membership. Any serious incidents or decisions must be notified to the Ruakura Campus Clubs Executive.

## **25. Transfer of Membership**

Membership of the Ruakura Campus Clubs (Inc.) is not transferable except between Constituent Clubs within the RCC structure. A member wishing to transfer to another Constituent Club may apply to the Secretary. Upon confirmation that the member's subscriptions to RCC are current, the Secretary will acknowledge the transfer to the relevant Constituent Clubs. The acceptance of the member into the new Constituent Club will be subject to the rules of that Constituent Club.

## **26. Property**

- a) All property of any Constituent Club shall be property of the Ruakura Campus Clubs and will be cared for by the Constituent Club concerned.

- b) The Treasurer shall obtain from each Constituent Club one month before the Annual General Meeting a complete list of all property held by that club.
- c) The Secretary shall be responsible for adequately insuring all property and buildings belonging to the Ruakura Campus Clubs.
- d) No expelled or retiring or forfeiting member shall have any claim upon the Committee or the Ruakura Campus Clubs either collectively or individually or to any property of the Ruakura Campus Clubs.

## **27. Dissolution**

- a) The Ruakura Campus Clubs may be wound up voluntarily if at a General Meeting of members a resolution is passed that the Ruakura Campus Clubs be wound up, and such a resolution is confirmed at a later General Meeting called for that purpose not earlier than thirty (30) days after the date on which the resolution to be confirmed was passed.
- b) Any resolution to dissolve the Ruakura Campus Clubs and remove it from the register of Incorporated Societies must be passed by seventy five (75%) of all members present and voting.
- c) On winding up or dissolution of the Ruakura Campus Clubs any surplus funds or assets shall not be paid or distributed to any members or individuals, but after due consideration by the General Meeting and passed by a two-thirds majority:
  - i. Allocate a portion of the remaining assets to one or more of the then-active and solvent Constituent Clubs to support their continued operation, provided those clubs have demonstrated sound financial management and adherence to the RCC's objectives.
  - ii. Give or transfer to some other society or club having aims similar to those of the Ruakura Campus Clubs, or to a registered charity.
- d) Upon the resolution to wind up or dissolve the Ruakura Campus Clubs, the active Constituent Clubs shall have the right to convene a meeting amongst themselves to explore the formation of a new coordinating body or to determine an alternative structure for their collective benefit and operation on the Ruakura campus. The outgoing Committee of the Ruakura Campus Clubs shall provide reasonable assistance with information and transitional arrangements to facilitate this process.

## **28. Disputes and Appeals**

- a) All members of the Ruakura Campus Clubs will be covered by these rules and may be subject to penalties, sanctions or orders imposed by the Disciplinary Committee.

- b) If the conduct of any member should be reported as objectionable, a member, guest, visitor, staff member or any member of the public making the complaint shall do so in writing to the Manager, as soon as practical and no later than one calendar month after the incident, on the Complaint Form as prescribed by these By-Laws.
- c) The Complaint Form will include:
  - i. The name of the Complainant.
  - ii. Their member number or position held within the Club (if any).
  - iii. The name of the person complained about (respondent).
  - iv. The date, time and location of the incident.
  - v. The nature and details of the incident.
  - vi. The name of witnesses (if any).
  - vii. The remedy sought by the complainant.
- d) Upon receipt of a complaint, the Executive Committee will decide whether a Disciplinary Committee needs to be convened with fourteen (14) days or within a reasonable time as circumstances permit. In the event of a complaint being made against a member of the Executive Committee, a Disciplinary Committee will be convened by the Manager.
- e) Depending on the seriousness of the complaint and at the discretion of the President and/or the Manager, the respondent may be immediately notified that they are temporarily suspended pending an investigation and/or until a hearing if any.
  - i. The Disciplinary Committee will consist of three (3) members of the Executive Committee who have no actual, apparent or perceived bias in relation to the respondent.
  - ii. In the event that three (3) Executive Members cannot be found to be free of any actual, apparent or perceived bias up to three (3) financial members of the Club may be co-opted by the Executive Committee to form a Disciplinary Committee. If this is still not possible, they may co-opt up to three (3) non-members of the Club to fill the vacancy/vacancies with the preference being given to members of another Club or members of the public in good standing.
  - iii. If the complaint is against a Committee Member, the Manager may co-opt three (3) financial Club Members who have no actual, apparent or perceived bias in relation to the respondent. If this is not possible, the Manager may co-opt up to three (3) non-members of the Club with the preference being given to members of another Club or members of the public in good standing.

- f) Prior to any hearing, the Disciplinary Committee will request that the Manager, or his/her representative, endeavour to obtain any witness statements as appropriate to the complaint. In all cases the witness statement(s) will be provided to the respondent prior to the hearing and will be tabled at any arbitration, mediation or hearing.
- g) Witnesses may or may not be called to, or requested to attend, any arbitration, mediation or hearing in person as deemed appropriate.
- h) The Disciplinary Committee may, where they deem appropriate, use Restorative Justice, Arbitration or Mediation in the first instance before taking the complaint to a Disciplinary Hearing. This will be at the discretion of the Disciplinary Committee.
- i) The respondent will be notified of the complaint against them in the Advice of Complaint Form as soon as practically possible taking into account potential sensitive issues and difficulties that may arise from the complaint.
  - i. Notification will be via email sent to the email address in the Clubs' register of members, or in the event the respondent does not have an email address in the Clubs' register of members, to their mailing address in the Clubs' register of members.
- j) At the time of notification, the respondent will be given a minimum of seven (7) days notice of the date and time of the mediation meeting or hearing. The respondent may request a different date and/or time however any request to change is at the discretion of the Disciplinary Committee.
  - i. In the event that the respondent does not attend, the meeting or hearing will be heard in their absence.
- k) The respondent shall be supplied with any statements relating to the complaint that are obtained after receipt of the complaint which have not previously been provided to the respondent.
  - i. Any video, photographic or audio evidence compiled by the Club will not be permitted to be copied or taken off the Club premises by either party. The respondent may request a viewing of such evidence (along with any support person or legal representative) at a time agreed upon with the Manager or his/her representative.
- l) The respondent is entitled to be represented at the hearing by legal counsel who holds a current practicing certificate. In addition, they may bring one (1) support person of their choice to the meeting. Any support person attending will not be permitted to cross-examine any witnesses or make submissions on their behalf.

- m) The Disciplinary Committee may bring a Club legal representative to any meetings or hearing.
- n) The Disciplinary meeting or hearing will be audio recorded for accuracy which will be saved on the Club computer services for a minimum of twelve (12) months where possible but may be kept for a longer period. A copy will not be provided to any party.
  - i. Neither the Complainant nor Respondent will be permitted to record proceedings. A transcript of the meeting may be requested and will be supplied to either party within fourteen (14) days.
- o) At any time during the hearing the Disciplinary Committee may adjourn or halt proceedings to obtain any legal or other advice, information, witness statement/s or for any other reason it sees fit. The proceedings will be recommenced at a time set by the Disciplinary Committee.
- p) At the conclusion of any meeting or hearing the Disciplinary Committee may take up to seven (7) days to deliberate and reach a decision. Once a decision has been made the Disciplinary Committee will notify both the complainant and the respondent of their decision in writing and the reasons for the decision within three (3) working days. Notification will be sent as per Rule 28.i(i).
  - i. The respondent will have three (3) days to respond to the decision of the Disciplinary Committee.
  - ii. In the event of the Disciplinary Committee finding a complaint proved they will convene at any time, but no more than seven (7) days, after the period described in 28.p(i) to determine the imposition of any sanction or penalty if any. This does not preclude the Disciplinary Committee imposing a sanction or penalty immediately after finding the complaint proved. The respondent will be notified of the sanction or penalty, and the reasons for the sanction or penalty, within two (2) working days of the decision.
- q) The respondent will have seven (7) days to notify the Club of any wish to appeal the decision. The notification must be either in hard copy mailed to the Ruakura Campus Clubs or sent via email to the Manager at [rcc.admin@ruakura-club.co.nz](mailto:rcc.admin@ruakura-club.co.nz)
  - i. The respondent will have up to a further seven (7) days to notify the grounds for their appeal.
  - ii. If in the opinion of the Manager the sanction, penalty or order made by the Disciplinary Committee is manifestly inadequate or inappropriate; the Manager may file an appeal within seven (7) days of receiving the Disciplinary Committee's decision. A copy of the appeal must be served within a further seven (7) days to the respondent.

- r) On receipt of an appeal notice, an Appeals Committee will be convened as per the guidelines in Rule 28.e. The Appeals Committee must not include any of the members of the original Disciplinary Committee.
- s) The Appeals Committee will be given any and all information, statements, recordings, video, transcripts and any other evidence as gathered during the Disciplinary proceedings. They may at their discretion obtain new information, witness statements or advice they deem necessary.
- t) The Appeals Committee will set a date as per Rule 28.j and will inform the respondent as per Rule 28.i(i) and the process will follow the same process as the Disciplinary Committee.
- u) The Appeals Committee decision will be final, and no further appeal will be permitted.
- v) The Disciplinary Committee or Appeals Committee have the power to issue a warning or caution, impose a good behaviour bond, suspend or cancel Club Membership, expel the Member, ban the Member from rejoining the Club for any length of time, or apply penalties, sanctions or orders they see fit. If the member is part of any Constituent or Tenant Clubs the executive of those Clubs must be informed of those penalties and ensure they are enforced in relation to them.
- w) At all times during the process the privacy of all parties must be respected by all parties.
- x) All hearings will be private. No members of the public or members shall be entitled to attend. Representatives of the media are not entitled to attend.
- y) The Disciplinary Committee or Appeals Committee may or may not disseminate to the Club Members any penalty, sanction or order given in any manner as it sees fit.
- z) These rules apply to all Ruakura Campus Clubs members within the Club and its' grounds and to Ruakura Campus Clubs members when they are representing the Club in any official capacity outside the Club Premises.
- aa) In the matter of complaints involving members of any Constituent or Tenant Clubs, the Club has the power to delegate disciplinary matters that are minor in nature to the Constituent or Tenant Club.
- bb) Nothing in this rule shall prevent a member from pursuing other avenues for dispute resolution as provided by law.

## 29. Membership Card

- a) Members shall produce their current membership card on demand to any officer or agent of the Committee or any office of a Constituent Club Executive Committee to confirm their right to be using the particular Ruakura Campus Clubs facility.
- b) Those unable to do so will be required to leave the facility immediately.

## 30. Ruakura Campus Clubs Notice Boards

Ruakura Campus Clubs notice boards shall be deemed to be the notice boards in The Club, and the website at <https://ruakura-club.co.nz>

## 31. General

All matters provided for in these Rules shall, at all times, be dealt with in accordance with the following “guiding principles”:

- i. That it be accepted that the Ruakura Campus Clubs is established primarily for the benefit and convenience of its members.
- ii. That the admission of non-members should at all times be subordinated to the comfort, well-being and satisfaction of the Ruakura Campus Clubs members.
- iii. That at all times the provisions of The Club’s licences as laid down by the Licensing Control Commission are to be maintained and upheld.
- iv. ANYTHING not provided for in these Rules shall be determined by the Committee of the Ruakura Campus Clubs. The Committee shall act reasonably and in accordance with the objects of the Ruakura Campus Clubs and the principles of the Incorporated Societies Act 2022 when making such determinations. Significant or ongoing matters not covered by these Rules may be referred to a General Meeting for member input or resolution.

## Members Certificate

We hereby certify that the forgoing Rules have been approved, passed and confirmed at an Annual General Meeting of the Ruakura Campus Clubs (Incorporated).

Meeting Date: \_\_\_\_\_

President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

## Bylaws for the Operation of the Licensed Premises

1. The following guiding principles for the control of the Ruakura Campus Clubs licensed premises shall be recognised:
  - a) That it be accepted that the licensed premises known as The Club is primarily for the benefit and convenience of the members of the Ruakura Campus Clubs.
  - b) That the admission of non-members should at all times be subordinate to the comfort, wellbeing and satisfaction of the members of the Ruakura Campus Clubs.
  - c) That the admission of visitors should always be regarded as a privilege of the members granted to enable them to dispense periodic hospitality to their casual guests and not as a means of augmenting the revenues of The Club
  - d) That at all times the provisions of the licence as laid down by the Licensing Control Commission are to be maintained and upheld.
2. No liquor shall be supplied to any underage person, nor to any prohibited person (within the meaning of the Sale of Liquor Act 2012 and any subsequent amendments or any Act(s) passed in substitution).
3. Liquor shall be sold or supplied for consumption on the licensed premises only.
4. Liquor shall be supplied only to members of the Ruakura Campus Clubs and such visitors as may be permitted under these Bylaws.
5. The Committee may admit visitors who are not members of affiliated clubs.
6. Members shall be entitled to rights and privileges as follows:
  - a) Entry to The Club premises during such hours as may be defined by the Committee.
  - b) The privilege of admission to any Club with which this Club has reciprocal visiting rights upon production of an official reciprocity card.
  - c) The right to invite non-members into The Club in accordance with the visitors rules.
7. Non-members may be admitted into The Club only pursuant to this rule:
  - a) Definition of Visitors:
    - i. Affiliated visitor: any financial member of a club affiliated to the New Zealand Chartered Clubs (Inc) with which reciprocal visiting rights have been agreed.
    - ii. Staff visitor: any person employed by any of the organisation whose employees are members of the Ruakura Campus Clubs.
    - iii. Visitor: any person, other than an affiliated visitor or a staff visitor.
  - b) When admission of visitors is permitted:
    - i. An affiliated person (qualified as in 7.a(i)) may be permitted to enter the licensed premises at any time subject to producing on request proof of financial membership of a club affiliated to the New Zealand Chartered Clubs (Inc) with which the Ruakura Campus Clubs has reciprocal visiting rights.

- ii. A staff visitor may be invited no more than once in any calendar month and on no more than six (6) occasions in any year.
  - iii. A visitor may be invited at any time, but subject to any individual person not becoming a regular or frequent visitor.
- c) Conditions of admission of visitors.
- i. Both visitors and staff visitors shall be accompanied by at least one member who shall sign the visitors' book on each occasion they introduce a visitor and members shall have their visitors sign the book also with their full name and address.
  - ii. Affiliated visitors shall also sign the visitors' book with their full name and address and the name of their club. They need not necessarily be accompanied by a member.
  - iii. No visitor (other than an affiliated visitor) shall be supplied with liquor on the licensed premises unless the visitor is present on the invitation of a member and the liquor is supplied for consumption on the premises.
  - iv. Any member inviting visitors is responsible to see they are attired in accordance with the rules of The Club and for their orderly conduct.
  - v. The Committee shall be empowered to withdraw the privilege of any member to invite visitors should the Committee consider the member is abusing this privilege.
  - vi. The Committee shall be empowered to refuse admission to any visitor whose behaviour on any previous occasion has been unsatisfactory.
8. Members shall produce their current membership card on demand to any member of the Committee or duly appointed agent of the Committee. Any person unable to do so or otherwise provide satisfactory evidence of membership, and who are not present as invited guests shall be asked to leave the premises.
9. All members shall dress in accordance with the standards set by the Committee from time to time and shall conduct themselves in an orderly and responsible manner.
10. Neither gaming nor gambling shall be permitted on the premises except in accordance with any permit issued by the Ministry of Internal Affairs.
11. No raffle shall be allowed in The Club's premises, or goods exhibited for that purpose except with the authority of the Committee or a duly authorised agent of the Committee.
12. Any member removing any article or articles which are the property of The Club from the premises without the consent of the Committee or any duly authorised agent of the Committee or wilfully

breaking, tearing or injuring any property of The Club and refusing to replace or make good the same, shall render themselves liable to suspension.

13. Drunkenness, swearing, obscene language, and other disorderly conduct shall not be permitted on The Club premises, and any member persisting in offending, after being cautioned by any member of the Committee of the Ruakura Campus Clubs or their agents, may be suspended and referred to a Disciplinary Committee.
14. Suspension by a member or officer of the Ruakura Campus Clubs Committee shall mean total exclusion from the premises from the time of the committal of the offence until such time as the matter has been dealt with by the Disciplinary Committee which may either cancel the suspension or confirm it for a determined period of time.
15. If, in the opinion of the Committee, a fine would be a more appropriate measure of discipline, the Executive Committee may levy such as an alternative.
16. Any member subjected to disciplinary action shall have the right of appeal subject to the rules within the constitution of the Ruakura Campus Clubs.
17. No petition except for the purpose of convening a Special General Meeting of the Ruakura Campus Clubs shall be allowed to circulate or signatures sought on the premises.
18. No business cards or notices shall be posted or hung in the premises nor shall any member give the address of the premises in any advertisement or conduct any business in the premises or use the premises address for business purposes without the written permission of the Committee.
19. With the approval of the Committee social functions, reunions, and meetings of members may be held in The Club premises on the condition that:
  - a) The principles outlined in the Bylaws are given due regard.
  - b) That the provisions of the Sale of Liquor Act 2012 and any subsequent amendments or any Act(s) passed in substitution are complied with.
20. No member shall give any gratuity to any employee of The Club.
21. Except for services rendered or goods supplied at the request of the Committee, no member shall receive any profit or emolument from the funds or transactions of The Club.
22. Nothing in the Bylaws shall be deemed to limit the power of the Management Committee in making or altering such Bylaws for the conduct of the Ruakura Campus Clubs premises provided when necessary approval is sought from the Licensing Control Commission.

End of Bylaws



## **RUAKURA CAMPUS CLUBS (INC)**

### **Privacy Policy**

Ruakura Campus Clubs Incorporated complies with the New Zealand Privacy Act 2020 (the Act) when dealing with personal information. Personal information is information about an identifiable individual (a natural person).

This policy sets out how we will collect, use, disclose and protect your personal information.

This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see <https://www.privacy.org.nz>

### **Changes to this policy**

We may change this policy by uploading a revised policy onto our website <https://ruakura-club.co.nz>. The change will apply from the date that we upload the revised policy.

### **What information do we collect?**

We gather various information about our current and potential members. This information includes the following personal information;

- Your name
- Your email, residential or business addresses
- Your Date of Birth and gender details;
- Your telephone number
- Occupation
- Key interest areas including club sports and preferences
- Information about your use of the club, including visit times, purchase history and facilities use

### **Where do we collect your personal information from?**

We collect your personal information from:

- You, when you provide that personal information to us, including via the website, and any related service, through any registration or subscription process, through any contact with us (e.g. telephone call or email), or when you buy or use our services and products.

### **How we use your personal information**

We will use your personal information:

- To verify your identity
- To provide services and products to you
- To market our services and products to you, including contacting you electronically (e.g. by text or email for this purpose)
- To improve the services and products that we provide to you
- To bill you and to collect money that you owe us, including authorising and processing credit card transactions
- To respond to communications from you, including a complaint
- To conduct research and statistical analysis (on an anonymised basis)
- To protect and/or enforce our legal rights and interests, including defending any claim
- For any other purpose authorised by you or the Act.

### **Disclosing your personal information**

We may disclose your personal information to:

- Clubs New Zealand Incorporated

- Any business that supports our services and products, including any person that hosts or maintains any underlying IT system or data centre that we use to provide the website or other services and products
- Other third parties (for anonymised statistical information)
- A person who can require us to supply your personal information (e.g. a regulatory authority)
- Any other person authorised by the Act or another law (e.g. a law enforcement agency)
- Any other person authorised by you.

Any disclosure will only contain the minimum information required.

## Protecting your personal information

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

## Accessing and correcting your personal information

Subject to certain grounds for refusal set out in the Act, you have the right to access your personal information that we hold and to request a correction to your personal information. Before you exercise this right, we may need evidence to confirm that you are the individual to whom the personal information relates. The club may impose a reasonable charge for the time and labour.

In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

If you want to exercise either of the above rights, email us at [rcc.admin@ruakura-club.co.nz](mailto:rcc.admin@ruakura-club.co.nz). Your email should provide evidence of who you are and set out the details of your request (e.g. the personal information, or the correction, that you are requesting).

## Internet use

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk.

If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

---

President  
RUAKURA CAMPUS CLUBS (INC)

Dated: \_\_\_\_\_