



## *Wellington Croquet Association Inc*

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## **WELLINGTON CROQUET ASSOCIATION (INCORPORATED)**

### **RULES**

1. The Association shall be called the Wellington Croquet Association Incorporated.
2. The Association shall consist of the Croquet clubs originally forming the Wellington Croquet Association, and any other such clubs as may be admitted in accordance with these Rules. For the purpose of these Rules, the Croquet section of a club which combines other games with Croquet may be regarded as a Croquet club.

### **Objects and Powers**

3. The objects and powers of the Association shall be:
  - (a) Objects: To foster and manage the game of Croquet as defined by Croquet New Zealand in the area in which its constituent clubs operate.
  - (b) Powers:
    - (i) To take such part in the arrangement, management and control of interclub, association and national matches and tournaments as circumstances require and the Association thinks fit.
    - (ii) To affiliate with Croquet New Zealand (CNZ) and any other association to its advantage.
    - (iii) To consider and settle disputes between affiliated clubs, between players in tournaments and matches wholly or partly under the control of the Association, between players and clubs and between players or clubs and officers of the Association.

### **Qualifications for Membership**

4. To be eligible for affiliation a club must have a minimum of eight members, or such lesser number as may be fixed by the Association, and the right to use a croquet court. Where croquet is only a section of a club, only those members shall count, for the purposes of the Association, as are identified with the croquet section of the club.
5. The Association may make it a condition of eligibility that the club has a constitution consistent with the constitution of CNZ and this Association. A duly eligible club may apply in writing for membership of the Association and shall become affiliated on the nomination of any club or of a member of the Executive, supported by a majority of the votes recorded at a general meeting of the Association.

6. Any member of a club desiring to transfer to another club, shall first be required to produce to that other club a financial clearance from the secretary of the former club.
7. Any affiliated club may, by written notice to the secretary of the Association, tender its resignation from the Association; but may, on application, be reinstated in accordance with clause 5.

Any affiliated club which at 31 March in any year is in arrears with its levies shall lose its voting rights at Association meetings and such other benefits of membership as the Executive Committee may decide until such time as its arrears is paid in full.

### **Management**

8. The affairs of the Association shall be managed by the Executive Committee of the Association.
9. Any matters arising between the meetings of the Association shall be dealt with by the Executive Committee which shall comprise the Officers, the Immediate Past President who shall remain a member of the Executive for twelve months after ceasing to be President, and such other members as may be elected at a general meeting or appointed by the Executive Committee.
10. The Executive Committee may delegate to any person or persons, club or clubs, any matters concerning Executive management, tournament/match control, coaching and/or publicity.
11. The Executive Committee may engage person(s) on such terms and with such powers as it thinks desirable, subject to approval by a General Meeting of the Association.

### **Officers**

12. The Officers of the Association shall be the President, Secretary, Treasurer, Tournament Co-ordinator and, at the discretion of the Executive Committee, the Webmaster. The officers shall be elected at the Annual General Meeting for a term expiring at the next Annual General Meeting. If the office of President, Secretary, Treasurer or Tournament Coordinator, becomes vacant it shall be filled by the Executive Committee for the remainder of the year. Any such partial term shall not count towards any limit as prescribed in rule 13. If a Webmaster is not elected at an AGM, or the position becomes vacant, the Executive Committee shall appoint a Webmaster.
13. The President shall not hold office for more than two years consecutively. The

office of President may not be combined with Secretary, Treasurer or Tournament Co-ordinator. There is no other restriction on one person holding multiple offices, provided there are at least three persons on the Executive Committee.

14. No person shall be eligible to hold office as a member of the Executive Committee unless they are a financial member or a life member of a club affiliated to the Association.
15. Nominations for all Executive positions, may be made by any affiliated club and shall be sent to the Secretary twenty-eight days before the Annual General Meeting. The Secretary shall issue to each affiliated club a list of nominations at least fourteen days before the meeting. Should there be insufficient nominations for any vacancy further nominations for that vacancy may be made and received at the meeting.

### **Representation**

16. Each club may send up to two delegates to any general meeting.
17. No delegate shall act for more than one club.
  - (a) A Club whose delegates are unable to attend a General meeting may appoint a proxy to exercise the votes of that Club at the General meeting provided that the instrument appointing the proxy is in writing, including electronic and digital messages, and provided in advance to the Chair of the General Meeting and is recorded in the minutes.
  - (b) A proxy appointed under rule 17(a) must vote in accordance with the instructions provided in the instrument appointing them.
  - (c) A Club's delegate to a general meeting may not act as a proxy for more than one other club.
  - (d) Executive Committee members and Life members may not hold proxies.

### **Association Year**

18. The Association's year, for financial purposes shall begin on the first day of April.
19. The annual levy for each financial member of an affiliated club, shall be fixed at a general meeting of the Association. The payment of levies from Clubs shall be coordinated with the payment of their levies to CNZ.
20. If the funds of the Association are insufficient in any one year to cover its expenditure, each club may, in addition to levies, be liable for a levy of such amount as may be decided by the Association at a general meeting. The levy shall be due and payable on the date fixed by the Association. Resignation of a club from the Association will not absolve the club from levies in respect of expenditure resulting from any action of the Association prior to such resignation.

### **Meetings**

21. The Annual General Meeting of the Association shall be held between 1 May and 31 July each year. Other general meetings shall be held at times set by the Executive Committee.
22. The Secretary on receiving a requisition signed by two or more clubs shall convene a general meeting of the Association.
23. At the Annual General Meeting the Executive Committee shall present a report of the activities of the Association during the previous year, and the Treasurer shall present a statement of the income and expenditure of the Association for the year together with a balance sheet. The accounts shall be reviewed by an appropriately qualified person outside the Executive Committee, appointed by it, or if necessary audited by a Chartered Accountant.
24. The quorum for a general or annual general meeting shall be ten delegates, and for an Executive Committee meeting a majority of its members.
25. Twenty-eight days' notice shall be given of any general meeting.
26. There is no requirement to hold scheduled Executive Committee meetings. The President, or any two other Officers, may call an Executive Committee meeting by giving a week's notice to all those entitled to attend. Meetings may be virtual or physical.
27. Where under these rules or otherwise, notification is required to be sent to an affiliated club or clubs, those notices shall be sent to the secretary of that club or clubs as notified to the Secretary of the Association. Notices may be sent by any physical or electronic means that is personalized to each recipient.

### **Voting**

28. At any general meeting each club shall be entitled to two votes, each Life Member one vote, and each member of the Executive Committee one vote.
29. At meetings of the Executive Committee each member shall have one vote.
30. In the case of equality of voting at a general meeting or at any meeting of the Executive Committee or a sub-committee, the President or other person acting as chairperson shall have a casting as well as a deliberative vote. In exercising a casting vote, the chairperson will have due regard to the status quo.
31. Voting at all meetings shall be by the voices unless a poll is requested by at least 3 people entitled to vote.

### **Life Membership**

32. Life membership of the Association for exceptional and outstanding service to Croquet may be conferred on any person at a general meeting by unanimous vote. Three months written notice shall be given to all affiliated clubs of any proposal to confer Life Membership.
33. A life member shall be entitled to attend all general meetings of the Association. The life member shall be entitled to speak at meetings and to vote.
34. A life member shall be entitled to play without entry fee in all Association tournaments. The Association levy will not be payable.

### **Discipline**

35. The Executive Committee shall take prompt steps to enquire into any breach of these rules or of any regulations or bylaws made thereunder, or any case of misconduct on the part of a club or a player brought to its notice.
36. Where the incident arises from actions of a player, the Executive Committee shall, without enquiring into the matter, immediately refer the complaint to the player's Club and shall request the Club to enquire into the matter and if possible, resolve it. If the Club is unwilling or unable to handle the matter then it may refer the complaint back to the Executive Committee.
37. In the event of a disciplinary matter being referred to the Executive Committee, the Executive Committee shall appoint suitable qualified persons to undertake an investigation and make recommendations. The Executive Committee may take disciplinary action in accordance with those recommendations.

### **Bank Accounts and Investments**

38. Moneys belonging to the Association shall be deposited in accounts with a New Zealand registered Bank under such conditions as the Executive Committee decides. Bank accounts shall be set up to require joint authorization of withdrawals by two Executive Committee officers. Subject to rule 39 all payments shall be approved by the Executive Committee.

The Executive Committee is collectively responsible for the Associations finances. The Treasurer shall provide a report to the Executive Committee members when requested by the Executive:

- Summarizing expenditure for the financial year to date by category.
- Detailing bank account transactions since the last report

- Providing a bank account reconciliation
39. Except for payments to CNZ, and payments that are within documented policy that has been reviewed or approved at an Association general meeting within the previous 3 years, all payments are to be submitted and approved by a general meeting.

### **Common Seal**

40. The Common Seal of the Association shall be kept by the Secretary. It shall be affixed to any document only pursuant to a resolution of the Association or the Executive Committee and in the presence of two delegates to a general meeting or two members of the Executive Committee as the case may be, appointed for the purpose.

### **Tournaments**

41. No affiliated club shall hold a tournament or coaching sessions open to the members of other clubs when an Association Event is scheduled without first obtaining clearance of the Executive Committee.

### **Laws of Play**

42. The laws or rules and regulations of play of the Association and of every affiliated club shall be those adopted by CNZ.
43. Adaptations respecting the boundaries and dimensions of courts and their settings may at any time be made locally to suit the limitations of space.

### **Regulations**

44. The Association may from time to time make, alter and rescind regulations and bylaws not inconsistent with these rules, for the better management of its affairs. A copy of every such regulation or bylaw shall be sent to every club which is a member of the Association.

### **Private Pecuniary Benefit**

45. No member of the Association or any person associated with a member shall participate in or materially influence any decision made by the Association in 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 arm's length transaction (being open market value).

The provision and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

### **Alteration of Rules**

46. These rules may be altered, added to or rescinded only at a general meeting of the Association. Notice of any proposed amendment shall be sent to affiliated clubs at least twenty-eight days prior to the meeting. Every such motion shall be declared as carried only if it is supported by a majority of the votes of the delegates present at the meeting and a majority of the total votes recorded at the meeting. No addition to or alteration of the non-profit aims, personal benefit clause or the winding up clause shall be made which affect the tax-exempt status.

The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

### **Liquidation**

47. The Association may be put into liquidation if, at a general meeting of its members, the Association passes a resolution appointing a liquidator, and the resolution is confirmed at a subsequent general meeting called together for that purpose and held not earlier than 30 days after the date on which the resolution to be confirmed was passed.
48. If upon winding up or dissolution of the Association there remains after satisfaction of all debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members of the Association but shall be given or transferred to some other organisation or body with similar objects to the first organisation that also has an income tax exemption, or for some other charitable purpose, within New Zealand.

### **Interpretation**

49. In these rules unless there be something in the subject or context inconsistent therewith, words importing the singular number include the plural number and vice versa.