

NZ-CPclu01

## **Club rules and constitution**

**Constitution of [enter Club / Association / Society / Group name]**

The people named below wish to form a [Club / Association / Society / Group] known as [Club / Association / Society / Group name] and agree for that [ / / / ]

These persons shall be the Committee of the [[Club / Association / Society / Group] name] [ / ]

Name of Member	Address of each Member

Dated: [date]

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# Rules of [Club / Association / Society / Group]

of

[Address]

(the "[Club / Association / Society / Group]")

## 1. Definitions

These definitions apply unless the context indicates otherwise:

"Accounting Year" means the year beginning on 1st [month], the date to which the accounts of the [Club / Association / Society / Group] are prepared.

"AGM" means the Annual General Meeting of the [Club / Association / Society / Group] held in accordance with the provisions of the [Club / Association / Society / Group] Rules.

"Committee" means the committee or board consisting of Officers of the [Club / Association / Society / Group] and such other persons as may be appointed by the [Club / Association / Society / Group] in accordance with the provisions of the [Club / Association / Society / Group] Rules.

"Confidential Information" means all information about the [Club / Association / Society / Group] and the Members but does not include information that it is reasonably necessary to disclose to the public.

"Constitution" means the [Club / Association / Society / Group] Rules and the [Club / Association / Society / Group] Memorandum of Association, together with any amendments thereto, and any other documents which are part of the [Club / Association / Society / Group] constitution.

"EGM" means an Extraordinary General Meeting of the [Club / Association / Society / Group] held in accordance with the provisions of the [Club / Association / Society / Group] Rules.

"Intellectual Property" means intellectual property of every sort,

whether or not registered or registrable in any country, including

;

,

,

,

,

.

"Member"

means any person who has

[ / /  
/ ].

"Membership"

means membership of the [ / /  
/ ]

.

"Officer(s)"

means the holder of any

[ / / /  
].

"Rules"

means the [rules / conditions of continuing  
membership / bylaws] [

/ / / ]

.

## 2. Name of the Club

The name of the [ / / / ] [ ]  
].

## 3. Main objects

The objects of the [ / / / ] :

3.1. to promote cultural activities;

3.2. to carry .

3.3. to strengthen the bonds between the [ / / / ] ;

3.4. to support and

,

3.5. to apply any profits of the [Club /        /        /        ]  
[        /        /        /        ].

3.6. *[List other objectives]*

## 4. Membership

4.1. Any person who is [18]        [        ].

4.2. Membership shall be open        ,  
[        ].

4.3. It is a condition of Membership that a Member shall at all times comply  
[        /        /        /        ]  
[        /        /        /        ].

4.4. A Member        .

4.5. Any person may join the [Club /        /        /        ]  
      .

4.6. The Committee reserves the right to reject  
[        /        /        /        ].

## 5. Subscriptions

5.1. Payment for Membership is        [        /        ]  
      .

5.2. A Member's annual subscription shall be such as the  
      .  
      .

5.3. Subscriptions are due on [        ]  
      12        .

5.4. On joining, a subscription is payable pro  
      ,  
      .

## 6. Resignation, suspension and expulsion

- 6.1. A Member may resign from the [Club / Association / / ]

## 6.2. The Committee has the power to:

- ```
6.2.1 suspend (
    );
```

- ### 6.2.2 expel

any Member who infringes any of these Rules or whose conduct, ( )

$$[\quad / \quad / \quad / \quad ],$$

- 6.3. No Member shall be suspended or expelled

- 6.4. Suspension or expulsion shall not be permitted  
[ 60 ] %

- 6.5. A suspended member shall not

- 6.6. If a Member chooses to resign or

- 6.7. Expulsion shall be permanent.

## 7. Confidentiality

- 7.1. Each Member agrees and undertakes that he will:

- 7.1.1 not remove from [Club / Association / Society / Group]'s premises or copy or allow anyone

[ / / / ];

7.1.2 in respect of any part of the Confidential Information of the  
[Club / Association / Society / ],

,

.

7.2. This paragraph does not apply to disclosure:

7.2.1 made with the consent of the

.

7.2.2 of information or knowledge which

.

7.2.3 as may be necessary in the  
[ / / / ].

## 8. Appointment and removal of Officers

8.1. The Officers shall be:

8.1.1 President

8.1.2 Vice President

8.1.3 Secretary

8.1.4 [ . . . . . ]

8.2. Office holders and [ ] .

OR

8.3. Office holders shall hold office [ ] ,  
.

8.4. No office holder shall hold office for [ 5 ]  
[ ] .

8.5. Each office holder shall



## 9. Management of the [Club / Association / Society / Group]

9.1. The Committee shall [ / / / ].

9.2. [ 12 ] , .

9.3. :

[ ], . . . . .

[ ], . . . . .

[ ], . . . . .

9.4. . - .

9.5. ( ) ,

.

9.6. , [ ] . [ 28 ]

.

.

9.7. ,

.

.

.

9.8. [ 75 ] % :

- 9.8.1 [ / /  
 / ];
- 9.8.2 [ / /  
 / ];
- 9.8.3 [ / / / ];
- 9.8.4 [ / / / ];
- 9.8.5 [other decisions the Members want to enter]

## 10. Quorum for Committee meetings

- 10.1.  
, [ ],  
[ ].
- 10.2.  
,  
.

## 11. Powers of Committee

- :  
,
- 11.1.  
;
- 11.2. -  
-  
.
- 11.3. [ / / / ];
- 11.4. [ / / / ];
- 11.5. [ / /  
 / ];

11.6. [ / / / ]

## 12. Annual General Meeting

12.1. [ / / / ]  
[ ]

:

12.1.1  
/ - [ /  
/ / ]'s ;

12.1.2 ;

12.1.3 [ / /  
/ ]

12.1.4 fixing the subscription charges for Membership, and

12.1.5 [ / / / ].

12.2. 21  
.

12.3. ,  
,  
.

12.4. [ 30 ]  
,  
.

## 13. Extraordinary General Meetings

13.1.  
28

[ / / ]  
[ / / / ].

13.2. [ 14 ]  
.

13.3.

## 14. Quorum at meetings

14.1.

, [ 20 ], , [ 20 ].

14.2.

[ 50 ] %  
[ 30 ]

## 15. Voting at meetings

15.1.

15.2.

## 16. Finance

16.1. [ / / /  
] [ 1st ] .

16.2. [ / / / ]  
[ / / / ]  
[ / / / ].

16.3.

[ / / / ]

16.4. [ / / /  
] 's [ ,

- 16.5. [ / / ]. [
- 16.6. [ / / / ]  
.  
[ / / / ].

## 17. Dissolution

- 17.1. [ / / / ] [ 80 ] %  
.
- 17.2. [ / / ],  
- .

OR

- 17.3. ,  
[ [ ] / / / ].

## 18. Breach of the Rules

- 18.1. ( ) 30  
,  
[ / / / ].
- 18.2. .

## 19. Miscellaneous matters

19.1. [ /  
 / ]  
 , -  
 ,

19.2.  
 ,  
 ,

19.3. [ /  
 / ]  
 - .

It shall be deemed to have been delivered:

;  
 ;  
 72 ;  
 -  
 - : 24  
 - . [  
 - . ,  
 ]

19.4.  
 ,  
 .

Signed by [name]

Signed by [name]

Signed by [name]

Signed by [name]

## **Schedule: Annual Subscription charges**

[

]



## Explanatory notes:

### Club rules and constitution

## General notes

If your club, etc is not new, simply delete the first page, listing names of first group.

This is an agreement between members forming rules for the running of a club and stating obligations to each other. In practice for such group of people the terms [\[Club / Association / Society / Group\]](#) are commonly used. You should select the one that suits your structure and activity best. We strongly advise you to consider each provision in the light of your intentions over the next several years. If the members of your club are in hundreds then you will certainly find it inconvenient and inefficient to change the rules more frequently

There is no law requiring registration of this document on account simply of what it is. There may be registration requirements depending on your status as a taxpayer ,

## Paragraph specific notes:

Drafting notes following the numbered paragraphs

### 1. Definitions

You should first decide on the contents of the document, then return to check what definitions are needed and whether they really

By all means use the search/replace function in your word processor to change them. If you do change a defined term, make sure it

Remember too, that when a word or phrase is defined, the defined meaning capitalised, takes precedence over the

### 2. Name of the [\[Club / Association /](#) / ]

Here you just need to enter the name of your [\[Club / Association /](#) /  
].

### **3. Main objects**

This is the essence of your club. These are not “legal” matters. They are for you to decide and insert. What we have suggested are mere examples. Of course, you may easily amend these rules and can add or remove an object. However, we suggest keeping the wording .

.

You may also list prohibited items / activities.

### **4. Membership**

This rule provides you an opportunity to set down the basic membership structure, different levels of membership, prices and other basic .

We have inserted an age qualification as an example. There .

### **5. Subscriptions**

We have provided for annual renewal of membership .

.

### **6. Resignation, suspension and expulsion**

This rule sets out the ways to .

.

### **7. Confidentiality**

It is for you to decide whether they think this provision is appropriate. This is where software, donors’ details, and designs creep .

.

### **8. Appointment and removal of Officers**

There should be a fixed number of persons in whom the management of the .

.

We provide an example structure of officers. You may add ,

.

**9. Management of the [Club / / / ]**

The same provision applies as to last previous rule. A

By all means enter more detailed duties

At 9.8: this list has

**10. Quorum for Committee meetings**

We have provided an optional flexibility for the committee members to decide what number shall be a quorum, but that

Consider very carefully the last option in the last sub-rule. If a meeting may be deferred, the possibility is opened up of a member intentionally avoiding attendance in order to prevent decisions he will not like. The club

**11. Powers of Committee**

Here we provide a menu of options. Select

**12. Annual General Meeting**

We have no comments.

**13. Extraordinary General Meeting**

We suggest no change.

**14. Quorum at meetings**

We have provided an

**15. Voting at meetings**

This is entirely optional. It avoids the situation

The chairman has an original or first vote unless he is disqualified, for example as having an interest in the subject matter of the vote. If

## **16. Finance**

A balanced set of provisions. You

## **17. Dissolution**

This is an exit provision. We have provided options as

## **18. Breach of Rules**

You may choose to deal with this

## **19. Miscellaneous matters**

A number of special points. We have identified each of these as

## **Signatures**

It is not strictly necessary to sign this document, but

## **The Schedule**

It is not necessary to schedule your membership

**End of notes**