



HAMILTON COSMOPOLITAN CLUB INCORPORATED

BY LAWS

- 1. DRESS**

Members must conform with the policy and standard of dress as defined by the Executive and displayed in the Club.
- 2. GRATUITY**

No member shall give any gratuity to any employee of the Club.
- 3. PROPERTY**

Any member removing any club property from the club premises without the authority of the Executive Management, or intentionally damaging any property of the Club, and refusing to make good such damage, shall render themselves liable to disciplinary procedures.
- 4. RAFFLES**

No raffle shall be allowed on the Club's premises, or goods displayed for that purpose, without the authority of the Executive.
- 5. PETITIONS**

No petition, except for the purpose of convening a *Special Meeting* shall be allowed to circulate or signatures sought on the premises of the Club.
- 6. ADVERTISING**

No business cards or notices shall be displayed in the Club without the sanction of the Executive, nor shall any member give the address or telephone number of the Club in any advertisement, or use the Club address for business purpose.
- 7. EXECUTIVE**

Members of the Executive shall render every assistance to the Management and Staff of the Club to maintain order and to prevent infringement of the Rules and By Laws or the terms of any charter or licence granted to the Club.
- 8. UNDERAGE**

Guest under the legal drinking age will be welcome in the Club provided that they are under the strict control of a parent or guardian.

9. SUB - CLUBS

The Executive may approve the formation of a Sub-Club, subject to criteria which may from time to time be set by the Executive.

Approval so given by the Executive may be withdrawn at any time.

10 GENERAL RULES

The club, executive, staff and all club members will behave in accordance with the club rules and all New Zealand Laws, Regulations and Acts at all times.

The laws of New Zealand take precedence and over-rule all the Club rules where these apply and, under these circumstances, Rule 28 and board of appeal processes do not apply.

This Includes but is not limited to:

- a) No Liquor is to be removed from the club.
- b) No Liquor is to be brought into the club.
- c) No Food is to be brought into the club.
- d) No Food is to be removed from the club except with permission.
- e) Drunkenness, Swearing, Obscene Language and other disorderly conduct is **NOT** permitted on the club's premises at any time.

11. OFFENCES

Any member who –

- a) Commits a breach of the provision of the Rules of the Club, or
- b) Is guilty of unsavoury or negative comments, abuse or unsavoury behaviour towards staff or other members
- c) Fails to leave the Club premises when directed to do so by an officer of the Club, or
- d) Is guilty of misconduct at any time on the Club premises, or
- e) Fails to comply with a directive of the Executive, Management or Staff, or
- f) Does any act which is deemed by the Executive to be detrimental to the proper management and conduct of the Club

shall be dealt with in accordance with the provisions of Rule 28 of the Rules and may be suspended or disqualified for any period, including life.

12. CRITERIA AND GUIDELINES FOR THE CONDUCT OF SUB CLUBS

a) General Criteria:

- i) The aims of Sub-Clubs must be compatible with the *Objects* of the *Club* as defined in Rule 3 of the Club Rules
- ii) Sub-Club status will not be approved unless there is evidence of minimum of 20 members

- iii) Membership of any Sub-Club shall be open to all financial members of the **Club**, except the Veterans' Sub-Club which may impose a minimum age for membership.
- iv) A nominal annual subscription, as determined by the Sub-Club committee, shall be paid, and a register of members kept and provided to the Executive with the annual accounts, or at any other time as required by the Executive.
- v) There shall be regular meetings (at least quarterly) of the elected committee. The minimum committee shall comprise a Chairman, Secretary/Treasurer and at least three other members.
- vi) Each Sub-Club shall produce a set of basic Rules to the executive for approval.
- vii) Each Sub-Club shall whenever practicable advertise within the **Club** internal and external future events in which their members, and prospective members, may participate.

b) Accounting:

- i) All funds held by Sub-Clubs shall be banked with the Club's bankers.
- ii) The financial year for all Sub-Clubs shall be notified to the Treasurer of the Club who shall ensure that all Sub-Club comply with the provisions of Rule 31 of the **Club Rules**.
- iii) All financial transactions shall be supported by the appropriate vouchers or documentation.
- iv) All money raised by Sub-Clubs must be lodged with the Club Treasurer or nominee for banking.
- v) There shall be a minimum of two signatories to the Sub Club's bank account. Pre-signing of blank cheques shall be strictly prohibited.
- vi) The annual accounts of the Sub-Club shall be submitted for audit as soon as practicable after balance date and before presentation at the Annual Meeting of the Sub-Club. Such accounts shall accurately show comparative figures for the previous year.

c) Conduct of Raffles:

The Executive may grant approval to any Sub-Club to conduct raffles on the **Club** Premises, provided that:

- i) The Sub-Club meets and maintains the *General Criteria* as approved by the Executive.
- ii) Each Sub-Club shall be responsible for the running of its own raffles, using **voluntary** assistance for that purpose. Any Sub-Club, which fails or refuses to adhere to this requirement, may forfeit the right to conduct raffles.
- iii) No Sub-Club may pay any person to conduct raffles on their behalf.
- iv) Food offered as prizes shall be obtained and packed in accordance with the Food Act 1981.
- v) The Sub-Club shall be responsible for the correct completion of the **Club's** Raffle Register.

13. Membership Cards & Club Access

(a). Members are required to carry on their person their current membership card, at all times.

The card remains the property of the Hamilton Cosmopolitan Club (Inc). The Member is required to produce their card at any time, if required to do so by Management/Executive and if required, surrender to the Club their Membership Card

- a) A club member can sign in any number of guests in agreement with Club management if this exceeds 10 guests.
- b) A Member of any affiliated club be entitled to sign in a maximum of five (5) guests at any one time.
- c) All guests are the responsibility of the member that signed them in and must vacate the premises at the same time as that member.
- d) This club is private property and entry is restricted to members, affiliated members and guests