

BY-LAWS OF PAPANUI CLUB INCORPORATED

January 2024

Contents

1. OBJECTS OF THE BY-LAWS AND POLICIES	2
2. FINANCIAL TRANSACTIONS POLICY	2
2.1. GENERAL.....	2
2.3. ACCOUNTANT.....	3
2.5. FITNESS CENTRE	4
2.6. SECTIONS.....	4
2.8. USE OF MONEY AND OTHER ASSETS.....	5
2.9. CREDIT CARD POLICY	6
3. CODE OF GOVERNANCE	6
4. ADMISSION TO THE PREMISES.....	7
5. AFFILIATES	7
6. CAR PARKING.....	7
7. CHILDREN	8
8. CLUB COLOURS.....	8
9. DRESS CODE.....	8
10. HEALTH AND SAFETY POLICY.....	9
11. HOST RESPONSIBILITY POLICY.....	9
12. MEDIA RELATIONS POLICY	10
13. QUALIFICATIONS OF A BOARD DIRECTOR.....	10
14. SECURITY	10
15. SMOKING OR VAPING	10

1. OBJECTS OF THE BY-LAWS AND POLICIES

- 1.1. The object of these by-laws are to set operating and behavioural policies to enable the Board of Directors and Management to run the Club effectively and in accordance with the Club's Constitution.
- 1.2. Any content in this document that may contradict the current Club's Constitution will be overridden by said Constitution.

2. FINANCIAL TRANSACTIONS POLICY

To implement and maintain effective financial risk management controls to ensure the ongoing financial viability and integrity of the Club in order to provide amenities and facilities for all members now and into the future.

2.1. GENERAL

- 2.1.1. Revenue from the gaming machines shall be dispersed in accordance with the guidelines as gazetted by the Department of Internal Affairs, taking into account the provisions of the licence/s as approved for authorised purposes.
- 2.1.2. All revenue shall be banked with the approved financial institution and monitored on a monthly basis.
- 2.1.3. Bank payments are to be authorised by any two (2) of these approved persons - these persons being:
 - General Manager
 - Office Manager
 - Operations Manager
 - Papanui Club's President or
 - any other person approved by the Board of Directors.
- 2.1.4. The Board of Directors are responsible for the approval of the Club's budgets as submitted annually by the General Manager in consultation with the Club's Accountant. Six (6) monthly reviews shall be presented to the Board.
- 2.1.5. Any expense incurred by a Board Director must have prior approval. No expense will be reimbursed retrospectively.
- 2.1.6. Any one (1) person seeking professional advice on a Club matter which does or may incur costs, must consult with the General Manager prior to initial contact. Breaches of this will result in the offending party being required to pay costs incurred personally.
- 2.1.7. Capital and Maintenance Expenditure over \$20,000 to have at least two (2) quotes where practical.

- 2.1.8. Stock-taking. Physical stock-takes to be done on a monthly basis as a minimum.
- 2.1.9. When the family is in agreement, on the death of a Club Life member or a person of note who has rendered exceptional service to the Club, the President is authorised to order food and beverage for up to a cost of two thousand dollars (\$2000).

2.2. ADMINISTRATION

- 2.2.1. The Club's representatives shall be paid a daily allowance, subject to prior approval by the Board, whilst at Conference/s or attending events on behalf of the Papanui Club Inc.
- 2.2.2. Allowances/Honorariums for Board members as approved at the last Annual General Meeting are to be paid fully in December.
- 2.2.3. The Board of Directors are to ensure that all documents required by the Incorporated Societies Act 2022 be registered in a timely manner.

2.3. ACCOUNTANT

- 2.3.1. Attend monthly meetings of the Board and furnish a report of the previous month's activities.
- 2.3.2. Evaluate any strategic proposals that are considered by the Club at Board level.
- 2.3.3. Prepare the annual Club's taxation return.
- 2.3.4. Assist the Auditors with the audit process and their queries.
- 2.3.5. Prepare the final statutory accounts, all associated notes and a statement to the accounts, including a Statement of Performance as required by the Incorporated Societies Act.
- 2.3.6. Present to the Board an evaluation of the year to date accounts.
- 2.3.7. Attend the AGM and reply to member's queries.
- 2.3.8. Assist the General Manager with the preparation of annual budget and its six (6) monthly review.

2.4. AUDITOR

- 2.4.1. An Auditor must be appointed each year at the AGM and should, where possible, attend the Annual General Meeting.
- 2.4.2. To complete audits in accordance with the Incorporated Societies Act, the Club's Constitution, Legislation and to accounting standards and practises.

2.5. FITNESS CENTRE

- 2.5.1. The subscription is payable from the date of joining the Fitness Centre.
- 2.5.2. Members of the Fitness Centre must remain financial members of the Club throughout that year to retain their gym membership.
- 2.5.3. The subscription set shall be approved by the Board annually in March.

2.6. SECTIONS

- 2.6.1. All Sections must conduct their financial transactions within the confines of the Papanui Club Constitution, its by-laws and according to the Club's authorised financial systems and processes.
- 2.6.2. Each Section will have lodged on the required form a minimum of three (3) original signatures and names etc. of the persons authorised to uplift cash or authorise payments from the Section's accounts.
- 2.6.3. Section deposits must be made using the Club's specified deposit form.
- 2.6.4. The signatories for Section accounts should be office bearer(s) firstly, or at least a committee member. The Treasurer's signature, or their appointed nominee, must be one (1) of two (2) required on the specified form for the uplift of Section cash from the Office, or for the authorisation to pay accounts.
- 2.6.5. No two (2) or more persons who are "close relations" are permitted to be signatories on the accounts of any of the Club's Sections. "Close Relation" means a current or former spouse or partner, parent, child, sibling, of any person who regularly resides in the household or who within the prior six (6) months regularly resided in the household. Papanui Club Incorporated's Constitution – Definitions.
- 2.6.6. Within one (1) month of any Section's AGM, the following must be provided to the office for review by the Board or that Section's account may be frozen;
 - o Annual Financial Report
 - o AGM minutes
 - o A list of Financial Members with their membership numbers

- o Section Official's particulars
 - o Signatories and particulars for financial transactions
 - o An Assets schedule and clarification of ownership of each item on the schedule.
 - o Any other information deemed applicable by the Board of Directors
- 2.6.7. Expenditure exceeding one thousand dollars (\$1000) must be signed off by the General Manager, who may query the validity of the request.
- 2.6.8. All raffle money must be deposited with the Duty Manager on the day of the raffle, no monies are to be removed from the Club premises. All raffle floats to be requested from the Duty Manager and deposited with the takings.
- 2.6.9. Raffles are conducted under Class 2 of the Gambling Act 2012.
- 2.6.10. All payments from Section accounts over one thousand dollars (\$1000) requires three (3) working days' notice.
- 2.6.11. Sections will not be permitted to go into overdraft without prior approval of the General Manager along with the agreement of the Board. The General Manager may request that a report be furnished to the Board explaining the reason for their lack of income and how they are going to increase it.
- 2.6.12. Sections must be financially self-sufficient in all aspects including the costs of travel, awarding of any prizes and/or trophies or any other reason. If any Section believes that any activity they conduct should be financially supported by the Main Club they must put their request in writing to the Board of Directors to be tabled at the monthly meeting, held on the last Tuesday each month.

2.7. CLUB VAN USAGE

- 2.7.1. A van may be supplied for the use of Sections at the terms and conditions as agreed with the General Manager who has the right to charge the user for any associated costs which would be deducted from the Section's funds.
- 2.7.2. The cost per kilometre to be reviewed annually at the March Board meeting.

2.8. USE OF MONEY AND OTHER ASSETS

- 2.8.1 The Club may only Use Money and Other Assets if:
- o it is for a purpose of the Club;
 - o it is not for the sole personal or individual benefit of any Member; and

- that use has been approved by either the Board of Directors or by majority vote of the Club.

2.9. CREDIT CARD POLICY

- 2.9.1. No credit cards are to be issued against the Papanui Club without prior approval of the Board of Directors. This approval to be reviewed annually in March.
- 2.9.2. The card may only be used for legitimate Club expenses.
- 2.9.3. Proof of purchase (receipts/invoices) must be retained for all transactions.
- 2.9.4. A maximum Credit Card limit must be set by the Board of Directors and reviewed annually in March.
- 2.9.5. Any person issued a Credit Card will remain personally accountable for the use of the card.
- 2.9.6. Only the cardholder may use the card. No more than one card shall be issued per cardholder.
- 2.9.7. The cardholder must notify the bank and the General Manager (or in the case of the General Manager, the President) immediately if the card is lost or stolen or any unauthorised transaction is detected or suspected.
- 2.9.8. The cardholder must take adequate measures to ensure the security of the card.
- 2.9.9. The cardholder must return the card to the General Manager (or in the case of the General Manager, the President) if the Cardholder resigns or if the President determines that there is no longer a need for the cardholder to retain his or her card or the card has been cancelled by the bank.
- 2.9.10. The cardholder will be personally liable for any unauthorised transaction unless the card is lost, stolen or subject to fraud on some part of a third party.

3. CODE OF GOVERNANCE

4. ADMISSION TO THE PREMISES

- 4.1. Papanui Club reserves the right to refuse admission. (ROAR)
- 4.2. Members, guests and visitors must abide by the current Dress Code (Clause 9. below)
- 4.3. By entering the Club the person accepts that Closed Circuit Television (CCTV) will be in use.

5. AFFILIATES

- 5.1. **Papanui Club - RECIPROCAL VISITING RIGHTS**
 - 5.1.1. Section 60 (3) of the Sale and Supply of Alcohol Act allows a club to sell and supply alcohol to Authorised Visitors.
 - 5.1.2. Authorised visitors, in relation to premises a club licence is held for, means a member of some other club with which the club concerned has an arrangement for reciprocal visiting rights for members.
 - 5.1.3. Papanui Club Incorporated has such an arrangement with members of clubs whose clubs are members of Clubs New Zealand Incorporated (Clubs NZ).
- 5.2. **Papanui Returned and Services Association**

Reciprocal rights are granted to current members of Papanui RSA.
- 5.3. **Bowling Club Affiliations**

Papanui Club Outdoor Bowls is a Section within Papanui Club Incorporated which trades as The Papanui. Through this association, Papanui Club Incorporated is an affiliated club of Bowls New Zealand. Therefore, all full members of World Bowls and Bowls New Zealand affiliated clubs' have reciprocal rights at The Papanui and Papanui Club Outdoor Bowls.
- 5.4. The Board of Papanui Club has the right to introduce or remove reciprocal rights agreements as it sees fit.

6. CAR PARKING

- 6.1. Parking in a disability car park is limited to those members who have a Disability Parking Permit in their own name or in the name of a person

arriving and departing in that vehicle. Such permit must be visibly displayed in the vehicle. Offenders will be subject to the Club's Disciplinary process.

- 6.2. Emmanuel school parents may use the Club car parking to drop off and pick up their children. All parking is to be in the authorised spaces. There is to be no stopping on the roadway. Any abuse of this privilege may cause the Board of Directors to rescind this concession.

7. CHILDREN

- 7.1. Children twelve (12) years and under are not permitted in the Cue Sports and Darts area of the Club. Junior members of these sections are exempted from this rule.
- 7.2. Children thirteen (13) years and under sixteen (16) years must be in the immediate company of a parent or guardian in the Cue Sports and Darts area.
- 7.3. Use of the children's playground is restricted to children under the age of twelve (12).
- 7.4. Any parent allowing their child to use the playground releases the Club from any claim or liability whatsoever.
- 7.5. Parents must at all times supervise their children and be in their immediate vicinity.
- 7.6. If children are not adequately supervised, the Duty Manager may give the parents a first warning or may ask them to leave immediately.
- 7.7. If the parent refuses they may be trespassed from the Club or may be asked to attend a disciplinary hearing before the Board of Directors.

8. CLUB COLOURS

- 8.1. The Club's Colours shall be predominantly blue and gold.

9. DRESS CODE

- 9.1. The Papanui and Papanui Club expect a clean, neat and tidy standard of dress at all times:
 - No men's singlets
 - No overalls
 - No dirty or soiled work clothes
 - Footwear to be worn at all times
 - No high viz garments after 7pm.
- 9.2. Interpretation of the dress code is at the discretion of the Duty Manager.

10. HEALTH AND SAFETY POLICY

- 10.1. Refer to current Health and Safety Policy Document

11. HOST RESPONSIBILITY POLICY

- 11.1. The following is adopted as the official Papanui Club Host Responsibility Policy.
- 11.2. The Management and Staff of the Papanui Club strive to provide an environment that is not only comfortable and welcoming but is also a place where alcohol is served and consumed responsibly. In our efforts to ensure this continues the following Host Responsibility Policy has been.
- 11.3. We provide and actively promote a range of non-alcoholic drinks including low alcohol beers and wines, soft drinks, coffee and tea. Water is available free of charge at all bars at all times.
- 11.4. It is against the law to serve minors so if we were in any doubt about your age, we will ask for ID.
- 11.5. The only acceptable forms of ID are:
- a current passport
 - a current New Zealand driver licence
 - a valid Hospitality NZ 18+ Card or
 - a Kiwi Access Card
- 11.6. We promote safe travel options including the Club Shuttle service which operates Thursday to Sunday and we can call a taxi for you if needed.
- 11.7. Any patron who is considered to be intoxicated will be refused service and asked to leave the premises using one of the safe travel options available.
- 11.8. The Club operates a 3-strike policy whereby any member who is in breach of our Rules and by-laws regarding the consumption of alcohol on three (3) occasions will be called to face the Club's Disciplinary Committee where their club membership will be called into question. Any guest of a member or visitor who breaches the Club's Constitution and/or by-laws in regards to alcohol consumption may be barred from the Club immediately.
- 11.9. The Club is committed to the continued training of Staff and Management to ensure that our Host Responsibilities are enforced in order to ensure the safety of all patrons and staff.

12. MEDIA RELATIONS POLICY

- 12.1. Only the General Manager or President, or a delegate approved by them, are permitted to speak to any media outlet in any official capacity whatsoever.

13. QUALIFICATIONS OF A BOARD DIRECTOR

- 13.1. The following is a requirement
- must be a natural person who is not disqualified from being elected
 - must consent in writing to not being disqualified from holding office
 - must be 18 years of age or older
 - must be able to demonstrate that you are honest
 - must be a fit and proper person
 - must have appropriate qualifications and experience
 - must meet the criteria required in the Incorporated Societies Act 2022
 - have been an Papanui Club Incorporated Ordinary member for two (2) years.
- 13.2. Nominations will not be accepted for nominees who:
- have been convicted of any crime involving dishonesty in the past seven (7) years
 - are disqualified from being an officer of a charitable entity
 - have any pending criminal charges
 - have any unsatisfied judgments in court
 - are undischarged as a bankrupt
 - have a money laundering or financing of terrorism offence
 - have a property order made under the Protection of Personal and Property rights Act 1988
 - have a “close relation” employed at the Club. Refer to clause 2.6.5. above for the definition.

14. SECURITY

- 14.1. The Club is not liable for any damage or theft to belongings of any Members, Guests, or Visitors.

15. SMOKING OR VAPING

- 15.1. Is not permitted in the Playground, central courtyard or anywhere else prevented by Law.

- 15.2. The courtyard may be used in exceptional weather events, pandemics or when required as part of a liquor licence approval.

Approved at Board of Director's meeting **#715** on the 30th day of January 2024.

SIGNED

.....

.....

.....

.....