



ASHBURTON CLUB AND M.S.A.

ADJUNCTS RULES AND GUIDELINES

1. ADMISSION OF MEMBERS TO THE SECTION/ADJUNCTS

- a. To join the section, prospective members must be current financial members of the Ashburton Club and M.S.A.
- b. To compete for section trophies or represent the section, section members must be current financial members of the section.
- c. Any person suspended or expelled from the Ashburton Club and M.S.A. is automatically suspended or expelled from the section until reinstated in the Club.
- d. The annual subscription (if applicable) shall be fixed at the section Annual General Meeting.
- e. Staff of The Ashburton Club & MSA shall be entitled to be members of a club section, providing they are constituted members of The Club, and they shall be eligible to have executive office in such sections
- f. The rules of The Ashburton Club & MSA shall apply in any situation not covered by the rules of the club section. The Club rules shall always take precedence over the section rules.

2. ELECTION OF OFFICERS AND ANNUAL GENERAL MEETING

- a. Any financial member is entitled to stand for the Committee or any other executive position of the section except the President.
- b. Section executives shall consist of a minimum of:
 - i. President
 - ii. Secretary
 - iii. At Least (3) Other Officers

- c. Any person standing for an Executive position needs to be nominated and seconded up to the date of the election.
- d. All elections may be by secret ballot if requested by any section member.
- e. The term of office for all executive members of the section shall be twelve (12) months.
- f. If an executive position shall fall vacant a byelection shall be called, at the discretion of the Section President.
- g. The members shall appoint an auditor reviewer whose remuneration shall be approved by the
- h. Executive of the section.
The Annual General Meeting shall be held within two months of the section's balance date, which should coincide with The Club's Balance Date.

3. NORMAL GENERAL MEETING

- a. Business to be discussed at the Annual General Meeting may include the following:
- b. Apologies
- c. Minutes of the previous Annual General Meeting
- d. Presidents/Committee Report
- e. Financial Report
- f. Election of officers and auditor
- g. The setting of subscription
- h. General Business
- i. The financial report shall consist of a minimum of a Receipts and Payments Account or an Income and Expenditure Account, which shall be reviewed by the Section auditor.
- j. Copies of all annual reports shall be forwarded to the Club Executive within 30 days of the adjuncts' Annual General Meeting.

4. RULES FOR SECTION MEETINGS AND ADMINISTRATION

- a. The Executive shall meet monthly or as agreed by the Executive, and all members of the Executive shall be made aware of every meeting and be eligible to attend such meetings.
- b. 50% of the executive shall constitute a quorum for an Executive meeting.
- c. The President shall preside at all meetings of the section and in the absence of the President the Vice President shall preside. If both the President and Vice President shall be absent the Committee shall have the power to choose one their number present to act as Chairperson.
- d. The Chairperson of any meeting shall have a deliberative and a casting vote.
- e. The President, General Manager, and executive members of the Ashburton Club and M.S.A. shall be entitled to attend and speak at any committee or subcommittee meeting of a Club section but may not vote unless a member of the section Executive.

- f. Minutes of every Annual, Special, and General meeting must be kept, and the first business of each General Committee Meeting shall be the approval of the minutes of the previous meeting.
- g. The current financial position of the section shall be advised at each General Meeting.
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 - ii. At any ordinary or General Meeting of members a bare majority of votes shall carry a motion.
- h. Notice of all section meetings, excluding committee meetings shall be given by advertisement on the Club noticeboard or electronically seven clear days before the date of such meeting. Such notice shall state the business to be taken at such meeting,
- i. At any Special Meeting of members or of the Committee no business other than that for which the meeting is called shall be considered and no resolution shall be deemed carried unless supported by the majority votes of those present.
- j. At any General Meeting excluding committee meetings of the section the quorum shall be those present.
- k. At any meeting of the section the person moving a motion shall have a right of reply. Any other person wishing to speak twice to a motion may only do so at the discretion of the Chairperson.
- l. No member if properly elected may be removed from the section committee unless a Special Meeting of the section is called and the matter discussed and voted upon.

5. ADMINISTRATION

- a. Bank deposits may only be operated at institutions approved by the General Manager.
- b. Sections may operate an interest account through the Club's main Bank account and all financial transactions shall be put through this account.
- c. All payments shall be authorized and minute by the Executive. This may be in advance or retrospectively.
- d. Any committee member shall be entitled to raise any section business at a section meeting and where information to answer any query is not available, this shall be researched and made available at the next meeting.
- e. Where any dispute shall arise not covered by the Club or section rules, such dispute shall be arbitrated by the President and/or General Manager of the Club who, if necessary, shall consult the Club Executive.
- f. Any section wishing to vary these rules because of its circumstances may only do so in consultation with the President and/or General Manager of the Club if the minimum requirements set by these rules are met.
- g. Minutes of any section meeting shall be made available when requested for any section member, Club Executive member, or the Club General Manager to peruse upon request. Any refusal to make available such minutes shall be arbitrated by the Club President.
- h. Members must be financially able to attend any meeting and vote.
- i. The rules of the Ashburton Club and M.S.A. shall apply in any situation not covered by the rules of the Club section. The Club's rules shall always take precedence over the section rules.
- j. Where neither the Club nor the Section rules cover a particular situation, the Club Committee shall be the arbitrators and their decision will be final.
- k. The Club's rules confirms the subsection's obligation to conform to these rules and guidelines