



HAMILTON COSMOPOLITAN CLUB INCORPORATED

BY LAWS

1. DRESS

Members and affiliates 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.

Duties and responsibilities not limited to:

- Attend monthly committee meetings and any extra special meetings as and when called
- Assist with selling and running of club raffles, draws and any other fund raising events when required
- Sub club liaisons meet with appointed clubs and report back to executive
- Review Rules of the club as and when required.
- Have an understanding of New Zealand Employment, Gaming and Food regulations

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Approval so given by the Executive may be withdrawn at any time.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

The club owns property assets, fixtures and fittings, as well as all rights to any intellectual property generated by employees, members or executive of the club.

This includes but not limited to any trade secrets, creativity, trademarks, copyrights or patents and has exclusive rights to use its own plans, ideas or other intangible assets without concern in regard to competition.

Any persons wanting to use the clubs intellectual, or other property must first have permission from the executive and management.

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, affiliated 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) 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 six (6) 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
- e) Members are required to carry on their person their current membership card, at all times.
- f) 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
- g) The card remains the property of the Hamilton Cosmopolitan Club (Inc).

14. PRIVACY POLICY

[*Hamilton Cosmopolitan Club*] (**we, us, our**) complies with the New Zealand Privacy Act 1993 (the **Act**) when dealing with personal information.

Personal information is information about an identifiable individual (a natural person).

This policy sets out how we will collect, use, disclose and protect your personal information.

This policy does not limit or exclude any of your rights under the Act. If you wish to seek further information on the Act, see www.privacy.org.nz.

CHANGES TO THIS POLICY

We may change this policy by uploading a revised policy onto our website www.cossie.org.nz

The change will apply from the date that we upload the revised policy.

WHAT INFORMATION DO WE COLLECT?

We gather various information about our current and potential members. This information includes the following personal information;

- Your name;
- Your email, residential or business addresses;
- Your Date of Birth and gender details;
- Your telephone number;
- Occupation;
- Key interest areas including club sports and preferences.
- Information about your use of the club, including visit times, purchase history and facilities use.

WHERE DO WE COLLECT YOUR PERSONAL INFORMATION FROM?

We collect personal information about you from:

- You, when you provide that personal information to us, including via the website, app, and any related service, through any registration or subscription process, through any contact with us (e.g. telephone call or email), or when you buy or use our services and products.
- Third parties where you have authorised this or the information is publicly available.
- If possible, we will collect personal information from you directly.

HOW WE USE YOUR PERSONAL INFORMATION

We will use your personal information:

- To verify your identity
- To provide services and products to you
- To market our services and products to you, including contacting you electronically (e.g. by text or email for this purpose)
- To improve the services and products that we provide to you
- To bill you and to collect money that you owe us, including authorising and processing credit card transactions
- To respond to communications from you, including a complaint
- To conduct research and statistical analysis (on an anonymised basis)
- To protect and/or enforce our legal rights and interests, including defending any claim
- For any other purpose authorised by you or the Act.

DISCLOSING YOUR PERSONAL INFORMATION

We may disclose your personal information to:

- Clubs New Zealand Incorporated
- Any business that supports our services and products, including any person that hosts or maintains any underlying IT system or data centre that we use to provide the website or other services and products
- Other third parties (for anonymised statistical information)
- A person who can require us to supply your personal information (e.g. a regulatory authority)
- Any other person authorised by the Act or another law (e.g. a law enforcement agency)
- Any other person authorised by you.

PROTECTING YOUR PERSONAL INFORMATION

We will take reasonable steps to keep your personal information safe from loss, unauthorised activity, or other misuse.

ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION

Subject to certain grounds for refusal set out in the Act, you have the right to access your readily retrievable personal information that we hold and to request a correction to your personal information. Before you exercise this right, we will need evidence to confirm that you are the individual to whom the personal information relates.

In respect of a request for correction, if we think the correction is reasonable and we are reasonably able to change the personal information, we will make the correction. If we do not make the correction, we will take reasonable steps to note on the personal information that you requested the correction.

If you want to exercise either of the above rights, email us at theclub@cossie.org.nz. Your email should provide evidence of who you

are and set out the details of your request (e.g. the personal information, or the correction, that you are requesting).

INTERNET USE

While we take reasonable steps to maintain secure internet connections, if you provide us with personal information over the internet, the provision of that information is at your own risk.

[If you post your personal information on the website's [message board/facebook/chat room], you acknowledge and agree that the information you post is publicly available.]

If you follow a link on our website to another site, the owner of that site will have its own privacy policy relating to your personal information. We suggest you review that site's privacy policy before you provide personal information.

[We use cookies (an alphanumeric identifier that we transfer to your computer's hard drive so that we can recognise your browser) to monitor your use of the website. You may disable cookies by changing the settings on your browser, although this may mean that you cannot use all of the features of the website.]