



RULES OF UNIVERSITY OF CANTERBURY HOCKEY CLUB

THE SOCIETY

1.0 Name

- 1.1 The name of the society is University of Canterbury Hockey Club Incorporated (“the Club”).
1.2 The Club is constituted by a resolution dated 06/09/2019.

2.0 Registered Office

- 2.1 The Registered Office of the Club is Haere-Roa 2nd Floor/90 Ilam Road, Riccarton, Christchurch 8041.

3.0 Objectives of the Club

- 3.1 The purposes of the Club are to:
- (a) Serve as a not-for-profit hockey club for the Canterbury community, including the tertiary institutions;
 - (b) Promote in equal measure, players of different competitiveness, gender and age within the club, recognising therein that each group represents an equally important aspect of the Club;
 - (c) Be affiliated with New Zealand Hockey Federation, the Canterbury Hockey Association and the University of Canterbury Students’ Association;
 - (d) Promote, enter and maintain teams in competitions held by Canterbury Hockey Association, University of Canterbury Students’ Association, University and Tertiary Sports New Zealand, New Zealand Hockey or any other association as may be likely to further the objectives of the Club;
 - (e) Further the social interests of the Club Members;
 - (f) Subscribe to, or become a member of, or co-operate with any club whether incorporated or not, whose objectives are altogether or in part similar to those of this Club and to procure from, and/or communicate to, any such club such information as is likely to further the objectives of this Club, in the opinion of the Committee;
 - (g) Enter into any agreement for any real or personal property and any rights or privileges which the Club deems necessary for the purpose of attaining the objectives of the Club or promoting the interests of the Club and/or its Members; and
 - (h) Do anything necessary or helpful to the above purposes.
- 3.2 Pecuniary gain is not an objective of the Club.

MANAGEMENT OF THE CLUB

4.0 Managing Committee

- 4.1 The Club shall have a managing committee (“the Committee”). They shall conduct the business of the club, including:
- (a) Administer, manage, and control the Club;
 - (b) Carry out the purposes of the Club, and use Money or Other Assets to do that;
 - (c) Manage the Club’s bank accounts;
 - (d) Ensure that all Members follow the Rules;
 - (e) Decide the times and dates for Meetings, and set the agenda for Meetings;
 - (f) Decide the procedures for dealing with complaints;
 - (g) Set Membership fees, including subscriptions and levies;
 - (h) Appoint and remove team selectors, coaches and managers in all grades;
 - (i) Make regulations; and
 - (j) Enter into any transactions/contracts on behalf of the club as required.

- 4.2 The Committee has all of the powers of the Club, unless the Committee's power is limited by these Rules, or by a majority decision of the Club.
- 4.3 The Committee shall have the power to delegate any of its powers to sub-committees, each of which shall not have fewer than three members. These members can include Committee Members or any other Member.
- 4.4 The Committee (or any sub-committee) must consider the long-term viability of the Club when making all spending and subscription decisions.
- 4.5 Decisions of the Committee (or any sub-committee) bind the Club, unless the Committee's power is limited by these Rules or by a majority decision of the Club.

5.0 Committee Membership

- 5.1 The Committee shall consist of a number of Committee Members deemed sufficient by the Operations Committee to carry out the Committee business, but no fewer than three Committee Members.
- 5.2 The Committee will comprise of the following persons:
 - (a) The President;
 - (b) The Secretary;
 - (c) The Treasurer; and
 - (d) Other Committee Members as the Committee shall decide.
- 5.3 Only Members of the Club may be Committee Members.

6.0 Named Roles of Committee Members

- 6.1 The Committee shall have the following named Committee Members. The same person cannot hold more than one named role at any given time.
- 6.2 The President's role is to:
 - (a) Ensure that the rules are followed;
 - (b) Convene meetings;
 - (c) Chair Meetings, or deputise where necessary;
 - (d) Cast the deciding vote in the event of voting being even;
 - (e) Oversee the operation of the Club;
 - (f) Give a report on the operation of the Club at each Annual General Meeting;
 - (g) Advise the Registrar of Incorporated Societies of any alteration to the Rules;
 - (h) Ensure that the relationships with external stakeholders and other parties are maintained and developed;
 - (i) Ensure the integrity of the Club is upheld and work closely with the Committee to ensure the general success of the Club.
- 6.3 The Secretary's role is to:
 - (a) Record the minutes of meetings, or deputise when necessary;
 - (b) Keep the Register of Members' names and contact details;
 - (c) Hold the Club's records, documents, and books;
 - (d) Receive and reply to correspondence as required by the Committee;
 - (e) Assist the President wherever necessary in maintaining correspondence with other parties and developing relationships with stakeholders.
- 6.4 The Treasurer's role is to:
 - (a) Collect and receive all payments made to the Club;
 - (b) Disburse all monies of the Club under authority of the Committee;
 - (c) Keep a true and accurate record in the Club's account book, so that the Club's financial situation can be clearly understood at any point in time;
 - (d) Give a financial report and statement of accounts (including an Income and Expenditure Account and Balance Sheet) at each Annual General Meeting, and more often if either the Committee or a majority of the Club decide this in a Meeting;
 - (e) Forward the annual financial statements for the Club to the Registrar of Incorporate Societies upon approval of the Members at an Annual General Meeting;
 - (f) Create a budget and set membership fees, for approval by the Committee.

Any transaction over the value of \$999, which is not for normal club payments (e.g. turf hire, match fees, other fees which the Committee has implicitly or explicitly agreed to fund), is not to be entered into until authorised by the Committee.

7.0 General Committee Members

- 7.1** In addition to the named roles, if there are more than three elected to the Committee then the roles of the additional Committee Members will be defined by the President, Secretary and Treasurer to meet the objectives of the Club. These Committee Members will be referred to as General Committee Members and shall have the same voting rights as other Committee Members.
- 7.2** Roles allocated to these General Committee Members may include, but are not limited to, funding, development, coaching, umpiring, sponsorship, special projects, marketing, and recruitment.
- 7.3** Positions may be held concurrently and with any other role except as stated in Section 6.1.

8.0 Appointment of Committee Members

- 8.1** Nominations for members of the Committee shall be called for at least 14 days before a General Meeting. Each candidate shall be proposed and seconded in writing by Members and the completed nomination delivered to the Secretary. Nominations shall close at 5pm 2 days before the Annual General Meeting. The Secretary shall post all nominations on a suitable forum at least 24 hours before the Annual General Meeting.
- 8.2** All retiring Committee Members shall be eligible for re-election.
- 8.3** The decision of which candidate will hold a particular committee role shall be decided by majority vote by those present at the Annual General Meeting.
- 8.4** No member shall qualify for election as a Committee Member unless:
- (a) Present in person at the Annual General Meeting or has sent written consent;
 - (b) They have been a member of the club for a minimum of one season, or less than one season at the discretion of the outgoing Committee.
- 8.5** Additional eligibility requirements are as follows:
- (a) President:
 - (i) in order to be eligible for election the presidential candidate must have at least one (1) term (or season) on the Committee prior to election, or must have a 75% confidence vote from the outgoing Committee; and
 - (ii) the President shall stand for no more than five (5) consecutive seasons, and at the end of this period must stand down, unless that would leave the role vacant, in which case they can continue to act until a replacement is appointed.
 - (b) Secretary: in order to be eligible for election the secretarial candidate must have served at least one (1) term (or season) on the Committee prior to election, or must have a 75% confidence vote of the outgoing Committee;
 - (c) Treasurer: in order to be eligible for election the treasury candidate must have served at least one (1) term (or season) on the Committee, or must have a 75% confidence vote from the previous Committee.
 - (d) Other Committee Members should have the skills for the positions required by the Committee, but do not require previous Committee experience.
- 8.6** If the position of any Committee Member becomes vacant between Club meetings, the Committee may appoint another Committee Member to fill that vacancy until the next Club Meeting. The fulfilment of the vacancy shall be by way of unanimous decision of the Committee.
- 8.7** The Committee shall have the power to co-opt any person or persons for such time and for such poses as it deems fit. No such co-opted person shall have the right to vote.

9.0 Cessation of Committee Membership

- 9.1** Each Committee Member shall hold office until:
- (a) The next Annual General Meeting;
 - (b) They resign giving written notice to the Committee; or
 - (c) They are removed by a majority vote of the Club at a Club Meeting.

- 9.2 If any Committee Member is absent from three consecutive meetings without leave of absence the President may declare that person's position vacant.
- 9.3 If it is decided by any three members, one of whom must be the President, Treasurer or Secretary, that a Committee Member is in serious breach of their duty then the matter may be referred to the Advisory Board and expulsion from the Committee may result. Such indiscretions may include, but are not limited to, privacy breaches, harassment, unauthorised agency breaches, bringing the club into disrepute or any other offence deemed serious by the Committee.
- 9.4 If a person ceases to be a Committee Member, that person must within one month give the Committee all Club documents and property, and transfer passwords and authorization to any club accounts which they possess.

10.0 Meetings of the Committee

- 10.1 The Committee shall meet at such times as may be deemed necessary for the transaction of General Business. The President or any two members of the Committee shall have the power at all times to instruct the Secretary to call a meeting. The Secretary shall call such meetings within an agreed reasonable time frame being given to Committee Members.
- 10.2 Where there is an actual, potential or perceived conflict of interest between a Committee Member and a decision being made, steps must be taken to mitigate the actual, potential or perceived conflict of interest.

ADVISORY BOARD MEMBERSHIP

11.0 Role of the Board

- 11.1 The role of the Advisory Board is to oversee the management of the Club at an advisory level and shall act to facilitate the Committee wherever necessary.
- 11.2 The Advisory Board shall be responsible for any large assets (valued at >\$50k at the time of purchase) that the Club owns.
- 11.3 The Advisory Board shall resolve any disputes and disciplinary matters of the Committee.

12.0 Appointment of Advisory Board Members

- 12.1 The Advisory Board shall consist of a minimum of three members, plus the President or Secretary or Treasurer of the Committee.
- 12.2 Candidates shall be nominated and seconded at the Annual General Meeting.
- 12.3 Candidates shall be elected by the majority vote of Members present at the Annual General Meeting.
- 12.4 Retiring Advisory Board Members shall be eligible for re-election.
- 12.5 The following candidates are eligible for election as Advisory Board Members:
- (a) The most immediate past or outgoing, Secretary or Treasurer;
 - (b) Previous club presidents;
 - (c) Up to two Life Members of the Club;
 - (d) a paid employee of the University of Canterbury who's role includes sports or club management;
 - (e) A co-opted Financial Auditor with no voting rights; and
 - (f) Where the above cannot be found, anyone else deemed suitable by the Committee.
- 12.6 If any vacancy shall occur on the Advisory Board, at the next General Meeting of Members the Members may appoint a Member to fill such vacancy for the unexpired term of office.

13.0 Termination of Advisory Board Members

- 13.1 By rotation, half of the Advisory Board must stand for re-election each year. Termination of term applies at Annual General Meeting and a new term starts with re-election.
- 13.2 Other Advisory Board Members elected shall hold office until the next Annual General Meeting or until they resign their office, whichever occurs first.

CLUB MEMBERSHIP

14.0 Types of Members

14.1 A Member is either an Ordinary Member or a Life Member, but not an Honorary Member.

14.2 An Ordinary Member has the rights and responsibilities set out in these Rules.

14.3 A Life Member is a person who acknowledged as a longstanding Member of the Club. A Life Member has all the rights and responsibilities of an Ordinary Member (including the right to vote).

14.4 An Honorary Member is a person who is acknowledged as providing or having provided important services to the Club. An Honorary Member has none of the rights and privileges of a Member.

15.0 Obligations of Members

15.1 All Members shall promote the purposes of the Club and shall do nothing to bring the Club into disrepute.

16.0 Admission of Members

16.1 Any person, upon accepting the written or electronic invitation of the Club, shall be bound by the written or electronic invitation and shall become an Ordinary Member of the Club and is therein accepting of the fees and terms and conditions of being a Member of the Club. An invitation should include an estimation of fees and any other pertinent information relating to their membership. An invitation for membership will be impliedly accepted if a Member continues to participate in club activities.

16.2 Membership shall consist of the following personnel:

- (a) Players;
- (b) Coaches;
- (c) Team Managers; and
- (d) Anyone else, as deemed appropriate by the Committee.

16.3 An Ordinary Member may become a Life Member only if:

- (a) The Committee recommends that the Club should appoint the Ordinary Member as a Life Member; and
- (b) The Club passes a resolution appointing the Ordinary Member as a Life Member by two-thirds majority of those Members present and voting at the Annual General Meeting. Life Membership should be awarded for long and/or outstanding service to the Club or to the game.

16.4 No greater than ten (10) life members in addition to the Club's foundation members shall be granted Honorarium during any season.

16.5 A Register of Life Members will be kept by the Secretary.

16.6 Life Members shall be entitled to the same financial or playing privileges (if any) as the Advisory Board Members.

17.0 Cessation of Membership

17.1 Any Member may resign by giving written notice to the Secretary.

17.2 A Member will be deemed to have resigned if after a certain period of time (at the discretion of the Operations Committee) it is deemed that the Member is no longer an active and participating Member of the club.

17.3 Any Membership may also be terminated by the Committee for the following reasons:

- (a) Expulsion for misconduct or non-payment of subscriptions; or
- (b) Any other reason deemed by the Committee to be sufficient.

17.4 The power to expel shall be exercised by the Committee, but the expelled person shall have the right to appeal to the Advisory Board.

17.5 Nothing in the above excuses the Member of their financial, or otherwise, obligations to the Club.

18.0 Re-Admission of Former Members

18.1 Any former Member may be readmitted in the same way as a new applicant, but if the former Member's Membership was terminated by the Committee under Section 17.3, the applicant shall not be readmitted without the approval of the Committee by majority vote.

19.0 The Register of Members

19.1 The Secretary shall keep a Register of Members, which shall contain the names and contact details of all Members, and the dates at which they became Members.

19.2 If a Member's contact details change, that Member shall give the new contact details to the Secretary.

19.3 Each Member shall provide such other details as the Secretary requires.

19.4 The Register of Members should be accessible by the Secretary, President and Treasurer for the purpose of obtaining the information. General Committee Members shall be given access to the extent necessary for the fulfilment of their role, as deemed appropriate by the Secretary.

MONEY AND OTHER ASSETS

20.0 Use of Money and Other Assets

20.1 The Club may only use Money and other Assets if:

- (a) It is for the purpose of the Club;
- (b) It is not for the sole personal or individual benefit of any Member; and
- (c) That use has been approved by either the Committee or by majority vote of the Club.

21.0 Subscriptions

21.1 Members shall pay subscriptions as decided by the Committee.

21.2 The subscriptions shall be due and payable on a date determined by the Committee for each year. Payments after this date may incur a penalty, as decided by the Committee.

21.3 The Committee shall have the power to remit the whole or any part of any subscription or allow time for payment thereof.

21.4 At the discretion of the Committee, any person failing to pay their subscription before the due date shall be:

- (a) Barred from voting;
- (b) Blocked from being transferred to other hockey clubs; and
- (c) Declared un-financial and their name forwarded to the Canterbury Hockey Association; until such time as the subscription, together with any late fee, is paid, unless extension of time to pay has been given. In any such case, they shall be entitled to vote and not declared un-financial within such extended time.

21.5 The Committee may use the Register of Members to deliver subscriptions. Notice of subscriptions are considered as delivered if delivered using the Member's most recent supplied details.

22.0 Control and Investment of Funds

22.1 All monies received by or on behalf of the Club shall be paid to the credit of the Club at such Bank or Banks as the Committee appoint. All cheques and withdrawal slips are drawn on the account shall be signed by any two of the President, Secretary and Treasurer. In the event of electronic transaction, such transactions shall be authorised by any two of the President, Secretary and Treasurer.

22.2 The Committee may authorise the President, Secretary or Treasurer to spend without reference to the Committee from time to time. All amounts spent this way shall be reported in the next Committee Meeting.

22.3 The Club shall, in addition to other powers vested in it, have a power to borrow or raise money from time to time by the issue of debentures, bonds mortgages or any other security funded or based on all or any of the property and/or rights the Club owns. These powers of borrowing or raising money shall not be exercised except by unanimous vote of the Committee.

22.4 The Club may from time to time invest and re-invest in such securities and upon such terms as it thinks fit, the whole or any part of its funds, which shall not be required for the immediate business of the Club. For the purpose of management of these funds, the Advisory Board shall hold authority to give the Committee these funds but may not spend such funds themselves. The application for such funds must be in writing to the Advisory Board and will only be distributed to the Committee when it is deemed in the interest of the Club's long-term performance.

23.0 Financial Year

23.1 The financial year of the Club begins on 1 January of every year and ends on 31 December of the same year, to align with the hockey season.

24.0 Budget and Reporting

24.1 The budget and subscriptions shall be the responsibility of the Treasurer and signed off by the Committee.

24.2 The Treasurer shall deliver quarterly financial updates to the Committee for the purpose of monitoring the Club's progress.

25.0 Appointing a Financial Review

25.1 The Club (at an Annual General Meeting) or the Committee (at a Committee Meeting) shall appoint someone, or a suitable organisation, to review the Club ("the Reviewer"). The Reviewer shall review the Club's accounts and shall certify they are correct.

25.2 The Reviewer shall be eligible for re-election.

CONDUCT OF MEETINGS

26.0 Club Meetings

26.1 A Club Meeting is either an Annual General Meeting or Special General Meeting.

26.2 The Annual General Meeting is held once every year. The Committee shall determine when and where the Club shall meet.

26.3 Special General Meetings may be called by the Committee. The Committee must call a Special General Meeting if the Secretary receives a written request signed by at least a quarter of the Members.

26.4 The Secretary shall give Members at least 14 days written notice of:

- (a) The business to be conducted at any Club meeting;
- (b) A copy of the Statement of Accounts, if the Club Meeting is an Annual General Meeting;
- (c) A list of Nominees for the Committee and Advisory Board and information about those Nominees if it has been provided to the Committee;
- (d) Notice of any motions and the Committee's recommendations about those motions. If the Secretary has sent notice to all Members in good faith, the Meeting and its business will not be invalidated simply because one or more Members do not receive the notice; and
- (e) Invitations to nominate a Life Member.

26.5 All Members may attend and vote at Club Meetings.

26.6 No Club Meeting shall be held unless 25% of Members attend.

26.7 All Club Meetings shall be chaired by the President. If the President is absent, the Secretary shall chair the Club Meeting. If the Secretary is also absent, the Club shall elect another Committee Member to chair that meeting. Any person chairing at a Club Meeting has the casting vote.

26.8 On any given motion at a Club Meeting, the President shall in good faith determine whether to vote by:

- (a) Voices;
- (b) Show of hands; or
- (c) Secret ballot.

However, if any Member demands a secret ballot before a vote by voices or show of hands has begun, voting must be by secret ballot. If a secret ballot is held, the President will have the casting vote.

26.9 The business of an Annual General Meeting shall be:

- (a) Any minutes of the previous Meeting;
- (b) The President's report on the business of the Club;
- (c) The Treasurer's report on the finances of the Club, and the Statement of Accounts;
- (d) Election of Committee Members;
- (e) Election of Advisory Board Members;
- (f) Motions to be considered;
- (g) General business; and
- (h) Approval of plans for the balance of the current or next calendar years.

27.0 Motions of Club Meetings

- 27.1** Any Member may request that a motion be voted on (“Member’s Motion”) at a particular Club Meeting, by giving written notice to the Secretary at least 48 hours before the Club Meeting. The Member may also provide information in support of the Member’s Motion (“Member’s Information”). The Committee may in its absolute discretion decide whether or not the Club will vote on the Motion. However, if the Member’s Motion is signed by at least 25% of all Members:
- (a) It must be voted on at the Club Meeting chosen by the Member, and
 - (b) The Secretary must give the Member’s Information to all Members at least 14 days before the Club Meeting chosen by the Member; or
- If the Secretary fails to do this, the Member has the right to raise the motion at the following Club Meeting.
- 27.2** The Committee may also decide to put forward motions for the Club to vote on (“Committee Motion”).

28.0 Committee Meetings

- 28.1** No Committee Meeting may be held unless more than half of the Committee Members attend.
- 28.2** The President shall chair Committee Meetings, or if the President is absent they may delegate to another Committee Member.
- 28.3** Decisions of the Committee shall be by majority vote.
- 28.4** The chair of the meeting has the casting vote in the event of a tied vote.
- 28.5** Only Committee Members present at a Committee Meeting may vote at that Committee Meeting.
- 28.6** Subject to these Rules, the Committee may regulate its own practices.

SIGNING OF DOCUMENTS

29.0 Signing of Documents

- 29.1** A document shall be executed on behalf of the Club if the document is signed by any two of the President, Secretary or Treasurer.
- 29.2** The Committee may, by resolution, agree to give other Committee Members the authority to execute documents on behalf of the club provided it is co-signed by one of the President, Secretary or Treasurer.

ALTERING THE RULES

30.0 Altering the Rules

- 30.1** The Club may alter or replace these Rules at a Club Meeting by a resolution passed by a majority of those Members present and voting.
- 30.2** Any proposed motion to amend or replace these Rules shall be signed by at least 10 Members and given in writing to the Secretary at least 10 days before the Club Meeting at which the motion is to be considered and accompanied by a written explanation of the reasons for the proposal.
- 30.3** At least 5 days before the Club Meeting at which any rule change is to be considered, the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has.
- 30.4** When a Rule change is approved by the Club, the Committee shall cause to be filed with the Registrar of Incorporate Societies advice on the Rules changes in the required form. No Rule change shall take effect until this is done.
- 30.5** The recession of Rules shall not affect anything done or purported to have been done under those Rules whilst in effect. Furthermore, all decisions previously made are confirmed notwithstanding any irregularity or defect that may have existed under the rescinded rules.

WINDING UP

31.0 Winding Up

- 31.1** The Club may be wound up voluntarily if the Club, at a Club Meeting, passes a resolution requiring the Club to be wound up and a resolution is confirmed at a subsequent Club Meeting

called together for that purpose, and held not earlier than thirty days after the date on which the meeting was passed.

31.2 No addition to or alteration of the pecuniary profit clause or the winding up of the club shall be approved without the Inland Revenue Department's approval.

31.3 If the Club is wound up:

- (a) The Club's debts, costs and liabilities shall be paid;
- (b) Surplus Money and Other Assets of the Club may be disposed of:
 - (i) By resolution; or
 - (ii) According to the provisions in the Incorporate Societies Act 1908; but
- (c) No distribution may be made to any Member;
- (d) The surplus Money and Other Assets shall be distributed to the University of Canterbury Students' Association or Canterbury Hockey Association according to the suitability of the assets.

EXTERNAL AFFAIRS

32.0 Promotion and Social Media

32.1 The Committee are all expected to act in a responsible manner that upholds the reputation, morals and ideas of the Club and its Rules.

32.2 Prudent judgement must be displayed in relation to the use of social media to promote the Club to ensure that use of social media does not constitute or condone: illegal activities, violence, distasteful or socially unacceptable content or practices.

33.0 Interaction with Other Clubs

33.1 The Club will, where practicable and mutually beneficial, seek to cooperate and work in association with other clubs.

33.2 The Club will in no way intentionally slander any other club, organisation or individual.

33.3 Should disagreements or tensions arise with another club and/or organisation, the Committee will take practical steps to resolve these issues through open dialogue, mediation and, if required, Canterbury Hockey Association intervention in a civilised manner and behind closed doors.

33.4 Discretion should be exercised by all Committee Members in any public forum involving disclosure of information to media or undertaking any action that will discredit the Club, Canterbury Hockey Association, the University of Canterbury Students' Association, or any other club, under the specific umbrella of the Club as a representative.

34.0 Delegates

34.1 At the Annual General Meeting or Committee Meeting there may be appointed such numbers of delegates to the Canterbury Hockey Association, University of Canterbury Students' Association and relevant associations as are permitted by their rules.

35.0 Colours

35.1 The Club colours are maroon and gold (primary), black, grey and white (secondary). Uniforms will be any combination of these colours as approved by the Committee.

36.0 Club Trophies

36.1 All Club Trophies shall always remain the property of the Club.

INTERPRETATION

37.0 Definitions

37.1 In these Rules:

- (a) "Cheque" means a personal cheque or a bank cheque.
- (b) "Club Meeting" means an Annual General Meeting or Special General Meeting, but not a Committee Meeting.
- (c) "Committee" means the Committee of the Club.
- (d) "Committee Meeting" means a meeting of the Committee.
- (e) "Committee Member" means any Member who is on the Committee.

- (f) "Majority vote" means a vote made by more than half of the Members who are present at the Meeting.
- (g) "Money or Other Assets" means any real or personal property or interest therein, owned or controlled to any extent by the Club.
- (h) "Payment" means any transfer of legal tender by cash, electronic transfer, bank cheque, or any other means of legal tender, and includes payment by personal cheque.
- (i) "Rules" means these rules, being the rules of the Club.
- (j) "Use Money or Other Assets" means to use, handle, invest, transfer, give, apply, expend, dispose of, or in any other way deal with Money or Other Assets.
- (k) "Written Notice" means hand-written, printed or electronic communication of words or a combination of these methods.