



# RULES of HamLUG – Vers.1.1.5

## 1. Name

- 1.1. The Name of the LUG is HamLUG. HamLUG stands for Hamilton Lego User Group
- 1.2. The HamLUG is constituted by the following rules, approved by the executive committee on 1st of January 2017

## 2. The goal of the LUG:

- 2.1. Support AFOL 18+ (Adult Fan of Lego) and T TFOL 16+ (Teen Fan of Lego) community
- 2.2. Enable access to AFOL & TFOL to get together as a club to meet, share, participate and grow the community within this hobby
- 2.3. Using our passion for Lego® to make a difference within the community and inspire all people to develop their passions in order to do the same
- 2.4. Producing creative Lego® events and inspiring others in the fields of Science Technology Engineering and Mathematics (STEM), education and visual art
- 2.5. Pecuniary gain is not a purpose of the LUG, but the LUG will hold a non-profit account to fund for general purposes as approved by the committee
- 2.6. Co-operate with, give donations to or assist any other organization the purpose of which is to promote the same goals of the LUG when possible.
- 2.7. To do all such other things as are reasonably necessary or incidental to promote the goals of the LUG.

## 3. Membership:

- 3.1. There are four categories of membership within HamLUG:
- 3.2. All members will be added to the HamLUG Facebook Group and the membership list.  
Members are defined as follow
  - 3.2.1. Full AFOL (Adult Fan of Lego) - Membership is for adult members 18 years or older who intend on being active members, attend LUG related activities and have paid the membership fees
  - 3.2.2. Full TFOL (Teen Fan of Lego) - Membership is for teenage members between 16-17 years of age who intend on being active members and attend LUG related activities
  - 3.2.3. Associate Member – Nonvoting member who is associated to HamLUG, or who are already registered with another LUG and/or want to maintain contact but not active
  - 3.2.4. Junior Member - are members under the age of 16. It is mandatory that Junior Members are supervised by a caregiver at all events, HamLUG is not responsible to the care of Junior members. Application for Junior Members can be made via written request and

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needs approval from the committee. Junior Member status does not qualify for any of the Full AFOL Member benefits

#### 4. Membership General Rules

- 4.1. The amount of the annual subscription is set by the Committee in September for the following calendar year.
- 4.2. A member can cancel his/her membership at any time by sending a written notice to the Committee
- 4.3. Only Full AFOL/TFOL Members are eligible for LUG benefits offered by or on behalf of the LUG.
- 4.4. Membership Termination
  - 4.4.1. If, for any reason whatsoever, by Majority vote, the officers are of the view that a member is breaching the rules or acting in a manner inconsistent with the purposes of the LUG, the officers may give written notice of this to the member (“the Committee’s Notice”). This is the first step for the termination process.
- 4.5. The Committee’s Notice must:
- 4.6. Explain how the member has/is breached/ing the rules or acting in a manner inconsistent with the purposes of the LUG
- 4.7. State what the member must do in order to remedy the situation; or state that the member must write to the officers giving reasons why the officers should not terminate the member’s membership.
- 4.8. State that if, within 14 days of the member receiving the Committee’s Notice, the officers are not satisfied, the officers may in its absolute discretion immediately terminate the member’s membership.
- 4.9. State that if the officers terminate the member’s membership, the member may appeal to the LUG.
- 4.10. Second step of termination process: 14 days after the member has received the Committee’s Notice, the officers may in its absolute discretion (by majority vote) terminate the member’s membership by giving the member written notice (“Termination Notice”), which takes immediate effect. The Termination Notice must state that the member may appeal to the LUG at the next meeting by giving written notice to the Secretary (“Member’s Notice”) within 14 days of the member’s receipt of the Termination
  - 4.10.1. Notice.
- 4.11. Third step of termination process: If the member gives the Member’s Notice to the Secretary, the member will have the right to be fairly heard at the next LUG meeting. If the member chooses, the member may provide the Secretary with a written explanation of the events as the member sees them (“the Member’s Explanation”). The member may require the Secretary to give the Member’s
  - 4.11.1. Explanation to every other member within 7 days of the Secretary receiving the Member’s Explanation. If the member is not satisfied that the other LUG members have not had sufficient time to consider the Member’s Explanation, the member may defer his or her right to be heard until the following LUG meeting.

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- 4.12. When the member is heard at a LUG meeting, the LUG may question the member and the officers.
  - 4.13. The LUG shall then by majority vote decide whether to let the termination stand, or whether to reinstate the member. The LUG's decision will be final.

## 5. Officers

- 5.1. The affairs of the LUG shall be entrusted to a committee comprising of three named officers and four general committee officers. The three named officers are: President, Treasurer, Secretary. The four general committee officers will assist the named officers with the running of the LUG and take on roles as required.
- 5.2. The named officer positions of President, Treasurer and Secretary will be elected through open nominations at the Annual General meeting.
- 5.3. The four general committee officers will be elected through open nominations at the Annual General meeting
- 5.4. The specific details of roles to be performed for each general committee officer will be determined at the first committee meeting and are subject to change at the committee's discretion. These roles may include, but are not limited to:
  - 5.4.1. Webmaster
  - 5.4.2. LUG Liaison
  - 5.4.3. Event Coordinator
  - 5.4.4. LEGO Ambassador
  - 5.4.5. Vice President
- 5.5. Only Current AFOL Members of the LUG may hold an officer post on the committee.
- 5.6. Members who are already on a committee or in a management role at another LUG are not eligible to hold an officer post at HamLUG.
- 5.7. The officers shall serve a term of one year and at the following Annual General Meeting they will be deemed to have resigned from the committee.
- 5.8. An officer can be re-elected to any position, including those previously held, if successfully nominated and elected.
- 5.9. In the event of the number of candidates for an officer position exceeding the number required, a secret ballot shall be held to elect the officer(s).
- 5.10. If a person ceases to be an officer, that person must within one month give to the other officers all society documents and property.

## 6. Roles of the officers

- 6.1. The President's responsibilities:
  - 6.1.1. Manage Committee meetings and establish if a quorum is present
  - 6.1.2. Manage the annual general meeting and any special general meetings that are required
  - 6.1.3. Represent the LUG at local, regional and national levels or appoint a representative.
  - 6.1.4. Act as a facilitator for LUG/group activities.

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6.1.5. Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

6.1.6. Overseeing the management of the small LUG shows throughout the year.

6.1.7. Maintain registers of members' names and addresses, life members, and sponsors

6.1.8. To take an active role in the organizing of the LUG shows.

6.1.9. Represent the LUG at HamLUG shows and other prominent LUG Shows.

6.2. The Treasurer's responsibilities:

6.2.1. Prepare an annual budget, and monitor against it, for the LUG

6.2.2. Maintain all the LUG's financial documentation.

6.2.3. Maintain the LUG asset register

6.2.4. Make sure financial reports are available and understood at all Committee meetings

6.2.5. Show evidence that money received is banked and documentation provided for all money paid out.

6.2.6. Produce an annual financial report for the AGM

6.2.7. Send out accounts.

6.2.8. Pay the bills.

6.2.9. Attend LUG shows to manage takings and bank them or arrange an officer to do this. To take an active role in the organizing of the LUG shows.

6.2.10. Represent the LUG at HamLUG shows and other prominent LUG Shows

6.3. The Secretary's responsibilities:

6.3.1. Prepare the agenda for LUG meetings in consultation with the committee.

6.3.2. Coordinate, including venue, date, times, and hospitality; all LUG meetings.

6.3.3. Send adequate notice of the Committee meetings.

6.3.4. Call for and receive nominations for officers for the LUG at the AGM.

6.3.5. Take the minutes of meetings.

6.3.6. Write and distribute the minutes of meetings in a timely manner.

6.3.7. Read, reply, and file correspondence promptly.

6.3.8. Collate and arrange for the printing of the annual report.

6.3.9. Maintain legal documents such as constitutions.

6.3.10. To take an active role in the organizing of the LUG shows.

6.3.11. Represent the LUG at HamLUG shows and other prominent LUG Shows.

6.4. The general committee responsibilities:

6.4.1. Attend LUG committee meetings and take an active role in the management of the LUG

6.4.2. Perform the tasks set out for any general committee officer appointments as decided by the committee

6.4.3. To take an active role in the organizing of the LUG shows.

6.4.4. Represent the LUG at HamLUG shows and other prominent LUG Shows.

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6.5. Officers Responsibilities can be shared and or delegated but must be overseen/controlled/supervised by the Officer in charge.

7. General committee officer appointments

7.1. LUG Liaison:

7.1.1. Liaise with other LUG's in New Zealand and abroad to establish, strengthen and maintain positive relationships.

7.1.2. Look for opportunities to collaborate with other LUG's on projects and shows.

7.1.3. To ensure all relevant shows from other NZ based LUG's are posted on HamLUG's website in the events section.

7.1.4. To promote HamLUG, its members, and assets to other LUGS to enhance the best interests of the AFOL and LEGO community.

7.2. Event Coordinators responsibilities

7.2.1. Maintain a yearly schedule of LUG events based on an event roughly every 6 weeks.

7.2.2. To actively promote events to LUG members and those in the locality of the event.

7.2.3. To take or arrange for photographs of events to be uploaded to the web site or Facebook.

7.3. Webmaster

7.3.1. Maintain and update the LUG website [www.hamlug.co.nz](http://www.hamlug.co.nz)

7.3.2. Help the LUG with any technology issues.

7.3.3. Administer the LUG Facebook page

7.4. The LEGO Ambassador

7.4.1. Facilitate direct communications with LEGO Denmark.

7.4.2. 7.4.2 Manage any annual LUG bulk order.

7.4.3. To Facilitate special projects.

7.4.4. To relay all relevant communications from Lego Denmark to LUG members.

7.4.5. To Complete the annual LUG Report to Lego® within the timeframes required by TLG

7.5. The Vice President

7.5.1. To take over the Presidents responsibilities as described in 5.1 when the president is unavailable.

7.5.2. To help any officer if they are unable to complete their tasks.

8. General Rules

8.1. Members are expected to conform with all rules of HamLUG

8.2. At any time that HamLUG is recognized by The Lego Group as a Recognized LUG, then the Members are also expected to conform to the rules set by The Lego Group for a Recognized LUG. This includes but not limited to special rules set down in regards to resale of Lego® sets and elements of which TLG prohibits

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- 8.3. Members will not engage in mass purchasing Lego® product with the intention of resale at an inflated price (scalping). This includes using the member benefit and/or discounts to procure sets for the purposes of resale at a profit.
  - 8.4. Non-LUG events, on occasion as a Lego hobbyist members may be requested to attend smaller, private style events/exhibits such as at a library, school, shopping Centre etc. This activity is essential for any hobby group as it demonstrates commitment to the public and gains loyalty and trust. However, there are some considerations, any member participating in these activities must NOT intentionally or unintentionally represent the LUG. Representing the LUG, may include wearing LUG Polo's, show shirts, signage etc. or anything else that may lead any member of the public to believe the activity is supported by HamLUG. Please be aware, this is not trying to discourage this activity, merely ensuring that the LUG knows what happening and is able to maintain its image and professionalism. If any member wishes to represent the LUG in this capacity, reach out to the committee for support, the LUG may be able to assist with resources such as table cloths, signs, cards, models etc.
  - 8.5. Committee officers and their immediate families are excluded from winning any prizes provided by HAMLUG or its associates, where these prizes are judged by said committee officer(s). This includes but is not limited to: Internal competitions, building competitions, Show competitions, etc. An exception can be made when there is a majority agreement by participants that the committee officers have no unfair advantage and will then become eligible.

## 9. General Meeting

- 9.1. The annual general meeting of the HamLUG shall be held no later than the end of August of each year.
- 9.2. A special general meeting to be held within 28 days may at any time be called by the President or in his absence by the vice president.
- 9.3. Seven days' notice of any general meeting must be given to the members, stating the business, time and place of the such meeting.
- 9.4. At all general meetings of the LUG each Full paid member (over 18 years of age at time of meeting) present shall have one vote, and the President at any meeting shall have a casting as well as a deliberative vote. In absence of the President, Vice President receives the authority for this vote. All voting shall be by a show of hand if called for by one person present or by a secret ballot if demanded by at least five persons present. The LUG can be discontinued by a ¾ majority vote of all members.

## 10. The Register of Members

- 10.1. A register of members ("the register"), which shall contain the names, the email addresses, the telephone numbers and status of all members, and the dates at which they became members will be recorded. All Members will have rights to view and edit this record to keep it up to date.

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- 10.2. It is a member's responsibility to ensure correct and current contact information is recorded in the register
  - 10.3. Members shall have reasonable access to any information held about them as a member.
  - 10.4. The membership entry fee shall be \$10 to cover the cost of name bricks, all following years the membership fee will be \$5.

## 11. Finance

- 11.1. All moneys received by or on behalf of the LUG shall forthwith be paid to the credit of the LUG in an account with such bank as may from time to time be fixed by the LUG.
- 11.2. All expenses must be pre-approved by the treasurer.
- 11.3. The property, effects and money of the LUG shall belong to the LUG as a LUG and no member shall acquire any personal interest or individual interest in any of the property of the LUG by virtue of being a member of the LUG.
- 11.4. Any payments shall be reasonable and relative to that which would be paid in an arm's length transaction; namely being at an open market value
- 11.5. Any payments made to members shall be determined by the committee with due consideration to that members time, commitment, cost and quality of display and in fairness to all members.

## 12. Management of Conflict of Interest

- 12.1. This clause applies to situations where members of the LUG or any persons associated with the member are in a possible or actual position of conflict of interest between their responsibilities and obligations arising out of the rules of the LUG and their personal interests.
- 12.2. If any member of the LUG or person associated with the member is in such a position of conflict or possible conflict, then the member of the LUG must immediately inform the president of the LUG for a direction as to how to manage the said possible or actual conflict. Until the said member has received that direction from the President, that member must restrain from doing all things that place that member in such conflict.

## 13. Alteration of rules

- 13.1. Any of these rules may be added to, altered, rescinded or otherwise varied at the Annual General Meeting or at a special general meeting by a majority vote of those present.

## 14. Winding Up

- 14.1. If at any general meeting the members decide by majority of those present and entitled to vote that the LUG should be dissolved, the President shall call a Special General Meeting of the LUG of which not less than 30 clear days' notice shall be given to all members specifying the terms of any resolution to be proposed. If at such Special Meeting of the LUG it is decided by the majority of those present and entitled to vote that the LUG should be

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dissolved, the LUG shall be wound up. Any assets remaining after satisfaction of all proper debts and liabilities shall be distributed or applied to other local and recognized charitable societies which have the same goals as the LUG or to such other recognized charitable organizations which objects are such that it will be lawful for those assets to be distributed to those said organizations without placing the charitable status of the LUG in jeopardy.

15. Address for communication

- 15.1. Postal Address: 10 Magellan Rise,  
Flagstaff  
Hamilton 3210

or at such other place for the time being as shall be decided by the Committee.

- 15.2. Email Address: [hamlug@outlook.com](mailto:hamlug@outlook.com)  
15.3. Facebook Address via Hamilton Brick Show page:  
<https://www.facebook.com/HamiltonBrickShow/>  
15.4. WEB Address: [www.hamlug.co.nz](http://www.hamlug.co.nz)

16. Service of notice

- 16.1. Every notice required to be given to a member shall be deemed to have been duly delivered if posted to the member in a pre-paid letter or emailed to him/her at the member's last known place of address.

17. Saving clause

- 17.1. The proceedings of the officers or of any general meeting of members will not be invalidated solely by any inadvertent omission to give any member a notice required by the rules or any error or inadvertent omission in any notice of or procedure or any vacancy among or defect in the qualification or election of any member or officer.

18. Definitions and Miscellaneous matters in these Rules:

- 18.1. "Majority vote" means a vote made by more than half of the members who are present at a meeting and who are entitled to vote and voting at that meeting upon a resolution put to that meeting.  
18.2. "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by the LUG.  
18.3. "LUG Meeting" means any annual general meeting, or any special general meeting, but not an officers meeting.



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18.4. "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. v. "Written Notice" means communication by post, electronic means (including email, and website posting), or advertisement in periodicals, or a combination of these methods.

18.5. It is assumed that:

18.5.1. Where a masculine is used, the feminine is included

18.5.2. Where the singular is used, plural forms of the noun are also inferred

18.5.3. Headings are a matter of reference and not a part of the rules

18.5.4. Matters not covered in these rules shall be decided upon by the officers.

Signed on:

President \_\_\_\_\_

Committee member \_\_\_\_\_

Secretary \_\_\_\_\_

Committee member \_\_\_\_\_

Treasurer \_\_\_\_\_

Committee member \_\_\_\_\_

Committee member \_\_\_\_\_