

# Rules of All Blocks LEGO® User Group

## Version 1



### 1. Name

- 1.1. The Name of the LEGO User Group is All Blocks LEGO User Group (LUG).
- 1.2. The All Blocks LUG is constituted by the following rules, approved by the executive committee on 28 November 2019.

### 2. The goals of All Blocks LUG

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

### 3. Membership

- 3.1. All membership applications are to be approved by the Committee, and the applicant notified of the outcome.
- 3.2. There are four categories of membership within All Blocks LUG.

- 3.3. Membership to the All Blocks LUG Facebook Group will be available to all members on the membership list. Members are defined as follows:
- 3.3.1. 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.
  - 3.3.2. 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.
  - 3.3.3. Associate Member – Non-voting member who is associated with All Blocks LUG, or who are already registered with another LUG and/or want to maintain contact but not active.
  - 3.3.4. Junior Member – are Members under the age of 16. A caregiver must supervise Junior Members at all events; All Blocks LUG is not responsible for the care of Junior Members. Application for Junior Membership can be made via written request and needs approval from the Committee. Junior Members are non-voting members.
  - 3.3.5. “Active members” are members of All Blocks LUG who have participated in at least one All Blocks LUG show or attended at least three All Blocks meetings in the previous twelve months.
  - 3.3.6. A member becomes “inactive” if they have not fulfilled the requirements to be an active member.
  - 3.3.7. Inactive members remain on the Register of Members.

#### 4. Membership General Rules

- 4.1. The Committee sets the amount of the annual subscription 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 active AFOL/TFOL Members are eligible for LUG benefits offered by or on behalf of All Blocks LUG.
- 4.4. Inactive members are not eligible for LUG benefits offered by or on behalf of All Blocks LUG.

#### 5. Membership Termination

- 5.1. 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 All Blocks 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.
- 5.2. The Committee’s Notice must:

- 5.2.1. Explain how the member has/is breached/ing the rules or acting in a manner inconsistent with the purposes of All Blocks LUG.
- 5.2.2. State what the member must do 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.
- 5.2.3. 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.
- 5.2.4. State that if the officers terminate the member's membership, the member may appeal to All Blocks LUG.
- 5.3. The second step of the termination process:
  - 5.3.1. Fourteen 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.
  - 5.3.2. The Termination Notice must state that the member may appeal to All Blocks 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 Notice.
- 5.4. The third step of the termination process:
  - 5.4.1. If the member gives the Member's Notice to the Secretary, the member will have the right to be reasonably heard at the next All Blocks 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").
  - 5.4.2. The member may require the Secretary to give the Member's Explanation to every other member within seven days of the Secretary receiving the Member's Explanation. If the member is not satisfied that the other LUG members have had sufficient time to consider the Member's Explanation, the Member may defer his or her right to be heard until the next LUG meeting.
  - 5.4.3. When the member is heard at an All Blocks LUG meeting, All Blocks LUG may question the member and the officers. All Blocks LUG shall then by majority vote decide whether to let the termination stand, or whether to reinstate the member. All Blocks LUG's decision will be final.

## 6. Officers

- 6.1. The affairs of All Blocks LUG shall be entrusted to a committee comprising three named officers and five general committee officers. The three named officers are President, Treasurer and Secretary. The five general committee officers will assist the named officers with the running of All Blocks LUG and take on roles as required.

- 6.2. The named officer positions of President, Treasurer and Secretary, will be elected through open nominations at the Annual General meeting.
- 6.3. The five general committee officers will be elected through open nominations at the Annual General meeting.
- 6.4. 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:
  - 6.4.1. Webmaster
  - 6.4.2. LUG Liaison
  - 6.4.3. Event Coordinator
  - 6.4.4. LEGO Ambassador
  - 6.4.5. Vice President
- 6.5. Only active AFOL Members of All Blocks LUG may hold an officer post on the committee.
- 6.6. Members who are already on a committee or in a management role at another LUG are not eligible to hold an officer post at All Blocks LUG.
- 6.7. 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.
- 6.8. An officer can be re-elected to any position, including those previously held, if successfully nominated and elected.
- 6.9. 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).
- 6.10. If a person ceases to be an officer, that person must within one month give the other officers all society documents and property.

## 7. Roles of the officers

- 7.1. The President's responsibilities:
  - 7.1.1. Manage Committee meetings and establish if a quorum is present.
  - 7.1.2. Manage the annual general meeting and any special general meetings that are required.
  - 7.1.3. Represent All Blocks LUG at local, regional and national levels or appoint a representative.
  - 7.1.4. Act as a facilitator for All Blocks LUG/group activities.
  - 7.1.5. Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
  - 7.1.6. Overseeing the management of the small All Blocks LUG shows throughout the year.

- 7.1.7. Maintain registers of members' names and addresses, life members, and sponsors.
- 7.1.8. To take an active role in the organising of All Blocks LUG shows.
- 7.1.9. Represent All Blocks LUG at All Blocks LUG shows and other prominent LUG Shows.

7.2. The Treasurer's responsibilities:

- 7.2.1. Prepare an annual budget, and monitor against it, for All Blocks LUG.
- 7.2.2. Maintain all All Blocks LUG's financial documentation.
- 7.2.3. Maintain All Blocks LUG asset register.
- 7.2.4. Make sure financial reports are available and understood at all Committee meetings.
- 7.2.5. Show evidence that money received is banked and documentation provided for all money paid out.
- 7.2.6. Produce an annual financial report for the AGM.
- 7.2.7. Send out accounts.
- 7.2.8. Pay the bills.
- 7.2.9. Attend LUG shows to manage takings and bank them or arrange an officer to do this. To take an active role in the organising of All Blocks LUG shows.
- 7.2.10. Represent All Blocks LUG at All Blocks LUG shows and other prominent LUG Shows.

7.3. The Secretary's responsibilities:

- 7.3.1. Prepare the agenda for All Blocks LUG meetings in consultation with the committee.
- 7.3.2. Coordinate, including venue, date, times, and hospitality, all All Blocks LUG meetings.
- 7.3.3. Send adequate notice of the Committee meetings.
- 7.3.4. Call for and receive nominations for officers for All Blocks LUG at the AGM.
- 7.3.5. Take the minutes of meetings.
- 7.3.6. Write and distribute the minutes of meetings promptly.
- 7.3.7. Read, reply, and file correspondence promptly.
- 7.3.8. Collate and arrange for the printing of the annual report.
- 7.3.9. Maintain legal documents such as constitutions.
- 7.3.10. To take an active role in the organising of All Blocks LUG shows.

- 7.3.11. Represent All Blocks LUG at All Blocks LUG shows and other prominent LUG Shows.
- 7.4. The general committee responsibilities:
  - 7.4.1. Attend LUG committee meetings and take an active role in the management of All Blocks LUG.
  - 7.4.2. Perform the tasks set out for any general committee officer appointments as decided by the committee.
  - 7.4.3. To take an active role in the organising of All Blocks LUG shows.
  - 7.4.4. Represent All Blocks LUG at All Blocks LUG shows and other prominent LUG Shows.
- 7.5. Officers' Responsibilities can be shared and or delegated but must be overseen/controlled/supervised by the Officer in charge.
- 8. General committee officer appointments
  - 8.1. LUG Liaison:
    - 8.1.1. Liaise with other LUGs in New Zealand and abroad to establish, strengthen and maintain positive relationships.
    - 8.1.2. Look for opportunities to collaborate with other LUGs on projects and shows.
    - 8.1.3. To ensure all relevant shows from other NZ-based LUGs are posted on All Blocks LUG's website in the events section.
    - 8.1.4. To promote All Blocks LUG, its members, and assets to other LUGs to enhance the best interests of the AFOL and LEGO community.
  - 8.2. Event Coordinator's responsibilities:
    - 8.2.1. Maintain a yearly schedule of LUG events based on an event roughly every six weeks.
    - 8.2.2. To actively promote events to All Blocks LUG members and those in the locality of the event.
    - 8.2.3. To take or arrange for photographs of events to be uploaded to the website or Facebook.
  - 8.3. Webmaster:
    - 8.3.1. Maintain and update All Blocks LUG website [www.allblocks.nz](http://www.allblocks.nz)
    - 8.3.2. Help All Blocks LUG with any technology issues.
    - 8.3.3. Administer All Blocks LUG Facebook page.
    - 8.3.4. Administer any other social media for All Blocks LUG.
  - 8.4. The LEGO Ambassador:

- 8.4.1. Facilitate direct communications with the LEGO Group (TLG).
- 8.4.2. Manage any annual LUGBulk order.
- 8.4.3. To facilitate special projects.
- 8.4.4. To relay all relevant communications from TLG to All Blocks LUG members.
- 8.4.5. To complete the annual LUG Report to LEGO within the timeframes required by TLG.

8.5. The Vice President:

- 8.5.1. To take over the President's responsibilities as described in 7.1 when the President is unavailable.
- 8.5.2. To help any officer if they are unable to complete their tasks.

9. General Rules

- 9.1. Members are expected to conform to all rules of All Blocks LUG.
- 9.2. At any time that the LEGO Group recognises All Blocks LUG as a Recognised LUG, then the Members are also expected to conform to the rules set by the LEGO Group for a Recognised LUG. This includes but is not limited to special rules set down in regards to the resale of LEGO sets and elements of which TLG prohibits.
- 9.3. Non-LUG events: on occasion, as a LEGO hobbyist member, members may be requested to attend smaller, private-style events/exhibits such as (but not limited to) at a library, school, or shopping centre. This activity is essential for any hobby group as it demonstrates a 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 All Blocks LUG. Representing All Blocks LUG may include
  - 9.3.1. Wearing All Blocks LUG polo shirts or T-shirts.
  - 9.3.2. All Blocks signage or anything else that may lead any member of the public to believe All Blocks LUG supports the activity.

**Comment:**

Please be aware: this is not trying to discourage this activity, merely ensuring that All Blocks LUG knows what is happening and can maintain its image and professionalism. If any member wishes to represent All Blocks LUG in this capacity, reach out to the committee for support, All Blocks LUG may be able to assist with resources such as table cloths, signs, cards, models and expertise.

- 9.4. Committee officers and their immediate families are excluded from winning any prizes provided by All Blocks LUG or its associates, where these prizes are judged by said committee officer(s). This includes but is not limited to internal competitions, building competitions, and show competitions. An exception may be made when there is a

majority agreement by participants that the committee officers have no unfair advantage and will then become eligible.

## 10. General Meeting

- 10.1. The annual general meeting of the All Blocks LUG shall be held no later than the end of November of each year.
- 10.2. An extraordinary 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.
- 10.3. Seven days' notice of any general meeting must be given to the members, stating the business, time and place of the said meeting.
- 10.4. At all general meetings of All Blocks LUG each active member (over 18 years of age at the 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 the absence of the President, the Vice President receives the authority for this vote. All voting shall be by a show of hands if called for by one person present or by a secret ballot if demanded by at least five persons present. All Blocks LUG can be discontinued by a three-quarters majority vote of all members.

## 11. The Register of Members

- 11.1. 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 the right to view their own details and request amendments to that record to keep it up to date.
- 11.2. The register will record members' attendance at All Blocks LUG events.
- 11.3. The register will record whether the member is active or inactive.
- 11.4. It is a member's responsibility to ensure correct and current contact information is recorded in the register.
- 11.5. Members shall have reasonable access to any information held about them as a member.
- 11.6. The membership entry fee shall be \$30 for new Full Members and \$15 for new Junior Members. All following years the membership fee will be \$10 for all members.
- 11.7. The membership year commences from the AGM.

## 12. Finance

- 12.1. All sums of money received by or on behalf of All Blocks LUG shall forthwith be paid to the credit of All Blocks LUG in an account with such bank as may from time to time be fixed by All Blocks LUG.
- 12.2. All expenses must be pre-approved by the Treasurer.



- 12.3. The property, effects and money of All Blocks LUG shall belong to All Blocks LUG as a LUG, and no member shall acquire any personal interest or individual interest in any of the property of All Blocks LUG by being a member of All Blocks LUG.
  - 12.4. 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
  - 12.5. Any payments made to members shall be determined by the committee with due consideration to that member's time, commitment, cost and quality of display and in fairness to all members.
13. Management of Conflict of Interest
  - 13.1. This clause applies to situations where members of All Blocks 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 All Blocks LUG and their interests.
  - 13.2. If any member of All Blocks LUG or person associated with the member is in such a position of conflict or possible conflict, then the member of All Blocks LUG must immediately inform the president of All Blocks LUG for a direction as to how to manage the said potential 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 dispute.
14. Alteration of rules
  - 14.1. Any of these rules may be added to, altered, rescinded or otherwise varied at the Annual General Meeting or an extraordinary general meeting by a majority vote of those present.
15. Winding Up
  - 15.1. If at any general meeting the members decide by majority of those present and entitled to vote that All Blocks LUG should be dissolved, the President shall call a Special General Meeting of All Blocks LUG of which not less than 30 days' notice shall be given to all members specifying the terms of any resolution to be proposed.
  - 15.2. If at such Special Meeting of All Blocks LUG it is decided by the majority of those present and entitled to vote that All Blocks LUG should be dissolved, All Blocks LUG shall be wound up.
  - 15.3. Any assets remaining after satisfaction of all proper debts and liabilities shall be distributed or applied to other local and recognised charitable societies which have the same goals as All Blocks LUG or to such other recognised charitable organisations which objects are such that it will be lawful for those assets to be distributed to those said organisations without placing the charitable status of All Blocks LUG in jeopardy.
16. Address for communication
  - 16.1. Postal Address:

10 Milliken Avenue

Mount Roskill  
AUCKLAND 1041

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

- 16.2. Email Address: [admin@allblocks.nz](mailto:admin@allblocks.nz)
- 16.3. Facebook Address: [www.facebook.com/All.Blocks/](http://www.facebook.com/All.Blocks/)
- 16.4. Facebook Secret Group: [www.facebook.com/groups/1925487451051990/](http://www.facebook.com/groups/1925487451051990/)
- 16.5. Web address: [www.allblocks.nz](http://www.allblocks.nz)

## 17. Service of notice

- 17.1. 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.

## 18. Saving clause

- 18.1. The proceedings of the officers or 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 accidental omission in any notice of or procedure or any vacancy among or defect in the qualification or election of any member or officer.

## 19. Definitions and Miscellaneous matters in these Rules

- 19.1. "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.
- 19.2. "Money or Other Assets" means any real or personal property or any interest therein, owned or controlled to any extent by All Blocks LUG.
- 19.3. "LUG Meeting" means any annual general meeting or any special general meeting, but not an officers meeting.
- 19.4. "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.
- 19.5. "Written Notice" means communication by post, electronic means (including email, and website posting), or advertisement in periodicals, or a combination of these methods.
- 19.6. It is assumed that:
  - 19.6.1. Where a masculine is used, the feminine is included.
  - 19.6.2. Where the singular is used, plural forms of the noun are also inferred.
  - 19.6.3. Headings are a matter of reference and not a part of the rules.
  - 19.6.4. Matters not covered in these rules shall be decided upon by the officers.

Signed on: .....

President .....

Secretary .....

Treasurer .....

Committee member .....

Committee member .....

Committee member .....

Committee member .....