

Rules of Well-LUG

1. Name

- a. The Name of the LUG is Well-LUG. Well-Lug stands for Wellington Lego User Group
- b. The society is constituted by the following rules, approved by the executive committee on 1st of January 2017

2. The goal of the LUG is to support AFOL (Adult Fan of Lego) and TFOL (Teen Fan of Lego) community and further education by:

- a. Enable access to AFOL & TFOL to get together as a club to meet, share, participate and grow the community within this hobby.
- b. Using a passion for Lego® to make a difference within the community and inspire young people to develop their passions in order to do the same.
- c. Producing creative Lego® events for the purposes of funding charitable causes and inspiring others in the fields of engineering, education and visual art.
- d. Assist in education of the community through participation in Well-LUG events, related workshops and increasing the capabilities of the community.
- e. Providing scholarships and incentives for construction accomplishments and education when possible, this is a case by case basis in consultation with the committee.
- f. Pecuniary gain is not a purpose of the LUG.
- g. Co-operate with, give donations to or assist any other organisation the purpose of which is to promote the same goals of the LUG when possible.
- h. To do all such other things as are reasonably necessary or incidental to promote the goals of the LUG.

3. Membership

There are four categories of membership within Well-LUG

1. Full AFOL (Adult Fan of Lego) Member
2. Full TFOL (Teen Fan of Lego) Member
3. Associate Member

a. Full AFOL Member

Full AFOL Membership is for adult members 18 years or older who intend on being active members, attend LUG related activities and live in the geographical areas Well-LUG covers.

Fee's for Full AFOL member are \$50.00 per annum, From Jan 1st to Dec 31st starting in 2017. A new Full AFOL Member joining part way through a year will pay a membership fee for each quarter left in that calendar year.

To apply and become a Full AFOL Member you must:

1. Submit an application via www.well-lug.nz
2. Attend at least two Well-LUG planned activities
3. Have paid membership fee in full



b. Full TFOL Member

Full TFOL Membership is for teenage members between 16-18 years of age who intend on being active members, attend LUG related activities and live in the geographical areas Well-LUG covers. Fee's for Full TFOL member are \$30.00 per annum, From Jan 1st to Dec 31st starting in 2017. A new Full TFOL Member joining part way through a year will pay a membership fee for each quarter left in that calendar year.

To apply and become a Full TFOL Member you must:

4. Submit an application via www.well-lug.nz
5. Attend at least two Well-LUG planned activities
6. Have paid membership fee in full

- c. Associate Member Status is recommended for members who are already registered with another LUG or want to maintain contact but not be active and/or from outside the geographical region. Application for Associate Members can be made via the website www.well-lug.nz. There is NO membership fee to be an associate member. Associate Member status does not qualify for any of the Full AFOL/TFOL Member benefits.

Membership General Rules

- a. The amount of the annual subscription is set by the Committee in September for the following calendar year.
- b. Membership fees are payable to the Well-LUG Bank Account 38-9017-0099407-00
- c. Membership fees are payable by the 31st January each year, failure to pay will be considered a withdrawal from the LUG
- d. A member can cancel his/her membership at any time by sending a written notice to the Secretary.
- e. Membership fees are non-refundable
- f. Only Full AFOL/TFOL Members are eligible for LUG benefits offered by or on behalf of the LUG.

4. Membership Termination

- i. 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"). The Committee's Notice must:
 1. Explain how the member is breaching the rules or acting in a manner inconsistent with the purposes of the LUG;



2. 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.
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.
4. State that if the officers terminate the member's membership, the member may appeal to the LUG.
5. 14 days after the member 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 Notice.
6. If the member gives the Member's Notice to the Secretary, the member will have the right to be fairly heard at a society meeting 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"), and the member may require the Secretary to give the Member's 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.
7. When the member is heard at a LUG meeting, the LUG may question the member and the officers.
8. 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

- a. The affairs of the LUG shall be entrusted to the following officers: President, Treasurer, Secretary, LUG Liaison Officer, Branch Liaison Officer, Webmaster, Event Coordinator, and any other such positions as required.
- b. A LEGO Ambassador will be appointed by the Committee.
- c. Only Current Paid Members of the LUG may become officers
- d. An officer may hold more than one role in the Committee, but cannot hold any two of the following titles President, Treasure or Secretary.
- e. Each officer shall have one vote on the Committee, unless that officer is under the age of 18 years
- f. The officers shall serve a term of three years and at the next Annual General Meeting their position will be classed as vacant. The officers shall continue in office until their successors are elected.
- g. Vacant positions will be elected through open nominations at Annual General meeting.
- h. An officer can be re-elected to a position previously held.
- i. In the event of the number of candidates exceeding the number required, a secret ballot shall be held to decide the election.

- j. 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

a. The President's responsibilities:

- i. Manage Committee meetings and establish whether or not a quorum is present;
- ii. Manage the annual general meeting.
- iii. Represent the LUG at local, regional and national levels or appoint a representative.
- iv. Act as a facilitator for LUG/group activities.
- v. Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- vi. Overseeing the management of a yearly LUG show, BrickCon-NZ.
- vii. Represent the LUG at Well-LUG shows and other prominent LUG Shows.

b. The Treasurer's responsibilities:

- i. Prepare a budget and monitor it carefully for each show and the LUG in general
- ii. Keep the LUG's books up-to-date.
- iii. Keep a proper record of all payments and monies received.
- iv. Make sure financial reports are available and understood at all Committee team meetings.
- v. Show evidence that money received is banked and documentation provided for all money paid out.
- vi. Give Treasurer's report at regular meetings when required.
- vii. Produce an annual financial report.
- viii. Send out accounts.
- ix. Pay the bills.
- x. To take an active role in the organising of the LUG shows.
- xi. To attend the LUG's shows to manage the takings and bank them. If attendance is not possible then arrange for a stand in.
- xii. Represent the LUG at Well-LUG shows and other prominent LUG Shows.

c. The Secretary's responsibilities:

- i. Prepare the agenda for club/group meetings in consultation with the Committee.
- ii. Make arrangements including venue, date, times and hospitality for executive meetings.
- iii. Send adequate notice of the Committee meetings.
- iv. Call for and receive nominations for Committee and other positions for the LUG and AGM.
- v. Take the minutes of meetings.
- vi. Write up the minutes as soon as possible after the meeting.
- vii. Read, reply and file correspondence promptly.
- viii. Collate and arrange for the printing of the annual report.
- ix. Maintain registers of members' names and addresses, life members and sponsors.
- x. Maintain files of legal documents such as constitutions.
- xi. To take an active role in the organising of the LUG shows.
- xii. Represent the LUG at Well-LUG shows and other prominent LUG Shows.
- xiii. Maintain the LUG asset register.

d. The Lug Liaison is responsible for:

- i. Assist the LUG Event Coordinator manage social events
- ii. Liaise between other RLUG's in New Zealand and abroad to establish, strengthen and maintain positive relationships.

- iii. Look for opportunities to collaborate with other RLUG's on projects and shows.
 - iv. To ensure all relevant shows from other NZ based LUG's are posted on Well-LUG's website in the events section
 - v. To promote Well-LUG, its members and assets to other RLUGS to enhance the best interests of the AFOL and LEGO community.
 - vi. To take an active role in the organising of the LUG shows.
 - vii. Represent the LUG at Well-LUG shows and other prominent LUG Shows.
- e. The Branch Liaison is responsible for:
- i. Primary liaison person with the rest of the Committee to ensure adequate assets and funding are available for running the branch effectively.
 - ii. Act as spokesperson for the LUG in their designated region
 - iii. Overseeing the management of a biannual regional Well-LUG show.
 - iv. To establish a small team of Members to manage the Branch activities and events.
 - v. To manage assets and funds designated to the Branch and report all expenditure to the Treasurer
- g. Event Coordinators responsibilities
- i. Plan a yearly schedule of LUG events based on an event every 6 weeks. Present this to the Committee at the beginning of the year for review.
 - ii. Propose themes for each event to the Committee
 - iii. To actively market the events to LUG members and those in the locality of the event.
 - iv. To attend the LUG events or appoint a deputy in your absence.
 - v. To take photographs at the event and provide a written report to be published on the web site.
 - vi. To take an active role in the organising of the LUG shows
 - vii. Represent the LUG at Well-LUG shows and other prominent LUG Shows.
- h. Webmaster
- i. Create and maintain a website www.well-lug.nz
 - ii. Keep close contact with other officers and members to keep the site up-to-date
 - iii. Make sure all of the links on the website work
 - iv. Upload all meeting minutes and agendas to the website
 - v. Help the club with any technological issues.
 - vi. Upload pictures and club newsletters
 - vii. Make sure to put all contact information of the Committee on the website and be sure they are recent
 - viii. Represent the LUG at Well-LUG shows and other prominent LUG Shows.
- i. The LEGO Ambassador is responsible for:
- i. Facilitate direct communications with LEGO Denmark.
 - ii. Facilitate annual bulk order.



- iii. Facilitate special projects.
- iv. Communicate all relevant communications from Lego Denmark to LUG members.
- v. Complete the annual LUG Report to Lego® within the timeframes required by TLG

7. General Rules

- a. Members are expected to conform with all rules of Well-LUG
- b. At any time that Well-LUG is recognised by The Lego Group 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 not limited to special rules set down in regards to resale of Lego® sets and elements of which TLG prohibits
- c. 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.
- d. 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 Well-LUG. 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.
- e. All Committee Members and their immediate families are excluded from winning any prizes provided by Well-LUG and its associates, where Well-LUG or any of its Committee/Members/associates judge the winners or placings where a prize is awarded.

This includes but is not limited to:

- Internal competitions
- Building competitions
- Show competitions

An exception can be made for any draw/prize on the day when there is a majority agreement by attending members that Committee members can enter.

This rule applies to LUG related events only and does NOT pertain to shows, rules for prizes are laid out for each show on a case by case basis.

8. General Meeting

- a. The annual general meeting of the Well-LUG society shall be held no later than the end of March of each year.
- b. 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 deputy chair.
- c. Seven days' notice of any general meeting must be given to the members, stating the business, time and place of the such meeting.



- d. 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 general chair at any meeting shall have a casting as well as a deliberative vote. In absence of the general chair, the Secretary receives the authority for this vote no later than 24hours prior to the AGM commencement.
- e. At all general meetings, Ten (10) shall constitute a quorum.
- f. On all questions other than those specified in 5(c), 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.
- g. The LUG can be discontinued by a $\frac{3}{4}$ majority vote of all members.

9. The Register of Members

- a. A register of members ("the register"), which shall contain the names, the postal and email addresses and telephone numbers of all members, and the dates at which they became members will be recorded and maintained on www.well-lug.nz. All Committee will have 'Admin' rights to view this record.
- b. It is a member's responsibility to ensure correct and current contact information is recorded in the register
- c. Members shall have reasonable access to any information held about them as a member.

10. Finance

- a. 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.
- b. All expenses must be pre-approved by the treasurer.
- c. Any remaining assets, after settling any debts and liabilities, will be used for a charitable purpose or given to another organization with charitable purposes.
- d. 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.
- e. Any payments made must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.
- f. The LUG may only use money and other assets if:
 - i. It is for the charitable purpose of the LUG;
 - ii. It is a donation to another charitable organization;
 - iii. It is not for the sole personal or individual benefit of any member; and
 - iv. That use has been approved by majority vote of the LUG and approved by the relevant officers.

11. Personal Benefit

- a. Any income, benefit or advantage shall be applied to the charitable objects and purposes of the LUG.
- b. No member of the LUG or any person associated with a member of the LUG of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.
- c. Any such income referred to above at 10(b) shall be reasonable and relative to that which would be paid in an arm's length transaction; namely being at an open market value.



- d. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document; including any alteration of rules.

12. Management of Conflict of Interest

- a. 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.
- b. 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 chair 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.
- c. If the conflict has arisen between the member as a member of the LUG and member in their capacity as employee of the LUG, then the procedures outlined within the terms of the member's employment agreement will apply and will be deemed to be part of the rules insofar as they apply to the conflict of interest issue that may have arisen in respect to this particular employed member of the LUG.

13. Obligations of Members

- a. All Members and officers shall promote the purposes of the LUG and shall do nothing to bring the LUG into disrepute.

14. Alteration of rules

- a. 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.
- b. Any alteration to the rules must not change the organisation's exclusively charitable nature

15. Indemnity

The Committee and each and every member thereof acting in good faith and in compliance with the rules shall be indemnified by and out of the funds of the LUG against any loss, damage, expense or liability incurred by reason of or in connection with any legal proceedings instituted against them or any of them for any acts done, omitted, or suffered in relation to the performance or professed performance of any of their official duties or any of the goals of the LUG.

16. Winding Up

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 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 recognised charitable societies which have the same goals as the 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 the LUG in jeopardy.

17. Registered office



The registered office of the situation is at C/- Prop Limited, level 4, 60 Ghuznee Street, Te Aro, Wellington, P.O. Box 6354, Marion Square, Wellington, or at such other place for the time being as shall be decided by the Committee.

18. Service of notice

Every notice required to be given to a member shall be deemed to have a 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.

19. Saving clause

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.

20. Definitions and Miscellaneous matters

a. In these Rules:

- i. “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.
- ii. “Money or Other Assets” means any real or personal property or any interest therein, owned or controlled to any extent by the LUG.
- iii. “LUG Meeting” means any annual general meeting, or any special general meeting, but not an officers meeting.
- iv. “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.
- vi. It is assumed that
 - 1. Where a masculine is used, the feminine is included
 - 2. Where the singular is used, plural forms of the noun are also inferred
 - 3. Headings are a matter of reference and not a part of the rules
 - 4. Matters not covered in these rules shall be decided upon by the officers.

Signed on:

President _____

Secretary _____

Treasurer _____