

**CONSTITUTION OF THE
SOUTH MELBOURNE DISTRICT
SPORTS CLUB INC.**

Incorporation Number A0020373V

ABN 852 685 038



18 JUNE 2007

and as amended 2011, 2012, 2013

Table of Contents

1.	Name	1
2.	Definitions and Interpretation	1
3.	Alteration of the Rules	3
4.	Objectives	3
5.	Club Colours	3
6.	Club Sports	3
7.	Membership	3
8.	Register of Members	4
9.	Annual Membership Subscriptions	5
10.	Ceasing Members	5
11.	Disputes and Mediation	7
12.	Annual General Meetings	8
13.	Special General Meetings	8
14.	Notice of General Meetings	9
15.	Quorum at General Business	9
16.	Presiding at General Meetings	10
17.	Adjournment of Meetings	10
18.	Voting at General Meetings	11
19.	Poll at General Meetings	11
20.	Manner of Determining whether Resolution Carried	11
21.	Committee of Management	12
22.	Executive of the Club	12
23.	Members of the Committee	13
24.	General Committee Members	14
25.	Sport Sub-committees	14
26.	Vacancies	15
27.	Notice of Committee Meetings	15
28.	Quorum for Committee Meetings	16
29.	Presiding at Committee Meetings	16
30.	Voting at Committee Meetings	16
31.	Removal of Committee Member	17

Table of Contents (continued)

32.	Minutes of Meetings	17
33.	Funds	17
34.	Seal	18
35.	Notice to Members	18
36.	Winding Up	19
37.	Custody and Inspection of Books and Records	19
38.	Club Licence	19
39.	Indemnity	20

Rules of the Club

1. Name

The name of the incorporated Club is "South Melbourne District Sports Club".

2. Definitions and Interpretation

2.1 Definitions

In these Rules:

Act means the *Associations Incorporation Act 1981* as amended from time to time;

Annual Membership Subscription means the membership fee payable each year by each Member under rule 8;

Club means "South Melbourne District Sports Club";

Committee means the Committee of Management of the Club under rule 21;

Executive means the Executive of the Club formed under rule 22;

Financial Year means the year ending on 30 September;

General Meeting means a General Meeting of Members convened in accordance with rule 14;

Member means a Member of the Club under rule 6;

Member of the Committee means a Member of the Committee under rule 21;

President means the President of the Club;

Regulations mean regulations under the Act;

Relevant Documents has the same meaning as in the Act;

Rules mean these rules including the schedules (if any) and annexure (if any);

Secretary means:

- (i) if a person holds office under these Rules as Secretary of the Club - that person; and
- (ii) in any other case, the public officer of the Club;

Sport Sub-Committee means an administrative sub-committee established by the Committee under rule 25 in respect of each sport which the Club participates in;

Treasurer means the Treasurer of the Club;

Vice-President means the Vice-President of the Club.

2.2 Interpretation

In these Rules, unless the context requires otherwise:

- (i) the singular includes the plural and vice versa;
- (ii) a gender includes the other genders;
- (iii) the index (if any) and the headings are used for convenience only and do not affect the interpretation of these Rules;
- (iv) a reference to a thing includes a reference to a part of that thing;
- (v) a reference to a document includes the document as modified from time to time and any document replacing it;
- (vi) if something is to be done on a day which is not a Business Day then that thing must be done on the next or following Business Day;
- (vii) the word "person" includes a natural person and any body or entity whether incorporated or not;
- (viii) the word "month" means calendar month and the word "year" means twelve months;
- (ix) the words "in writing" include any communication sent by letter, facsimile or email transmission;
- (x) a reference to any statute, proclamation, rule, regulation or ordinance includes any amendments, consolidation, modification, re-enactment or reprint of it or any statute, proclamation, rule, regulation or ordinance replacing it. A reference to a specified section, clause, paragraph, schedule or item of any statute, proclamation, rule, regulation or ordinance means a reference to the equivalent section of the statute, proclamation, rule, regulation or ordinance which is for the time being in force;
- (xi) money amounts are stated in Australian currency unless otherwise specified; and
- (xii) a reference to any agency or body, if that agency or body ceases to exist or is reconstituted renamed or replaced or has its powers or functions removed ("defunct body"), means the agency or body which performs most closely the functions of the defunct body.

3. Alteration of the Rules

These Rules and the statement of purposes of the Club must not be altered except in accordance with the Act.

4. Objectives

The objectives of the Club are to:

- (a) Promote, manage and encourage sport in the South Melbourne and District areas;
- (b) Encourage and facilitate utilisation of the sporting facilities at Albert Park Reserve by local residents;
- (c) Give children in the South Melbourne district area an opportunity to participate in sport from an early age, and learn new sports;
- (d) Give residents in the South Melbourne district area an opportunity to represent their local Club in regional, State and national competitions;
- (e) Promote fellowship and companionship amongst all Members.

5. Club Colours

The Club colours shall be red and white and shall be worn by all teams representing the club in competitive sports.

6. Club Sports

The Club will participate in a range of competitive sporting activities determined by the Committee each year.

7. Membership

- (a) The membership of the Club shall consist of the following classes of members:
 - (i) **Playing Member** - a person eighteen years or over who participates in the sporting activities of the Club;
 - (ii) **Junior Member** - a person under the age of 18 years who participates in the sporting activities of the Club;
 - (iii) **Social Member** - a person eighteen years or over who is a supporter of the activities of the Club (including for example, a former Playing Member or a parent of a Junior Member).

- (iv) **Life Member** – a Member appointed by the Committee under rule 7(e); and
 - (v) **Honorary Member** – any player, official or umpire affiliated with a relevant sporting organisation who is involved in a sports competition or training event with a Member of the Club on a particular day.
- (b) A person may apply to become a Member by completing an application for Membership of the Club in the form determined by the committee, and paying the Annual Membership Subscription for the relevant class of Member.
 - (c) The Committee must determine whether to approve or reject a person's application for membership, and determine the class of membership to apply to that person. If the Committee rejects an application, the Committee must, as soon as practicable, notify the applicant in writing that the application has been rejected and return any Annual Membership Subscription which has been paid for that year.
 - (d) A person may only be a Junior Member if his or her parent or guardian is or becomes a Member of the Club in the same year.
 - (e) The Committee may appoint up to two Members in any year as Life Members. Eligibility for Life Membership shall be:
 - (i) any Playing Member who has played 150 senior games;
 - (ii) any Member who has given 10 years service to the Club;
 - (ii) any other Member who has given exceptional service to the Club.

Nominations for Life Membership must be submitted in writing by a Nominator and Secunder to the Committee 14 days prior to the last Committee meeting that is held prior to the Annual General Meeting.

8. Register of Members

- (a) The Secretary must keep and maintain a register of Members containing:
 - (i) the name and address of each Member;
 - (ii) the date on which each Member's name was entered in the register; and
 - (iii) each Members' class of membership under Rule 6(a).
- (b) The register is available for inspection free of charge by any Member upon request.
- (c) A Member may make a copy of entries in the register.

- (d) An applicant for Membership becomes a Member and is entitled to exercise the rights of Membership when his or her name is entered in the register of Members.
- (e) A right, privilege, or obligation of a Member:
 - (i) is not capable of being transferred or transmitted to another person; and
 - (ii) terminates upon the cessation of Membership whether by failure to pay Annual Membership Subscription, death or resignation or otherwise under rule 10.
- (f) An Honorary Member is only entitled to the benefits of membership of the Club for the day on which he is she is involved in a competitive sports or training event. The Secretary does not need to maintain a register of all Honorary Members.

9. Annual Membership Subscriptions

- (a) The annual membership subscription for each class of Member shall be determined by the Committee each year.
- (b) Life Members are exempt from annual membership subscriptions.
- (c) The Annual Membership Subscription, and the date for payment, may be different for each class of Member, or for different Members based on the different sporting activities which the Club participates in.
- (d) It is sufficient for the Club to advise Members of the Annual Membership Subscription for each year, and the dates for payment of the Annual Membership Subscription, by posting this information on the Club's website.
- (e) There is no subscription for Honorary Members.

10. Ceasing Membership

- (a) A Member may resign from the Club in writing to the Secretary at which time:
 - (i) the Member ceases to be a Member; and
 - (ii) the Secretary must remove the former Member from the register of Members noting the date on which the former Member ceased to be a Member.
- (b) A Member's membership may lapse if the Member has not paid his or her Annual Membership Subscription within the time for payment

determined by the Committee. The Secretary may remove the former Member from the register of Members on or after the date for payment has passed, noting the date on which the former Member ceased to be a Member.

- (b) Subject to these Rules, if the Committee is of the opinion that a Member has refused to comply with these Rules, or has been guilty of conduct prejudicial to the interests of the Club, the Committee may by resolution:
 - (i) caution and/or reprimand the member
 - (ii) fine that Member an amount not exceeding \$500;
 - (iii) suspend that Member from Membership of the Club for a specified period; or
 - (iv) expel that Member from the Club.
- (c) Before the Committee can suspend or expel a member that member shall be given reasonable notice of the charge against him and shall be afforded the opportunity to make a written or verbal submission to the Committee.
- (d) A member who is suspended or expelled may by notice in writing as hereinafter provided require the Committee's decision to be reviewed at a General Meeting called for that purpose and the member shall be entitled to make further written or verbal submissions to the members at the meeting which shall by resolution affirm, vary or overturn the decision of the Committee. Such General Meeting shall be convened by the Committee not later than one month after service of such notice.
- (e) Any member whom the Committee has determined to expel shall remain a member under suspension for a period of seven days thereafter. If upon the expiration of the said period he or she shall have failed to give notice in writing to the Secretary requiring the Committee's decision to be reviewed at a General Meeting as aforesaid he or she shall thereupon cease to be a Member but if he or she shall have so given notice as aforesaid he shall continue to be a member under suspension until the resolution of the said general Meeting as aforesaid. Upon any such member ceasing to be a member the Secretary shall forthwith remove his or her name from the register of Members.
- (f) No member under suspension shall be entitled to exercise any of the rights and privileges of the Club during the period of his or her suspension.

11. Disputes and Mediation

- (a) The grievance procedure set out in this rule applies to disputes under these Rules between:
 - (i) a Member and another Member; or
 - (ii) a Member and the Club.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (c) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (d) The mediator must be:
 - (i) a person chosen by agreement between the parties; or
 - (ii) in the absence of agreement:
 - (A) in the case of a dispute between a Member and another Member, a person appointed by the Committee of the Club; or
 - (B) in the case of a dispute between a Member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (e) A Member of the Club can be a mediator.
- (f) The mediator cannot be a Member who is a party to the dispute.
- (g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (h) The mediator, in conducting the mediation, must:
 - (i) give the parties to the mediation process every opportunity to be heard; and
 - (ii) allow due consideration by all parties of any written statement submitted by any party; and
 - (iii) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (i) The mediator must not determine the dispute.

- (j) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

12. Annual General Meetings

- (a) The Committee may determine the date, time and place of the Annual General Meeting of the Club but to be held no later than 27 November of each year.
- (b) The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting.
- (c) The ordinary business of the Annual General Meeting shall be:
 - (i) to receive and adopt the minutes of previous Annual General Meeting;
 - (ii) President's address – outlining report of the Committee for the preceding year;
 - (iii) to receive and approve from the Committee reports upon the transactions of the Club during the last preceding Financial Year;
 - (iv) to receive and approve reports from each Sport Sub-Committee;
 - (v) to elect Members to the Committee of the Club for the following year under rule 24;
 - (vi) to endorse the nomination of each Sport Sub-Committee's representative to the Committee for the following year under rule 25(f); and
 - (vii) to receive and consider the financial statement submitted by the Club in accordance with section 30(3) of the Act.
- (d) The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.
- (e) All Members are entitled to attend and vote at the Annual General Meeting, except Junior Members.
- (f)

13. Special General Meetings

- (a) In addition to the Annual General Meeting, any other General Meetings may be held in the same year.
- (b) All General Meetings other than the Annual General Meeting are Special General Meetings.

- (c) The Committee must, on the request in writing of Members representing not less than 10 per cent of the total number of Members (excluding Junior Members), convene a Special General Meeting of the Club.
- (d) The request for a Special General Meeting must:
 - (i) state the objects of the meeting; and
 - (ii) be signed by the Members requesting the meeting; and
 - (iii) be sent to the address of the Secretary.
- (e) If the Committee does not cause a Special General Meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the Members making the request, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
- (f) If a Special General Meeting is convened by Members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the Committee and all reasonable expenses incurred in convening the Special General Meeting must be refunded by the Club to the persons incurring the expenses.
- (g) All Members are entitled to attend and vote at a Special General Meeting, except Junior Members.

14. Notice of General Meetings

- (a) The Secretary of the Club, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a General Meeting of the Club, must cause to be sent to each Member of the Club (except Junior Members), a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (b) Notice may be posted on the Club's website, and must be sent by prepaid post, fax or email to each Member (excluding Junior Members) to the address for that Member appearing in the register of Members in accordance with rule 35.
- (c) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (d) A Member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next General Meeting.

15. Quorum at General Meetings

- (a) No item of business may be conducted at a General Meeting unless a quorum of Members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (b) Twelve Members personally present (being Members other than Junior Members entitled under these Rules to vote at a General Meeting) constitute a quorum for the conduct of the business of a General Meeting.
- (c) If, within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present:
 - (i) in the case of a meeting convened upon the request of Members - the meeting must be dissolved; and
 - (ii) in any other case - the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to Members given before the day to which the meeting is adjourned) at the same place.
- (d) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members personally present (being not less than 3) shall be a quorum.

16. Presiding at General Meetings

- (a) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each General Meeting of the Club.
- (b) If the President and the Vice-President are absent from a General Meeting, or are unable to preside, the Members present must select one of their number to preside as Chairperson.

17. Adjournment of Meetings

- (a) The person presiding may, with the consent of a majority of Members present at the meeting, adjourn the meeting from time to time and place to place.
- (b) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (c) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 14.
- (d) Except as provided in rule 17(c), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

18. Voting at General Meetings

- (a) Upon any question arising at a General Meeting of the Club, a Member (other than a Junior Member) has one vote only.
- (b) All votes must be given personally or by proxy.
- (c) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (d) A Member is not entitled to vote at a General Meeting unless all moneys due and payable by the Member to the Club have been paid.
- (e) Voting will be by a show of hands except when:
 - (i) a ballot is demanded by a majority of those entitled to vote; or
 - (ii) where the vote is to select Members to the Committee of the Club (which shall be by secret ballot).
- (f) A Member may vote by proxy if the member obtains a form of proxy from the Secretary of the Club provided:
 - (i) It is signed by the member and the proxy and is lodged with the Secretary at least 30 minutes prior to the scheduled commencement of the Meeting; and
 - (ii) Any one member cannot act as proxy for more than 10 members or more than 10% of the members (whichever is the lesser) on any one occasion.

19. Poll at General Meetings

- (a) If at a meeting a poll on any question is demanded by not less than 7 Members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (b) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

20. Manner of Determining whether Resolution Carried

- (a) If a question arising at a General Meeting of the Club is determined on a show of hands:
 - (i) a declaration by the Chairperson that a resolution has been:
 - (A) carried; or
 - (B) carried unanimously; or

(C) carried by a particular majority; or

(D) lost; and

(ii) an entry to that effect in the minute book of the Club,

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

21. Committee of Management

(a) The affairs of the Club shall be overseen by the Committee of Management.

(b) The Committee:

(i) shall control and manage the business and affairs of the Club; and

(ii) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these Rules to be exercised by General Meetings of the Members of the Club; and

(iii) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Club.

(iv) may, subject to these Rules, the Act and the Regulations, refer or delegate any matters to:

A. the Executive of the Club; or

B. a Sport Sub-Committee of the Club.

(c) Subject to section 23 of the Act, the Committee shall consist of:

(i) up to 4 General Committee Members elected to the Committee under rule 24;

(ii) one Member representative from for each Sport Sub-Committee nominated under rule 25(g); and

(iii) up to two Members who may be co-opted to the Committee.

(d) The Committee shall meet at least 4 times each year.

22. Executive of the Club

(a) The day-to-day affairs of the Club shall be managed by the Executive of the Club.

- (b) The Executive of the Club shall be constituted by:
 - (i) a President;
 - (ii) a Vice-President;
 - (iii) a Treasurer; and
 - (iv) a Secretary.
- (c) The members of the Committee shall appoint the Executive of the Club from amongst the members of the Committee.
- (d) In the event of a casual vacancy in any office referred to in rule 22(b), the Committee may appoint one of its Members to the vacant office and the Member appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of the appointment.
- (e) The Executive shall meet as required in order to manage the day-to-day affairs of the Club, and report to the Committee on its activities at each Committee meeting.

23. Members of the Committee

- (a) Subject to these Rules, each Member of the Committee shall hold office for not less than twelve months until the Annual General Meeting next after the date of election but is eligible for re-election.
- (b) In the event of a casual vacancy occurring in the office of a General Committee Member who had been elected under rule 21(c)(i), the Committee may appoint a Member to fill the vacancy and the Member appointed shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting next following the date of the appointment.
- (c) In the event of a casual vacancy occurring in the office of a Member of the Committee who had been appointed under rule 21(c)(ii), the relevant Sport Sub-Committee may appoint another Member to fill the vacancy and the Member appointed shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting next following the date of the appointment.
- (d) In the event that the nomination of a person to the Committee from a Sport Sub-Committee under rule 25(f):
 - (i) was not made by the Sport Sub-Committee at all;
 - (ii) was not made by the Sport Sub-Committee in time for the Annual General Meeting of that year; or

- (iii) was made by the Sport Sub-Committee but the nominee was not endorsed at the Annual General Meeting;

the Committee may appoint a Member from that particular sporting activity to fill the vacancy and the Member appointed shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting next following the date of the appointment.

24. General Committee Members

- (a) Nominees for election as a General Committee Member must:
 - (i) be paid-up Members of the club validly included on the Register of Members;
 - (i) submit a nomination in writing, signed by one Member of the Club and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination) in the form determined by the Committee; and
 - (ii) deliver their nomination form to the Secretary of the Club not less than 7 days before the date fixed for the holding of the Annual General Meeting.
- (b) If insufficient nominations are received to fill all 4 General Committee Member positions on the Committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General Meeting.
- (c) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (d) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held for the election of General Committee Members at the Annual General Meeting in such manner as the Committee may direct.

25. Sport Sub-Committee

- (a) The day-to-day affairs of each sporting activity which the Club participates in shall be overseen by a Sport Sub-Committee formed by the Committee for each sport, as determined by the Committee.
- (b) The Committee of Management shall appoint a Member to be the Chairperson of each Sport Sub-Committee, and may change the Chairperson from time to time.
- (c) That Chairperson shall co-opt other Members from the relevant sporting activity to the Sport Sub-Committee to assist him or her on the Sub-Committee.

- (d) Each Sport Sub-Committee:
 - (i) must have at least 3 Members (including its Chairperson);
 - (ii) shall control and manage the business and affairs of the Club relating to its particular sport; and
 - (iii) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Club which are delegated to it by the Committee in relation to the relevant sporting activity.
- (e) Each Sport Sub-Committee shall provide regular reports to the Committee through its representative on the Committee.
- (f) Each Sport Sub-Committee must follow any direction given to it by the Committee, and report to the Committee and Executive as required by them.
- (g) Upon receiving a request for nomination from the Secretary for the purposes of rule 21(c)(ii) and 23(c), each Sport Sub-Committee must nominate a Member who participates in the relevant sporting activity (who may or may not be a member of the Sport Sub-Committee) to represent the Sport Sub-Committee on the Committee. Each Sport Sub-Committee's nominee must be endorsed by the Club at the Annual General Meeting under rule 12(c)(vi) or a special general meeting before he or she can become a Member of the Committee.
- (h) Each Sport Sub- Committee shall meet at least 4 times each year.

26. Vacancies

A Member of the Committee ceases to hold that position (including any position on the Executive) if the Member:

- (i) ceases to be a Member of the Club; or
- (ii) becomes a bankrupt;
- (iii) resigns from office by notice in writing given to the Secretary; or
- (iv) in the case of a member of the Executive, ceases to be a member of the Committee.

27. Notice of Committee meetings

- (a) Written notice of each Committee meeting must be given to each Member of the Committee at least 7 business days before the date of the meeting.

- (b) Written notice must be given to Members of the Committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.
- (c) A special meeting of the Committee shall be held if the President or 3 members of the Committee request in writing that such a meeting be held. The meeting shall be held as soon as possible after the request provided that in the absence of agreement by a majority of the Committee to the contrary at least 3 days' notice is given and shall consider only those matters for which it was specifically requested. The notice of such meeting may be given by telephone, facsimile, email or in person.

28. Quorum for Committee Meetings

- (a) A majority of the Committee constitutes a quorum for the conduct of the business of a meeting of the Committee.
- (b) No business may be conducted unless a quorum is present.
- (c) If within half an hour of the time appointed for the meeting a quorum is not present:
 - (i) in the case of a special meeting - the meeting lapses;
 - (ii) in any other case - the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (d) The Committee may act notwithstanding any vacancy on the Committee.

29. Presiding at Committee Meetings

At meetings of the Committee:

- (i) the President or, in the President's absence, the Vice-President presides; or
- (ii) if the President and the Vice-President are absent, or are unable to preside, the Members present must choose one of their number to preside.

30. Voting at Committee Meetings

- (a) Questions arising at a meeting of the Committee, or at a meeting of any Sport Sub-Committee, shall be determined on a show of hands or, if a Member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (b) Each Member present at a meeting of the Committee, or at a meeting of any Sport Sub-Committee (including the person presiding at the

meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

31. Removal of Committee Member

- (a) The Club in General Meeting may, by resolution, remove any Member of the Committee (including any Member nominated by a Sport Sub-Committee) before the expiration of the Member's term of office and appoint another Member in his or her place to hold office until the expiration of the term of the first-mentioned Member.
- (b) A Member who is the subject of a proposed resolution referred to in rule (a) may make representations in writing to the Secretary or President of the Club (not exceeding a reasonable length) and may request that the representations be provided to the Members of the Club.
- (c) The Secretary or the President may give a copy of the representations to each Member of the Club or, if they are not so given, the Member may require that they be read out at the meeting.
- (d) The Committee has the power to remove any Committee Member from such position upon their failure to attend three consecutive meetings, unless a reasonable excuse by the said member is acceptable. Members must lodge an apology for each meeting from which they are absent.

32. Minutes of Meetings

The Secretary of the Club must keep minutes of the resolutions and proceedings of each General Meeting, and each Committee meeting, together with a record of the names of persons present at Committee meetings.

- (a) The Secretary must, upon receiving a written request by a member, within a reasonable time and by appointment allow the Member to inspect:
 - (i) The rules of the Club;
 - (ii) The Minutes and the Financial Reports tabled at the Annual General Meeting of the Club;
 - (iii) The Register of Members;
 - (iv) The Minutes of the Committee meetings.

The member will be entitled to a copy of (i) and (ii) above within fourteen (14) days of the delivery of a written request by the Member.

33. Funds

- (a) The Treasurer of the Club must:

- (i) collect and receive all moneys due to the Club and make all payments authorised by the Club; and
 - (ii) keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.
- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two Members of the Committee.
 - (c) The funds of the Club shall be derived from entrance fees, Annual Membership Subscriptions, donations, fundraising, sponsorships and such other sources as the Committee determines.
 - (d) The financial activities of each Sub-Committee form part of the Club's financial activities. Each Sport Sub-Committee must report on its financial activities to the Treasurer as the Treasurer requires.
 - (e) Non-Profit Clause. The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation, except as bona fide compensation for services rendered, or expenses incurred on behalf of the organisation.

34. Seal

- (a) The common seal of the Club must be kept in the custody of the Secretary.
- (b) The common seal must not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal must be attested by the signatures either of two Members of the Committee or, of one Member of the Committee and of the public officer of the Club.

35. Notice to Members

Except for the requirement in rule 14, any notice that is required to be given to a Member, by on behalf of the Club, under these Rules may be given by:

- (i) delivering the notice to the Member personally; or
- (ii) sending it by prepaid post addressed to the Member at that Member's address shown in the register of Members; or
- (iii) facsimile transmission, if the Member has provided a facsimile number; or

- (iv) email, if the Member has provided an email address.

36. Winding Up

In the event of the winding up or the cancellation of the incorporation of the Club, the assets of the Club must be disposed of in accordance with the provisions of the Act. Any amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

37. Custody and Inspection of Books and Records

- (a) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Club.
- (b) All accounts, books, securities and any other relevant documents of the Club must be available for inspection free of charge by any Member upon request.
- (c) A Member may make a copy of any accounts, books, securities and any other relevant documents of the Club.

38. Club Licence

- (a) No member or employee of the Club shall be entitled to receive payment of any amount by way of commission or allowance from the receipts of the Club for the sale and disposal of liquor.
- (b) Any visitor to the Club must not be supplied with liquor in the premises of the Club unless the visitor is a guest in the company of a Member of the Club.
- (c) No person shall:
 - (i) be admitted as an honorary or temporary member of the Club;
or
 - (ii) be exempt from the obligation to pay the Annual Membership Subscription

unless the person is of a class specified in these rules and admission or exemption is in accordance with these rules.

- (d) As the Club is one primarily for sporting purposes, it is acceptable that a person under the age of 18 years shall be admitted to membership of the club.
- (e) The Club shall keep a register of guests attending the premises of the Club.

38. Indemnity

The Officeholders and members of the Committee of Management are indemnified against any liability incurred by the Officeholder or Member of Committee of Management incurred by them in the course of acting in good faith in the performance of his/her duties.