



***CONSTITUTION  
OF  
JUNEE EX-SERVICES  
MEMORIAL  
CLUB LIMITED***

**ABN 54 001 032 266**

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## Constitution

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## CONSTITUTION

### 1. NAME OF COMPANY

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1.1 The name of the company is Junee Ex-Services Memorial Club Limited.

### 2. PRELIMINARY

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2.1 The Company shall be a non-proprietary not for profit company limited by guarantee.

2.2 The Company is established for the purposes set out in this Constitution.

2.3 Pursuant to Section 135(2) of the Act all replaceable rules referred to in the Act are hereby displaced or modified as provided in this Constitution.

2.4 Every member is bound by and must comply with the Constitution and By-laws of the Club and any other applicable determination, resolution or policy which may be made or passed by the Board.

2.5 The Constitution and By-laws of the Club have effect as a contract between:

- (a) the Club and each member; and
- (b) the Club and each director.
- (c) each member and each other member,

under which each person agrees to observe and perform the Constitution and By-laws as far as they apply to that person.

2.6 A copy of the Constitution and By-laws of the Club shall be supplied to a member on request being made to the Secretary of the Club, and if demanded by the Secretary from that member, on payment of any fee that may be prescribed by the Act.

### 3. DEFINITIONS

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3.1 In this Constitution unless there be something in the subject or context inconsistent therewith:

- (a) **“The Act”** means the Corporations Act 2001. Any reference to a provision of the Corporations Act includes a reference to the same or similar provision in any legislation replacing, amending or modifying the Corporations Act however that provision may be amended in that legislation.
- (b) **“Australian Defence Force”** has the meaning assigned thereto by the Registered Clubs Act.
- (c) **“The Board”** means the members for the time being of the Board of Directors of the Club constituted in accordance with this Constitution.
- (d) **“By-Laws”** shall mean the By-laws made in accordance with this Constitution.
- (e) **“The Club”** means Junee Ex-Services Memorial Club Limited ABN 54 001 032 266.

- (f) **“Club Notice Board”** means a board designated as such and located in a conspicuous place within the Club premises on which notices for the information of members are posted.
- (g) **“Constitution”** means this Constitution.
- (h) **“Financial member”** means a member who has renewed their membership of the Club by the relevant due date, and/or who has paid all joining fees, subscriptions, levies and other payments to the Club by the relevant due dates (if any are required).
- (i) **“Full member”** means any person who is in one of the categories of membership referred to in Rule 10.3(a).
- (j) **“Gaming Machines Act”** means the Gaming Machines Act 2001, Any reference to a provision of the Gaming Machines Act includes a reference to the same or similar provision in any legislation replacing, amending or modifying the Gaming Machines Act however that provision may be amended in that legislation.
- (k) **“Liquor Act”** means the Liquor Act 2007 and any regulation made under the Liquor Act 2007. Any reference to a provision of the Liquor Act includes a reference to the same or similar provision in any legislation replacing, amending or modifying the Liquor Act however that provision may be amended in that legislation.
- (l) **“Month”** except where otherwise provided in this Constitution means calendar month.
- (m) **“Non financial member”** means a member who has not renewed their membership of the Club by the relevant due date, and/or has not paid all joining fees, subscriptions, levies and other payments to the Club by the relevant due dates.
- (n) **“The Office”** means the registered office for the time being of the Club.
- (o) **“Quarter”** means a period of 3 months ending on 31 March, 30 June, 30 September or 31 December.
- (p) **“Registered Clubs Act”** means the Registered Clubs Act 1976. Any reference to a provision of the Registered Clubs Act includes a reference to the same or similar provision in any legislation replacing, amending or modifying the Registered Clubs Act however that provision may be amended in that legislation.
- (q) **“Rules”** means the rules comprising this Constitution.
- (r) **“Secretary”** includes Acting Secretary, Honorary Secretary, Acting Honorary Secretary, Secretary Manager, General Manager, Chief Executive Officer or any other title attributed to the person who is the Secretary of the Club for the purpose of the Registered Clubs Act.
- (s) **“Special Resolution”** has the meaning assigned thereto by the Act.
- (t) **“Sub club”** means any social, recreational or sporting club, incorporated or otherwise, that pursuant to a resolution of the Board under Rule 25.10 is or

has been established and is affiliated or becomes affiliated with the Club.

3.2 Words importing the singular number also include the plural and vice versa and the masculine gender the feminine gender and vice versa.

#### **4. OBJECTS**

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4.1 The objects of the Club are:

- (a) To purchase, hire, take on lease or otherwise acquire for the purpose of the Club any real or personal property and any rights or privileges which the Club may think necessary or convenient for the carrying out of its objects or any of them.
- (b) To give, sell, mortgage, exchange, hire, lease or otherwise dispose of the property of the Club or any part or parts thereof subject to the provisions of the Registered Clubs Act and the Liquor Act.
- (c) To invest and deal with any of the monies of the Club not immediately required for the purposes thereof upon such securities and in such manner as may be deemed fit and from time to time to vary and realise such investments.
- (d) To make, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading, warrants, debentures and other negotiable or transferable instruments.
- (e) To borrow money from time to time and for such purposes to give debentures, liens, mortgages, charges or other security over the whole or any part of the property, real or personal of the Club.
- (f) To lend money to such persons, firms or companies on such terms and with such security as the directors may think fit.
- (g) In furtherance of the objects of the Club to maintain a club licence under the Liquor Act and for such purpose or purposes to appoint a person approved by the relevant authority as Secretary of the Club.
- (h) In furtherance of the objects of the Club to obtain and hold any license or permission necessary for and to carry on the business or restaurant keepers and/or sellers of tobacco, cigars and cigarettes and of all kinds of goods, provisions etcetera required, used or desired by members.
- (i) To take or reject any gift of property, money or goods whether subject to any special trust or not.
- (j) To erect, maintain, improve or alter any building or buildings or grounds for the purposes of the Club.
- (k) To give any guarantee or enter into any bond in connection with the affairs of the Club and to indemnify any person or persons with members of the Club or not who may incur or have incurred any personal liability for the benefit of the Club and for that purpose to give such person or persons mortgages, charges or other security over the whole or any part of the real or personal property present or future of the Club.
- (l) To establish, support or aid in the establishment and support of associations,

funds, trusts, and conveniences calculated to benefit the members of the Club or the dependants or connections of such members to make payments towards insurance for any purpose and to subscribe or guarantee money for charitable or benevolent objects or for any exhibitions or for any public, general or useful object.

- (m) To hire, employ or dismiss secretaries, clerks, managers, employees and handypersons other employees in general and to pay to them and to other persons in return for services rendered to the Club salaries, wages and (if appropriate) bonuses.
- (n) To affiliate, co-operate or associate with any other club, society, institution or association having similar objects to the club.
- (o) To establish, promote or assist in establishing and promoting and to subscribe to or become members of any association having objects similar to the Club.
- (p) To do all such other lawful things as in the opinion of the Club are incidental or conducive to the attainment of the above objects.

## **5. LIMITED LIABILITY**

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5.1 The liability of the members is limited.

## **6. MEMBERS GUARANTEE**

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6.1 Each member undertakes to contribute an amount not exceeding two dollars (\$2.00) if the Club is wound up:

- (a) while he or she is a member of the Club; or
- (b) within one year of the date that he or she ceases to be a member.

6.2 The contribution referred to in Rule 6.1 shall be for the:

- (a) payment of the debts and liabilities of the Club contracted before the member ceased to be a member; and
- (b) costs, charges and expenses of winding up.

## **7. APPLICATION OF PROPERTY ON DISSOLUTION**

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7.1 If the Club is wound up or dissolved and after the satisfaction of all the Club's debts and liabilities, any property whatsoever remains, that property shall not be transferred, paid to or distributed among the members, but be given or transferred to the Junee Sub Branch of the Returned and Services League of Australia (NSW Branch), or whoever the Directors should decide.

## **8. PROPERTY AND INCOME OF THE CLUB**

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8.1 The income and property of the Club shall be applied solely towards the promotion of the objects of the Club as set forth in this Constitution. No portion of the income or property of the Club shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to the members of the Club.

- 8.2 Subject to the provisions of Section 10(6) and Section 10(6A) of the Registered Clubs Act, a member of the Club, whether or not he or she is a director or a member of any committee of the Club shall not be entitled under the Constitution of the Club or otherwise to derive directly or indirectly any profit, benefit or advantage from the Club that is not offered equally to every Full member of the Club.
- 8.3 Subject to the provisions of Section 10(7) of the Registered Clubs Act, a person, other than the Club or its members, shall not be entitled under the Constitution of the Club or otherwise to derive directly or indirectly any profit, benefit or advantage from the grant to the Club of, or the fact that the Club has applied for, a club licence under the Liquor Act or from any added value that may accrue to the premises of the Club because of the grant to the Club of, or the fact that the Club has applied for, such a licence.
- 8.4 A director shall not hold or be appointed or elected to any office of the Club paid by salary or wages or any similar basis of remuneration.
- 8.5 Subject to Rule 8.6 nothing in this Constitution shall prevent the payment:
- (a) in good faith of reasonable and proper remuneration to any employed officer or other employee of the Club;
  - (b) in good faith of reasonable and proper remuneration to any member of the Club in return for services actually rendered;
  - (c) of interest at a rate not exceeding interest at the rate for the time being charged by bankers in Sydney for overdrawn accounts on money lent by a member to the Club;
  - (d) of reasonable and proper rent for premises demised or let by any member to the Club.
- 8.6 A director shall not receive from the Club remuneration or other benefit in money or monies worth except by way of:
- (a) an honorarium in accordance with Section 10(6)(b) of the Registered Clubs Act 1976;
  - (b) repayment of out of pocket expenses in accordance with Section 10(6)(d) of the Registered Clubs Act;
  - (c) interest at the rate referred to in Rule 8.5(c) above on any money lent by the director of the Club;
  - (d) a benefit provided in accordance with Section 10(6A) of the Registered Clubs Act 1976;
  - (e) rent referred to and in accordance with Rule 8.5(d).

## **9. LIQUOR & GAMING**

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- 9.1 Liquor shall not be sold, supplied or disposed of on the premises of the Club to any person other than a member except on the invitation and in the company of a member. This Rule 9.1 does not apply in respect of the sale, supply or disposal of liquor to any person at a function in respect of which an authority is granted to the Club under Section 23(1) of the Registered Clubs Act.

- 9.2 Liquor shall not be sold, supplied or disposed of on the premises of the Club to any person under the age of 18 years.
- 9.3 A person under the age of 18 years shall not use or operate the gaming facilities of the Club.
- 9.4 The Secretary or any employee, director or member of any committee of the Club shall not be entitled under this Constitution or otherwise to receive directly or indirectly any payment calculated by reference to the quantity of liquor purchased, supplied, sold or disposed of by the Club or the receipts of the Club for any liquor supplied or disposed of by the Club.
- 9.5 Subject to subsection 2 of Section 73 of the Gaming Machines Act, the Club shall not share any receipts arising from the operation of an approved gaming machine kept by the Club and shall not make any payment or part payment by way of commission or an allowance from or on any such receipts.
- 9.6 Subject to subsection 2 of Section 74 of the Gaming Machines Act, the Club shall not grant any interest in an approved gaming machine kept by the Club to any other person.

## **10. MEMBERSHIP**

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- 10.1 Deleted.
- 10.2 No person under the age of eighteen (18) years shall be admitted as a member of the Club.
- 10.3 (a) The Full membership of the Club shall be divided into the following categories:
- (i) Life members; and
  - (ii) Ex-Service members;
  - (iii) Associate members.
- (b) Persons who are not Full members may, in accordance with this Constitution be admitted to the Club as:
- (i) Provisional members; and
  - (ii) Honorary members;
  - (iii) Temporary members.
- 10.4 The rights of members to use the facilities and amenities of the Club shall be as the Board may determine from time to time by By-law or otherwise.
- 10.5 The number of Full members having the right to vote in the election of the Board shall at all times exceed twenty-five percent (25%) of the number of full members of the Club Ex-Service members.

### **EX-SERVICE MEMBERS**

- 10.6 Ex-Service members shall be persons who are members of, or eligible to be members of, a Sub-Branch of the Returned and Services League of Australia (NSW)



Branch) and have been elected to Ex-Service membership of the Club, together with all those persons who were listed in the register of members as Ex-Service members as at the date of the Special Resolution adopting this new Constitution.

- 10.7 Ex-Service members shall pay such entrance fee (if any) and annual subscription as the Board may determine from time to time.
- 10.8 Ex-Service members are entitled to: all the playing and social privileges and advantages of the Club; and attend and vote at Annual General Meetings and general meetings of the Club; subject to Rule 24.6, nominate for and be elected to hold office on the Board; vote in the election of the Board; vote on any special resolution to amend this Constitution; propose, second, or nominate any eligible member for any office of the Club; propose, second or nominate any eligible member for Life membership; introduce guests to the Club.

### **ASSOCIATE MEMBERS**

- 10.9 Associate members shall be persons who have attained the age of eighteen years (18) and have been elected to Associate membership of the Club, together with all those persons who were listed in the register of members as Associate members as at the date of the Special Resolution adopting this new Constitution.
- 10.10 Associate members are entitled to:
- (a) such playing and social privileges and advantages of the Club as may be determined by the Board from time to time; and
  - (b) attend and vote at general meetings (including Annual General Meetings) of the Club;
  - (c) subject to Rule 24, nominate for and be elected to hold office on the Board;
  - (d) vote in the election of the Board;
  - (e) vote on any Special Resolution (including a Special Resolution to amend this Constitution);
  - (f) propose, second, or nominate any eligible member for any office of the Club;
  - (g) propose, second or nominate any eligible member for Life membership;
  - (h) introduce guests to the Club.

10.11 Deleted.

10.12 Deleted.

10.13 Subject to Rule 14 no person shall be admitted to membership of the club unless and until they shall have signed an application for membership which shall include the following:-

To the Committee of Junee Ex-Services Memorial Club Ltd.  
I..... of .....desire to become a member of the Junee Ex-Services Memorial Club Ltd and request you enter my name on the register of members accordingly and I will agree to abide by your Constitution.

Dated this ..... Day of ..... 2...

Signed .....

### **LIFE MEMBERS**

- 10.14 Life membership may only be conferred at a general meeting of the Club (including an Annual General Meeting).
- 10.15 Candidates for Life membership shall be proposed by one financial member or life member and seconded by another financial member or Life member.
- 10.16 If a nomination for Life membership is approved by the Board, the nomination shall be referred to the next general meeting or Annual General Meeting of the Club and not less than twenty-one (21) days written notice of the nomination shall be given to all members eligible to vote at that meeting.
- 10.17 If a nomination for Life membership is not approved by the Board, the nomination shall not be submitted to a general meeting of the Club.
- 10.18 If a nomination for Life membership is approved by a resolution passed by not less than a two-thirds majority of the members present and voting at the general meeting the person nominated shall thereby be a Life member of the Club.
- 10.19 Every Life member shall be entitled to all the rights and privileges of an Ex-Service member.
- 10.20 A Life member is relieved from the payment of any annual subscription or levies.

### **11. PROVISIONAL MEMBERS**

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- 11.1 A person in respect of whom a nomination form for membership duly completed in accordance with this Constitution has been given to the Club and who has paid to the Club the entrance fee (if any) and the subscription appropriate to the class of membership referred to in the nomination form may be granted Provisional membership of the Club while awaiting the decision of the Board in relation to that person's application for membership of the Club.
- 11.2 Should a person who is admitted as a Provisional member not be elected to membership of the Club that person shall cease to be a Provisional member of the Club; and the joining fee (if any) and subscription submitted with the nomination shall be returned to that person.
- 11.3 Provisional members may be entitled to:
- (a) such playing and social privileges and advantages of the Club as the Board may determine from time to time; and
  - (b) introduce guests into the Club.
- 11.4 Provisional members shall not be entitled to:
- (a) attend and vote at Annual General Meetings and general meetings of the Club; or

- (b) nominate for and be elected to hold office on the Board;
- (c) vote in the election of the Board;
- (d) vote on any special resolution to amend this Constitution;
- (e) propose, second, or nominate any eligible member for any office of the Club;
- (f) propose, second or nominate any eligible member for Life membership.

11.5 The Secretary or senior employee then on duty may refuse a Provisional member admission to the Club's premises or terminate the membership of any Provisional member at any time without notice and without having to provide any reason. If the membership of a Provisional member is terminated in accordance with this Rule, the Club must return any joining fee and annual subscription (if any) paid by the Provisional member when applying for membership of the Club.

## **12. HONORARY MEMBERS**

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12.1 The following persons may be made Honorary members of the Club in accordance with procedures established by the Board from time to time:

- (a) the patron or patrons for the time being of the Club; or
- (b) any prominent citizen or local dignitary visiting the Club;
- (c) any person who produces evidence that he or she is a serving member of the Australian Defence Force; and
- (d) any person who is a former member of the Australian Defence Force and who produces evidence that he or she is:
  - (i) a Service Member of the RSL; and
  - (ii) a member of at least one other RSL or services club.

12.2 Honorary members who are full members of the Club shall be entitled to the rights and privileges of the category of membership of which they are a full member.

12.3 Honorary members who are not full members shall be entitled to such playing and social privileges and advantages of the Club as the Board may determine from time to time.

12.4 Honorary members who are not full members shall not be entitled to attend or vote at any meeting of the Club, nominate for or be elected to the Board or any office in the Club or participate in the management, business and affairs of the Club in any way.

12.5 A register of persons who are Honorary members (other than those persons admitted to Honorary membership pursuant to Rules 12.1(c) and (d)) which shall be kept in accordance with Section 31(1)(b) of the Registered Clubs Act. This register shall set forth in respect of each of those members:

- (a) the name in full or the surname and initials; and
- (b) the address.

### **13. TEMPORARY MEMBERS**

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- 13.1 Subject to any exemptions contained in the Registered Clubs Regulation or any exemptions approved by the relevant regulatory body, the following persons in accordance with procedures established by the Board may be made Temporary members of the Club:
- (a) Any person whose ordinary place of residence in New South Wales is not less than a distance of twenty five (25) kilometres radius from the Club or such other greater distance as may be determined from time to time by the Board by By-law pursuant to this Constitution.
  - (b) A full member (as defined in the Registered Clubs Act) of another club which is registered under the Registered Clubs Act and which has objects similar to those of the Club.
  - (c) A full member (as defined in the Registered Clubs Act) of any registered club who, at the invitation of the Board of the Club, attends on any day at the premises of the Club for the purpose of participating in an organised sport or competition to be conducted by the Club on that day from the time on that day when he or she so attends the premises of the Club until the end of that day.
  - (d) Any interstate or overseas visitor.
- 13.2 Temporary members shall not be required to pay an entrance fee or annual subscription.
- 13.3 A person may be admitted to Temporary membership for a period of up to, but not exceeding seven (7) consecutive days (or such longer period as approved by the relevant regulatory body). A person admitted to Temporary membership under this Rule shall only be required to enter their relevant details in the register of Temporary members as required by the Registered Clubs Act on the first day that they enter the Club's premises during that period.
- 13.4 Temporary members shall be entitled to such playing and social privileges and advantages of the Club as the Board may determine from time to time.
- 13.5 Temporary members shall not be entitled to vote at any meeting of the Club, nominate for or be elected to the Board or any office in the Club or participate in the management, business and affairs of the Club in any way.
- 13.6 Temporary members shall not be permitted to introduce guests into the Club other than a minor in accordance with Rule 23.10.
- 13.7 The Secretary or senior employee then on duty may terminate the membership of any Temporary member and/or terminate the membership of any Temporary member at any time without notice and without having to provide any reason therefore.
- 13.8 No person under the age of eighteen (18) years may be admitted as a temporary member of the Club unless that person is a member of another registered club and satisfies the requirements of Rule 13.1(c).
- 13.9 When a Temporary member (other than a Temporary member admitted pursuant to Rule 13.1(c)) first enters the Club premises on any day the following particulars shall be entered in the Club's Register of Temporary Members:

- (a) the name or the surname and initials in full of the Temporary member; and
- (b) the residential address of the Temporary member;
- (c) the signature of the Temporary member.

#### **14. ELECTION OF MEMBERS**

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- 14.1 A person shall not be admitted as an Ex-Service member or an Associate member of the Club unless that person is elected to membership by the Board of the Club, or by a duly appointed election committee of the Club.
- 14.2 The names of the members present and voting at that Board or election committee meeting shall be recorded by the Secretary of the Club.
- 14.3 The Board may reject any application for membership without assigning any reason for such rejection.
- 14.4 Every application for membership of the Club shall be in writing and shall be in such form as the Board of the Club may from time to time prescribe and shall contain the following particulars:
- (a) the full name of the applicant;
  - (b) the residential address of the applicant;
  - (c) the email address of the applicant;
  - (d) the telephone number of the applicant;
  - (e) the date of birth and the age of the applicant;
  - (f) a statement to the effect that the applicant agrees to be bound by the Constitution and By-laws of the Club; the signature of the applicant; in the case of an application for Ex-Service membership, the signature of a proposer and seconder who are Life or Ex-Service members of the Club and who know the applicant, except if they provide satisfactory documentation to the board in relation to their service in which case the requirement of having the application proposed and seconded will not apply, such other particulars as may be prescribed by the Board from time to time.
- 14.5 Every form of application for membership shall be presented by the applicant, in person, to an authorised officer of the Club together with:
- (a) the entrance fee (if any) and the appropriate annual subscription (if any);
  - (b) in the case of an Associate member, identification such as (without limitation) a current driver's licence or a current passport held by that applicant.
- 14.6 The authorised officer of the Club to whom the application for Associate membership is presented shall compare the particulars of the applicant as appearing on the application with the particulars of that person as appearing in the identification. If the authorised officer is satisfied that the particulars of the applicant in the application and in the form of identification correspond, the authorised officer shall propose the application for membership by signing the application form and shall cause the application to be sent to the Secretary.

- 14.7 A person whose application has been signed by an authorised officer of the Club in accordance with Rule 14.6 or delivered to the Club (in the case of an application for Ex-Service membership) and who has paid the Club the entrance fee (if any) and the first annual subscription (if any) for the class of membership applied for may thereby become a Provisional member.
- 14.8 The full name of each applicant for membership shall be placed on the Club Notice Board and shall remain so posted for not less than seven (7) days.
- 14.9 An interval of at least fourteen (14) days shall elapse between the deposit at the office of the nomination form of a person for election and the election of that person to membership of the Club.
- 14.10 Upon a person being elected as a member of the Club the Secretary shall cause a notice of such election to be promptly forwarded or posted to such person. If a person fails to be elected to membership the Secretary shall cause the entrance fee and first annual subscription to be forwarded or posted to such person.

**15. JOINING FEES AND ANNUAL SUBSCRIPTIONS, UNFINANCIAL MEMBERS AND ABSENTEE LIST**

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- 15.1 For the purposes of section 30 (2B) of the Registered Clubs Act, the Board shall determine the joining fees, subscriptions, and other payments (excluding levies) (if any) payable by members of the Club.
- 15.2 All joining fees, subscriptions, levies and other payments shall be due and payable on a date, or dates determined by the Board and the Board shall notify members of the relevant due date or dates in such manner determined by the Board.
- 15.3 Any person who has not paid his or her subscription within a period of thirty (30) days from the due date or who has failed to renew their membership by the due date, shall cease to be entitled to the privileges of membership of the Club and by resolution of the Board may be removed from membership of the Club and the provisions of Rule 19.1 and Rule 19.2 shall not apply to such resolution.
- 15.4 Any person who has been removed from membership of the Club pursuant to Rule 15.4 may re-apply for membership in accordance with this Constitution.
- 15.5 Notwithstanding any Rule contained in this Constitution, a Non-Financial member shall not be entitled to:
- (a) attend at the premises of the Club for any purpose without the permission of the Board; or
  - (b) participate in any of the social or sporting activities of the Club or any sub club without the permission of the Board;
  - (c) attend or vote at any meeting of the Club or any Sub club;
  - (d) nominate or be elected or appointed to the Board or any committee of any Sub club;
  - (e) vote in the election of the Board or any committee of any Sub club;
  - (f) propose, second or nominate any eligible member for any office of the Club or

any Sub club;

(g) propose, second or nominate any eligible member for Life membership.

15.6 The Board may make special arrangements not inconsistent with the Registered Clubs Act as to the amount and payment of subscriptions of any member leaving or returning to the State of New South Wales or residing outside that State. For the purpose of this Rule the Australian Capital Territory shall be deemed to be within the said State. Such members shall be placed on an Absentee List.

## **16. PATRONS**

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16.1 The members in general meeting may appoint a Patron or Patrons from time to time upon a recommendation being made by the Board to the meeting and such Patron or Patrons shall thereupon be deemed to be Honorary members of the Club and subject to this Constitution shall remain Honorary members while they remain a Patron except where the Patron is already a member of the Club in which case they shall retain the rights and privileges of that category of membership.

## **17. REGISTERS OF MEMBERS AND GUESTS**

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17.1 The Club shall keep the following registers:

(a) A register of persons who are Full members. This register shall set forth in respect of each of those members:

(i) the name in full;

(ii) the address;

(iii) the date on which the entry of the member's name in the register is made;

(iv) for the purposes of the Registered Clubs Act only, the date on which that member last paid the annual fee for membership of the Club (excluding Life members).

(b) A register of persons who are Honorary members which shall be kept in accordance with Section 31(1)(b) of the Registered Clubs Act.

(c) A register of persons of or over the age of eighteen (18) years who enter the premises of the Club as guests of members which shall be kept in accordance with the Registered Clubs Act.

## **18. ADDRESSES OF MEMBERS**

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18.1 Every member must advise the Secretary of any change to their contact details (including address, email address and telephone number) within seven (7) days of the change to their details.

## **19. DISCIPLINARY PROCEEDINGS**

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19.1 Subject to Rule 19.2, the Board shall have power to reprimand, suspend, expel or accept the resignation of any member, if that member:

- (a) in the reasonable opinion of the Board, has wilfully refused or neglected to comply with any of the provisions of this Constitution or any By-Law; or
- (b) is, in the reasonable opinion of the Board;
  - (i) guilty of any conduct prejudicial to the interests of the Club; or
  - (ii) guilty of conduct which is unbecoming of a member.

19.2 The following procedure shall apply to disciplinary proceedings of the Club:

- (a) A member shall be notified of:
  - (i) any charge against the member pursuant to Rule 19.1; and
  - (ii) the particulars of the charge, including the alleged facts and circumstances which give rise to the charge against the member;
  - (iii) the date, time and place of the hearing of the charge.
- (b) The member charged shall be notified of the matters in paragraph (a) of this Rule 19.2 by notice in writing at least seven (7) days before the meeting of the Board at which the charge is to be heard.
- (c) The member charged shall be entitled to:
  - (i) attend the hearing for the purpose of answering the charge; and
  - (ii) submit to the meeting written representations for the purpose of answering the charge;
  - (iii) call witnesses provided that:
    - (1) if a proposed witness fails to attend the hearing or provide evidence at the hearing, the Board can still hear and determine the charge; and
    - (2) the Club cannot and will not force any person (including a member) proposed by the member charged as a witness to attend and provide evidence at the hearing. The member charged must act in an appropriate manner at the meeting (and in particular and without limitation, the member must not act in an offensive or disruptive manner).
- (d) If the chairperson determines (in their absolute discretion) that the member charged is not acting in an appropriate manner, the chairperson may issue the member charged with a warning regarding the member's conduct and advise the member that if the member fails to comply with the warning, the member may be asked to leave the meeting and the Board will continue to consider and deal with the charge in the absence of the member.
- (e) If the member charged does not comply with the warning given in accordance with paragraph (d) of this Rule, the chairperson (in their absolute discretion) may exclude the member charged from the meeting and continue to consider and deal with the charge in his or her absence.



- (f) If the member fails to attend such meeting, the charge may be heard and dealt with and the Board may decide on the evidence before it and the Board may impose any penalty, the member's absence notwithstanding, but having regard to any representations which may have been made to it in writing by the member charged.
- (g) After the Board has considered the evidence put before it, the Board may:
  - (i) immediately come to a decision as to the member's guilt in relation to the charge; or
  - (ii) advise the member that the Board requires additional time to consider the evidence put before it in order to determine whether or not the member is guilty of the charge.
- (h) After the Board has come to a decision as to the member's guilt in relation to the charge it must:
  - (i) in the case of a decision under Rule 19.2(g)(i) of this Rule, immediately inform the member of the Board's decision; or
  - (ii) in the case of a decision under Rule 19.2(g)(ii), inform the member of the Board's decision in writing within seven (7) days of the date of the decision of the Board.
- (i) If the member charged has been found guilty, the member must be given a further opportunity to address the Board in relation to an appropriate penalty for the charge of which the member has been found guilty. The Board shall, in its absolute discretion, determine whether or not the member will address the issue of penalty:
  - (i) at the meeting or afterwards; and
  - (ii) by way of verbal or written submissions or a combination thereof.
- (j) After the Board has made a decision on the issue of penalty, the Board must advise the member of its decision.
- (k) No motion by the Board to reprimand, fine, suspend or expel a member shall be deemed to be passed unless a majority of the directors present in person vote in favour of such motion.
- (l) The Board shall have the power to adjourn, for such period as it considers fit, a meeting pursuant to this Rule 19.
- (m) Any decision of the Board on such hearing or any adjournment thereof shall be final and the Board shall not be required to provide any reason for its decision.
- (n) The Board may authorise the Secretary and other persons to attend the meeting to assist the Board in considering and dealing with the charge but those persons shall not be entitled to vote at the meeting.

19.3 The outcome of disciplinary proceedings shall not be invalidated or voided if the procedure set out in Rule 19.2 is not strictly complied with provided that there was no substantive injustice for the member charged.

- 19.4 If a notice of charge is issued to a member pursuant to Rule 19.2(a), the Board by resolution or the Secretary (independently of the Board) shall have power to suspend that member from all rights and privileges as a member of the Club until the charge is heard and determined. Such suspension shall be promptly notified in writing to the member concerned.
- 19.5 Any member suspended pursuant to Rules 19.1, 19.2, or 19.3 shall during the period of such suspension not be entitled to:
- (a) attend at the premises of the Club for any purpose without the permission of the Board; or
  - (b) participate in any of the social or sporting activities of the Club or any sub club without the permission of the Board;
  - (c) attend or vote at any meeting of the Club or any Sub club;
  - (d) nominate or be elected or appointed to the Board;
  - (e) vote in the election of the Board or any committee of any Sub club;
  - (f) propose, second or nominate any eligible member for any office of the Club or any Sub club;
  - (g) propose, second or nominate any eligible member for Life membership.

## **20. ADDITIONAL DISCIPLINARY POWERS OF SECRETARY**

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- 20.1 If, in the opinion of the Secretary (or his or her delegate), a member has engaged in conduct that is unbecoming of a member or prejudicial to the interests of the Club, then the Secretary (or his or her delegate) may suspend the member from some or all rights and privileges as a member of the Club for a period of up to twelve (12) months.
- 20.2 In respect of any suspension pursuant to Rule 20.1, the requirements of Rules 19.1 to 19.2 shall not apply.
- 20.3 If the Secretary (or his or her delegate) exercises the power pursuant to Rule 20.1, the Secretary (or his or her delegate) must notify the member (by notice in writing) that:
- (a) the member has been suspended as a member of the Club; and
  - (b) the period of suspension;
  - (c) the privileges of membership which have been suspended; and
  - (d) if the member wishes to do so, the member may request by notice in writing sent to the Secretary) the matter be dealt with by the Board pursuant to Rules 19.1 to 19.2.
- 20.4 If a member submits a request under Rule 20.3(d):
- (a) the member shall remain suspended until such time as the charge is heard and determined by the Board; and

- 20.5 the Club must commence disciplinary proceedings against the member in accordance with the requirements of Rule 19
- 20.6 The determination of the Board in respect of those disciplinary proceedings shall be in substitution for and to the exclusion of any suspension imposed by the Secretary (or his or her delegate).
- 20.7 This Rule 20 applies to Full members only and it does not limit or restrict the Club from exercising the powers contained in Rule 21 of this Constitution and the powers contained in section 77 of the Liquor Act.

## **21. REMOVAL OF PERSONS FROM THE PREMISES OF THE CLUB**

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- 21.1 In addition to any powers under Section 77 of the Liquor Act, the Secretary or, subject to Rule 21.3, an employee of the Club may refuse to admit to the Club and may turn out, or cause to be turned out, of the premises of the Club any person including any member:
- (a) who is then intoxicated, violent, quarrelsome or disorderly; or
  - (b) who, for the purposes of prostitution, engages or uses any part of the premises of the Club;
  - (c) whose presence on the premises of the Club renders the Club or the Secretary liable to a penalty under the Registered Clubs Act or the Liquor Act;
  - (d) who hawks, peddles or sells any goods on the premises of the Club;
  - (e) who, within the meaning of the Smoke-free Environment Act, smokes while on any part of the premises that is smoke-free.
  - (f) who uses, or has in his or her possession, while on the premises of the Club any substance that the Secretary or an employee exercising this power suspects of being a prohibited drug or prohibited plant.
  - (g) whom the Club, under the conditions of its club licence, or a term of a liquor accord, is authorised or required to refuse access to the Club.
- 21.2 If pursuant to Rule 21.1 a person (including a member) has been refused admission to, or has been turned out of, the premises of the Club, the Secretary of the Club or (subject to Rule 21.3) an employee of the Club, may at any subsequent time, refuse to admit that person into the premises of the Club or may turn the person out, or cause the person to be turned out of the premises of the Club.
- 21.3 Without limiting the provisions of Section 77 of the Liquor Act the employees who under this Constitution are entitled to exercise the powers set out in this Rule shall be:
- (a) in the absence of the Secretary from the premises of the Club the senior employee then on duty; or
  - (b) any employee authorised by the Secretary to exercise such power.
- 21.4 Without limiting Rule 21.2, if a person has been refused admission to or turned out of the Club in accordance with Rule 20.1(a), the person must not re-enter or attempt to re-enter the Club within twenty four (24) hours of being refused admission or being

turned out.

21.5 Without limiting Rule 21.2, if a person has been refused admission to or turned out of the Club in accordance with Rule 21.1(a), the person must not:

- (a) remain in the vicinity of the Club; or
- (b) re-enter the vicinity of the Club within six (6) hours of being refused admission or being turned out.

## **22. RESIGNATION AND CESSATION OF MEMBERSHIP**

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22.1 A member may at any time resign from his or her membership of the Club by either giving notice in writing to the Secretary or returning his or her membership card to an officer of the Club and clearly indicating to the officer that he or she resigns from membership. A resignation pursuant to this rule shall take effect from the date on which the notice is received by the Secretary or the date on which the membership card is received by the officer of the Club.

22.2 Any member who has resigned pursuant to 22.1 will not be entitled to any refund of membership fees or any part thereof, member benefits (including any loyalty points).

## **23. GUESTS**

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23.1 Unless the guest is a minor, on each day a member first brings a guest into the Club that member shall enter in the Register of Guests the name in full or the surname and initials, date on which the entry of the guests name in the Register is made and address of the guest and that member shall countersign that entry.

23.2 No member shall introduce guests more frequently or in greater number than may for the time being be provided by By-law.

23.3 No member shall introduce any person as a guest who:

- (a) has been expelled from the Club pursuant to Rule 19;
- (b) is then suspended pursuant to Rule 19; or
- (c) who is then refused admission to or turned out of the Club pursuant to Rule 21.1.

23.4 Members shall be responsible for the conduct of any guests they may introduce to the Club.

23.5 The Board shall have power to make By-laws from time to time not inconsistent with this Constitution or the Registered Clubs Act regulating the terms and conditions on which guests may be admitted to the Club.

23.6 No guest shall be supplied with liquor on the premises of the Club except on the invitation of and in the company of a member.

23.7 A guest shall at all times remain in the reasonable company of the member who countersigned the entry in the Register of Guests in respect of that guest.

23.8 A guest shall not remain on the premises of the Club any longer than the member

who countersigned the entry in the Register of Guests in respect of that guest.

- 23.9 The Secretary or senior employee then on duty may refuse a guest of a member admission to the Club or require a guest of a member to leave the premises of the Club (or any part thereof) without giving any reason.
- 23.10 A Temporary member may bring into the non restricted areas of the Club premises as the guest of that Temporary member a minor:
- (a) who at all times while on the Club premises remains in the company and immediate presence of that Temporary member;
  - (b) who does not remain on the Club premises any longer than that Temporary member;
  - (c) in relation to whom the member is a responsible adult.
- 23.11 For the purposes of Rule 23.10(c), "responsible adult" means an adult who is:
- (a) a parent, step-parent or guardian of the minor; or
  - (b) the minor's spouse or de facto partner;
  - (c) for the time being, standing in as the parent of the minor.

## **24. BOARD OF DIRECTORS**

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- 24.1 Subject to Rule 31, the Board shall consist of seven (7) directors who shall comprise a President, a Senior Vice President, a Junior Vice President and four (4) Ordinary Board members.
- 24.2 The Board shall be elected every year in accordance with this Constitution at each Annual General Meeting of the Club.
- 24.3 The members of the Board shall hold office until the commencement of the next Annual General Meeting after that at which they were elected when they shall retire but shall be eligible for re-election.
- 24.4 The only members qualified to be elected or appointed to the Board of Directors of the Club shall be:
- (a) Life members;
  - (b) Ex-Service members;
  - (c) Associate members;
  - (d) all of whom must reside within twenty-five (25) kilometres of the Club.
- 24.5 In order to be eligible to be elected or appointed to the position of President, Senior or Junior Vice President a member must have served as a Director on the Board of Directors of the Club for a period of at least twelve (12) months prior to nominating or being appointed to the position of President, Senior or Junior Vice President. The period of twelve (12) months does not need to have been immediately prior to the nomination or appointment.

24.6 A member who:

- (a) is an employee;
- (b) is currently under suspension pursuant to Rule 19
- (c) is not a Financial member;
- (d) is disqualified from being a director by reason of any order or declaration made under the Act, Liquor Act, Registered Clubs Act or any other applicable legislation;
- (e) is prohibited from being a director by reason of any order or declaration made under the Act, Liquor Act, Registered Clubs Act or any other applicable legislation;
- (f) has been convicted of an indictable offence (irrespective of whether or not a conviction was actually recorded) but it does not include a spent conviction (as defined in the Criminal Records Act 1991);
- (g) was an employee of the Club during the three (3) years immediately preceding the proposed date of election or appointment to the Board.
- (h) has been found guilty of a disciplinary charge and suspended from membership of the Club for any period of time (but not including any provisional suspension pending a disciplinary hearing);
- (i) is a director of another registered club

shall not be eligible to stand for or be elected or appointed to the Board.

24.7 Any person who is elected or appointed to the Board, must, unless exempted, complete such mandatory training requirements for directors as required by the Regulations made under the Registered Clubs Act.

24.8 A member shall not be entitled to be elected or appointed to the Board if he or she does not hold a Director Identification Number on the proposed date of election or appointment to the Board.

## **25. ELECTION OF BOARD**

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25.1 The election of the Board shall be conducted in the following manner:

- (a) The Board shall appoint a Returning Officer and he shall appoint at least two scrutineers to take charge of the ballot. A candidate for any position shall not be appointed as the Returning Officer or as a scrutineer.
- (b) Notice of the date and time of the last day for receiving nominations for office in accordance with paragraph (c) of this Rule 25.1, shall be prominently posted on the Club Notice Board at least fourteen (14) days prior to the date fixed for the close of nominations and shall remain on the Club Notice Board until nominations close.
- (c) Nominations shall close on a day that is at least seven (7) days prior to the date fixed for the Annual General Meeting and must be delivered to the Secretary on or before that date.

- (d) Nominations for election to the Board shall be made in writing and signed by two (2) Life members, Ex-Service members or Associate members and by the nominee who shall thereby signify his or her consent to the nomination.
- (e) Candidates are responsible for ensuring that they have correctly completed their nomination form and the Club is not required to notify candidates of an incorrectly completed nomination form.
- (f) The receipt of a nomination form by the Club does not constitute an acknowledgement by the Club that the information form has been completed correctly.
- (g) A nomination can be withdrawn at any time prior to the closing of nominations.
- (h) An eligible member may be nominated for more than one office.
- (i) The Secretary shall post the name of the candidate and his or her proposers on the Club Notice Board.
- (j) If the full number of candidates for the various positions on the Board is not nominated then those candidates who are nominated shall be declared elected to the relevant positions and additional nominations shall with the consent of the nominee or nominees be made at the meeting for the position not so filled. If more than one candidate is nominated for such vacancies an election by ballot for such vacancies remaining shall be held at the Annual General Meeting.
- (k) If there be only the requisite number nominated for the various positions those candidates shall be declared duly elected, including 2(two) Vice Presidents. The Senior and Junior Vice Presidents positions will be elected at the first Board of Directors meeting following the Annual General Meeting, by the Board of Directors.
- (l) If there be more than the required number nominated for any position an election by secret ballot shall take place in respect of that position.
- (m) If a member who has been nominated for more than one office is elected to a senior office, the member shall be eliminated from the election for the junior office. For the purposes of this Rule 25.1 the order of seniority of shall be:
  - (i) Firstly President
  - (ii) Secondly Vice Presidents
  - (iii) Thirdly Ordinary Board members
- (n) The Returning Officer shall supervise the preparation of ballot papers.
- (o) The order in which names appear on the ballot paper shall be determined by lot.
- (p) The ballot shall be conducted during such times as shall be determined by the Board from time to time.
- (q) The Returning Officer shall supervise the manner in which the ballot papers are issued.

- (r) Members shall record their vote in such manner as may be prescribed by the Board from time to time. Failure to comply with those requirements shall render the vote invalid.
- (s) Members shall place their ballot papers in the ballot box provided at the Club.
- (t) The Returning Officer shall supervise the safe custody of ballot papers returned.
- (u) The Returning Officer shall supervise the examination of ballot papers.
- (v) The decision of the Returning Officer as to the formality or informality of any vote shall be final.
- (w) The Returning Officer shall supervise the counting of votes.
- (x) In the event of an equality of votes, the Returning Officer shall draw lots between the candidates and the candidate who is drawn first shall be declared elected to that position.
- (y) The Returning Officer shall report the result of the ballot to the meeting.
- (z) If the Returning Officer is not present, a scrutineer shall perform the duties of the Returning Officer set out in this Rule 25.1.
- (aa) The Board may, at any time, engage the services of a professional electoral consultant or company to perform, or assist in performing, any or all of the duties of the Returning Officer or scrutineers set out in this Rule 25.1.
- (bb) If at the close of the Annual General Meeting any vacancies remain on the Board, such vacancies shall be casual vacancies and may be filled in accordance with Rule 31.2.

25.2 The Board shall have the power to make by-laws regulating all matters in connection with the election of the Board that are not inconsistent with Rule 25.1.

25.3 The election of the Board (including without limitation, the results of the election of the Board) shall not be invalidated or voided if the procedure in Rule 25.1 is not strictly complied with provided there is no substantive injustice for any candidates.

## **26. POWERS OF THE BOARD**

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26.1 The Board shall be responsible for the management of the business and affairs of the Club.

### **GENERAL POWERS**

26.2 The Board may exercise its powers and do all such acts and things as the Club is by this Constitution or otherwise authorised to exercise and do and which are not hereby or by Statute directed or required to be exercised or done by the Club in general meeting but subject nevertheless to the provisions of the Act and the Registered Clubs Act and of this Constitution and to any amendments to this Constitution provided that no such amendment shall invalidate any prior act of the Board which would have been valid if such amendment had not been made.

### **SPECIFIC POWERS**



- 26.3 Without derogating from the general powers conferred by Rule 26.2, the Board shall have power from time to time:
- (a) To delegate any of its powers to directors, members, employees, committees, sub clubs or any combination thereof.
  - (b) To make, alter and repeal By-Laws pursuant to Rule 26.17.
  - (c) To enforce or procure the enforcement of all By-Laws by suspension from enjoyment of the Club privileges or any of them or otherwise as the Board thinks fit.
  - (d) To purchase or otherwise acquire for the Club any property rights or privileges which the Club is authorised to acquire at such price and generally on such terms and conditions as it shall think fit.
  - (e) To secure the fulfilment of any contract or engagement entered into by the Club by mortgaging or charging all or any of the property of the Club as may be thought fit.
  - (f) To institute, conduct, defend, compound or abandon any legal proceedings by or against the Club or its officers or otherwise concerning the affairs of the Club and also to compound or allow time for payment and satisfaction of any debts due to any claims or demands by or against the Club and to refer any claims or demands by or against the Club to arbitration and to observe and perform any award that may be made through the arbitration process.
  - (g) To determine who shall be entitled to sign or endorse on the Club's behalf contracts, receipts, acceptances, cheques, bills of exchange, promissory notes and other documents or instruments.
  - (h) To issue requests and directions to members which may be reasonably required for the proper conduct and management of the Club.
  - (i) To invest and deal with any of the moneys of the Club not immediately required for the purposes of the Club upon such securities and in such manner as the Board may think fit and from time to time to vary or realise such investments.
  - (j) From time to time at its discretion to borrow or secure the payment of any sum or sums of money for the purposes of the Club and raise or secure the payment of such sum or sums in such manner and upon such terms and conditions in all respects as it shall think fit and to give security including by way of mortgage and/or charge upon or over all or any part of the Club's property both present and future.
  - (k) To sell, lease, exchange or otherwise dispose of any land belonging to the Club subject to the requirements of Section 41J of the Registered Clubs Act and the Liquor Act.
  - (l) To appoint, discharge and arrange the duties and powers of the Secretary, to determine the remuneration and terms of employment of the Secretary, and to specify and define the duties of the Secretary.
  - (m) To engage, appoint, control, remove, discharge, suspend and dismiss

managers, officers, representatives, agents and servants or other employees in respect to permanent, temporary or special services as it may from time to time think fit and to determine the duties, pay, salary, emoluments or other remuneration and to determine with or without compensation any contract for service or otherwise. The Board may delegate these powers (or any of them) to the Secretary of the Club from time to time.

- (n) To set the entrance fees and annual or other subscriptions and fees payable by all members.
- (o) To fix the maximum number of persons who may be admitted to each class of membership of the Club in accordance with this Constitution.
- (p) To affiliate with any sporting club or sporting association whether incorporated or unincorporated and in accordance with this Constitution nominate members to represent the Club on such sporting club, or sporting association.
- (q) To impose any restrictions or limitations on the rights and privileges of members, Honorary members and guests relating to the use by them of the Club premises and/or any amenity or facility therein contained or relating to their conduct, behaviour, clothing and dress whilst on the Club's premises.

## **COMMITTEES**

- 26.4 Without derogating from the general powers conferred by Rule 26.2, the Board shall have power from time to time to delegate any of its powers to committees consisting of any:
- (a) Director;
  - (b) Member;
  - (c) Employee;
  - (d) Person who is not a member but who has a particular skill or expertise which they will apply to a committee; or any combination thereof. The Board shall also have the power from time to time to revoke any such delegation.
- 26.5 Any committee so formed shall, in the exercise of the powers so delegated, conform to any regulation or restriction that the Board may from time to time impose.
- 26.6 The President shall be ex officio a member of all such committees and may nominate a director to represent him or her on such committees.
- 26.7 Any committee may meet and adjourn as it thinks proper. Questions arising at any meeting of a committee shall be determined by a majority of votes of the members present and in the case of an equality of votes the chairperson of the meeting shall have a second and casting vote.
- 26.8 The meetings and proceedings of any committee consisting of two or more persons shall be governed by the provisions herein contained for regulating the meetings and proceedings of the Board so far as the same are applicable thereto and are not superseded by this Rule 26 or by any by-law made by the Board pursuant to this Rule 26.
- 26.9 Any Committee shall make minutes of its meetings and will forthwith submit those

minutes to the Board and the Board will retain those minutes as if they were minutes of the Board.

26.10 The Board shall have the power to dissolve committees or remove committee members from office.

### **SUB CLUBS**

26.11 Without derogating from the general powers conferred by Rule 26.2, the Board shall have power from time to time to:

- (a) Establish sub clubs with such objects, powers and membership qualifications as the Board may determine from time to time.
- (b) Allow each of the sub clubs established pursuant to this Rule 26.11 or those already in existence, to conduct, manage and control sport or other activities for which they were respectively established within the Club.
- (c) Allow all such sub clubs referred to in (b) above to create or continue to have rules and by-laws for the control and regulation of the sporting and social activities of such sub clubs.
- (d) Permit any such sub club to adopt a name distinctive of such sub club (provided it be described as a sub club of the Club) and to become affiliated with the bodies controlling sports in New South Wales on such terms and conditions (not inconsistent with this Constitution or the Registered Clubs Act) as such controlling bodies may from time to time require and to pay on behalf of the Club capitation or affiliation fees to any such controlling bodies or as required by such bodies.
- (e) Dissolve Sub clubs or remove committee members from office of Sub clubs.

26.12 Any of the sub clubs established pursuant to Rule 26.10 or those already in existence must conform to any By-Law made by the Board pursuant to Rule 26.17.

26.13 The President shall be ex officio a member of all the committees of such sub clubs and may nominate a director to represent him or her on the committees of such sub clubs.

26.14 Subject to the general control and supervision of the Board, each such sub club may manage its own affairs but shall make regular reports to the Board (or otherwise as maybe required from time to time by the Board). The Minutes and records of each sub club and its governing body shall also be produced promptly to the Board which shall review and preserve such minutes and records.

26.15 The Board may empower each such sub club to open and operate a bank account in the name of the section in such bank or banks as the Board may from time to time approve provided that the persons eligible to operate upon any such account shall be approved by the Board which from time to time may remove and replace such persons or any of them.

26.16 Subject as hereinafter provided the constitutions of each such sub club may be amended from time to time by a majority of the members for the time being of such sub club at a general meeting of such members either annually or at a meeting convened specifically for such purpose provided that no amendment proposed to and approved by the meeting of members of the sub club shall have effect unless and

until it shall have been approved by resolution of the Board. Such approval shall not be unreasonably withheld. The Constitution, Rules and By-Laws of each such Sub-Club shall not be inconsistent with this Constitution or the procedures set out in this Constitution or the Club's By-Laws.

26.17 Any disciplinary action by a sub club in respect of any member of such sub club shall at once be reported to the Board together with the reasons therefore and with a recommendation as to further action (if any) to be taken by the Board.

### **BY-LAWS**

26.18 The Board may make, such By-laws not inconsistent with this Constitution as, in the opinion of the Board, are necessary or desirable for the proper conduct and management of the Club and may amend or repeal any such By-laws.

26.19 Without limiting the generality of Rule 26.17 the Board may regulate:

- (a) such matters as the Board are specifically by this Constitution empowered to regulate by By-law;
- (b) the general management, control and trading activities of the Club;
- (c) the control and management of the Club premises;
- (d) the management and control of play and dress on the bowling greens;
- (e) the upkeep and control of the bowling greens; the (f)control and management of all competitions; the (g)conduct of members and guests of members;
- (f) the privileges to be enjoyed by each category of members; the (i)relationship between members and Club employees; and
- (g) generally, all such matters as are commonly the subject matter of the Constitution or By-laws or which by the Constitution are not reserved for decision by the Club in general meeting.

26.20 Any By-law made under this Rule 26.17 or any other Rule shall come into force and be fully operative upon the posting of an appropriate notice containing such By-law on the Club Notice Board.

26.21 The Board shall cause a copy of all By-laws to be made available to any member on request and without charge to that member.

### **27. PROCEEDINGS OF THE BOARD**

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27.1 The Board may meet together in person and/or by electronic means for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit provided that the Board shall meet whenever it deems it necessary but at least once in each Quarter for the transaction of business.

27.2 A record of all members of the Board present at each Board meeting and of all resolutions and proceedings of the Board at such meeting shall be entered in a Minute Book provided for that purpose.

27.3 The President shall be entitled to take the chair at every meeting of the Board. If the President is not present or is unwilling or unable to act then the Senior Vice President

shall take the chair of the meeting. If the Senior Vice President is not present or is unwilling or unable to act then the directors present shall elect one of their number to take the chair for that meeting.

- 27.4 The quorum for meetings of the Board shall be four (4) members present in person and/or by electronic means.
- 27.5 The President may at any time, and the Secretary upon the request of not less than two (2) directors, shall convene a meeting of the Board.
- 27.6 Subject to this Constitution questions arising at any meeting of the Board shall be decided by a majority of votes and a determination by a majority of the Board shall for all purposes be deemed a determination of the Board. In case of an equality of votes the chairperson of the meeting shall have a second or casting vote.
- 27.7 The continuing directors on the Board may act notwithstanding any vacancy in the Board, but if and so long as their number is reduced below the number fixed by this Constitution as the necessary quorum of the Board, the continuing director or directors may act for the purpose of increasing the number of directors on the Board to that number or of summoning a general meeting of the Club, but for no other purpose.
- 27.8 All acts done by any meeting of the Board or of a committee or by any person acting as a member of the Board shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Board or person acting as aforesaid, or that the members of the Board or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Board.
- 27.9 A resolution in writing signed by all the directors shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more directors. The resolution shall be passed when the last director signs the document containing the resolution, and it shall be ratified at the next Board meeting.
- 27.10 A meeting of the Board may be called or held using any technology consented to by all the directors. The consent may be a standing one. A director may only withdraw his or her consent within a reasonable period before the meeting.
- 27.11 In addition to Rule 27.9 a resolution may be passed by the Board if the proposed resolution is emailed to all directors and all directors agree to the proposed resolution by sending a reply email to that effect. The resolution shall be passed when the last director sends their email agreeing to the resolution.

## **28. MATERIAL PERSONAL INTERESTS OF DIRECTORS**

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- 28.1 Any director who has a material personal interest in a matter that relates to the affairs of the Club must, as soon as practicable after the relevant facts have come to the director's knowledge:
- (a) declare the nature of the interest at a meeting of the Board; and
  - (b) comply with Rule 28.2.
- 28.2 Notwithstanding any contained in the Act, a director who has a material personal

interest in a matter that is being considered at a meeting of the Board, or of the Directors of the Club:

- (a) must not vote on the matter; and
- (b) must not be present while the matter is being considered at the meeting.

28.3 The Board shall not pass a resolution for the purposes of Section 195(2) of the Act exempting a director from the provisions of Rule 28.2.

## **29. REGISTERED CLUBS ACCOUNTABILITY CODE**

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29.1 The Club must comply with the requirements of the Registered Clubs Accountability Code (as amended from time to time) and the provisions of this Rule 29. If there is any inconsistency between the Registered Clubs Accountability Code and this Rule 29, the provisions of the Registered Clubs Accountability Code shall prevail to the extent of that inconsistency.

29.2 For the purposes of this Rule 29, the terms “close relative”, “controlling interest”, “manager”, “pecuniary interest” and “top executive” have the meanings assigned to them by the Registered Clubs Act and Registered Clubs Regulations.

### **CONTRACTS WITH TOP EXECUTIVES**

29.3 The Club must ensure that each top executive has entered into a written employment contract with the Club dealing with:

- (a) The top executive’s terms of employment; and
- (b) The roles and responsibilities of the top executive;
- (c) The remuneration (including fees for service) of the top executive;
- (d) The termination of the top executive’s employment.

29.4 Contracts of employment with top executives:

- (a) Will not have any effect until approved by the Board; and
- (b) Must be reviewed by an independent and qualified adviser before they can be approved by the Board.

### **CONTRACTS WITH DIRECTORS OR TOP EXECUTIVES**

29.5 Subject to any restrictions contained in the Registered Clubs Act and Rule 29.7, the Club must not enter into a commercial arrangement or a contract with a director or top executive or with a company or other body in which a director or top executive has a pecuniary interest, unless the proposed commercial arrangement or contract is first approved by the Board.

29.6 A “pecuniary interest” in a company for the purposes of Rule 29.5 does not include any interest exempted by the Registered Clubs Act.

### **CONTRACTS WITH SECRETARY AND MANAGERS**

29.7 Unless otherwise permitted by the Registered Clubs Act, the Club must not enter into

a commercial arrangement or contract with:

- (a) The Secretary or a manager; or
- (b) Any close relative of the Secretary or a manager;
- (c) Any company or other body in which the Secretary or a manager or a close relative of the Secretary or a manager has a controlling interest.

#### **LOANS TO DIRECTORS AND EMPLOYEES**

29.8 The Club must not:

- (a) Lend money to a director of the Club; and
- (b) Unless otherwise permitted by the Registered Clubs Act and Regulations, the Club must not lend money to an employee of the Club unless the amount of the proposed loan is ten thousand dollars (\$10,000) or less and the proposed loan has first been approved by the Board.

#### **RESTRICTIONS ON THE EMPLOYMENT OF CLOSE RELATIVES OF DIRECTORS AND TOP EXECUTIVES**

29.9 A person who is a close relative of a director or top executive must not be employed by the Club unless their employment is approved by the Board.

29.10 If a person who is being considered for employment by the Club is a close relative of a director of the Club, the director must not take part in any decision relating to the person's employment.

#### **DISCLOSURES BY DIRECTORS AND EMPLOYEES OF THE CLUB**

29.11 A director, top executive or employee of the Club must disclose any of the following matters to the Club to the extent that they relate to the director, top executive or employee:

- (a) any material personal interest that the director has in a matter relating to the affairs of the Club; and
- (b) any personal or financial interest of the director or top executive in a contract relating to the procurement of goods or services or any major capital works of the Club;
- (c) any financial interest of the director or top executive in a hotel situated within forty (40) kilometres of the Club's premises;
- (d) any gift (which includes money, hospitality and discounts) valued at one thousand dollars (\$1,000) or more, or any remuneration (including any fees for service) of an amount of one thousand dollars (\$1,000) or more, received by the director, top executive or employee from an affiliated body of the Club or from a person or body that has entered into a contract with the Club.

29.12 The Club must keep a register in an approved form containing details of the disclosures made to the Club in accordance with this Rule 29.

#### **TRAINING DISCLOSURES**

29.13 The Club must make available to members:

- (a) details of any training which has been completed by directors, the Secretary and managers of the Club in accordance with the Registered Clubs Regulation; and
- (b) the reasons for any exemptions of directors, the Secretary or managers from undertaking the training prescribed by the Registered Clubs Regulation.

29.14 The Club must indicate, by displaying a notice on the Club's premises and on the Club's website (if any), how the members of the Club can access the information.

### **PROVISION OF INFORMATION TO MEMBERS**

29.15 The Club must:

- (a) make the information required by the Registered Clubs Regulations available to the members of the Club within four (4) months after the end of each reporting period to which the information relates: and
- (b) indicate, by displaying a notice on the Club's premises and on the Club's website (if any), how the members of the Club can access the information.

29.16

## **30. REMOVAL FROM OFFICE OF DIRECTORS**

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30.1 The members in general meeting may by ordinary resolution:

- (a) remove from office any director, directors or the whole of the Board before the expiration of his or her or their period of office;
- (b) appoint another person or persons in his or her or their stead provided any person so appointed is eligible to be a director in accordance with this Constitution.

30.2 Any person appointed pursuant to paragraph 30.1(b) shall hold office during such time only as the person whose place they are appointed would have held the same if he or she had not been so removed.

30.3 Notice of the intention to move a resolution to remove a member of the Board from office must be given to the Club at least two (2) months before the meeting at which the resolution is to be considered and voted on. The provisions of Section 203D of the Act shall be followed in relation to that meeting.

## **31. VACANCIES ON BOARD**

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31.1 The office of a member of the Board shall automatically be vacated if the person holding that office:

- (a) dies.
- (b) is disqualified for any reason referred to in Section 206B of the Act.
- (c) becomes of unsound mind or a person whose person or estate is liable to be



dealt with in any way under the law relating to mental health.

- (d) is absent from meetings of the Board for a continuous period of ninety (90) days calculated from the last meeting of the Board attended) without the prior written consent of the Board unless the Board determines that their office is not vacant as a result of that absence.
  - (e) by notice in writing resigns from office as a director.
  - (f) becomes prohibited from being a member of the Board by reason of any order made under the Act or is disqualified from holding office as a director pursuant to any order or declaration made under the Registered Clubs Act or the Liquor Act.
  - (g) ceases to be a member of the Club.
  - (h) becomes an employee of the Club.
  - (i) fails to complete the mandatory training requirements for directors referred to in Rule 24.8 within the prescribed period (unless exempted).
  - (j) was not eligible to stand for or be elected or appointed to the Board.
  - (k) ceases to hold the necessary qualifications to be elected or appointed to the Board.
  - (l) is convicted of an indictable offence (unless no conviction is recorded).
  - (m) is not a Financial member of the Club.
  - (n) is found guilty of a disciplinary charge and suspended from membership of the Club for a period exceeding three (3) months.
  - (o) Is removed from office as a director in accordance with the Act and this Constitution.
  - (p) does not hold a Director Identification Number (unless exempted from doing so).
- 31.2 The Board shall have power at any time and from time to time, to appoint any eligible person to the Board to fill a casual vacancy. The person so appointed shall hold office only until the conclusion of the following Annual General Meeting. If a vacancy arises in the office of President, Senior Vice President or Junior Vice President, the Board must fill that vacancy from amongst themselves notwithstanding the requirements of Rule 24.5 and then fill any vacancy which has been created by the appointment of a President, Senior Vice President or Junior Vice President as the case may be.

## **32. GENERAL MEETINGS**

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- 32.1 A general meeting of the members of the Club must be held for a proper purpose.
- 32.2 A general meeting called the Annual General Meeting shall be held once at least in every calendar year at such time and place as may be determined by the Board but within five (5) months of the close of the financial year. All meetings other than Annual General Meetings shall be called general meetings.

- 32.3 The President or the Board may whenever the President or Board considers fit call and arrange to hold a general meeting of the Club.
- 32.4 (a) Subject to this Rule 32, the Board must call and arrange to hold a general meeting of the Club on the request of members with at least five per cent (5%) of the votes that may be cast at the general meeting.
- (b) In this Rule 32.4 the term "**the request**" shall mean the request referred to in paragraph (a).
- (c) The request must:
- (i) be in writing; and
  - (ii) state any resolution to be proposed at the meeting;
  - (iii) be signed by the members making the request;
  - (iv) be given to the Secretary.
- (d) Separate copies of a document setting out the request may be used for signing by the members if the wording of the request is identical in each copy.
- (e) The Board must call the meeting within twenty one (21) days after the request is given to the Secretary. The meeting is to be held not later than two (2) months after the request is given to the Secretary.
- (f) Members with more than 50% of the votes of all the members who make the request may call and arrange to hold a general meeting if the Board do not do so within twenty one (21) days after the request is given to the Secretary.
- (g) The meeting referred to in paragraph (f) of this Rule 32.4 must be called in the same way, so far as is possible, in which general meetings of the Club may be called. The meeting must be held not later than three (3) months after the request is given to the Club.
- (h) To call the meeting the members requesting the meeting may ask the Secretary for a copy of the Register of Members and the Secretary must give the members the copy of the Register without charge.
- (i) The Club must pay the reasonable expenses the members incurred because the Board failed to call and arrange to hold the meeting. The Club may recover the amount of the expenses from the directors of the Club. However, a director is not liable for the amount if that director proves that he or she took all reasonable steps to cause the directors to comply with this Rule 32.4. The directors who are liable are jointly and individually liable for the amount. If a director who is liable for the amount does not reimburse the Club the Club must deduct the amount from any sum payable as fees payable to, or remuneration (including an honorarium) of the director.

#### **NOTICE OF GENERAL MEETINGS**

- 32.5 At least twenty one (21) days notice in writing of the Annual General Meeting and of any general meeting of the members of the Club must be given to all Full members who are entitled to attend and vote at that meeting and to the auditor.

- 32.6 A notice of a general meeting of the Club's members must:
- (a) set out the place, date and time of the meeting; and
  - (b) state the general nature of the meeting's business;
  - (c) if a special resolution is to be proposed at the meeting - set out an intention to propose the special resolution and state the resolution.
- 32.7 A copy of a notice of a general meeting of the members of the Club (including an Annual General Meeting) shall also be posted on the Club Notice Board for a period of not less than twenty one (21) days prior to the date of the meeting.
- 32.8 Neither the accidental omission to give notice of a meeting or the non-receipt by any person of notice of a meeting nor the omission to post a copy of a notice of the meeting on the Notice Board shall invalidate any proceedings at such meeting unless pursuant to Section 1322 of the Act such proceedings are declared to be void.

### **ANNUAL GENERAL MEETINGS**

- 32.9 The business of the Annual General Meeting shall be as follows:
- (a) to confirm the Minutes of the previous Annual General Meeting; and
  - (b) to receive and consider the reports referred to in Rule 35.4;
  - (c) to elect the Board;
  - (d) to appoint an Auditor or Auditors in the event that there be a vacancy in the office of Auditor;
  - (e) to approve the reimbursement of directors' expenses and the payment of honorariums (if any);
  - (f) to deal with any other business of which due notice has been given to the members.
- 32.10 (a) The Chairperson of the Annual General Meeting must allow a reasonable opportunity for the members as a whole at the meeting to ask questions about or make comments on the management of the Club.
- (b) If the Club's auditor or a representative of the Club's auditor is at the meeting, the Chairperson of the Annual General Meeting must allow a reasonable opportunity for the members as a whole at the meeting to ask the auditor or the auditor's representative questions relevant to the conduct of the audit and the preparation and conduct of the auditor's report.

### **AUDITOR'S RIGHT TO BE HEARD AT GENERAL MEETINGS**

- 32.11 The Club's auditor shall be given notice of all general meetings at the same time as such notice is given to the members and is entitled to attend any general meeting of the Club.
- 32.12 The auditor is entitled to be heard at the meeting on any part of the business of the meeting that concerns the auditor in their capacity as auditor.

32.13 The auditor is entitled to be heard even if:

- (a) the auditor retires at the meeting; or
- (b) the meeting passes a resolution to remove the auditor from office;

32.14 The auditor may authorise a person in writing as their representative for the purpose of attending and speaking at any general meeting.

### **PROCEEDINGS AT GENERAL MEETINGS**

32.15 The President shall be entitled to take the chair at every general meeting. If the President is not present or is unwilling or unable to act then the Senior Vice President shall take the chair of the meeting. If the Senior Vice President is not present or is unwilling or unable to act then the directors present shall elect one of their number, or another suitable person to take the chair for that general meeting.

32.16 The chairperson:

- (a) is responsible for the conduct of the general meeting; and
- (b) shall determine the procedures to be adopted and followed at the meeting;
- (c) may refuse a member admission to a general meeting or require a member to leave a general meeting if in his or her opinion, the member is not complying with reasonable directions and/or is acting in an offensive and disruptive manner at the meeting.

32.17 Every member when eligible to vote shall be entitled to vote on a show of hands and on the taking of a poll and shall have one vote.

32.18 No member of the Club who is also an employee of the Club shall be eligible to vote at any meeting of the Club.

32.19 Every question submitted to a meeting other than a Special Resolution shall be decided by a simple majority of votes from those members present and voting and counted on a show of hands (unless a poll is demanded by five (5) members or by the chairperson) and in the case of an equality of votes whether on a show of hands or on a poll the chairperson of the meeting shall have a second or casting vote.

32.20 If a poll is demanded it shall be taken in such manner and either at once or after the interval or adjournment or otherwise as the chairperson directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of the chairperson or on a question of adjournment shall be taken forthwith.

32.21 A demand for a poll may be withdrawn.

32.22 At any general meeting (unless a poll is demanded) a declaration by the chairperson that a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority and an entry to that effect in the book containing the minutes of the proceedings of the Club shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution.

### **QUORUM FOR GENERAL MEETINGS**

- 32.23 No business shall be transacted at any general meeting of members unless a quorum of members is present.
- 32.24 At any general meeting of the Club convened by the Board (including an Annual General Meeting), not less than twenty (20) members present in person and eligible to vote shall be a quorum. At any general meeting of the Club convened on the request of members, forty (40) members present in person and eligible to vote shall be a quorum.
- 32.25 If a quorum is not present within thirty (30) minutes after the time appointed for the commencement of the meeting, the meeting shall:
- (a) be dissolved if it was convened at the request of members pursuant to Rule 32.24; or
  - (b) stand adjourned to the same day in the next week at the same time and place or to such other day time and place as the Board may determine.
- 32.26 If at any meeting adjourned pursuant to Rule 32.25(b) a quorum is not present, the members present shall be a quorum and may transact any business for which the meeting was called.

#### **PROXY VOTING PROHIBITED**

- 32.27 A person shall not:
- (a) Attend or vote at any meeting of the Club or of the Board or of any committee thereof; or
  - (b) Vote at any election including an election of a member or of the Board as the proxy of another person.

#### **ADJOURNMENT OF AND USE OF TECHNOLOGY FOR GENERAL MEETINGS**

- 32.28 The Chairperson of a meeting may with the consent of the meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place.
- 32.29 No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 32.30 A resolution passed at a meeting resumed after an adjournment shall for all purposes be treated as having been passed on the date when it was in fact passed and shall not be deemed to have been passed on any earlier date.
- 32.31 It shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting except when a meeting is adjourned for thirty (30) days or more, when notice of the adjourned meeting shall be given as in the case of an original meeting.
- 32.32 The Board may cancel or postpone any general meeting prior to the date on which it is to be held, except where such cancellation or postponement would be contrary to the Act. The Board may give such notice of the cancellation or postponement as it thinks fit but any failure to give notice of the cancellation or postponement does not invalidate the cancellation or postponement or any resolution passed at a postponed

meeting. This Rule will not operate in relation to a meeting called pursuant to a request or requisition of members.

- 32.33 The Board may withdraw any resolution which has been proposed by the Board and which is to be considered at a general meeting, except where the withdrawal of such a resolution would be contrary to the Act.
- 32.34 The Club may hold a general meeting (including Annual General Meeting) at two (2) or more venues using any technology that gives the members as a whole a reasonable opportunity to participate at the meeting.
- 32.35 If permitted by the Act, the Club may hold virtual only general meetings or Annual General Meetings. The provisions of the Act shall apply to such meetings and to the extent of any inconsistencies between the Act and the Constitution, the provisions of the Act shall prevail.

### **33. MEMBERS' RESOLUTIONS AND STATEMENTS**

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#### **MEMBERS' RESOLUTIONS**

- 33.1 The following members may give the Secretary notice of a resolution that they propose to move at a general meeting:
- (a) members with at least 5% of the votes that may be cast on the resolution; or
  - (b) at least 100 members who are entitled to vote at a general meeting.
- 33.2 The notice must:
- (a) be in writing;
  - (b) set out the wording of the proposed resolution; and
  - (c) be signed by the members proposing to move the resolution.
- 33.3 Separate copies of a document setting out the notice may be used for signing by members if the wording of the notice is identical in each copy.
- 33.4 The percentage of votes that members have is to be worked out as at the midnight before the members give the notice to the Secretary.
- 33.5 If the Secretary has been given notice of a resolution under Rule 33.1, the resolution is to be considered at the next general meeting that occurs more than two (2) months after the notice is given.
- 33.6 The Club must give all its members notice of the resolution at the same time, or as soon as practicable afterwards, and in the same way, as it gives notice of a meeting.
- 33.7 The Club is responsible for the cost of giving members notice of the resolution if the Club receives the notice in time to send it out to members with the notice of meeting.
- 33.8 The members requesting the meeting are jointly and individually liable for the expenses reasonably incurred by the Club in giving members notice of the resolution if the Club does not receive the members' notice in time to send it out with the notice of meeting. At a general meeting, the members present and entitled to vote may resolve that the Club meet the expenses itself.

33.9 The Club need not give notice of the resolution:

- (a) if it is more than 1,000 words long or defamatory; or
- (b) if the members making the request are to bear the expenses of sending the notice out - unless the members give the Club a sum reasonably sufficient to meet the expenses that it will reasonably incur in giving the notice.

#### **MEMBERS' STATEMENTS**

33.10 Members may request the Club to give all its members a statement provided by the members making the request about:

- (a) a resolution that is proposed to be moved at a general meeting; or
- (b) any other matter that may be properly considered at a general meeting.

33.11 The request must be made by:

- (a) members with at least 5% of the votes that may be cast on the resolution; or
- (b) at least 100 members who are entitled to vote at the meeting.

33.12 The request must be:

- (a) in writing;
- (b) signed by the members making the request; and
- (c) given to the Secretary.

33.13 Separate copies of a document setting out the request may be used for signing by members if the wording of the request is identical in each copy.

33.14 The percentage of votes that members have is to be worked out as at the midnight before the request is given to the Secretary.

33.15 After receiving the request, the Club must distribute to all its members a copy of the statement at the same time, or as soon as practicable afterwards, and in the same way, as it gives notice of a general meeting.

33.16 The Club is responsible for the cost of making the distribution if the Secretary receives the statement in time to send it out to members with the notice of meeting.

33.17 The members making the request are jointly and individually liable for the expenses reasonably incurred by the Club in making the distribution if the Club does not receive the statement in time to send it out with the notice of meeting. At a general meeting, the Club may resolve to meet the expenses itself.

33.18 The Club need not comply with the request:

- (a) if the statement is more than 1,000 words long or defamatory; or
- (b) if the members making the request are responsible for the expenses of the distribution - unless the members give the Club a sum reasonably sufficient to meet the expenses that it will reasonably incur in making the distribution.

## **RESOLUTIONS FROM INDIVIDUAL MEMBERS**

- 33.19 Notwithstanding Rules 33.1 to 33.9, individual members may submit items of business and notices of motion which they wish to have included in the business of the Annual General Meeting. All such items of business and notices of motion must be in writing and received by the Secretary at least forty-two (42) days prior to the date fixed for such Annual General Meeting.
- 33.20 The Secretary shall cause all items of business and notices of motion referred to in Rule 33.19 to be presented to the Board and the Board shall have absolute discretion as to whether to include those items of business and/or notices of motion in the Notice of the Annual General Meeting that is sent to members.

## **34. MINUTES**

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- 34.1 The Club must keep minute books in which it records:
- (a) proceedings and resolutions of general meetings of the Club; and proceedings and resolutions of meetings of the directors of the Club (including meetings of a committee of directors); resolutions passed by directors without a meeting.
- 34.2 The Club must ensure that:
- (a) minutes of a meeting are signed within one (1) month of the meeting by the chairperson of the meeting or the chairperson of the next meeting; and
  - (b) minutes of the passing of a resolution without a meeting are signed by a director within one (1) month of the date on which the resolution is passed.
- 34.3 A minute that is so recorded and signed is evidence of the proceeding, resolution or declaration to which it relates, unless the contrary is proved.

## **35. ACCOUNTS AND REPORTING TO MEMBERS**

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- 35.1 The Board shall:
- (a) cause proper accounts and records to be kept with respect to the financial affairs of the Club in accordance with the Act and the Registered Clubs Act.
  - (b) prepare, on a quarterly basis, financial statements that incorporate:
    - (i) the Club's profit and loss accounts and trading accounts for the quarter; and
    - (ii) a balance sheet as at the end of the quarter.
  - (c) cause the financial statements referred to in paragraph (b) of this Rule to be submitted to a meeting of the Board.
  - (d) make the financial statements referred to in paragraph (b) of this Rule available to members of the Club within forty-eight (48) hours of the statements being adopted by the Board.
  - (e) indicate, by displaying a notice on the Club's premises and on the Club's website, how the members of the Club can access the financial statements



referred to in paragraph (b) of this Rule.

- (f) provide a copy of the financial statements referred to in paragraph (b) of this Rule available to any member on the written request of the member.

35.2 The books of account shall be kept at the Registered Office of the Club or at such other place as the Board thinks fit. The Club shall at all reasonable times make its accounting records available in writing for the inspection of members of the Board and any other persons authorised or permitted by or under the Act to inspect such records.

35.3 The Board shall, not less than twenty one (21) days before each Annual General Meeting and in any event within four (4) months of the end of the financial year of the Club, report to members in accordance with Division 4 of Part 2M.3 of the Act.

35.4 In accordance with Section 317 of the Act, the Board shall lay before the Annual General Meeting in respect of the financial year ending on the last day of December immediately prior to the Annual General Meeting:

- (a) the financial report of the Club; and
- (b) the directors' report;
- (c) the auditor's report on the financial report.

35.5 In accordance with the Act, members may elect to receive their Annual reports or any other information electronically if available or by any other means that may be available.

## **36. FINANCIAL YEAR**

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36.1 The financial year of the Club shall commence on the first day of January in each year and end on the last day of December in the same year or such other period as having regard to the Act, the Board may determine.

## **37. AUDITORS**

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37.1 Auditors shall be appointed and their duties regulated in accordance with the Act and their remuneration shall be fixed by the Board.

## **38. SECRETARY**

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38.1 At any time there shall only be one Secretary of the Club who shall be appointed by the Board and who shall be the Chief Executive Officer of the Club for the purposes of the Registered Clubs Act.

## **39. EXECUTION OF DOCUMENTS**

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39.1 The Club shall have a Seal.

39.2 The Board must provide for the safe custody of the Seal.

39.3 The Club may execute a document (including a deed) with the Seal by fixing the Seal to the document and having the fixing of the Seal witnessed by:

- (a) two members of the Board; or
  - (b) one member of the Board and the Secretary.
- 39.4 The Club may execute a document (including a deed) without using the Seal if that document is signed by:
- (a) two members of the Board; or
  - (b) one member of the Board and the Secretary.

#### **40. NOTICES**

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- 40.1 A notice may be given by the Club to any member either:
- (a) Personally; or
  - (b) by sending it by post to the address of the member recorded for that member in the Register of members kept pursuant to this Constitution, or
  - (c) by sending it to their electronic address (if any) nominated by the member;
  - (d) by notifying the member in accordance with Rule 40.2 (in the case of notices of general meetings (including Annual General Meetings) only).
- 40.2 If the member nominates:
- (a) an electronic means (the nominated notification means) by which the member may be notified that notices of meeting are available; and
  - (b) an electronic means (the nominated access means) the member may use to access notices of meeting
- the Club may give the member notice of the meeting by notifying the member (using the nominated notification means);
- (c) that the notice of meeting is available; and
  - (d) how the member may use the nominated access means to access the notice of meeting.
- 40.3 Where a notice is sent to a member in accordance with Rule 40.1, the notice shall be deemed to have been received by the members on the day following that on which the notice was sent.
- 40.4 Where a notice of general meeting (including Annual General Meeting) is sent to a member in accordance with Rule 40.2, the notice is taken to be given on the day following that on which the member is notified that the notice of meeting is available.
- 40.5 Unless otherwise required by the Act, the Club will send notices to members in accordance with Rules 40.1(c), 40.1(d) and 40.2.

#### **41. INDEMNITY TO OFFICERS**

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- 41.1 Every officer (as defined in Section 9 of the Act) and former officer of the Club shall

be indemnified to the full extent permitted by the Act out of the property of the Club against any liability incurred by him in his capacity as officer in defending any proceedings whether civil or criminal.

- 41.2 The Club may pay a premium for a contract insuring a person who is an officer or a former officer of the Club against a liability incurred by that person as an officer of the Club provided that the liability is not one in respect of which a premium can not be paid under the Act or a liability which contravenes Section 199A or Section 199B of the Act.

## **42. INTERPRETATION**

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- 42.1 A decision of the Board on the construction or interpretation of this Constitution or any Rule, or any By-Law of the Club made pursuant to this Constitution or on any matter arising there from, shall be conclusive and binding on all members of the Club, subject to such construction or interpretation being varied or revised by the members of the Club in General Meeting or by the Supreme Court of New South Wales.

## **43. AMENDMENTS TO CONSTITUTION**

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- 43.1 This Constitution can only be amended by way of Special Resolution passed at an Annual General Meeting or a general meeting of the members of the Club. Life members, Financial Ex-Service members and financial Associate members shall be the only members eligible to vote on any Special Resolution to amend this Constitution.

## **44. MEETINGS AND VOTING**

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- 44.1 In accordance with section 30C (3) of the Registered Clubs Act, the Club, the Board, or a committee of the Club may (but is not required to):
- (a) distribute a notice of, or information about, a meeting or election of the Club, the Board, or a committee of the Club by electronic means, and/or
  - (b) hold a meeting at which all or some persons attend by electronic means but only if a person who speaks at the meeting can be heard by the other persons attending;
  - (c) allow a person entitled to vote at a meeting of the Club, the Board, or a committee of the Club to vote in person or by electronic means.
- 44.2 If there is any inconsistency between Rule 44.1 and any other provision of this Constitution, Rule 44.1 shall prevail to the extent of that inconsistency.

## **45. GENERAL**

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- 45.1 The Constitution shall be read and construed subject to the provisions of the Registered Clubs Act and to the extent that any provision in the Constitution are inconsistent therewith and might prevent the Club being registered under the provisions of the said Act they shall be inoperative and have no effect.

*The End*