

# ILLAWARRA ARCHERS INC



## CONSTITUTION

February 2018

# **Illawarra Archers Inc**

## **CONSTITUTION**

### **Table of Contents**

#### **PART 1 PRELIMINARY**

1	NAME	1
2	OBJECTS OF THE CLUB	1
3	POWERS OF THE CLUB	1

#### **PART 2 MEMBERSHIP**

4	CLASSES OF MEMBERSHIP	1
5	MEMBERSHIP APPLICATIONS	3
6	ENTRANCE FEES AND SUBSCRIPTIONS	4
7	CESSATION OF MEMBERSHIP	4
8	REGISTER OF MEMBERS	5
9	RESOLUTION OF DISPUTES	5
10	SUSPENSION OF MEMBERSHIP: BREACH OF SAFETY REQUIREMENTS	5
11	SUSPENSION AND EXPULSION	6
12	RIGHT OF APPEAL OF DISCIPLINED MEMBER	7

#### **PART 3 THE EXECUTIVE**

13	POWERS OF THE EXECUTIVE	7
14	COMPOSITION AND MEMBERSHIP OF THE EXECUTIVE.	7
15	ELECTION OF MEMBERS OF THE EXECUTIVE	7
16	OTHER OFFICE BEARERS OF THE CLUB.	8
17	SECRETARY	8
18	TREASURER	8
19	CASUAL VACANCIES	9
20	REMOVAL OF EXECUTIVE MEMBERS OR OTHER OFFICE BEARERS	9
21	MEETINGS OF THE EXECUTIVE	9
22	APPOINTMENT OF CLUB MEMBERS TO CONSTITUTE A QUORUM	9
23	USE OF TECHNOLOGY AT EXECUTIVE MEETINGS	10
24	DELEGATION BY THE EXECUTIVE TO A SUB-COMMITTEE	10
25	VOTING AND DECISIONS	10

**PART 4 GENERAL MEETINGS**

26	ANNUAL GENERAL MEETING	10
27	ANNUAL GENERAL MEETING – CALLING OF AND BUSINESS AT	10
28	SPECIAL GENERAL MEETINGS – CALLING OF	11
29	NOTICE	11
30	ORDINARY GENERAL MEETINGS	11
31	QUORUM FOR GENERAL MEETINGS	12
32	PRESIDING MEMBER	12
33	MAKING OF DECISIONS	12
34	PROXY VOTES	12
35	USE OF TECHNOLOGY	13

**PART 5 OTHER MATTERS**

36	FUNDS	13
37	FUNDS – MANAGEMENT	13
38	THE CLUB IS NON-PROFIT	13
39	DISTRIBUTION OF PROPERTY ON WINDING UP	14
40	INSPECTION OF BOOKS ETC	14
41	FINANCIAL YEAR	14
42	AMENDMENT OF THIS CONSTITUTION	14

# **ILLAWARRA ARCHERS INC**

## **CONSTITUTION**

### **PART 1 PRELIMINARY**

#### **1 NAME**

- 1.1 The name of the Club shall be ILLAWARRA ARCHERS INC (hereinafter referred to as “the Club”).

#### **2 OBJECTS OF THE CLUB**

- 2.1 The Objects of the Club are:

- .1 To conduct encourage promote advance and administer the sport of Archery;
- .2 Affiliate and liaise with Archery Australia and Archery New South Wales and to adopt their rules and policies to further these Objects;
- .3 Abide by, promulgate, enforce and secure uniformity in the application of the Rules of Archery as they may be determined from time to time by Archery Australia and the World Archery Federation;
- .4 To advance the operations and activities of the Club.

- 2.2 Any Archery Range maintained by the Club shall be used for the Disciplines and Divisions of the sport of Archery which are recognised by World Archery and Archery Australia and the use of the Club’s range at the date of this Constitution for Target and Field Archery shall not be changed without the approval of a Special Resolution to amend this Constitution.

#### **3 POWERS OF THE CLUB**

- 3.1 To facilitate the Objects of the Club, the Club has, in addition to the rights, powers and privileges conferred on it by the Associations Incorporation Act (NSW) (hereinafter referred to as “the Act”), the legal capacity and powers of a company as set out under the Corporations Act 2001 (Commonwealth) or any Act amending or replacing those Acts.

### **PART 2 MEMBERSHIP**

#### **4 CLASSES OF MEMBERSHIP**

- 4.1 The membership of the Club shall consist of the following classes of members:

Life Members

Full members

Junior members

Associate Members

Social Members

#### 4.2 LIFE MEMBERS

- .1 The Members in General Meeting may, subject to the provisions of this Clause 4.2, elect as a Life Member any Member who has been a member for ten years and who has rendered exceptional service to the Club.
- .2 A nomination for Life Membership may only be made by an existing Life Member or by a Full Member.
- .3 A nomination for Life Membership shall in the first instance be placed before the Executive together with such evidence in support thereof as the nominating member shall consider appropriate.
- .4 The nomination for Life Membership together with the supporting evidence from the nominating member and such comment as the Executive may wish to make shall be placed before the next following General Meeting for consideration and voting upon by those members entitled to vote.
- .5 A member nominated for Life Membership may, at his or her discretion, decline the proposed Life Membership.
- .6 A Life Member shall be entitled to all of the privileges of the Club during his or her lifetime without payment of any subscription, levy or other fee except such as may be necessary for affiliation purposes.
- .7 A Life Member shall be eligible for election to the Executive.

#### 4.3 FULL MEMBERS

- .1 Full Members shall consist of those persons admitted to the Club as Full Members and who have paid the Entrance Fee and Annual subscription for Full Members.
- .2 Full Members shall be entitled to the full privileges of the Club and shall be eligible for election to the Executive.

#### 4.4 JUNIOR MEMBERS

- .1 Junior members shall be those persons who have not attained the age of eighteen years on the date on their application for membership is accepted by the Club and who have been admitted as Junior Members and have paid the entrance fee and annual subscription for Junior Members.
- .2 Junior Members over the age of fourteen years shall be entitled to all the privileges of the club, except that they shall not be eligible for election to the Executive.
- .3 Junior Members under the age of 14 years must at all times on the Club's range be accompanied by a responsible adult.
- .4 When a Junior Member attains the age of eighteen years, he or she shall automatically be transferred to Full Membership unless he or she requests transfer to another class of membership and shall pay the annual subscription for the new class of membership when so invoiced.

#### 4.5 ASSOCIATE MEMBERS

- .1 Associate Members shall be those persons who are members of a Club affiliated with Archery Australia and who have been admitted to membership of the Club as Associate Members and who have paid the entrance fee and annual subscription for Associate Members.
- .2 Associate Members shall be entitled to use the facilities of the Club and to attend and participate in Club Meetings but may not vote and shall not be eligible for election to the Executive.

#### 4.6 SOCIAL MEMBERS

- .1 Social Members shall be those persons who have been admitted to membership of the Club as Social Members and who have paid the entrance fee and annual subscription for Social Members.
- .2 Social Members shall be entitled to the social privileges of the Club, but shall not be entitled to shoot on the Club's range.
- .3 Social Members may attend and participate in Club Meetings, but may not vote and shall not be eligible for election to the Executive Committee.

#### 4.7 OTHER CATEGORIES

- .1 The Executive may at its discretion define sub-categories of the above classes of membership, but only for the purpose of determining entrance fees or annual subscriptions.

### 5 MEMBERSHIP APPLICATIONS

- 5.1 Every Application for Membership of the Club shall conform to the procedure determined by the Executive.
- 5.2 An application for Membership shall be lodged with the Secretary and shall be considered in the first instance by the Executive which shall in its absolute discretion decide whether to accept or reject the application.
- 5.3 As soon as practicable after the Executive makes the decision referred to in Clause 5.2, the Secretary shall advise the applicant whether the Executive has approved or rejected the application.
- 5.4 Where the decision of the Executive is to approve the application, the applicant shall be granted Provisional Membership of the Club in the relevant category upon payment of the appropriate entrance fee and annual subscription. The period of Provisional Membership shall be as determined by the Executive.
- 5.5 The names of all persons granted Provisional Membership and such other information as the Executive shall determine shall be posted on the Club Notice Board for the period of Provisional Membership. The name of the Provisional Member shall be placed before the General Meeting of the Club next following the expiration of the period of Provisional Membership.
- 5.6 If the General Meeting shall confirm the provisional membership the member so confirmed shall thereupon be admitted to membership of the Club within the relevant class of membership.
- 5.7 If the General Meeting shall not confirm a Provisional Membership, the Provisional Member concerned shall be invited to address the next following General Meeting which shall reconsider the question of the membership of the person concerned following any statement by that person.
- 5.8 If, after the procedure set out in Clause 5.7 has been followed, a Provisional Membership is not confirmed, the person concerned shall thereupon cease to be member of the Club and all monies paid, whether by way of entrance fee or annual subscription, shall be forfeited.

- 5.9 Provisional members shall be entitled to use the facilities of the Club and to participate in competitions and independent practice, but, except as provided in this clause 5, shall not participate in meetings or management of the Club.

## 6 ENTRANCE FEES AND SUBSCRIPTIONS

- 6.1 The Entrance Fee and Annual Subscriptions shall be as determined from time to time by the Club in General Meeting.
- 6.2 The Executive shall, not less frequently than annually, recommend to a General Meeting the amounts which it considers appropriate for Entrance Fees and Annual Subscriptions for the various Classes of Members set out in Clause 4 of this Constitution. Any such recommendation shall be accompanied by a budget of income and expenditure for the period covered by the Executive recommendation.
- 6.3 Any amendment to the Executive recommendation proposed at the General Meeting considering the Executive recommendation must be supported by a budget of income and expenditure and any further relevant information.
- 6.4 Any Entrance Fee and the Annual Subscription shall be payable in full upon election as a Provisional Member.
- 6.5 Renewals of membership shall be payable on the anniversary of the date of first admission to membership except for those members whose renewal date for affiliation with Archery Australia is 1 July. The renewal date for those persons shall be 1 July.
- 6.6 The Club in General Meeting may authorise the imposing of a levy for a particular purpose recommended by the Executive. Any levy shall be payable as set out in the resolution making the levy. Non-payment of a levy shall have the same consequences as non-payment of an annual subscription or any instalment thereof.
- 6.7 The liability of a member of the Club to contribute to the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by this Clause 6.

## 7 CESSATION OF MEMBERSHIP

- 7.1 A person ceases to be a member of the Club if the person:
- .1 Dies, or
  - .2 Resigns membership, or
  - .3 Is expelled from the Club, or
  - .4 Fails to pay the annual membership fee under Clause 6 or any other monies owing to the club within one month after the due date.
- 7.2 The Executive may reinstate a person ceasing to be a member under Clause 7.1.4 if the Executive thinks fit to do so and upon payment of all monies outstanding.

- 7.3 A person ceasing to be a member pursuant to Clause 7.1.4 shall nevertheless remain liable for any debts owing to the Club, including, but not limited to, outstanding fees, subscriptions and levies.

## 8 REGISTER OF MEMBERS

- 8.1 The Secretary shall establish and maintain a Register of Members of the Club (whether in written or electronic form) specifying the postal, residential or email address of each person who is a member of the Club together with the date on which that person became a member and such other membership details as the Executive shall direct.
- 8.2 The Register of members must be open for inspection (free of charge) by any member of the Club at any reasonable hour.
- 8.3 A member of the Club may obtain a copy of any part of the Register of Members on payment of a fee of not more than \$1 per page copied.
- 8.4 If a member requests that any information contained in the Register of Members about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- 8.5 A member shall not use any information about a person obtained from the Register of Members to contact that person or to send material to that person other than material relating to the Club or otherwise to comply with the Associations Incorporation Act or Regulations.
- 8.6 If the Register of Members is kept in electronic form, it must be capable of conversion into hard copy and shall be so converted in order to comply with a request for inspection.

## 9 RESOLUTION OF DISPUTES

- 9.1 A dispute between a member of the Club and another member (in their capacity as members) shall be referred in the first instance to the Member Protection Officer (MPO) for consideration and for such action, including mediation or referral to a Community Justice Centre, as the MPO thinks fit. All matters under consideration by the MPO shall be treated as confidential.
- 9.2 If the matter is not resolved at the instance of the MPO, the matter shall be referred to the Executive, and the decision of the Executive on the matter after all parties have had the opportunity of presenting oral or written submissions shall be final and shall be accepted as binding by all members of the Club.

## 10 SUSPENSION OF MEMBERSHIP FOR BREACH OF CLUB SAFETY REQUIREMENTS

- 10.1 Where any member of the Executive is satisfied that any person on the Club's range has acted in breach of the safety requirements of the Club, that person may be immediately suspended by the Executive member from all membership entitlements including any entitlement to be on the Club premises.



- 10.2 Any suspension pursuant to Clause 10.1 shall be immediately reported to the President by the member of the Executive imposing the suspension.
- 10.3 Any suspension pursuant to Clause 10.1 shall be considered by the Executive at a meeting convened for that purpose and held within seven days of the imposition of the suspension.
- 10.4 If the Executive confirms the suspension, the suspension shall remain in effect notwithstanding the provisions of Clauses 11 and 12 and while any procedures under those Clauses are being followed.
- 10.5 If the Executive elects not to confirm any immediate suspension under Clause 10.1, the suspension shall be lifted, but the action which gave rise to the Suspension shall be treated as being the subject of a complaint and shall be considered as set out in clauses 11 and 12.

## 11 SUSPENSION AND EXPULSION

- 11.1 A complaint may be made to the Executive that any member of the Club:
  - .1 has refused or neglected to comply with any provision of this Constitution; or
  - .2 has wilfully acted in a manner which is contrary to the interests of the Club or of the sport of Archery.
- 11.2 The Executive may refuse to deal with any complaint if it considers the complaint to be trivial or vexatious.
- 11.3 If the Executive decides to deal with the complaint, the Executive:
  - .1 must cause notice of the complaint to be served on the member concerned;
  - .2 give the member at least fourteen days from the time the notice is served within which to make submissions to the Executive in connection with the complaint; and
  - .3 must take into account any submissions made by the member in connection with the complaint.
- 11.4 The Executive may, by resolution, expel the member from the Club or suspend the member from membership, if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and establish that the member has acted as set out in Clause 11.1.1 or 11.1.2. and that suspension or expulsion is warranted in the circumstances.
- 11.5 If the Executive suspends or expels a member, the Secretary must, within seven days cause written notice to be given to the member of the action taken, of the reasons given by the Executive for the action taken and of the member's right of appeal under Clause 12.
- 11.6 The suspension or expulsion shall not take effect:
  - .1 until the expiration of the period with which the member is entitled to appeal; or
  - .2 if, within that period, the member exercises the right of appeal, unless and until the Club confirms the resolution under Clause 12.

## 12 RIGHT OF APPEAL OF DISCIPLINED MEMBER

- 12.1 A member may appeal to the Club in General Meeting against a resolution of the Executive under Clause 11 within seven days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 12.2 The notice may, but need not, be accompanied by a statement of the grounds upon which the member intends to rely for the purposes of the appeal.
- 12.3 On receipt of a notice from a member under clause 12.1, the Secretary must notify the Executive, which is to convene a general meeting of the Club to be held within twenty eight days after the date on which the Secretary received the notice.
- 12.4 At the General Meeting convened under Clause 12.3:
- .1 no business other than the question of the appeal shall be transacted;
  - .2 the Executive and the member must be given the opportunity to state their respective cases orally or in writing or both;
  - .3 the members present are to vote by secret ballot on the question of whether the resolution is to be confirmed or revoked.
- 12.5 The appeal is to be determined by a simple majority of the members present and voting.

## **PART 3 THE EXECUTIVE**

### 13 POWERS OF THE EXECUTIVE

- 13.1 Subject to the Act, the Regulations, this Constitution and any resolution passed by the Club in General Meeting, the Executive:
- .1 is to control and manage the affairs of the Club, and
  - .2 may exercise all of the functions that may be exercised by the Club, other than those functions that are required by this Constitution to be exercised by a general meeting of members of the Club, and
  - .3 has power to perform all acts and do all things that appear to the Executive to be necessary or desirable for the proper management of the affairs of the Club.

### 14 COMPOSITION AND MEMBERSHIP OF THE EXECUTIVE.

- 14.1 The Executive shall consist of: the President, two Vice Presidents, the Secretary, the Treasurer, the Target Captain and the Field Captain.

### 15 ELECTION OF MEMBERS OF THE EXECUTIVE

- 15.1 The members of the Executive shall be elected at the Annual General Meeting and shall hold office until the conclusion of the next following Annual General Meeting.
- 15.2 Each of the positions on the Executive shall be the subject of a separate election.
- 15.3 Nominations of candidates shall be called for from the floor of the Annual General Meeting.

15.4 If only one nomination is received for any position, the candidate so nominated shall be declared elected to that position.

15.5 If more than one nomination shall be received for any position, a vote of those present and entitled to vote shall be held. The vote shall be by secret ballot.

15.6 If no nomination is received for any position on the Executive, that position shall be deemed to be a casual vacancy and shall be filled as set out in Clause 19.

15.7 A member may not hold more than one Executive position, but an Executive member may also concurrently hold one or more positions as a non-executive office-bearer of the Club.

15.8 There is no maximum number of consecutive terms of office for members of the Executive of the club.

## 16 OTHER OFFICE BEARERS OF THE CLUB.

16.1 The Executive shall determine any other offices which are desirable for the efficient and satisfactory management of the Club and those offices shall be filled by the Annual General Meeting of the Club in a similar manner to that set out in Clause 15 for the election of members of the Executive.

16.2 A member of the Club may concurrently hold more than one position as an office-bearer of the club.

## 17 SECRETARY

17.1 The Secretary of the Club must, as soon as practicable after being elected as Secretary, lodge notice with the Club of his or her address.

17.2 It is the duty of the Secretary to keep minutes (whether in written or electronic form) of:

- .1 all appointments of members of the Executive and other officers of the Club;
- .2 the names of members of the Executive present at meetings of the Executive or general meetings;
- .3 all proceedings at Executive meetings or general meetings of the Club.

17.3 Minutes of proceedings must be signed by the chairperson of that meeting or by the chairperson of the next succeeding meeting.

17.4 The Secretary shall also hold office as Public Officer of the Club.

## 18 TREASURER

18.1 It is the duty of the Treasurer of the Club to ensure:

- .1 that all money due to the Club is collected and received and that all payments authorised by the Club are made; and
- .2 that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.

## 19 CASUAL VACANCIES

- 19.1 A casual vacancy in the office of a member of the Executive shall occur upon the happening of any event set out in Clause 18 of the Model Constitution referred to in the Regulations under the Act in relation to that person.
- 19.2 In the event of a casual vacancy occurring in the membership of the Executive or in respect of any other office bearer of the Club, the Executive may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office until the annual general meeting next following his or her appointment.

## 20 REMOVAL OF EXECUTIVE MEMBERS OR OTHER OFFICE BEARERS

- 20.1 The Club in general meeting may by resolution remove any member of the Executive or other office bearer before the expiration of the member's term of office and may by resolution appoint another member to hold office until the expiration of the term of office of the member so removed.

## 21 MEETINGS OF THE EXECUTIVE

- 21.1 The Executive must meet at least three times in each twelve month period.
- 21.2 Additional meetings of the Executive may be convened by the President or on the request of any other two members of the Executive.
- 21.3 Oral or written notice of a meeting of the Executive must be given by the Secretary at least 48 hours prior to the meeting time unless the President otherwise directs in circumstances of urgency.
- 21.4 Notice of a meeting under Clause 21.3 shall specify the general nature of the business to be transacted at the meeting and no other business shall be transacted at the meeting except business unanimously agreed by those present to be urgent.
- 21.5 A quorum for an Executive meeting shall be four members.
- 21.6 At a meeting of the Executive:
- .1 The President, or, in the President's absence, a Vice President shall preside;
  - .2 In the absence of the President or a Vice President, the remaining members shall elect one of their number to preside.

## 22 APPOINTMENT OF CLUB MEMBERS TO CONSTITUTE A QUORUM

- 22.1 If at any time the number of members of the Executive shall fall below the number required to form a quorum, the remaining members of the Executive may appoint a sufficient number of Club members to enable a quorum to be formed.
- 22.2 A member so appointed shall, subject to this Constitution, hold office until the next following annual General Meeting.
- 22.3 This Clause does not apply to the filling of a casual vacancy to which Clause 19 applies.

## 23 USE OF TECHNOLOGY AT EXECUTIVE MEETINGS

23.1 An Executive meeting may be held at two or more venues using any technology approved by the Executive that gives each member of the Executive a reasonable opportunity to participate.

23.2 An Executive member who participates in an Executive meeting using technology as set out in Clause 23.1 is taken to be present at the meeting and where the member votes is taken to have voted in person.

## 24 DELEGATION BY THE EXECUTIVE TO A SUB-COMMITTEE

24.1 The Executive may delegate to a subcommittee the consideration of any matter specified in the instrument of delegation. Any such delegation shall be subject to the terms of the delegation. The delegation may be revoked at any time by the Executive.

## 25 VOTING AND DECISIONS

25.1 At any meeting of the Executive or of any sub-committee appointed by it, each member present shall be entitled to one vote, but in the event of an equality of votes, the Chair shall have an additional casting vote.

# **PART 4 GENERAL MEETINGS**

## 26 ANNUAL GENERAL MEETING

26.1 The Club must hold its Annual General Meeting:

- .1 within six months after the close of its financial year; or
- .2 within such further period as may be allowed pursuant to the Act.

## 27 ANNUAL GENERAL MEETING – CALLING OF AND BUSINESS AT

27.1 The Annual General Meeting shall, subject to the Act and to Clause 26, be convened on the date and at the place and time that the Executive thinks fit.

27.2 The business of the Annual General Meeting shall be:

- .1 Confirmation of the Minutes of the preceding Annual General Meeting and any intervening Special General Meeting;
- .2 The President's report on the preceding year;
- .3 To receive and consider any financial statement or report required to be submitted to members under the Act;
- .4 To elect the members of the Executive and other office-bearers of the Club;
- .5 To conduct any other business of which notice has been duly given;
- .6 To address any other business of an annual nature.

## 28 SPECIAL GENERAL MEETINGS – CALLING OF

- 28.1 The Executive may, whenever it thinks fit convene a Special General Meeting of the Club.
- 28.2 The Executive must, on the requisition of not less than ten Life or Full members of the Club convene a Special General Meeting of the Club.
- 28.3 A requisition of members for a Special General Meeting
- .1 must be in writing;
  - .2 must state the purpose of the meeting;
  - .3 must be signed by the members making the requisition;
  - .4 must be lodged with the Secretary; and
  - .5 requisition may consist of a number of documents in similar form each signed by one or more of the members making the requisition.
- 28.4 If the Executive fails to convene a Special General Meeting to be held within one month of the date on which the requisition was lodged with the Secretary, any one or more of the members making the requisition may convene a Special General Meeting to be held not later than three months after that date.
- 28.5 A Special General Meeting convened by a member or members as referred to in Sub-clause 28.4 shall be convened as nearly as practicable in the same manner as general meetings are convened by the Executive.
- 28.6 For the purposes of sub-clause 28.3.3:
- .1 a requisition may be in electronic form, and
  - .2 a signature may be transmitted and a requisition may be lodged by electronic means.

## 29 NOTICE

- 29.1 Except where the business of the meeting requires a special resolution, the Secretary must, at least 14 days before the date fixed for a meeting, give notice to each member specifying the place date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 29.2 If the business proposed for a meeting requires a Special Resolution, the Secretary must, at least 21 days before the date fixed for the meeting, cause notice to be given to each member specifying, in addition to the matter required under sub-clause 1, the terms of the resolution and that it is intended to propose it as a Special Resolution.
- 29.3 No business shall be conducted at a Special General Meeting except that related to the Special Resolution.

## 30 ORDINARY GENERAL MEETINGS

- 30.1 Ordinary general Meetings shall be scheduled into the Club's annual programme at approximately two monthly intervals.

### 31 QUORUM FOR GENERAL MEETINGS

- 31.1 No item of business shall be transacted at a general meeting unless a quorum of members is present when the item is being discussed.
- 31.2 Twelve members entitled to vote present at a general meeting shall constitute a quorum.
- 31.3 If within half an hour after the appointed time for the commencement of a meeting, a quorum is not present, the meeting:
- .1 If convened on the requisition of members, shall be dissolved;
  - .2 In any other case shall stand adjourned until the same day in the following week at the same time and (unless another place is advised by written notice to members at least twenty four hours before the time to which the meeting is adjourned) at the same place.
  - .3 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present shall constitute a quorum.

### 32 PRESIDING MEMBER

- 32.1 The President, or in the President's absence, a Vice President, is to preside at General Meetings of the Club.
- 32.2 If the President or a Vice President are absent or unwilling to preside at a General Meeting, those members present and entitled to vote shall elect one of their number to preside.

### 33 MAKING OF DECISIONS

- 33.1 An ordinary resolution shall be decided by a simple majority determined
- .1 by a show of hands of those entitled to vote; or
  - .2 on the requisition of five members present and entitled to vote, by secret ballot.
  - .3 if the meeting is one to which Clause 35 applies, any appropriate corresponding method determined by the Chair.
- 33.2 A Special Resolution shall only be passed where it receives the support of three quarters of those present and voting.
- 33.3 Members entitled to vote shall have one vote only except that, in the event of an equality of votes, the Chair of the meeting shall have a second and casting vote.

### 34 PROXY VOTES

- 34.1 Proxy voting or postal voting is not permitted.

## 35 USE OF TECHNOLOGY

- 35.1 A general meeting may be held at two or more venues using any technology approved by the Executive that gives each of the Club's members a reasonable opportunity to participate.

## **PART 5 OTHER MATTERS**

### 36 FUNDS

- 36.1 The funds of the Club are to be derived from entrance fees and annual subscriptions of members and, subject to any resolution passed by the Club in General Meeting, any other monies as determined by the Executive.
- 36.2 All monies received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank or other authorised account.
- 36.3 The Club must as soon as practicable after receiving any money, issue a receipt.

### 37 FUNDS – MANAGEMENT

- 37.1 Subject to any resolution passed by the Club in general meeting, the funds of the Club are to be used solely in pursuit of the objects of the club in the manner determined by the Executive.
- 37.2 All cheques and other negotiable instruments are to be signed by two authorised signatories.
- 37.3 Where the funds of the Club are dealt with by electronic means, any such dealing may only be by way of a process which involves two authorised signatories.
- 37.4 Notwithstanding the preceding provisions of this Clause 37, the Executive may authorise the establishment of Petty Cash Floats or Credit or Debit Cards for Club Official positions or for particular activities.
- 37.5 Any facility authorised pursuant to Clause 37.4 shall
- .1 be for an amount within the expenditure limit of the Executive,
  - .2 be accounted for by the holder of the facility to each meeting of the Executive. and
  - .3 be fully acquitted when the purpose of the float is completed.

### 38 THE CLUB IS NON-PROFIT

- 38.1 Subject to the Act and the Regulations, the Club must apply its funds and assets solely in pursuance of the objects of the Club and must not conduct its affairs so as to provide a pecuniary gain for any of its members.



### 39 DISTRIBUTION OF PROPERTY ON WINDING UP

39.1 Subject to the Act and the Regulations, in a winding up of the Club, any surplus property of the Club is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.

### 40 INSPECTION OF BOOKS ETC

40.1 The following documents must be open for inspection free of charge by a member of the Club at any reasonable hour:

- .1 records books and other financial documents of the Club;
- .2 this Constitution
- .3 minutes of all Executive meetings and General meetings of the Club.

40.2 A member of the Club may obtain a copy of any of the documents referred to in sub-clause 40.1 upon payment of a fee of not more than \$1 for each page copied.

40.3 Despite sub-clauses 40.1 and 40.2 the Executive may refuse to permit a member to inspect or obtain a copy of records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club.

### 41 FINANCIAL YEAR

41.1 The financial year of the Club shall commence on the first day of July in any year and shall conclude on the thirtieth day of June in the next following year.

### 42 AMENDMENT OF THIS CONSTITUTION

42.1 This Constitution may only be amended by a Special Resolution passed at a duly convened Special General Meeting of the Club.

