

# **Constitution of Busselton Football & Sportsman's Club Inc. an incorporated association**



Busselton Football & Sportsman's Club Inc.

Constitution

Ratified at Special General Meeting 22/02/2019

Approved by the Commissioner 23/05/2019

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# Busselton Football & Sportsman's Club Inc.

## An Incorporated Association

### 1. Name of incorporated association

The name of the incorporation association is Busselton Football & Sportsman's Club Inc. (the **Club**).

### 2. Definitions and interpretation

#### 2.1 Definitions

The following definitions apply in this Constitution unless the context requires otherwise:

**Act** means the *Associations Incorporation Act 2015* (Cth) and any Regulations made under that statute;

**Business Day** means a day that is not a Saturday, Sunday, public holiday or bank holiday in Perth;

**Bylaws** means bylaws made by the Association under rule 17.7;

**Chairperson** means the person appointed to the office of President of the Club from time to time, subject to clause 14.2(d);

**Club** means Busselton Football & Sportsman's Club Inc., an incorporated association;

**Commissioner** means the person designated as the Commissioner from time to time under section 153 of the Act;

**Committee** means the management committee referred to in clause 13.1;

**Committee Member** means a person appointed or elected to the Committee from time to time;

**Committee Register** means the register maintained in accordance with section 58 of the Act and referred to in clause 15.5;

**Constitution** means this constitution as amended, supplemented or replaced from time to time;

**Convene** means to call together for a formal meeting;

**Executive committee** means a committee made up of office holders;

**Financial Records** includes:

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain:
  - (i) the methods by which financial statements are prepared; and

(ii) adjustments to be made in preparing financial statements;

**Financial Report** means a financial report of a tier 2 association or tier 3 association prepared in accordance with Part 5 of the Act and which consists of:

- (a) the Financial Statements for the relevant Financial Year;
- (b) the notes to the Financial Statements; and
- (c) the Committee's declaration about the Financial Statements and notes;

**Financial Statements** means financial statements prepared in accordance with Division 3 of the Act;

**Financial Year** has the meaning given in clause 20.5;

**General Meeting** means a general meeting of the Members, and includes special general meetings and annual general meetings;

**Junior Member** means a Member entered in the Register as a playing member under the age of 18 years.

**Life Member** means a Member entered in the Register as a life member;

**Liquor Act** means the *Liquor Control Act 1988* (WA);

**Member** means a member of the Club entered in the Register in any category;

**Membership Fee** has the meaning given in clause 6.6(a);

**Membership year** has the meaning given in clause 6.4(f)

**Objects** means the objects of the Club as set out in clause 3(a);

**Ordinary Member** means a Member entered in the Register as an ordinary member;

**Poll** means voting conducted in written form (as opposed to a show of hands);

**Present** means, in connection with a meeting, a Member being present in person or by proxy, attorney or Representative, and includes being present at a different venue from the venue at which other Members are participating in the same meeting, providing the pre-requisites for a valid meeting at different venues are observed;

**President** means a person appointed to the office of president of the Club from time to time;

**Register** means the register of Members of the Club;

**Rules** means these rules of the Association, as in force for the time being;

**Secretary** means a person appointed to the office of secretary of the Club from time to time;

**Special Resolution** has the meaning given in clause 10.3;

**tier 1 association** means an incorporated association to which section 64(1) of the Act applies;

**tier 2 association** means an incorporated association to which section 64(2) of the Act applies;

**tier 3 association** means an incorporated association to which section 64(3) of the Act applies; and

**Treasurer** means a person appointed to the office of treasurer of the Club from time to time.

## 2.2 Interpretation

In this Constitution, unless the context requires otherwise:

- (a) the singular includes the plural and vice versa;
- (b) the headings are used for convenience only and do not affect the interpretation of this Constitution;
- (c) other grammatical forms of defined words or expressions have corresponding meanings;
- (d) a reference to a document includes the document as modified from time to time and any document replacing it;
- (e) the word "person" includes a natural person, partnership, body corporate, association, governmental or local authority, agency and any other body or entity whether incorporated or not;
- (f) the word "month" means calendar month and the word "year" means 12 months;
- (g) the words "written" or "in writing" include any communication sent by letter, facsimile transmission or email or any other form of communication capable of being read by the recipient;
- (h) a reference to all or any part of a statute, rule, regulation or ordinance (**statute**) includes that statute as amended, consolidated, re-enacted or replaced from time to time;
- (i) a reference to any agency or body, if that agency or body ceases to exist or is reconstituted, renamed or replaced or has its powers or functions removed (**defunct body**), means the agency or body that performs most closely the functions of the defunct body; and
- (j) any expression in a provision of this Constitution that relates to a particular provision of the Act has the same meaning as in that provision of the Act.

## 2.3 Compliance with the Act

This Constitution is subject to the Act, which overrides any clause in this Constitution that is inconsistent or not permitted by the Act.

## 2.4 Transitional

Everything done under this Constitution of the Club continues to have the same operation and effect after the adoption of any successor Constitution as if properly done under that Constitution.

### **3. Objects and powers of the Club**

- (a) The objects of the Club are:
  - (i) To foster interest in Australian Rules Football.
  - (ii) To promote community interest, involvement and awareness about the Club and all of its activities.
  - (iii) To acquire, develop and maintain premises for the benefit of all Members.
  - (iv) To encourage and assist all Members to enjoy the benefits of being a Member whilst doing so in a respectable and good sportsman-like manner.
  - (v) To provide opportunities for all Members to become involved in the normal activities of the Club and provide access of benefits to all Members.
  - (vi) To obtain sponsorship and funding for the sole purpose of covering the expenses of the day-to-day activities of the club and to improve the Clubs facilities.
- (b) The Club has all the powers of an incorporated association under the Act. The Club may only use its powers to do:
  - (i) anything which it considers will advance or achieve the Objects; and
  - (ii) all other things that are incidental to carrying out the Objects.

### **4. Not for profit**

- (a) All property and income of the Club must be applied solely towards promoting the Objects, and no part of the Club's property or income may be paid or otherwise distributed, directly or indirectly to any Member, except in good faith in promoting the Objects.
- (b) A payment may be made (directly or indirectly) to a Member out of the funds of the Club only if it is authorised under clause 4(c).
- (c) A payment to a Member out of the funds of the Club is authorised if it is:
  - (i) the payment in good faith to that Member of reasonable remuneration for services provided to the Club; or reasonable compensation for goods supplied to the Club in the ordinary course of business;
  - (ii) the payment of interest on money borrowed from a Member by the Club, at a rate not exceeding the cash rate published from time to time by the Reserve Bank of Australia;
  - (iii) the payment of reasonable rent to the Member for any premises leased by the Member to the Club; or
  - (iv) the reimbursement of reasonable expenses properly incurred by a Member on behalf of the Club.



## **5. Affiliation**

- (a) This association is affiliated with the Western Australian Country Football League Inc (WACFL) or another affiliated association of the West Australian Football Commission (WAFC).

## **6. Membership of the Club**

### **6.1 Number of Members**

- (a) The minimum number of Members of the Club is 6.
- (b) The maximum number of Members in each category of membership is at the discretion of the Committee, subject to any applicable legal requirements

### **6.2 Membership classes**

- (a) Ordinary Member – must be 18 years of age or above, and support the Objects of the Club.
  - (i) This category of membership gives authority to vote on club matters.
  - (ii) Are entitled to invite guests to the Club
- (b) Life Member – the members may elect Persons who have rendered meritorious service to The Club as Life Members for such service.
- (c) Junior Member – Persons under the age of 18 years may make application to The Club as a Junior Member, and if accepted, shall pay the prescribed subscription.
  - (i) Persons granted this category of membership will require a sporting affiliation, but shall have no voice in the management of The Club and shall not be entitled to hold any office or hold voting rights.
  - (ii) This category of member does not have the authority to invite guests to The Club.
  - (iii) Any Junior Member on attaining the age of 18 years wishing to remain a member of The Club shall be granted the appropriate club membership and shall pay the full subscription as set down from time to time.
- (d) Temporary Member – a person who is on any day visiting The Club as a member or an official of another club or team, or a person assisting a member or an official of another club or team to:
  - (i) Engage in a pre-arranged event with The Club as per The Club's objects; or
  - (ii) Hold a pre-arranged function at The Club involving the use of The Club's sporting facilities.
  - (iii) Temporary Members shall not be entitled to be present at any meeting of the members of The Club, nor have any right, title or interest in or to any of the property of The Club.
- (e) Reciprocal Member – is a visitor who is a full financial member of any like club in Western Australia or any Licensed Club located outside of Western Australia.

- (i) Reciprocal Members shall not be entitled to be present at any meeting of the members of The Club, nor have any right, title or interest in or to any of the property of The Club.
- (f) Subject to the Act, and without derogating from the rights of existing Members, the Club may by resolution create additional classes of associate membership of the Club and determine the eligibility criteria, rights and obligations of those associate members.

### **6.3 Eligibility for membership**

#### **(a) Ordinary Members**

To be eligible to apply for membership as an Ordinary Member, a person must:

- (i) be a natural person,
- (ii) support the Objects, and
- (iii) pay the relevant fees in accordance with clause 6.6.

#### **(b) Life Members**

To be eligible for membership as a Life Member, a Member must have provided outstanding service to the Club for at least 10 years in promoting the Objects and/or have played 150 league games for the Club.

### **6.4 Applying for membership as an Ordinary Member**

#### **(a) Every application for membership as an Ordinary Member must:**

- (i) be on a written form approved by the Committee for that purpose and signed by the applicant; and
- (ii) be submitted to the Secretary or in any other way approved by the Committee.

#### **(b) The Committee will consider membership applications and in its discretion may approve or reject an application, without giving reasons.**

#### **(c) The Secretary must inform applicants of the outcome of their application within a reasonable period.**

#### **(d) If the Committee approves the membership application, the Secretary must:**

- (i) notify the applicant and request payment of the applicable Membership Fee; and
- (ii) within 28 days after the person becomes a Member, enter the person's name in the Register.

#### **(e) An applicant whose membership application has been approved will not become a Member until the Club has:**

- (i) received payment of the required Membership Fee; and

- (ii) the applicant's details are entered in the Register in accordance with clause 8.1.
- (f) The membership year is a 12 month period which commences 1 March.

## **6.5 Membership as a Life Member**

- (a) Any Ordinary Member may nominate a person who is eligible in accordance with clause 6.3(b) for Life Membership. The Ordinary Member must complete a nomination form provided by the Committee for that purpose and lodge it with the Secretary.
- (b) Nominations for Life Membership must be considered at a General Meeting and will be approved if a Special Resolution is passed approving the nomination.

## **6.6 Membership Fees**

- (a) The Committee must determine the Membership Fees from time to time applicable to each Member, including (but not limited to):
  - (i) an entrance fee for membership; and
  - (ii) an annual, half yearly, quarterly or monthly subscription fee.
- (b) The Committee may:
  - (i) set different Membership Fees for different Members, including (but not limited to) different Membership Fees (or no Membership Fees) for Members who are Club players; and
  - (ii) in its absolute discretion may waive all or part of a Membership Fee payable by any particular Member.
- (c) Membership Fees are payable in advance by the date directed by the Committee from time to time.
- (d) If any amount owing under this clause 6.6 remains unpaid for a period of 60 days after it falls due, the Secretary will send a notice to the Member requiring payment of the outstanding amount within 28 days of the date of the notice.
- (e) If the amount is not paid within this 28 day period then the Member will at the end of the period automatically and without further notice cease to be a Member.
- (f) The Committee may, in its absolute discretion, reinstate the Member on payment of all arrears of amounts owing.
- (g) Fees paid, cover the total current membership year, no matter when the member paid the fees.

## **6.7 Membership obligations and rights**

- (a) Every Member undertakes to the best of their ability to:
  - (i) comply with this Constitution and any bylaws, policies or standards of the Club in force from time to time; and
  - (ii) promote the Objects, interests and standing of the Club.

- (b) Ordinary Members have all the rights provided to Members under this Constitution, including (but not limited to) the right to:
  - (i) receive notices from the Club;
  - (ii) attend, request the convening of and vote at all General Meetings of the Club; and
  - (iii) be elected or appointed to the Committee and any committees of the Club.
- (c) Life Members:
  - (i) are not required to pay Membership Fees.
- (d) Any other class of associate member created in accordance with clause 6.2(f) will have the rights given to them in accordance with the resolution referred to in clause 6.2(f).

## **6.8 Liability of Members**

- (a) The liability of Members is limited to payment of their Membership Fees in accordance with clause 6.56.
- (b) A Member is not liable, by reason of their Membership, for the liabilities of the Club or the cost of winding up the Club.

## **6.9 No transfer of membership**

A right, privilege or obligation of a person by reason of Membership:

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon the cessation of Membership.

# **7. Ceasing to be a Member**

## **7.1 When a Member ceases to be a Member**

A Member will cease to be a Member:

- (a) if the Member resigns by verbal notice or notice in writing to the President or Secretary, on the date that the notice is received by the Secretary or President, or any later date specified in the notice;
- (b) in the case of a Life Member, if a special resolution referred to in clause 7.3 is passed;
- (c) in the case of an Ordinary Member (or any additional class of associate member created in accordance with clause 6.2(f)), if their membership is revoked in accordance with clause 7.2 or
- (d) if the Member dies.

## **7.2 Suspension or Expulsion of Members**

- (a) The Committee shall have the power to reprimand, suspend or expel any member of The Club.
- (b) The President, Committee or Approved Manager in receiving a complaint from the Approved Manager or Approved Bar Staff, of a member's behaviour which is considered a serious breach of the Liquor Act or unacceptable member behaviour or where police involvement is required, may suspend a member for a period of time until disciplinary action under Section 7.2(f) can be taken.
- (c) The Committee is required to exempt any member of the Committee from hearing a charge in which he or she has an interest.
- (d) If a responding member or a representative of the responding member does not attend within 30 minutes of the time stated on the hearing notice, the hearing may start without that member or his or her representative and determination will be made at the hearing.
- (e) The Committee shall apply the power to reprimand, suspend or expel any member of The Club who:
  - (i) fail in the observance or commit any breach of any rule of The Club, members Code of Conduct, or any by-law of The Club or of any order or direction of the Committee or of any General Meeting; and/or
  - (ii) in the sole judgement of the Committee have been guilty in or out of The Club's premises of any act, conducted matter or thing calculated to bring discredit on The Club or its members, or to impair or affect the enjoyment of The Club by other members
- (f) Any member charged with misconduct as above shall be furnished with a written copy of the charge and summoned before the Committee with no less than seven (7) days' notice.
  - (i) The Committee shall after hearing the accuser and accused and taking such evidence as they may consider proper, if they find the charge proved, inflict a penalty of suspension from all or any of the privileges of membership.
  - (ii) If the Committee consider that on a charge of gross misconduct suspension as above is insufficient, they may call on the member to resign, and if he or she neglects to resign within ten (10) days they may declare him or her to be expelled.
  - (iii) If a Member is suspended or expelled under Section 7.2(f)(i) or 7.2(f)(ii), the person may appeal the Committee's decision through a Special general meeting by giving written notice to the Secretary within fourteen (14) days of receiving notice of the Committee's decision under Section 7.2(f)(i) or 7.2(f)(ii).
- (g) Members are not permitted to have legal representation attend any disciplinary matters, but may bring another member to act in a support capacity only.
- (h) If a Member's membership is suspended under Section 7.2(f)(i), the Secretary must record in the Register:
  - (i) the name of the Member that has been suspended from membership;

- (ii) the date on which the suspension takes effect; and
  - (iii) the length of the suspension as determined by the Committee under Section 26(f)(i)
- (i) During the period a member's membership is suspended, the member —
- (i) loses any rights (including voting rights) arising as a result of membership;
  - (ii) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to The Club; and
  - (iii) Cannot attend the club as a Guest of a member, unless prior written authorisation is received by the Committee.
- (j) Upon the expiry of the period of a Member's suspension, the Secretary must record in the Register that the Member is no longer suspended.
- (k) If the Committee's decision to suspend or expel a Member is revoked under these Rules, any act performed by the Committee or Members in a General Meeting during the period that the Member was suspended or expelled from Membership under Section 7.2(f), is deemed to be valid, notwithstanding the Member's inability to exercise their rights or privileges of Membership, including voting rights, during that period.

### **7.3 Revocation of Life Membership**

- (a) The Committee may at a Committee meeting resolve to propose a Special Resolution to Members at a General Meeting to revoke a Life Member's membership if in its opinion:
- (i) the Life Member's status or conduct is detrimental to the Objects, interests or standing of the Club, including (without limitation) if the Life Member has brought the Club or the sport of Australian Rules Football into disrepute; or
  - (ii) the Life Member has failed to comply with this Constitution or any bylaws, policies or standards of the Club.
- (b) At least 28 days before the General Meeting at which the Special Resolution referred to in clause 7.3(a) is to be proposed (**Revocation Meeting**), the Secretary must give written notice to the Life Member:
- (i) of the proposed revocation of membership and the reasons for that revocation;
  - (ii) of the date, time and place of the Revocation Meeting; and
  - (iii) informing the Life Member that the Life Member may attend the Revocation Meeting and will be given a full and fair opportunity to make oral and written submissions to the Members.
- (c) The Chairperson must give the Life Member a reasonable opportunity to submit written submissions to Members prior to the Revocation Meeting; and a reasonable opportunity to make oral submissions at the Revocation Meeting, before the Special Resolution is voted on by Members.

## **7.4 Consequences of ceasing to be a Member**

Any person ceasing to be a Member:

- (a) will have their name removed from the Register;
- (b) is not entitled to any refund (or part refund) of any Membership Fee paid; and
- (c) will remain liable for and must pay to the Club all fees and any other amounts which were due to the Club at the date they cease to be a Member.

## **8. Register of Members**

### **8.1 Maintaining the Register of Members**

- (a) The Secretary (or any person authorised by the Committee) must keep and maintain a Register at the Club's premises in accordance with section 53 of the Act, containing:
  - (i) the name and residential, postal or email address of each Member;
  - (ii) the class of membership of each Member (if applicable);
  - (iii) the date on which each Member's name was entered into the Register;
  - (iv) the name and date of appointment of each Representative; and
  - (v) for a period of one year after a person ceases to be a Member, the date on which the person ceased to be a Member and the reason for the cessation.
- (b) Any change in the membership of the Club must be recorded in the Register within 28 days.

### **8.2 Inspecting and copying the Register**

- (a) Upon request, a member is able to inspect the Books of the Association at such time and place as is mutually convenient to the Club and the Member.
  - (i) The Register is available for inspection free of charge by any current Member upon written request to the Secretary.
  - (ii) A Member may make a copy of entries in the Register.
  - (iii) A Member may apply in writing to the Committee for a copy of the Register.
  - (iv) The Committee may charge a reasonable fee for providing a copy of the Register.
- (b) A Member must not use or disclose the information on the Member Register:
  - (i) To gain access to information that a Member has deliberately denied them (that is, in the case of social, family or legal differences or disputes);
  - (ii) To contact, send material to The Club or a Member for the purpose of advertising for political, religious, charitable or commercial purposes, or

- (iii) For any other purpose unless the use of the information is approved by the Committee and for a purpose:
  - (A) That is directly connected with the affairs of The Club; or
  - (B) Related to the provision of the information to the Commissioner in accordance with a requirement of the Act.
- (c) The Committee may require a Member who requests a copy of the Member Register to provide a statutory declaration setting out the purpose of the request and declaring that the purpose is connected with the affairs of The Club.

## 9. General meetings

### 9.1 Annual general meetings

- (a) The Annual General Meeting of members shall be held every calendar year within six months after the end of The Club's financial year, with the Committee to determine the date, time and place.
- (b) All Notices of Motion for consideration at the Annual Meeting must be handed to the Secretary in writing by 5pm no less than *twenty one (21) days* prior to the date set for said meeting.
- (c) Notice of the meeting (including date, time and location) and agenda items, including wording of Notices of Motion or proposed resolutions, must be given as referred to in clause 19, fourteen (14) days before the date of the meeting for all members to read. If the resolution is intended to be proposed as a special resolution this will also be stated in the notice with the wording of the proposed special resolution.
- (d) Members who have provided an email address will also be emailed a copy of the notice of the meeting, agenda items and any Notices of Motion.
- (e) *Twenty (20)* financial members shall constitute a quorum at an Annual General Meeting.
- (f) In the case of insufficient members to form a quorum being present after 30 minutes following the advertised start time for an Annual Meeting, said meeting will be automatically adjourned to re-convene at the same time seven days later and shall proceed with or without a quorum.
- (g) The Chairperson of the meeting shall be the Club President or if not available a person nominated and elected by the members present.
- (h) Only members with voting rights, as per the constitution will be permitted to vote on matters at the Annual Meeting.
- (i) The Chairperson shall have the casting vote only and shall decide all questions of order unless otherwise provided by these rules.
- (j) The order of business at the Annual Meeting shall be as follows:
  - (i) Reading notice of meeting.
  - (ii) Reading minutes of the last Annual Meeting and any other General Meeting not yet confirmed and confirming or amending same.



- (iii) Reading President's Report, discussion and adoption or otherwise.
- (iv) Reading Statement of Accounts and Balance Sheet to be received or otherwise.
- (v) Election of Management Committee.
- (vi) Election of Club Auditor
- (vii) Special Business of which Notice of Motion has been given.
- (viii) Other Business.

## **9.2 Special General Meetings**

- (a) The Management Committee may at any time call a Special General Meeting.
- (b) A Special General Meeting shall also be called by the Committee on a requisition signed by no less than 20% of members with voting rights, stating in detail the purpose of the meeting.
- (c) Notice of the meeting (including date, time and location) and agenda items, including wording of Notices of Motion or proposed resolutions, must be given as referred to in clause 19, fourteen (14) days before the date of the meeting for all members to read. If the resolution is intended to be proposed as a special resolution this will also be stated in the notice with the wording of the proposed special resolution.
- (d) Members who have provided an email address will also be emailed a copy of the notice of the meeting, agenda items and any Notices of Motion.
- (e) Only business of which notice shall have been given as above, or in accordance with these rules, shall be transacted at a Special General Meeting.
- (f) *Twenty* shall form a quorum.
- (g) In the case of insufficient members to form a quorum being present after 30 minutes following the advertised start time for a Special General Meeting, said meeting will be automatically adjourned to re-convene at the same time seven days later and shall proceed with or without a quorum.
- (h) Only members with voting rights, as per the constitution will be permitted to vote on matters at the Special General Meeting.
- (i) The Chairperson shall have the casting vote only and shall decide all questions of order unless otherwise provided by these rules.
- (j) The Committee may at any time convene a General Meeting, or of any class of Members.
- (k) On receipt of a request from Members under clause 9.2(b), the Committee must:
  - (i) give all Members 14 days' notice of the General Meeting; and
  - (ii) hold the General Meeting within 2 months of the date of the request.
- (l) Subject to the Act, the Committee may cancel or postpone any General Meeting or change its venue by giving notice to all persons to whom the notice of the original

meeting was given, but may not cancel a General Meeting which was called or requested by Members, without the prior written consent of those Members.

### **9.3 Notice of General Meetings**

- (a) Notice of every General Meeting must be given in the manner authorised by clause 19.1 to:
  - (i) every Member;
  - (ii) every Committee Member; and
  - (iii) any reviewer or auditor of the Club.
- (b) No other person is entitled to receive notice of a General Meeting, except any person authorised by the Committee.
- (c) Notice of General Meetings (including annual general meetings) must be provided to Members:
  - (i) at least 14 clear days before any General Meeting at which a Special Resolution is proposed; and
  - (ii) at least 14 clear days before any other General Meeting.
- (d) Subject to clause 9.3(e), shorter notice of General Meetings (including annual general meetings) may be provided if:
  - (i) for an annual general meeting, all the Members entitled to vote at the annual general meeting agree prior to the annual general meeting; and
  - (ii) for any other General Meeting, Members holding at least 95% of the votes that may be cast at the General Meeting agree prior to the General Meeting.
- (e) The Club cannot call a General Meeting or annual general meeting on shorter notice than that specified in clause 9.3(c) if a resolution will be moved at the meeting to:
  - (i) appoint or remove a Committee Member; or
  - (ii) remove an auditor or reviewer.

### **9.4 Content of notice of General Meetings**

The notice of General Meeting must:

- (a) specify the place, date and time for the General Meeting (and, if the meeting is to be held in 2 or more places in accordance with clause 9.6, the technology that will be used to facilitate this);
- (b) state the general nature of the business to be transacted at the General Meeting;
- (c) (if a Special Resolution is to be proposed at the General Meeting) set out an intention to propose the Special Resolution and state the resolution; and
- (d) contain a statement of each Member's right to appoint a natural person who is also a Member as their proxy.

## **9.5 Failure to give notice**

Any resolution passed at a General Meeting is not invalidated by:

- (a) the accidental omission to give notice of a General Meeting to any Member or non-receipt of that notice by a Member; or
- (b) the accidental omission to send out the instrument of proxy to a person entitled to receive notice or non-receipt of that instrument.

## **9.6 Use of technology**

- (a) The Club may hold a General Meeting (including an annual general meeting) at two or more venues using any technology that gives Members a reasonable opportunity to participate, provided that arrangements are made at each venue for the recording of all votes cast.
- (b) The General Meeting is taken to be held where the Chairperson of the General Meeting conducts the General Meeting. All proceedings conducted in accordance with this clause 9.6 are as valid as if conducted at a single gathering of a quorum of those entitled to be present.

## **9.7 Quorum**

- (a) No business may be transacted at a General Meeting unless a quorum of Members eligible to attend and vote at the General Meeting is Present at the time when the meeting proceeds to business.
- (b) Except as otherwise provided in this Constitution, 20 Members eligible to attend and vote at the General Meeting is required to constitute a quorum.

## **9.8 If a quorum not Present**

If a quorum is not Present within 30 minutes after the time appointed for the General Meeting in the notice:

- (a) where the meeting is convened on the requisition of Members, the meeting must be automatically dissolved; and
- (b) in any other case:
  - (i) the meeting stands adjourned to a day and at a time and place as the Committee decides or, if no decision is made by the Committee, to the same day in the next week at the same time and place; and
  - (ii) if no quorum is Present at the resumed meeting within 30 minutes after the time appointed for the meeting, provided at least 2 Members are Present at the resumed meeting, they will be taken to constitute a quorum.

## **9.9 Adjournments**

- (a) The Chairperson may, and must if directed to do so by the General Meeting, adjourn a General Meeting from time to time and from place to place.
- (b) Only business left unfinished at the meeting which was adjourned may be transacted at a meeting resumed after an adjournment.

- (c) A resolution passed at a meeting resumed after an adjournment is passed on the day it was in fact passed.
- (d) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given as in the case of the original meeting. In all other cases it is not necessary to give notice of the adjourned meeting.

## **10. Voting at General Meetings**

### **10.1 Voting rights**

- (a) At General Meetings each Member entitled to attend and vote in accordance with this Constitution:
  - (i) has one vote on a show of hands or on a poll; and
  - (ii) may attend and vote in person or by proxy or attorney
- (b) A member may represent no more than 3 proxy votes.
  - (i) Proxy votes must be provided as per clause 10 (f)
  - (ii) Copies of the completed Proxy Vote form are to be presented to the Chairperson prior to the commencement of the General Meeting.
- (c) A Member ordinarily entitled to vote is not entitled to vote if his or her Membership Fee is more than 30 days in arrears at the commencement of the relevant General Meeting, unless the Committee resolves otherwise.
- (d) A Member may appoint a natural person who is also a Member as their proxy to attend and vote at General Meetings on behalf of the Member.
- (e) any member who is under 18 years at time of voting is ineligible to vote.
- (f) Each proxy request must be in writing on the form for this purpose as provided by the committee and amended from time to time.
- (g) The Chairperson shall have the casting vote only and shall decide all questions of order unless otherwise provided by these rules.

### **10.2 Members' resolutions**

- (a) A resolution put to the vote at a General Meeting must be decided by a majority of votes cast by the Members Present at the General Meeting, except where this Constitution or otherwise by law the resolution is required to be a Special Resolution.
- (b) A resolution put to the vote at a General Meeting must be decided on a show of hands unless a poll is demanded in accordance with clause 10.4.
- (c) Before a vote is taken, the Chairperson must inform the General Meeting whether any proxy votes have been received and how the proxy votes are to be cast on the resolution.
- (d) In the case of an equality of votes, the Chairperson shall have the casting vote only.

- (e) A declaration by the Chairperson that a resolution has on a show of hands been carried or lost and an entry to that effect in the minutes of the meeting is conclusive evidence of that fact. Neither the Chairperson nor the minutes of the meeting need to state the number or proportion of the votes recorded in favour or against the resolution.

### **10.3 Special Resolutions**

A Special Resolution is a resolution passed by the Club in accordance with section 51 of the Act:

- (a) at a General Meeting, by the votes of not less than three-fourths of the Members Present and eligible to vote at the General Meeting; or
- (b) by not less than three-fourths of the votes cast in accordance with clause 10.6.

### **10.4 Voting by poll**

- (a) A poll may be demanded by:
  - (i) the Chairperson;
  - (ii) at least 3 Members Present entitled to vote on the resolution.
- (b) A poll may be demanded:
  - (i) before a vote is taken; or
  - (ii) before or immediately after the voting results on a show of hands are declared.
- (c) The demand for a poll may be withdrawn.
- (d) Subject to clause 10.4(e), if a poll is demanded, it is to be taken in the manner and at the time the Chairperson directs.
- (e) A poll demanded on the election of a Chairperson or on a question of adjournment must be taken immediately.
- (f) The result of the poll will be the resolution of the meeting at which the poll was demanded.
- (g) The demand for a poll does not prevent a General Meeting from proceeding with any other business.

### **10.5 Objection to qualification to vote**

- (a) An objection to a person's right to vote at a General Meeting:
  - (i) may only be raised at the General Meeting or adjourned meeting at which the vote objected to is tendered; and
  - (ii) must be determined by the Chairperson of the meeting, whose decision is final.
- (b) A vote allowed after an objection is valid for all purposes.

## **10.6 Direct voting**

- (a) The Committee may determine that, at any General Meeting, a Member who is entitled to attend and vote on a resolution at that meeting is entitled to vote by direct vote in respect of that resolution. A direct vote includes a vote delivered to the Club by post or any other means approved by the Committee, subject to compliance with the Act.
- (b) Where clause 10.6(a) applies, the notice of meeting must indicate that direct voting is available at the relevant meeting or on particular resolutions.
- (c) The Committee may prescribe procedures in relation to direct voting, including (without limitation):
  - (i) specifying the form, method and timing of casting a direct vote at a meeting for the vote to be valid; and
  - (ii) the circumstances in which a direct vote may be withdrawn by the Member or deemed withdrawn.

## **11. Minutes**

- (a) The Committee must cause minutes to be made of:
  - (i) proceedings and resolutions of General Meetings and resolutions passed by Members without a meeting;
  - (ii) all appointments of Committee Members and any other officers of the Club;
  - (iii) proceedings and resolutions of Committee meetings and resolutions passed by the Committee without a meeting,and retain the minutes in a minute book or electronic storage method for a period of at least 10 years or such other period as may be required under the Act.
- (b) The Club must ensure that minutes are signed within a reasonable time after the date of the meeting or of the resolution being passed by:
  - (i) the Chairperson of the meeting; or
  - (ii) the Chairperson of the next meeting; or
  - (iii) in the case of a resolution without a meeting, a Committee Member.
- (c) In the absence of evidence to the contrary, contents of the minute book or electronic storage that is recorded and signed in accordance with this clause 11 is evidence of the matters shown in the minute.

## **12. Resolving disputes**

### **12.1 Application of disputes procedure**

The disputes procedure set out in this clause applies to disputes under this Constitution between:

- (a) a Member and another Member or Members;

- (b) a Member or Members and the Club.

## **12.2 Disputes procedure**

- (a) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties. In the case of a dispute involving the Club, the President or another Committee Member nominated by the President will represent the Club.
- (b) If the parties are unable to resolve the dispute within the 14 day period specified in clause 12.2(a), either party may initiate the dispute resolution procedure by giving a written notice to the Secretary identifying the parties to the dispute and the subject of the dispute.
- (c) Within 28 days of receipt of a notice under clause 12.2(b), a Committee meeting must be convened to determine the dispute.
- (d) The Secretary must give the parties to the dispute at least 7 days' prior written notice of the date, time and place of the Committee meeting. The notice must inform the parties that they (or their Representative) may attend the Committee meeting and will be given a full and fair opportunity to make oral and written submissions to the Committee.
- (e) At the Committee meeting, the Committee must:
  - (i) give each party to the dispute, or the party's Representative, a fair opportunity to make oral submissions and must give reasonable consideration to any written submissions; and
  - (ii) determine the dispute.
- (f) Written notice of the Committee's decision regarding the dispute must be given to all parties to the dispute within 7 days after the Committee meeting.

## **12.3 If dispute resolution results in decision to suspend or expel being revoked**

If a disputes procedure under this clause 12 takes place concerning the revocation of a Member's membership and the result of the disputes procedure is that the Member's membership is reinstated, that revocation decision does not affect the validity of any decision made at a Committee meeting or General Meeting during the period in which the Member's membership was purported to be revoked.

## **13. Committee**

### **13.1 The Committee**

The affairs of the Club will be managed by a management committee (**Committee**) consisting of:

- (a) the following office holders:
  - (i) a President;
  - (ii) a Vice President

- (iii) a Secretary;
  - (iv) a Treasurer;
  - (v) a Registrar
  - (vi) any other office holders designated by the Committee from time to time; and
- (b) such number of ordinary Committee Members as the Committee thinks fit.

### **13.2 Powers of the Committee**

- (a) The Committee is responsible for managing the business of the Club and may exercise all powers of the Club which are not required by the Act or this Constitution to be exercised by the Club in a General Meeting.
- (b) Without limiting the generality of clause 13.2(a), the Committee may exercise all the powers of the Club to:
- (i) acquire, hold, deal with, and dispose of any real or personal property;
  - (ii) open and operate bank accounts;
  - (iii) borrow money on such terms and conditions as the Committee thinks fit;
  - (iv) invest money on such terms and conditions as the Committee thinks fit;
  - (v) grant security for the discharge of liabilities and obligations of the Club;
  - (vi) appoint agents to transact business on behalf of the Club; and
  - (vii) enter into any contract or arrangement in support of the Objects.
- (c) The Executive Committee have the power to make decisions from time to time as necessary

### **13.3 Payments to Committee Members**

- (a) The Club must not pay fees to a Committee Member for acting as a Committee Member.
- (b) Clause 13.3(a) does not apply to any payments for out-of-pocket travel and accommodation expenses incurred in connection with the performance of the Committee Member's functions, including (but not limited to) attending Committee meetings and General Meetings.

## **14. Responsibilities of Committee Members**

### **14.1 Responsibilities of Committee Members and declaring interests**

- (a) Each Committee Member must exercise his or her powers and discharge his or her duties as Committee Member in accordance with the Act and all applicable laws.
- (b) A Committee Member who has a material personal interest in a matter which is or will be considered at a Committee meeting must:



- (i) as soon as the Committee Member becomes aware of the interest, disclose to the Committee the nature and extent of the interest and how the interest relates to the activity of the Club;
  - (ii) not be present while the matter is being considered at the Committee meeting or vote on the matter; and
  - (iii) ensure the nature and extent of the interest and how the interest relates to the activity of the Club is disclosed at the next General Meeting.
- (c) Clause 14.1(b) does not apply to any material personal interest that exists only because the Committee Member:
- (i) is an employee of the Club;
  - (ii) is a member of a class of persons for whose benefit the Club is established; or
  - (iii) that the Committee Member has in common with all, or a substantial proportion of, the Members.

## **14.2 President**

- (a) Subject to this clause 14.2, the President will chair Committee meetings and General Meetings.
- (b) Where a Committee meeting is held and the President is not present or declines to act as chair, the Committee Members present must elect one of their number to chair the meeting.
- (c) Where a General Meeting is held and the President is not present or declines to act as chair, the Members present must elect a Committee Member present to chair the meeting.
- (d) In this constitution, references to the Chairperson are references to the President, or where a person is appointed to chair a meeting under clause 14.2(b) or 14.2(c), in relation to that meeting, references to the Chairperson in this Constitution include a reference to that person.

## **14.3 Secretary**

The Secretary's responsibilities include:

- (a) preparing notices of meeting for Committee meetings and General Meetings;
- (b) keeping the minutes of Committee meetings and General Meetings;
- (c) maintaining the Register in accordance with section 53 of the Act and clause 8.1; and providing for Members to inspect the Register and take copies in accordance with the Act and clause 8.2;
- (d) recording in the relevant minutes disclosures of material personal interests of Committee Members made at Committee meetings and General Meetings;
- (e) maintaining records of Committee Members, any other office holders and any appointed trustees in accordance with section 58 of the Act and clause 15.5 and providing for Members to inspect these records and take copies in accordance with the Act and clause 15.6;

- (f) maintaining an up-to-date copy of this Constitution in accordance with section 35 of the Act and providing for Members to inspect this Constitution and take copies in accordance with the Act;
- (g) ensuring that all notices are duly given in accordance with this Constitution or as required by law;
- (h) unless the Committee resolves otherwise, being responsible for the secure custody of the books, records and documents of the Club, other than those required by clause 14.4 to be maintained by the Treasurer; and
- (i) generally performing all duties incidental to the office of secretary and such other duties as may be assigned to him or her by the Committee from time to time.

#### **14.4 Treasurer**

The Treasurer's duties include:

- (a) coordinating the collection of amounts payable to the Club, crediting them to the appropriate account of the Club and issuing receipts on behalf of the Club;
- (b) paying out the funds of the Club in accordance with authority from the Committee or the Members;
- (c) ensuring the Club complies with all financial reporting obligations imposed on it under the Act, including (but not limited to):
  - (i) keeping and retaining Financial Records in accordance with Division 2 of Part 5 of the Act;
  - (ii) coordinating the preparation of the Club's Financial Report or Financial Statements in accordance with the applicable requirements of Division 3 of Part 5 of the Act, for submission to Members at the annual general meeting;
  - (iii) providing any assistance required by an auditor or reviewer of the Club's Financial Report or Financial Statements (as applicable);
  - (iv) unless the Committee resolves otherwise, being responsible for the secure custody of the Club's Financial Records, Financial Reports and Financial Statements (as applicable), for at least 7 years after their creation;
- (d) reporting to the Committee on the financial status and performance of the Club; and
- (e) generally performing all duties incidental to the office of treasurer and such other duties as may be assigned to him or her by the Committee from time to time.

## **15. Election of Committee Members**

### **15.1 Eligibility**

- (a) Any person may become a Committee Member either:
  - (i) by election at an annual general meeting under clause 15.3; or
  - (ii) by appointment of the Committee under clause 16.2.

- (b) A person is eligible for election to the Committee only if they:
  - (i) are aged 18 or over;
  - (ii) are a Member;
  - (iii) are not disqualified from being an office holder of the Committee under sections 39 and 40 of the Act; and
  - (iv) satisfy any eligibility requirements determined by the Committee from time to time.

### **15.2 Nomination of Committee Member**

- (a) A Member who wishes to be elected to the Committee must provide a nomination as per clause 15.2(b) to the Secretary prior to the commencement of the annual general meeting, indicating whether they wish to nominate for an office holder position or as an ordinary Committee Member.
- (b) A nomination under clause 15.2(a) must be in writing in such form as is approved by the Committee from time to time and signed by the Member.
- (c) In the nomination form the Member must certify that they are eligible to be elected to the Committee in accordance with clause 15.1(b).

### **15.3 Election of Committee Members**

- (a) Subject to the Act, the Club may by resolution appoint or remove a Committee Member from the Committee.
- (b) As last item of business at each annual general meeting, each Committee Member's term of office ends and all positions on the Committee, whether as officeholder or general Committee Member, are open for election.
- (c) There must be a separate election for each position on the Committee that is open for election, whether as office holder or ordinary Committee Member. No person may be elected to more than one position on the Committee.
- (d) If there is no nomination for any position on the Committee under clause 15.2, the Chairperson may call for nominations from the Members Present at the annual general meeting.
- (e) If only one Member has nominated for any Committee position, the Chairperson must declare that Member elected to the position.
- (f) If more than one Member has nominated for a Committee position, the Members Present must vote to elect the Committee Member, in accordance with any procedures agreed by the Committee. A Member who has nominated for a Committee position may vote for himself or herself.
- (g) Any person elected to the Committee who has not completed a nomination in accordance with clause 15.2 must within 14 days confirm in writing to the Committee their eligibility under clause 15.1(b). If the person is not eligible, their appointment to the Committee is deemed not to have taken place.

## **15.4 Term of office**

The term of office of a Committee Member:

- (a) begins when the member is elected at an annual general meeting under clause 15.3, or is appointed under clause 16.2; and
- (b) ends at the conclusion of the next annual general meeting, or otherwise under clause 16.

## **15.5 Committee Register**

- (a) The Secretary (or any person authorised by the Committee) must keep and maintain a Committee Register in accordance with section 58 of the Act, including:
  - (i) the name; and
  - (ii) at least one of the residential address, business address, post office box address or email address,for each person identified in clause 15.5(b).
- (b) Clause 15.5(a) applies to:
  - (i) each Committee Member;
  - (ii) any other person who holds any office in the Club;
  - (iii) every person who is authorised to use the seal of the Club (if any); and
  - (iv) any person who is appointed or who acts as trustee on behalf of the Club.

## **15.6 Inspecting and copying the Committee Register**

- (a) The Committee Register is available for inspection free of charge by any current Member upon written request to the Secretary.
- (b) A Member may make a copy of entries in the Committee Register or take an extract but a Member does not have the right to remove the Committee Register for that purpose.
- (c) A Member must not use or disclose any information in the Committee Register for any purpose other than a purpose that:
  - (i) is directly connected with the affairs of the Club; or
  - (ii) relates to the administration of the Act.

# **16. Resignation and removal from office of Committee Members**

## **16.1 Vacancy on the Committee**

A Committee Member's term of office ends and that office becomes vacant if the Committee Member:

- (a) resigns by notice in writing delivered to the Secretary or, if the Committee Member is the Secretary, to the Chairperson;
- (b) dies;
- (c) is or becomes ineligible to act as a Committee Member under clause 15.1;
- (d) becomes physically or mentally incapable of performing the Committee Member's duties and the Committee resolves that his or her office be vacated for that reason;
- (e) is absent from more than:
  - (i) 4 consecutive Committee meetings without leave of absence granted from the Committee; or
  - (ii) 4 Committee meetings in the same Financial Year without tendering an apology to the relevant Chairperson of each meeting, which apology is accepted by the Chairperson;
  - (iii) and the Committee that his or her office be vacated for that reason;
- (f) ceases to be a Member; or
- (g) is the subject of a resolution passed by Members terminating his or her appointment as a Committee Member.

## **16.2 Filling casual vacancies**

- (a) The Committee may appoint a Member (who is eligible under clause 15.1) at any time to fill a Committee position:
  - (i) that has become vacant under clause 16.1; or
  - (ii) that was not filled at the annual general meeting.
- (b) A Member appointed to the Committee under clause 16.2(a) holds office until the conclusion of the next annual general meeting, and is eligible for election to the Committee at that annual general meeting.

## **16.3 Return of books and records**

- (a) As soon as practicable after a Committee Member's term of office ends, that person (or if the Committee Member has died, their personal representative) must deliver to the Committee all books, records and documents of the Club in his or her possession, whether in hard copy or electronic format.
- (b) The Committee may require the outgoing Committee Member to certify in writing that, having complied with clause 16.3(a), he or she has destroyed all remaining electronic copies of books, records and documents of the Club.

# **17. Committee proceedings**

## **17.1 Calling and holding Committee meetings**

- (a) The Committee must meet as often as it thinks fit to adequately discharge its duties; and no less than 4 times per Financial Year.

- (b) The Committee or a Committee Member may call a Committee meeting by giving reasonable notice to each Committee Member.
- (c) The Committee may adjourn and otherwise regulate their meetings as it thinks fit.

### **17.2 Meetings by telecommunications**

Without limiting the Committee's power to regulate its meetings as it thinks fit, the Committee may hold a valid meeting using any medium by which each of the Committee Members can simultaneously hear all the other participants (including telephone, video conferencing or any other means of instant communication), and in that case:

- (a) the participating Committee Members are taken to be present at the meeting for the purposes of this Constitution;
- (b) the meeting is taken to be held where the Chairperson of the meeting is; and
- (c) all proceedings of the Committee conducted in accordance with this clause 17.2 are as valid and effective as if conducted at a meeting at which all of the Committee Members were present in person.

### **17.3 Quorum**

- (a) At a Committee meeting, the number of Committee Members whose presence is necessary to constitute a quorum is one third (rounded to the nearest whole number) of the total number of Committee Members in office at the time of the Committee meeting.
- (b) If any office on the Committee becomes vacant, the remaining Committee Members may act but, if the total number of remaining Committee Members is not sufficient to constitute a quorum at a Committee meeting, the Committee Members may act only for the purpose of increasing the number of Committee Members to a number sufficient to constitute a quorum or for the purpose of convening a General Meeting.

### **17.4 Guests at Committee meetings**

- (a) The Committee may invite a Member or any other person who is not a Committee Member to attend a Committee meeting.
- (b) A person invited to attend a Committee meeting under clause 17.4(a) has no right to receive any agendas, notices or papers relating to the Committee meeting; no right to vote; and no right to comment on any matters discussed at the Committee meeting without the Committee's consent.

### **17.5 Committee resolutions**

- (a) Subject to this Constitution, a resolution of the Committee must be passed by a majority of the votes of Committee Members present and entitled to vote on the resolution.
- (b) Each Committee Member has one vote.
- (c) In case of an equality of votes, the Chairperson has the casting vote only.

## **17.6 Written Committee resolutions**

- (a) The Committee may pass a resolution without a Committee meeting being held if all the Committee Members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document (**Committee circular resolution**).
- (b) Identical copies of the document setting out the Committee circular resolution may be distributed for signing by different Committee Members and taken together will constitute the same document.
- (c) The Committee circular resolution may be sent by email to the Committee Members and the Committee Members may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply email.
- (d) The Committee circular resolution is passed when the last Committee Member entitled to vote on the resolution:
  - (i) signs the document in accordance with clauses 17.6(a) or 17.6(b); or
  - (ii) agrees to the Committee circular resolution in accordance with clause 17.6(c).

## **17.7 Bylaws**

- (a) The Committee has the power to make, amend and rescind bylaws, policies and standards regulating the administration and conduct of the Club, including (but not limited to) the matters listed in clause 17.7(b), provided such Bylaws are not inconsistent with this Constitution or the Act.
- (b) The Bylaws may provide for any matter within the Committee's power, including (but not limited to) club colours; club badge; club motto; player uniform; competition rules; player eligibility and selection; fixtures; conduct of the Club's premises; supply of liquor; and player codes of conduct and discipline, including tribunals.
- (c) All Bylaws in force from time to time are binding on the Members.
- (d) Any Member may inspect the Bylaws (in force from time to time) free of charge upon written request to the Secretary.

## **17.8 Acts valid despite defective appointment**

Any act done at any Committee meeting by any person acting as a Committee Member, even if it is later discovered that there was some defect in the appointment of any such Committee Member or that the Committee member was disqualified, is valid as if the Committee Member had been duly appointed and was qualified to be a Committee Member.

## **17.9 Sub Committees**

- (a) The Committee may create committees as it sees fit, consisting of such Members, Committee Members or other persons who are not Members as the Committee thinks fit. The Committee may delegate to any committee the exercise of such functions of the Committee as are specified in the delegation other than:
  - (i) the power of delegation; and

- (ii) a function which is a duty imposed on the Committee by the Act or any other law.
- (b) A committee must exercise the powers granted to it in accordance with any direction of the Committee. Any power exercised in accordance with this clause 17.9(b) is taken to be exercised by the Committee.
- (c) Clauses 17.1, 17.2 and 17.4 apply to any committee as if each reference in those clauses to the Committee members was a reference to the members of the committee and each reference to a Committee meeting were to a committee meeting.
- (d) Minutes of all the proceedings and decisions of every committee must be made, entered and signed in the same manner in all respects as minutes of proceedings of the Committee are required by the Act to be made, entered and signed.

## **18. Execution of documents**

### **18.1 Execution generally**

- (a) The Club may validly execute a document (including a deed) if the document is signed by two members of the Executive Committee.
- (b) Clause 18.1(a) does not limit the Committee's ability to authorise a person who is not an Executive Committee Member to execute a document for and on behalf of the Club.

### **18.2 Common seal**

- (a) The Club need not have or use a common seal to execute documents or deeds. The Committee may resolve whether or not the Club is to have or use a common seal.
- (b) Where the Club has a common seal, it must only be used with the authority of the Committee, by two members of the Executive Committee. The Secretary or any other Committee Member authorised by the Committee must ensure the safe custody of the seal.
- (c) The Secretary must record in a seal register details of every document to which the common seal of the Authority is fixed.

## **19. Notices**

### **19.1 How notice to be given**

- (a) All notices, including notices of meeting, may be given by the Club to any Member by any of the following methods:
  - (i) serving it on the Member personally;
  - (ii) sending it by post to the Member's nominated address;
  - (iii) sending it by email to an email address nominated by the Member, or by any other electronic means nominated by the Member; or
  - (iv) giving it by any other means permitted or contemplated by the Act.



## **20. Funds and accounts**

### **20.1 Control of funds**

- (a) The funds of the Club must be kept in an account or accounts in the name of the Club in a financial institution determined by the Committee.
- (b) The funds of the Club are to be used to do:
  - (i) anything which it considers will advance or achieve the Objects; and
  - (ii) all other things that are incidental to carrying out the Objects.
- (c) The Committee is responsible for expenditure of the funds of the Club and may authorise any person to expend the funds of the Club within specified limits and any expenditure above those limits must be approved or ratified by the Committee.
- (d) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Club are to be executed by:
  - (i) any two Committee Members; or
  - (ii) any person or persons authorised by the Committee, within the expenditure limits set by the Committee.
- (e) All electronic payments by the Club are to be made or authorised by:
  - (i) the Treasurer; or
  - (ii) any person or persons authorised by the Committee, within the expenditure limits set by the Committee.

### **20.2 Source of funds**

The Club may derive funds in any way permitted by the Act.

### **20.3 Financial Records**

- (a) The Club must keep Financial Records that:
  - (i) correctly record and explain its transactions, financial position and performance; and
  - (ii) enable true and fair Financial Statements to be prepared in accordance with Part 5 of the Act.
- (b) The Club must retain its Financial Records for at least 7 years after the transactions covered by the records are completed.
- (c) The Club must allow the Directors and the auditor to inspect those accounts at all reasonable times.

### **20.4 Financial reporting, audit and review**

- (a) The Committee must cause the Club to comply with all financial reporting obligations imposed on it under the Act.

- (b) Without limiting clause 20.4(a), the Committee must cause the Club to:
- (i) if it is a tier 1 association, prepare annual Financial Statements, presented under Part 5 of the Act;
  - (ii) if it is a tier 2 association or tier 3 association, prepare an annual Financial Report, presented under Part 5 of the Act;
  - (iii) have its Financial Statements or Financial Report reviewed or audited (as applicable) if:
    - (A) it is required under the Act;
    - (B) it is directed by the Commissioner;
    - (C) the Members pass a resolution requiring it; or
    - (D) it is required as a condition of a funding arrangement; holding of a charitable collections licence or otherwise at law; and
  - (iv) if required to be presented for consideration under Part 5 of the Act, present a copy of the report of the review or the auditor's report on the Financial Statements or Financial Report (as applicable) to the annual general meeting.

## **20.5 Financial Year**

The Financial Year of the Club is the 12 month period starting on 1 November.

## **20.6 Inspection of records**

- (a) Subject to the Act and to this Constitution, the Committee must determine whether and on what terms the books, records and other documents of the Club will be open to the inspection by Members other than Committee Members.
- (b) A Member other than a Committee Member does not have the right to inspect any document of the Club except as provided by the Act, or otherwise as authorised by the Committee or by the Club in General Meeting.

# **21. Indemnity and insurance**

## **21.1 Definition**

In this clause **Officer** has the meaning given in section 3 of the Act.

## **21.2 Club may indemnify Officers**

To the full extent permitted by law and without limiting the powers of the Club, the Club may indemnify any person who is or has been an Officer of the Club against all losses, liabilities, damages, costs, charges and expenses of any kind incurred by the Officer as an officer of the Club.

## **21.3 Documentary indemnity and insurance policy**

To the extent permitted by the Act and any applicable law and without limiting the powers of the Club, the Committee may authorise the Club to, and the Club may, enter into any:

- (a) documentary indemnity in favour of; or
- (b) insurance policy for the benefit of,

a person who is, or has been, an Officer of the Club, which indemnity or insurance policy may be in such terms as the Committee approves and, in particular, may apply to acts or omissions prior to or after the time of entering into the indemnity or policy.

## **22. Liquor Act**

The Club must abide by any licence or permit as supplied under the Liquor Control Act 1988 or as amended from time to time.

## **23. Winding up, cancellation and distribution of surplus property**

- (a) The Club may cease its activities and have its incorporation cancelled in accordance with Part 10 of the Act:
  - (i) after the committee has determined the association is able to pay or meet its debts and liabilities; and
  - (ii) the Members resolve by Special Resolution that The Club will:
    - (A) apply to the Commissioner for cancellation of its incorporation; or
    - (B) appoint a liquidator to wind up its affairs
- (b) The Club must be wound up in accordance with Part 9 of the Act if:
  - (i) the committee has determined the association is unable to pay or meet its debts and liabilities; or
  - (ii) is party to any current legal proceedings; or
  - (iii) has any other outstanding legal obligations
- (c) Upon cancellation of The Club, the Surplus Property must only be distributed to one or more of the following:
  - (i) an incorporated association under the Act;
  - (ii) a body corporate that at the time of the distribution is the holder of a licence under the charitable collections legislation in Western Australia;
  - (iii) a company limited by guarantee that is registered as mentioned in section 150 of the Corporations Act 2001 (Cwth);
  - (iv) a company holding a licence that continues in force under section 151 of the Corporations Act 2001 (Cwth);
  - (v) a body corporate that:
    - (A) is a member or former member of The Club; and
    - (B) at the time of the Surplus Property is distributed, has rules that prevent the property being distributed to its members;

- (d) a trustee for a body corporate referred to in Section 30(c)(v); or
- (e) a co-operative registered under the Co-operatives Act 2009 that, at the time of the distribution, is a non-distributing co-operative as defined in that Act.
- (f) For the purposes of this clause **Surplus Property** has the meaning given in section 3 of the Act.

## **24. Variation or amendment of Constitution**

- (a) This Constitution may be varied, amended or rescinded from time to time by Special Resolution in accordance with Division 2 of Part 3 of the Act.