

## **Southport/Labrador Cricket Club Incorporated**

### **NAME OF THE ASSOCIATION**

#### **Rule 1.**

The name of the incorporated association (in these rules called “the association”) is:-

Southport/Labrador Cricket Club Incorporated

### **DEFINITIONS**

#### **Rule 2**

In these rules, unless the contrary intention appears:

"the Association" means the Association referred to in rule 1;

"Member" means persons who are accepted as members under the rules.

"the Management Committee" being construed as a reference both to the senior and junior committees, unless otherwise specified.

### **OBJECTS**

#### **Rule 3**

The objects for which the association is established are:

1. To promote and conduct the game of cricket for both junior ages and senior ages
2. To secure affiliation with the Cricket Gold Coast Limited A.C.N. 108 217 072
3. To abide by the Rules of the Cricket Gold Coast Limited A.C.N. 108 217 072
4. To devote the funds of the association only to those matters of the association

### **POWERS**

#### **Rule 4**

The powers of the association are :-

- (a) to take over the funds and other assets and the liabilities of the present incorporated association known as the “Labrador Cricket Club Incorporated”
- (b) to take over the funds and other assets and the liabilities of the present unincorporated association known as the Southport/Labrador Junior Cricket Club
- (c) to subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the association, but the association shall not subscribe to or support with its funds any club, association or organisation which

does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the association under or by virtue of rule 29(12)

- (d) in furtherance of the objects of the association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the association or persons frequenting the association's premises;
- (e) to purchase, take or lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the association, but in case the association shall take or hold any property which may be subject to any trusts the association shall only deal with the same in such manner as is allowed by law having regards to such trusts.
- (f) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the association.
- (g) To obtain from any such Government or Authority any rights, privileges and concessions which the association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights and privileges and concessions
- (h) To appoint, employ, remove or suspend such managers, clerks, secretaries, employees ad other persons as may be necessary or convenient for the purposes of the association
- (i) To remunerate any person or body corporate for services rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects.
- (j) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- (k) To invest and deal with the money of the association not immediately required in such manner as may from time to time be thought fit;
- (l) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- (m) In furtherance of the objects of the association to lend and advance money or give credit to any person or body corporate
- (n) To guarantee and give guarantees or indemnities for the payment of money of the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- (o) To borrow or rise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys

and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities;

- (p) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments
- (q) In furtherance of the objects of the association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property or rights of the association;
- (r) To take or hold mortgages, lien or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, or any part of the association's property or whatsoever kind sold by the association, or any money due to the association from purchasers or others;
- (s) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the association but subject always to the exception in paragraph (d);
- (t) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purchase of procuring contributions to the funds of the association, in the shape of donations, annual subscriptions or otherwise;
- (u) To print and publish any newspapers, periodicals, books or leaflets that the association may think desirable for the promotion of its objects;
- (v) In furtherance of the objects of the association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the association is authorised to amalgamate;
- (w) In furtherance of the objects of the association to transfer all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the association is authorised to amalgamate;
- (x) To make donations for patriotic, charitable or community purposes;
- (y) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- (z) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the association.

## **CLASSES OF MEMBERSHIP**

### **Rule 5**

- (1) The membership of the association shall consist of any of the following classes of members:-
  - a. Playing member
  - b. Social member

- c. Junior member
  - d. Parental member
  - e. Life member
  - f. Foundation member
- (2) The number of each class of members shall be unlimited.
  - (3) A playing member is defined as a person who is not less than sixteen (16) years of age as at the 31st August of the current year and has nominated to play cricket in one of the Southport/Labrador Cricket Club teams taking part in the non-junior competitions set aside by Cricket Gold Coast Limited.
  - (4) A junior member is defined as a person who is less than seventeen (17) years of age as at the 31st August of the current year (or at the date set by Cricket Gold Coast Limited) and has nominated to play cricket in one of the Southport/Labrador Cricket Club teams taking part in the junior competition set aside by Cricket Gold Coast Limited. A junior member can not be accepted unless a parental member has already been accepted or is accepted at the same time.
  - (5) A parental member is defined as the parent or guardian of a financial junior member. A parental member can also be a playing, social, life or foundation member, after paying the appropriate fees.
  - (6) A social member is defined as a person who is not less than eighteen (18) at the time of application who is not intending to play cricket in one of the Southport/Labrador Cricket Clubs teams, or is a parent or guardian of a current junior member.
  - (7) A foundation member is defined as a person who has performed outstanding service for the club may be nominated for foundation membership by the club. No more than three Foundation Memberships maybe awarded at any annual general meeting ot special general meeting.
  - (8) A life member is defined as a member that the management committee may nominate in consideration of special services rendered to the association, such nomination to be brought before the annual general meeting or a special general meeting of the association, which alone have the power of electing such life members. Life members shall be supplied with Life members badge. Not more than two life members shall be appointed in any one year.

## **Rule 6**

- (1) Every person who, at the date of amalgamation of the associations, was a member of or the parent of a member of the unincorporated association known as Southport/Labrador Junior Cricket Club, and who prior to the day of amalgamation agrees in writing to become a member of the association, shall be admitted by the management committee to the same class of membership of the association as that member held in the unincorporated association.
- (2) Every person who, at the date of amalgamation of the associations, was a member of the incorporated association known as Labrador Cricket Club Incorporated, and who prior to the day of amalgamation agrees in writing to become a member of the association, shall be admitted by the management

- committee to the same class of membership of the association as that member held in the unincorporated association.
- (3) Every member of the association, who previously to agreeing to become a member of the association, has paid the member's subscription due on or before the day of amalgamation, as a member of the amalgamated associations, shall not be liable to pay any further sum by way of annual subscription to the association for the period prior to the day of amalgamation..
  - (4) Every applicant for any class of membership of the association (other than the members of the amalgamated associations referred to in sub-rules (1) and (2)) shall be proposed by 1 member of the association and seconded by another member.
  - (5) The application for membership, with the exception of junior membership and parental membership, shall be made in writing, signed by the applicant and the applicant's proposer and seconder and shall be in such form as the Junior committee from time to time prescribes.
  - (6) The application for junior membership shall be made in writing, signed by at least one of the applicant's parent or guardian and the applicant's proposer and seconder and shall be in such form as the junior committee from time to time prescribes. This application will also suffice as an application for parental membership for the parents or guardians who have signed.

## **MEMBERSHIP FEES**

### **Rule 7**

- (1) The membership fees for each class of membership, with the exception of the classes; junior member and parental member, shall be such sum as the members shall from time to time at any general meeting so determine
- (2) The membership fees for the class junior member, shall be such sum as determined by a meeting of the junior committee. Such fee shall not be more than the fee as set for the class playing member.
- (3) The membership fee for the class parental member shall be a nominal fee to be incorporated into the membership fees for the class junior member. The parental membership fee is payable to the junior committee and passed onto the senior committee's funds at a date mutually agreed upon by the two committees and in such a way that the two committees agree upon.
- (4) The membership fees for each class of member shall be payable at such time and in such manner as the two management committees shall from time to time determine.

## **ADMISSION AND REJECTION OF MEMBERS**

### **Rule 8**

- (1) An application of membership, after the receipt of any application and the fees applicable for any class of membership, shall be considered by the management committee, who shall thereupon determine upon the admission or rejection of the applicant.
- (2) Any applicant who receives a majority of the vote of the members of the management committee present at the meeting at which such application is being considered shall be accepted as a member of the class of membership applied for.
- (3) All applications for junior membership and player membership must first receive clearance, if the applicant was a member of another cricket club previous to applying to the Association.
- (4) Upon the rejection of an application for any call of membership the secretary shall forthwith give the applicant notice in writing of such rejection, plus the reasons for the rejection.

## **TERMINATION OF MEMBERSHIP**

### **Rule 9**

- (1) A member may resign from the association at any time by giving notice in writing to the secretary
- (2) Such resignations shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.
- (3) Full or partial refund of membership fees for terminating playing members is at the discretion of the senior committee
- (4) Full or partial refund of membership fees for terminating junior members is at the discretion of the junior committee
- (5) If a member –
  - a. Is convicted of an indictable offence; or
  - b. Fails to comply with any of the provisions of these rules; or
  - c. Has membership fees in arrears for a period of 2 months or more; or
  - d. Conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the association;

The management committee shall consider whether the member's membership shall be terminated. Refunds for a member whose membership is terminated under the rule (6.3) shall not be considered.

## **APPEAL AGAINST REJECTION OR TERMINATIONS OF MEMBERSHIP**

### **Rule 10**

- (1) a person whose application for membership has been rejected or whose membership has been terminated may within 1 month of receiving written notification thereof, lodge with the secretary written notice of the person's intention of appeal against the decision of the management committee.
- (2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within 3 months of the date of receipt by the secretary of such notice, a general meeting to determine the appeal.
- (3) At any such meeting the management committee or those members thereof who rejected the application or terminated the membership shall be given the opportunity to fully present its or their case and subsequently the applicant shall likewise have the opportunity of presenting the applicant's case.
- (4) The appeal shall be determined by the vote of the members present at such meeting, not including the applicant, nor those members who rejected the application or terminated the membership, including any of the management committee.
- (5) Where a person whose application is rejected, does not appeal against the decision of the management committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of fees paid.

## **REGISTER OF MEMBERS**

### **Rule 11**

- (1) The management committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the association and the dates of their admission.
- (2) Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the management committee or the members at any general meeting may require from time to time.
- (3) The register, with the exception of details on junior members or those playing members who are under the age of eighteen (18), shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection. That application must be made in writing and explain the reasons for the inspection.

## MEMBERSHIP OF MANAGEMENT COMMITTEE

### Rule 12

- (1) The management committee shall in fact be two committees; termed in this document senior committee and junior committee
- (2) The senior committee of the association shall consist of a president, two (2) vice-presidents (one of whom is a member of the junior committee), secretary, treasurer, delegate to Cricket Gold Coast Ltd, all of whom shall be members of the association (with the exception of being a junior member or a parental member), and such numbers of other members as the members of the association at any general meeting may from time to time elect or appoint.
- (3) The junior committee of the association shall consist of a president, two vice-presidents (one of whom is a member of the senior committee), secretary, treasurer, delegate to Cricket Gold Coast Ltd, all of whom shall be parental members within the association (with the exception of the vice president who is a member of the senior committee). In addition all coaches and managers of the junior teams are included in the junior committee and such numbers of other members as the members of the association at any general meeting may from time to time elect or appoint.
- (4) At the annual general meeting of the association or if the members of the association agree at the annual general meeting of the Junior and of the Seniors, all the members of the management committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.
- (5) The election of officers and other members of the management committee shall take place in the following manner –
  - a. Any 2 members of the association shall be at liberty to nominate any other member to serve as an officer or other member of the management committee;
  - b. The nomination, which shall be in writing and signed by the member and the member's proposer and seconder, shall be lodged with the secretary at least 14 days before the annual general meeting at which the election is to take place;
  - c. A list of the candidates' names in alphabetic order, with the proposer's and seconder's name, shall be posted in a conspicuous place in the office or usual place of meeting of the association or at least 7 days immediately preceding the annual general meeting;
  - d. Balloting lists shall be prepaid (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies, unless that member is a honorary or temporary member or a minor;
  - e. Should, at the commencement of such meeting, there be insufficient number of candidates nominated, nominations can be taken from the floor of the meeting.



## **RESIGNATION AND REMOVAL OF MANAGEMENT COMMITTEE MEMBERS**

### **Rule 13**

- (1) any member of the management committee may resign from membership of the management committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the association where that member shall be given the opportunity to fully present the member's case.
- (2) The question of removal shall be determined by the vote of the members present as such a general meeting, excluding honorary or temporary members and minors.

## **VACANCIES ON MANAGEMENT COMMITTEE**

### **Rule 14**

- (1) the management committee shall have power at any time to appoint any member of the association to fill any casual vacancy on the management committee until the next annual general meeting
- (2) the continuing members of the management committee may act notwithstanding any casual vacancy in the management committee, but if and so long as their number is reduced below the number fixed by or pursuant to these rules as the necessary quorum of the management committee, the continuing member or members may act for the purpose of increasing the number of members of the management committee to that number or of summoning a general meeting of the association, but for no other purpose.

## **FUNCTIONS OF THE MANAGEMENT COMMITTEE**

### **Rule 15**

- (1) except as otherwise provided by these rules and subject to resolutions of the members of the association carried at any general meeting the management committee –
  - a. shall have the general control and management of the administration of the affairs, property and funds of the association;
    - i. In particular the junior committee shall have general control and management of the administration of the affairs, property, and funds of the associations that pertain solely to the junior teams;

- ii. In particular the senior committee shall have the general control and management of the administration of the affairs, property, and funds of the associations that pertain to the general running of the association or pertain solely to the senior teams;
  - b. shall have authority to interpret the meaning of these rules and any matter relating to the association on which these rules are silent.
- (2) The management committee may exercise all the powers of the association -
- a. To borrow or raise or secure the payment of money in such manner as the members of the association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way and in particular by the issue of debentures, perpetual or otherwise charged upon all or any of the association's property, both present or future, and to purchase, redeem or pay off any such entities; and
  - b. To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short of long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association, and to provide and pay off any such securities, and
  - c. To invest in such manner as the members of the association may from time to time determine.

## **MEETINGS OF MANAGEMENT COMMITTEE**

### **Rule 16**

- (1) The management committee shall meet at least once every calendar month during the Cricket season, and as necessary during the off season to exercise its functions
- (2) The two management committees, senior and junior committees, need not meet at the same time, but can choose to do so.
- (3) Special meeting of the management committee shall be convened by the secretary on the requisition in writing signed by not less than one-third of the members of the management committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- (4) At every meeting of the management committee a simple majority of a number equal to the number of members elected and appointed to the management committee as at the close of the last general meeting of the members, shall constitute a quorum. For the junior committee the quorum excludes the coaches and managers who have not taken a position of officer on the junior committee
- (5) Subject as previously provided in this rule, the management committee may meet together and regulate its proceedings as it thinks fit.

- (6) However, questions arising at any meeting of the management committee shall be decided by the majority to votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- (7) Not less than 14 days notice shall be given by the secretary to members of the management committee of any special meeting of the management committee
- (8) The president shall preside as chairperson at every meeting of the management committee, or if there is no president, or if at any meeting the president is not present within 10 minutes after the time appointed for holding the meeting, one of the vice-president shall be chair person or if the neither vice-presidents is not present at the meeting then the members may chose 1 of their number to be chairperson at the meeting
- (9) If within half an hour from the time appointed for the commencement of a management committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the management committee shall lapse.
- (10) In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the management committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed do the meeting, the meeting shall lapse.

### **Rule 17**

- (1) the management committee may delegate any of its powers to a subcommittee consisting of such members of the association as the management committee thinks fits
- (2) any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the management committee
- (3) a subcommittee may elect a chairperson of its meetings
- (4) if no such chairperson is elected, or if at any meeting the chairperson is not present within 10 minutes after the time appointed for holding the meeting, the members present may choose 1 of their number to be chairperson of the meeting
- (5) a subcommittee may meet and adjourn as it thinks proper
- (6) questions arising at any meeting shall be determined by a majority of votes of the members present, in the case of an equality of votes, the question shall be deemed to be decided in the negative

### **Rule 18**

All acts done by any meeting of the management committee or of a subcommittee or by any person acting as a member of the management committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the management committee or persons acting as aforesaid, or that the members of the management committee or any of them were disqualified, be as valid

as id every such person had been duly appointed and was qualified to be a member of the management committee.

### **Rule 19**

- (1) a resolution in writing signed by all the members of the management committee for the time being entitled to receive notice of a meeting of the management committee shall be as valid and effectual as if it had been passed at a meeting of the management committee duly convened and held.
- (2) Any such resolution may consist of several documents in like form, each signed by 1 of more members of the management committee.

## **ANNUAL GENERAL OR GENERAL MEETINGS**

### **Rule 20**

The first general meeting shall be held at such time, not being less that 1 month nor more than 3 months after the amalgamation of the associations, and at such place as the management committee may determine.

### **Rule 21**

- (1) the annual general meeting shall be held within 3 months of the close of the financial year
- (2) the business to be transacted at every annual general meeting shall be –
  - a. the receiving of the management committee's report and the statements of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year; and
  - b. the receiving of the auditor's report upon the books and accounts for the preceding financial year; and
  - c. the election of members of the management committee and
  - d. the appointment of an auditor

### **Rule 22**

- (1) The secretary shall convene a special general meeting –
  - a. when directed to do so by the management committee
  - b. on the requisition in writing signed by not less that one-third of the members presently on the management committee or not less that the number of ordinary members of the association which equals double the number of members presently on the management committee plus one or

- c. on being given a notice in writing of an intention to appeal against the decision of the management committee to reject and applications for membership or to terminate the membership of any person.
- (2) A requisition mentioned in subrule (1)b shall clearly state the reasons why such a special general meeting is being convened and the nature of the business to be transacted thereat.

### **Rule 23**

- (1) At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the management committee plus 1 (the exception being the Junior Committee where the number excludes those coaches and managers who have not taken a position of office bearer).
- (2) No business shall be transacted at any general meeting unless a quorum of the members is present at the time when a meeting proceeds to business.
- (3) For the purpose of this rule -
  - “member” includes a person attending as a proxy or as representing a corporation which is a member.
  - For the senior meetings; “member” excludes junior members and parental members, excepting those on the senior committee
  - For the junior meetings, “member” consists of parental members only, excepting those on the junior management committee.
- (4) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the management committee or the association, shall lapse.
- (5) In any other case it shall be adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the management committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum,
- (6) The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (7) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting
- (8) Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

### **Rule 24**

- (1) The secretary shall convene all general meetings of the association by giving not less than 14 days notice of any meeting to the members of the association.
- (2) The manner by which such notice shall be given shall be determined by the management committee

- (3) However, notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection and termination of the member's membership by the management committee, shall be given in writing.
- (4) Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

## Rule 25

- (1) unless otherwise provided by these rules, at every general meeting –
  - a. the president shall preside as chairperson or if there is no president, or if the president is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, either one of the vice-presidents shall be the chairperson or if both of the vice-presidents are not present or are unwilling to act then the members shall elect 1 of their members to be chairperson of the meeting; and
  - b. the chairperson shall maintain order and conduct the meeting in a proper and orderly manner; and
  - c. every question, matter or resolution shall be decided by a majority of votes of the members present; and
  - d. every member present shall be entitled to one vote and in the case of an equality of votes the chairperson shall have a second or casting vote; and
  - e. however, no member shall be entitled to vote at any general meeting if the members annual subscription is more than 1 month in arrears at the date of the meeting
  - f. voting shall be by show of hands or a division of members, unless no less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot; and
  - g. the chairperson shall appoint 2 members to conduct the secret ballot in such manner as the chairperson shall determine and the result of the ballot as declared by the chair person shall be deemed to be the resolution of the meeting at which the ballot was demanded; and
  - h. a member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or representative of a member shall have 1 vote and in a secret ballot every member present in person or by proxy or by attorney or other authorised representative shall have 1 vote; and
  - i. the instrument appointing a proxy shall be in writing, in the common or usual form, under the hand of the appointor or of the appointor's attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised; and
  - j. a proxy may but need not be a member of the association
  - k. the instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding secret ballot

- I. where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit –

must provide that the members of the club entitled to vote at any meeting of the club do not include temporary or honorary members or minors.

Association:	
I,	of _____,
Being a member of the above named association, hereby appoint	
	of _____, or
failing the member,	of _____,
as my proxy to vote for me on my behalf a the (annual) general meeting if the	
association, to be held on the	day of _____, and at any
adjournment there of.	
Signed this	day of _____,
	*in favour of
This form is to be used	the resolution
	*against
*strike out which ever is not desirable (unless otherwise instructed, the proxy may vote as the proxy thinks fit)	

- m. the instrument appointing a proxy shall be deposited with the secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposed to vote; and
  - n. The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every management committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial members who previously applies to the secretary for that inspection.
- (2) For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every management committee meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding management committee meeting verifying their accuracy
- (3) Similarly, the minutes of every general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting or annual general meeting.

## **BY-LAWS**

### **Rule 26**

The management committee may from time to time make, amend or repeal bylaws, not inconsistent with these rules, for the internal management of the association and any by-law may be set aside by a general meeting of members

## **ALTERATION OF RULES**

### **Rule 27**

- (1) subject to the provisions of the *Association Incorporation Act 1981*, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.
- (2) However, no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Chief Executive of the Department administering the Act

## **COMMON SEAL**

### **Rule 28**

- (1) the management committee shall provide for a common seal and for its safe custody
- (2) the common seal shall only be used by the authority of the management committee and every instrument to which the seal is affixed shall be signed by a member of the management committee and shall be countersigned by the secretary or by a second member of the management committee or by some other person appointed by the management committee for the purpose.

## **FUNDS AND ACCOUNTS**

### **Rule 29**

- (1) The funds of the association must be kept in the name of the association in a financial institution decided by the management committee
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the association and the particulars usually shown in books of a like nature
- (3) A separate set of books and accounts shall be kept and maintained for the both junior committee and the senior committee.
- (4) All moneys shall be deposited as soon as practicable after receipt thereof



- (5) All amounts of \$100 or over shall be paid by cheque signed by any 2 of the president, secretary, treasurer or other member authorised from time to time by the management committee
- (6) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- (7) The management committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (8) All expenditure shall be approved or ratified at a management committee meeting
- (9) Must preclude the payment to an officer or employee of the club of an amount by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the club or the receipts of the club for such liquor
- (10) As soon as practicable after the end of each financial year the treasurers shall cause to be prepared a statement containing the particulars of
  - a. The income and expenditure for the financial year just ended.
  - b. The assets and liabilities and of all mortgages, charges and securities affecting the property of the association t the close fo that year.
- (11) All such statements shall be examined by the auditor who shall present a report upon such audit to the secretary prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made.
- (12) The income and property if the association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly to indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by the member to the association or to any member of the association or other person in return for any services actually rendered to the association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the association or reasonable and proper rent for premises demised to let to the association.

## DOCUMENTS

### Rule 30

The management committee shall provide for the safe custody of books, documents, instruments of title and securities of the association.

## **FINANCIAL YEAR**

### **Rule 31**

The financial year of the association shall close on 30<sup>th</sup> June in each year.

## **DISTRIBUTION OF SURPLUS ASSETS**

### **Rule 32**

If the association shall be wound up in accordance with the provisions of the associations Incorporations Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the association, and which shall prohibit the distribution of its or their income or property among its or their members to an extent at least as great as is imposed on the association under or by virtue of rule 29(12), such institution or institutions to be determined by the members of the association.