



SOUTHPORT LABRADOR CRICKET CLUB INC.

CONSTITUTION

10 February 2022

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INTRODUCTORY PROVISIONS AND DEFINITIONS

In this constitution:

- a. **act** means *Club Incorporation Act 1981 (Qld)*;
- b. **association** means Southport Labrador Cricket Club Incorporated;
- c. **constitution** means the club rules, as defined in the Act;
- d. **member protection policy** means the Southport Labrador Cricket Club Member Protection Policy;
- e. **SLCC** means Southport Labrador Cricket Club Incorporated;
- f. **Committee** means a member or members duly elected to the identified Committee position/s within the Southport Labrador Cricket Club;
- g. **CA** means Cricket Australia
- h. **QC** means Queensland Cricket

PROPOSED

SOUTHPORT LABRADOR CRICKET CLUB INC.

CONSTITUTION

1. INTERPRETATION

(1) In these Rules-

Act means the Associations Incorporation Act 1981.

(2) A word of expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

(3) A decision of the Committee on the construction or any rule, or any By-Law of the association made pursuant to this Constitution or any on any matter arising there from, shall be conclusive and binding on all members of the association.

2. NAME OF THE ASSOCIATION

The name of the Club shall be the "Labrador Cricket Club trading as Southport Labrador Cricket Club (SLCC) Incorporated" (In these rules called "The Association").

~~23.~~ OBJECTS OF CLUB

(1) The objects for which the association is established are the fostering, promotion and conduct of Cricket for both junior ages.

~~(1)~~(2) To afford its members all the usual privileges, advantages and conveniences of the association.

~~(2)~~(3) To secure affiliation and abide by the Rules and Policies of the Cricket Gold Coast Limited ACN 108 217 072.

~~(3)~~(4) To abide by the Rules and Policies of Queensland Cricket ABN 55 612 695 676.

4. GENERAL

The location of SLCC shall be at Golden Wheel Park, Allied Drive, Arundel, Queensland, with a postal address of PO Box 135, Labrador Qld 4215

5. THE POWERS OF THE ASSOCIATION ARE:

(1) To take over the funds and other assets and the liabilities of the present incorporated association known as the "Labrador Cricket Club Incorporated", (Trading as Southport Labrador Cricket Club).

(2) 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 28 (10).

- (3) 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.
- (4) To purchase, take or lease or in exchange, hire and otherwise acquire any lands, building, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the association: Provided that 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 regard to such trusts.
- (5) 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; to obtain from any such Government or Authority any rights, privileges and concessions, which the association may think it is desirable to obtain and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (6) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the association.
- (7) To remunerate any person or body corporate for services rendered, or to be 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.
- (8) 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, carry out, alteration or control thereof.
- (9) 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.
- (10) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (11) In furtherance of the objects of the association to lend and advance money or give credit to any person or body corporate, to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- (12) To borrow or raise 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.

- (13) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (14) 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 and rights of the association.
- (15) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the association's property of whatsoever kind sold by the association, or any money due to the association from purchasers and others.
- (16) To take any gift or 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 proviso in sub-rule (4).
- (17) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the association, in the shape of donations, annual subscriptions or otherwise.
- (18) To print and publish any newspapers, periodicals, books or leaflets that the association may think desirable for the promotion of its objects.
- (19) 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.
- (20) In furtherance of the objects of the association to transfer all or any part of the property assets, liabilities and engagements of the association to any one or more of the incorporated associations with which the association is authorised to amalgamate.
- (21) To make donations for patriotic, charitable or community purposes.
- (22) 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.
- (23) To do all such things as are incidental or conducive to the attainment of the objectives and the exercise of the powers of the association.

6. CLASSES OF MEMBERSHIP

(1) The membership of the association shall consist of the following classes of members: -

(a) Playing members:

A playing member is defined by 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.

(b) Junior member:

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 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 cannot be accepted unless a parental member has already been accepted or is accepted at the same time.

(c) Parental member:

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. Parental members shall be entitled to attend all General Meetings of the association and shall be entitled to vote at any such meetings.

(d) Life Member:

a) Election

i) Life Members are those elected by the Southport Labrador Cricket Club Inc. at an Annual General Meeting in recognition of service to the Club.

ii) Every proposal for life membership shall be submitted to the committee in writing by two members of the club at least 21 days prior to the Annual General Meeting OR by 30 June each year.

iii) The Committee will then obtain the advice and opinions of any life member/s regarding the nominees service, conduct and whether the life member believes the nominee is a worthy recipient of life membership.

iv) Should the committee inquiries deem the nominated person to be a fit and proper person to receive life membership, the Secretary will include an appropriate item on the agenda for the Annual General Meeting for consideration at that meeting. The item should indicate the names of the nominees, proposer and seconder together with, if possible, a brief outline of the contribution made by the nominee.

v) Present any nominee who is successful, with their life membership at the annual awards dinner for the association.

vi) No more than 2 persons may be elected in any one calendar year. Election to membership is subject to approval by at least the majority of members present who are eligible to vote at the Annual General Meeting at which the nomination

is considered. Life Members shall be entitled to attend all General Meetings of the association and shall be entitled to vote at any such meetings.

b) Privileges

i) Life Members may attend and vote at a SLCC Annual General Meeting or special meeting.

ii) Life Members shall be exempt from membership fees.

(e) Honorary Member:

a) Honorary member is defined as a person who has performed outstanding service for the association and are nominated by at least two members of the committee and their nomination is approved by majority of the committee.

b) Honorary Members shall be entitled to attend all General Meetings of the Association but shall not be entitled to vote at any such meetings.

c) Honorary Members shall be exempt from membership fees.

(f) Patron:

SLCC may, at its discretion, appoint a Patron/s or Vice Patron/s of SLCC, with any such appointment to be made at any General Meeting. Such Patron/s or Vice Patron/s shall not be eligible to vote unless they are current members of SLCC under another category of membership.

(g) Social Member:

A social member is defined as a person who is not less than eighteen (18) as at the 31st August of the current year who is not intending to play cricket in one of the Southport/Labrador Cricket Clubs teams. A social member can attend SLCC meetings but shall not be entitled to vote at any such meetings.

(2) The number of members in each class shall be unlimited.

7. MEMBERSHIP FEES

(1) The membership fees for each class of membership shall be such sum as the committee determines from time to time by majority vote.

(2) The membership fees for each class of membership shall be payable at such time and in such manner as the Committee shall from time to time determine. The association year shall be from 1st August until the following 31st day of July and annual subscriptions for membership shall be payable in advance.

(3) A member whose subscription is not paid as at the 30th of November of the current year may be referred to the Committee for resolution and restricted from playing or exercising privileges until such subscription is paid.

(4) The membership fee for the parental member shall be a nominal fee to be incorporated into the membership fees for the junior member.

8. ADMISSIONS AND REJECTION OF MEMBERS

- (1) At the next meeting of the Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- (2) Any applicant who receives a majority of the votes of the members of the Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership being 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 acceptance or rejection of an application for any class of membership the Secretary shall forthwith give the applicant notice in writing of such rejection. The Committee shall not be obliged to give reasons for a rejection of membership.

9. TERMINATION OF MEMBERSHIP

- (1) A member may resign from the association at any time by giving notice in writing to the Secretary. 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.
- (2) Full or partial refund of membership fees for terminating junior or senior members is at the discretion of the Committee.
- (3) The Committee may terminate a member's membership if the member: -
 - (a) is convicted of an indictable offence; or
 - (b) fails to comply with any of the provisions of the SLCC Rules, By-Rules, and Member Protection Policy; or
 - (c) has membership fees in arrears for a period of two months after due date of 30th November; or
 - (d) conducts him/herself in a manner considered to be injurious or prejudicial to the character or interests of the association. The Committee shall consider whether his/her membership shall be terminated.
 - (e) Refunds for a member whose membership is terminated under the rule (a) or (d) shall not be considered.
- (4) The member concerned shall be given a full and fair opportunity of presenting his/her case and if the Committee resolves to terminate his/her membership it shall instruct the Secretary to advise the member in writing accordingly.

10. APPEALS AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- (1) A person whose application for membership has been rejected or whose membership has been terminated may within 21-14 days of receiving written notification thereof, lodge with the Secretary written notice of his/her intention to appeal against the decision of the Committee.

- (2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within one month of the date of receipt by him/her of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his/her case and the Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.

11. REGISTER OF MEMBERS

- (1) The 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 reinstatement of membership and any further particulars as the 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 applies to the Secretary for such inspection. That application must be made in writing and explain the reasons for the inspection.
- (4) The Secretary may advise all committee members of the application, and the committee can reject the application at its discretion.
- (5) A member of SLCC must not:
 - (i) Use information obtained from the register of members of SLCC to contact, or send material to, another member of SLCC for the purpose of advertising for political, religious, charitable or commercial purposes.
 - (ii) Disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of SLCC for the purpose of advertising for political, religious, charitable or commercial purposes.

11.12. MEMBERSHIP OF COMMITTEE

- (1) The Committee of the association shall consist of a President, Senior Vice-President, Secretary, Treasurer, Junior Vice-President, and up to 4 general members all of whom shall be members of the Association.
- (2) At the Annual General Meeting of the Association, all members of the Committee holding positions that are due to fall vacant shall retire from office but shall be eligible upon nomination for re-election.
- (3) Members of the Committee may hold more than one position.
- (4) The election of officers and other members of the Committee shall take place in the following manner:

- (a) Any two members of the association shall be at liberty to nominate any other member to serve as an officer or other member of the Committee.
- (b) The nomination, which shall be in writing and signed by the member and the proposer and a seconder, shall be lodged with the Secretary at least fourteen days before the Annual General Meeting at which the election is to take place.
- (c) A list of candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of a meeting of the association for at least seven days immediately preceding the Annual General Meeting.
- (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each financial member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
- (e) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
- (f) The President of the Club may not simultaneously serve as President of any other cricket club.

13. RESIGNATION

- (1) Any member of the Committee may resign from membership of the Committee at any given time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice.
- (2) If a committee member is found to have distributed any committee confidential information, via electronic means or in person, to other members of the association, or the wider community, or they meet any of the items as set out in Clause 9 (3), then such member may be removed from office.
 - ~~(3)~~ The committee member concerned will be notified and shall be given the opportunity to fully present his/her case at the next general meeting.
 - ~~(4)~~(3) The question of removal shall be determined by the vote of the members present at such a General Meeting.

14. VACANCIES ON COMMITTEE

- (1) The Committee shall have power at any time to appoint any member of the association to fill any casual vacancy on the Committee until the next Annual General Meeting.
- (2) The continuing members of the Committee may act notwithstanding any casual vacancy in the 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 Committee, the continuing member or members may act for the purposes of increasing the number of members of the Committee to that number or of summoning a General Meeting of the association, but

for no other purpose.

15. FUNCTIONS OF THE COMMITTEE

- (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the association carried at any General Meeting the Committee:
 - (a) shall have the general control and management of the administration of the affairs, property and funds of the association;
 - (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 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 and future, and to purchase, redeem or pay off any such securities;
 - (b) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers for overdrawn accounts on money lent, whether the term of the loan be short or 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;
 - (c) to invest in such manner as the members of the association may from time to time determine.

16. MEETINGS OF COMMITTEE

- (1) The Committee shall meet at least once every calendar month during the cricket season to exercise its functions.
- (2) A special meeting of the Committee shall be convened by the Secretary on the requisition in writing signed by the majority of the members of the 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.
- (3) At every meeting of the Committee a simple majority of a number equal to the number of members elected and/or appointed to the Committee as at the close of the last General Meeting of the members, shall constitute a quorum.
- (4) Subject as previously provided in this rule, the Committee may meet together and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Committee shall be decided by a majority of votes and, in the case of equality of votes, the chairman shall have a second or casting vote.
- (5) A member of the Committee shall not vote in respect of any contract or proposed contract with the association in which he/she has an interest, or any matter arising thereout, and if he/she does so vote his/her vote shall not be counted.

(6) Not less than fourteen (14) days' notice shall be given by the Secretary to members of the Committee of any special meeting of the Committee. Such notice shall clearly state the nature of the business to be discussed thereat.

(7) The President shall preside as Chairman at every meeting of the Committee, or if there is no President, or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting, the Senior Vice President shall be Chairman or if the Senior Vice President is not present at the meeting, then the members may choose one of their number to be Chairman of the meeting.

~~(8)~~ — If within half an hour from the time appointed for the commencement of ~~(9)~~(8) a Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Committee, shall lapse. 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 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 meeting shall lapse.

~~(10)~~(9) a Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Committee, shall lapse. 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 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 meeting shall lapse.

17. SUB-COMMITTEES

(1) ~~The Executive~~The Committee may delegate any of its power to a sub-committee consisting of such members of the association as the Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Committee.

(2) A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their numbers to be Chairman of the meeting.

(3) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of equality of votes, the question shall be deemed to be decided in the negative.

(4) Minutes must be taken of any sub-committee meeting held and a copy sent to the SLCC Secretary within 7 days of the meeting held, so they can be tabled at the next general committee meeting.

18. COMMITTEE ACTS

All acts done by any meeting of the Committee or of a sub-committee or by any person acting as a member of the Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Committee or persons acting as a foresaid, or that the members of the Committee or any of them were disqualified,

be as valid as if every such person had been duly appointed and was qualified to be a member of the Committee.

19. ANNUAL GENERAL MEETINGS

- (1) The Annual General Meeting shall be held within two 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 President's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year;
 - ~~— the receiving of the Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year;~~
 - ~~e)b)~~ the receiving of the Auditor's report upon the books and accounts for the preceding financial year;
 - ~~d)c)~~ the election of members of the Committee;
 - ~~e)d)~~ the appointment of the Auditor, and;
 - ~~f)e)~~ General business.

20. SPECIAL GENERAL MEETINGS

The secretary shall convene a Special General Meeting:

- (1) when directed to do so by the Committee; or
- (2) on the requisition in writing signed by the majority of the members present on the Committee; or
- (3) or not less than the number of members entitled to vote (as set out in Clause 6) of the association which equals double the number of members presently on the Committee plus one. Such requisition shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat; or
- (4) on being given a notice in writing of an intention to appeal against the decision of the Committee to reject an application for membership or to terminate the membership of any person.
- (5) A member is not entitled to vote at a special general meeting if the member's annual subscription is not paid in full as of the notice date set out for the special general meeting. in Clause 6 (2).in Clause 6 (2).

21. QUORUMS

- (1) At any General Meeting, the number of members required to constitute a quorum shall be the number equivalent to the current Committee plus one.
- (2) A motion may be carried by a simple majority of members present and entitled to vote unless otherwise provided in the Constitution.
- (3) 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

Committee or the Club, shall lapse. 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 Committee or the association, shall lapse. 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 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.

- (4) The Chairman 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. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in case of an original meeting. 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.

22. NOTICE OF MEETINGS

- (1) The secretary shall convene all General Meetings of the association by giving not less than 28 days' notice of any such meeting to the members of the association;
- (2) The manner of which such notice shall be given shall be determined by the Committee, provided that notice of any meeting convened for the purpose of hearing and determining the appeal of his/her membership by the Committee, shall be given in writing. Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.

23. GENERAL MEETING ORDER AND VOTING

Unless otherwise provided by these Rules, at every General Meeting:

- (1) The President shall preside as Chairman, or if there is no President, or if he/she is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Senior Vice President shall be the Chairman or if the Senior Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting;
- (2) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner;
- (3) Every question, matter or resolution shall be decided by a majority of votes of the members present who are entitled to vote as set out in Clause 5;
- (4) Voting shall be by show of hands unless a ballot is required by the Constitution or By-Laws or demanded by the majority of the members present and entitled to vote (as set out in Clause 6), in which event there shall be a secret ballot; and
- (5) 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 is declared by the chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded; and

- (6) 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
- (7) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Committee meeting and General Meetings to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Committee Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting; Provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or Annual General Meeting.

24. PROXIES

- (1) An instrument appointing a proxy must be in writing and be in the following or similar form—

[Name of association]:

I, _____ of _____, being a member of the association, appoint
of _____ as my proxy to vote for me on my behalf at the (annual) general meeting
of the association, to be held on the _____ day of _____ 20____
and at any adjournment of the meeting.
Signed this _____ day of _____ 20____ .
Signature

- (2) The instrument appointing a proxy must—
 - (a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or
- (3) A proxy must be a member of the association.
- (4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- (5) Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- (6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
- (7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

[Name of association]:

I, _____ of _____, being a member of the association, appoint
of _____ as my proxy to vote for me on my behalf at the (annual) general meeting
of the association, to be held on the _____ day of _____ 20____
and at any adjournment of the meeting.

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions—

[*List relevant resolutions*]

Signed this day of 20 .
Signature

25. BY-LAWS

The Committee may from time to time make, amend, or repeal By-Laws, 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.

26. ALTERATION OF RULES

(1) Subject to the provisions of the Clubs Incorporation Act, these Rules may be amended, rescinded or added to from time to time by a special resolution at anya General Meeting; Provided that no such amendment, rescission or addition shall be valid only if it is registered by the Chief Executive of the department administering the Act.

27. COMMON SEAL

The Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Committee and every instrument to which the seal is affixed shall be signed countersigned by the Secretary or by a second member of the Committee or by some other person appointed by the Committee for the purpose.

28. FUNDS AND ACCOUNTS

- (1) The funds of the association shall be deposited in the name of the association in a financial institution decided by the Committee.
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language correctly showing the financial affairs of the association and the particulars usually shown in books of a like nature.
- (3) All moneys shall be deposited as soon as practicable after receipt thereof.
- (4) All accounts of one hundred dollars or over shall be paid by electronic banking / cheque signed by President and Treasurer (in absent of President, the Senior Vice President), or other Committee member.
- (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- (6) The Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (7) All expenditure shall be approved or ratified at a Committee Meeting.
- (8) Must preclude the payment to an officer or employee of the association of an amount by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the association, or the receipts of the association for such liquor.

- (9) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing the particulars of;
- (a) the income and expenditure for the financial year just ended; and
 - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the association at the close of that year.
- (10) All such statements shall be examined by the Auditor who shall present his 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.
- (11) The income and property of the association whence so ever 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 or 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 him/her to the association or otherwise owing by the association to him/her or of remuneration to any officers or servants of the association or to any member of the Club 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 or let to the association.
- (12) Must preclude the payment to an officer or employee of the association of an amount by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the association or the receipts of the association for such liquor.

29. DOCUMENTS

The Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association. The Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association. The Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Club.

30. FINANCIAL YEAR

The financial year of the Club shall close on the 30th of June in each year.

31. DISTRIBUTION OF SURPLUS ASSETS

If the association shall be wound up in accordance with the provisions of the Incorporation Act 1981-1990, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to 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 and 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 28 (10), such institution or institutions to be determined by the members of the Association.