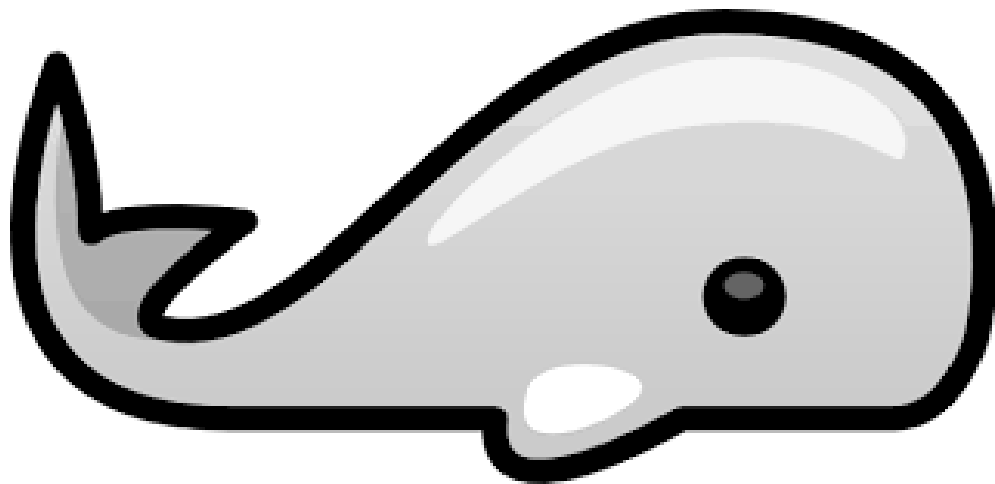


**HERVEY BAY CITY  
BRIDGE CLUB INC**



**CONSTITUTION  
2015**

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# **RULES OF THE HERVEY BAY CITY BRIDGE CLUB INC**

## **CONSTITUTION 2015**

### **1. TERMINOLOGY**

- (a) A word or expression that is not defined in these rules, but is defined in the Associations Incorporation Act 1981 has, if the contest permits, the meaning given by the Act.
- (b) Any use of gender in these Rules is deemed to apply to any gender unless specifically stated otherwise.
- (c) The term Member encompasses Ordinary, Life and Student Members of the Club who are financial in all respects and not under full suspension.
- (d) The term Suspension refers to suspension of rights and privileges for a period of time. It may vary from suspension of one or more rights and privileges to full suspension of them.
- (e) Secret Ballot  
When a secret ballot is conducted the results must be fully disclosed including the announcement of the number of votes received by each candidate.
- (f) There are four categories of meetings:
  - Annual General Meeting
  - Special General Meeting (called to decide a specific issue)
  - General Meeting (called to discuss general business)
  - Management Committee Meeting

### **2. NAME**

The name of the incorporate association is Hervey Bay City Bridge Club Inc (hereinafter “the Club”).

### **3. OBJECTIVES**

The objectives of the Club are

- (a) To foster and promote Contract Bridge at all levels
- (b) To provide opportunities for learning Bridge

(c) To provide opportunities for playing Duplicate Bridge and other competition events as set out by the Club.

#### **4. POWERS**

(a) The Club has the powers of an individual

(b) The Club may, for example

(i) enter into contracts; and

(ii) acquire, hold, deal with and dispose of property; and

(iii) make charges for services and facilities it supplies; and

(iv) do other things necessary or convenient to be done in carrying out its affairs

(c) The Club may also issue secured and unsecured notes, debentures and debenture stock for the Club.

(d) The Club shall maintain affiliation with the Queensland Bridge Association.

### **MEMBERSHIP**

#### **5. General Eligibility for Membership**

Persons may be Members as long as they meet and maintain the following criteria:

(a) Are generally not less than 13 years of age

(b) Are of good character and reputation and are compatible with other Members

(c) Are interested in promoting the Objectives of the Club

(d) Are prepared to support the welfare of the Club and the game of Bridge

(e) Are not under any order or notice of suspension from any bridge club or association

#### **6. Legal Responsibilities of Members**

(a) Every person applying for Membership and accepting Membership agrees to be bound by these Rules and the By-laws of the Club while they remain a Member.

(b) No Member shall commence any action in Common Law or in Equity against the Club, the Management Committee (either collectively or as an individual Member or a number of Members), or against any Club Member until all the processes provided by these Rules, the By-laws or the avenues of appeal to the Management Committee and General Meeting acted on have been exhausted.

## **7. Legal Responsibilities of the Association**

In the event of any proceedings being taken against a Member or Members in respect to any matter or action done in the proper performance of his duties or by the direction or with proper authority of the Club through the administrative processes provided by these Rules, the Association shall indemnify such Member or Members against in respect of their costs and / or damages and any such sums as they may be compelled to pay in the courts for as a result of such proceedings.

## **8. Classes of Membership and Privileges**

The classes, privileges, responsibilities and limitations of Membership of the Club are:

(a) **Ordinary Member:** a person whose nomination has been accepted by the Management Committee, after paying the prescribed fees and attending such Club activities as the Management Committee may from time to time determine; the Member is entitled to all the privileges and responsibilities of the Club and to exercise the rights of Membership. The number of Ordinary Members is unlimited.

Residents within the district of Hervey Bay may attend as visitors for 12 sessions or for a period of one month, whichever comes soonest. After this time they are required to join the Club. Non-residents may elect to become financial Members or to pay sessional visitor's fees.

(b) **Life Member:** an Ordinary Member who is elected by a Special Resolution at an Annual General Meeting in recognition of outstanding services to the Club for a continuous period of at least 10 years. The Member shall retain Ordinary Membership privileges and responsibilities, but be exempt from the payment of annual subscriptions.

### ***Procedures for Electing Life Members***

(i) Nominations for Life Membership shall be submitted, in writing to a meeting of the Management Committee, not less than eight weeks prior to the scheduled date of the next Annual General Meeting. The nominee shall be proposed and seconded by two financial Members of the Club. The nomination shall be signed by the Nominee, the Proposer and the Secunder. The nomination shall also include a brief profile of the Nominee to provide grounds for the nomination.

(ii) The Management Committee shall decide by majority vote if the nomination meets the key criteria, and if so will pass the nomination onto the next Annual General Meeting. The Secretary shall forthwith notify the Proposer in writing of the acceptance or rejection of the nomination.

(iii) The Proposer (or another person) should prepare a full testimonial of the Nominee and his achievements to be presented at the Annual General Meeting to support the nomination.

(iv) Voting on the proposal for Life Membership shall be by secret ballot by the Members present at the Annual General Meeting and the Nominee shall be elected to Life Membership if a majority of the votes cast are in favour of the proposal.

(c) **Honorary Member:** a person who is elected at a General Meeting in recognition of the service, benefit or esteem he has rendered to the Club; election shall be for one year and may be renewed, and the Member shall have the same privileges as Ordinary Members except he will not be entitled to hold Office in the Club, nominate or second Members for election to Office of persons for Membership, take part or vote at meetings of the Club, but be exempt from the payment of subscriptions or levies.

(d) **Temporary Member:** a person who is either

(i) an applicant to join the Club

(ii) Is a financial Member of another Club and is not under suspension or expulsion order from any such organization and is not normally resident in the Club's area and who is admitted by the Secretary for a period of up to two months, extendable at the Management Committee's discretion. Such a Member shall have the same privileges and responsibilities as Ordinary Members except he will not be entitled to hold Office in the Club, nominate or second Members for election to office or persons for Membership, take part or vote at meetings of the Club, nor compete in Club Championships. The number of Temporary Members is unlimited.

(e) **Student Member:** a person who is a bona fide full-time student under the age of 25 whose nomination has been accepted by the Management Committee, and attending such Club activities with fees as the Management Committee may from time to time determine; the Member is entitled to all the privileges and responsibilities of the Club and to exercise the rights of Membership. The number of Student Members is unlimited.

## 9. Applications for Membership

(a) An applicant for Membership of the Club must be proposed by one Member of the Club (the Proposer) and seconded by another Member (the Secunder).

- (b) A nomination for Membership must be:
  - (i) in writing and
  - (ii) signed by the Applicant and the Applicant's proposer and seconder, and
  - (iii) in the form decided by the Management Committee

## **10. Membership Fees**

The Membership fees and entry fees for each class of Membership:

- (a) is the amount decided by the Members from time to time at an Annual General Meeting, and
- (b) must be paid by the 31<sup>st</sup> January each year. Failure to do so, at the discretion of the Management Committee, may result in cancellation of Membership

## **11. Admission and Rejection of Members**

- (a) Nominations for Ordinary Membership shall be considered by the next Management Committee meeting which occurs after the appropriate Membership fee for the application has been paid, and all other preconditions have been met.
- (b) The Management Committee must decide at the meeting whether to accept or reject the application.
- (c) Nominations for Life Membership must be passed by a Management Committee Meeting.
- (d) Nominations for Honorary Membership must be passed by a Management Committee Meeting.
- (e) The Secretary of the Club must, as soon as practicable after the Management Committee Meeting, give the applicant a written notice of the decision.

## **12. Disciplinary Provisions**

- (a) Any Member of the Club who fails to observe any of these Rules or By-laws made under these Rules, or commits an act, practice or conduct calculated to bring discredit on the game of Bridge or to the Club or to its Members; or on Club premises and on external Club activities or indulges in an illegal act, renders himself liable to suspension of all privileges as decided by the Management Committee.



(b) A written report of such breach or misconduct shall be investigated by the Management Committee which shall have the power to demand and direct apologies, reprimand, restrict, suspend or expel a Member it deems guilty of such an offence. Any player leaving a session before its conclusion without offering an explanation acceptable to the Director of the Day, or arranging for someone else to do so, will be suspended from sessions until the next Management Committee Meeting where the situation will be examined and the player's status considered.

(c) A Member so charged shall be notified in writing by the Secretary of the Club of the nature of the complaint and be given the right of answering the complaint by appearing before the Management Committee and calling evidence and questioning witnesses. If the Member does not attend the agreed hearing, the offence may be heard in his absence.

(d) A Member found guilty of an offence has the right to request the Secretary to call a Special General Meeting of the Club for the purpose of dealing with the appeal and the decision of that meeting will be final. Pending the determination of such appeal the Member shall be allowed all the Membership privileges accorded to his class of Membership.

(e) A Member under 18 years of age appearing before a Management Committee Meeting hearing a complaint against him or a Special General Meeting hearing an appeal against a decision by that Committee shall be entitled to be accompanied by a parent or guardian.

### **13. When Membership Ends**

(a) A Member may resign from the Club by advising the Club Secretary

(b) The resignation takes effect on

(i) the day at the time the notice is received by the Secretary; or  
if a later day is stated in the notice – the later day

(c) The Management Committee may terminate a Member's Membership if the Member:

(i) is convicted of an indictable offence; or

(ii) does not comply with any of the provisions of these Rules; or

(iii) has Membership fees in arrears for one month; or

(iv) conducts himself in a way considered to be injurious or prejudicial to the character or interests of the Club

(d) Before the Management Committee terminates a Member's Membership, the Committee must give the Member a full and fair opportunity to show why the Membership should not be terminated.

(e) If, after considering all representations made by the Member, the Management Committee decides to terminate the Membership, the Secretary of the Committee must give the Member a written notice of the decision.

## **14. Appeal against Rejection of Admission**

- (a) A person whose nomination for Membership has been rejected, may give the Secretary written notice of their intention to appeal against the decision.
- (b) A notice to appeal must be given to the Secretary within one month after the person receives written notice of the decision,
- (c) If the Secretary receives written notice of intention to appeal, the Secretary must, within two months after the day of receipt, call a Special General Meeting to decide the appeal.
- (d) At the Special General Meeting, the applicant must be given a full and fair opportunity to show why the nomination should not be rejected.
- (e) Also, the Management Committee and the Committee Members who rejected the application must be given an opportunity to show why the nomination should be rejected.
- (f) An appeal must be decided by a secret vote of the Members present at the meeting, with the Chairman having a casting vote if needed.
- (g) This section should be read in conjunction with Section 12.

## **15. Appeal against Termination of Membership**

- (a) A person whose Membership has been terminated may give the Secretary written notice of the person's intention to appeal against the decision.
- (b) A notice of intention to appeal must be given to the Secretary within fourteen days after the person receives written notice of the decision.
- (c) If the Secretary receives a notice of intention to appeal, the Secretary, must call a Special General Meeting to be held, within one month after receipt of the notice, to decide the appeal.
- (d) At the Special General Meeting, the Member must be given a full and fair opportunity to show why the Membership should not be terminated.
- (e) Also, the Management Committee and the Committee Members who terminated the Membership must be given an opportunity to show why the Membership should be terminated.
- (f) An appeal must be decided by a secret ballot of the Members present at the meeting, with the Chairman having a casting vote if needed.
- (g) This section should be read in conjunction with Section 12.

## **16. Register of Members**

- (a) The Management Committee must keep a Register of current Members
- (b) The Register of Members must include the following particulars for each Member
  - (i) the full names and residential address of the Member
  - (ii) contact details
  - (iii) the date of admission as a Member
  - (iv) ABF number
  - (v) day and month only of birthday (not year)
- (c) The Register must be open for inspection by Members at all reasonable times; however, before the Member may inspect the Register, he must apply to the Secretary to inspect it.

## **MANAGEMENT COMMITTEE**

### **17. Membership**

- (a) The Management Committee of the Club consists of the President, Vice-President, Secretary, and Treasurer and up to five other Committee Members as elected by the Members at the Annual General Meeting. They must be Home Club Members and reside in the Hervey Bay area.
- (b) The Masterpoint Secretary is appointed by the Management Committee.
- (c) At each Annual General Meeting of the Club, the Members on the Management Committee must retire from Office, but are eligible, on nomination for re-election.

### **18. Electing the Management Committee**

- (a) A Member of the Management Committee may only be elected as follows:
  - (i) any two Members of the Club may nominate another Member (the Candidate) to serve as a Member of the Management Committee
  - (ii) the nomination must be:
    - \* in writing; and
    - \* signed by the Candidate and the Members who nominated him; and
    - \* given to the Secretary at least 14 days before the Annual General Meeting at which the election is to be held

- (iii) No two members of the same family or couples or partners are permitted to be on the Executive of the Committee at the same time. No family members or couples or partners have the authority to co-sign for outgoing funds from either the cheque account or withdrawal forms or any other form issuing funds from the Club's coffers
  - (iv) Each Member present at the Annual General Meeting may vote for any number of candidates but not more than the number of vacancies
  - (v) If, at the start of the Meeting, there are not enough candidates nominated, nominations may be taken from the floor of the Meeting for those positions still unfilled.
- (b) A list of candidates' names in alphabetical order, with the names of the Members who nominated each candidate, must be posted in a conspicuous place in the Club for at least fourteen days immediately preceding the Annual General Meeting.
  - (c) If required by the Members at the Meeting, balloting lists must be prepared containing the names of the candidates in alphabetical order.
  - (d) Absentee votes only are permitted. No proxy votes are permitted.

## **19. Resignation or Removal from Office of a Management Committee Member**

- (a) A Management Committee Member may resign from the Committee by giving written notice of resignation to the Secretary.
- (b) The resignation takes effect on
  - (i) the day and at the time the notice is received by the Secretary or
  - (ii) if a later day is stated in the notice – the later day
- (c) A Member of the Management Committee may be removed from Office at a Special General Meeting of the Club if a majority of Members present at the meeting vote in favour of removing the Member. This should be by secret ballot with the Chairman having a casting vote.
- (d) Before a vote of Members is taken about removing the Member from office, the Member must be given a full and fair opportunity to show cause why he should not be removed from office.
- (e) A Member has no right of appeal against his removal from office under this section.

## **20. Vacancies on the Management Committee**

- (a) If a casual vacancy happens on the Management Committee, the continuing Members of the Committee may appoint another eligible Member of the Club to fill the vacancy until

the next Annual General Meeting.

(b) The continuing Members of the Management Committee may act despite a casual vacancy on the Management Committee.

(c) However, if the number of Committee Members is less than the number fixed under these rules as a quorum of the Management Committee, the continuing Members may act only to increase the number of Management Committee Members to the number required for a quorum or call a General Meeting of the Club.

## **21. Functions of the Management Committee**

(a) Subject to these Rules or a resolution by Members carried at a General Meeting the Management Committee:

- (i) has the general control and management of the administration of the affairs, property and funds of the Club; and
- (ii) has authority to interpret the meaning of these Rules and any matter relating to the Club on which the rules are silent; and
- (iii) table fees may be changed by the Management Committee as necessary

(b) The Management Committee may exercise the powers of the Club:

- (i) to borrow, raise or secure the payment of amounts in a way the Club Members decide; and
- (ii) to secure the amounts mentioned in paragraph (i) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Club's property, both present and future; and
- (iii) the Management Committee is restricted to a limit of \$5,000 for any one transaction.. Any amount above this figure is to be approved at a Special General Meeting
- (iv) to purchase, redeem or pay off any securities issued; and
- (v) to borrow amounts from Members and pay interest on the amounts borrowed; and
- (vi) cannot mortgage the property without authority from a Special General Meeting
- (vii) nor issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Club without authority from a Special General Meeting
- (viii) nor provide and pay off any securities issued without authority from a Special General Meeting
- (ix) nor invest in a way the Management Committee of the Club may from time to time decide without authority from a Special General Meeting.

(c) For sub-section 22(b) (v), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:

- (i) the financial institution for the Club; or
- (ii) if there is more than one financial institution for the Club then one of those financial institutions nominated by the Club.

## **22. Meetings of the Management Committee**

- (a) Subject to sub-section 23(b) to (q), the Management Committee may meet and conduct its proceedings as it considers appropriate.
- (b) The Management Committee may meet up to 12 times in each financial year to exercise its functions.
- (c) The Executive of the Management Committee, being the President, Vice-President, Secretary and Treasurer has the authority to make emergency decisions to be ratified at the next scheduled Committee Meeting.
- (d) The Committee must decide how a meeting is to be called.
- (e) Notice of a meeting is to be given in the way decided by the Committee.
- (f) If the Secretary receives a written request signed by at least one third of the Management Committee Members, the Secretary must call a Special Meeting of the Committee.
- (g) A request for a Special Meeting must state why the Special Meeting is being called and the business to be conducted at the meeting.
- (h) At a Management Committee Meeting more than fifty per cent of the Members elected or appointed to the Committee as at the close of the last General Meeting of the Members forms a quorum.
- (i) A question arising at a Committee Meeting is to be decided by a majority vote of Committee Members present and, if the votes are equal, the question is decided in the negative.
- (j) A Management Committee Member must not vote on a question about a contract or proposed contract or other financial transaction with the Club if the Member has an interest in the contract or proposed contract or transaction, and if the Member does vote the Member's vote must not be counted.
- (k) The Secretary must advise each Committee Member of a Special Meeting of the Committee as soon as possible.
- (l) Advice of a Special Meeting must include the day, time and place of the meeting and the business to be conducted at the meeting.
- (m) The President or, if there is no President or if the President is not present with ten minutes after the time fixed for Management Committee meeting, the Vice-President is to preside as Chairman at any Management Committee meeting.

(n) If the President and Vice-President are absent from a Management Committee Meeting or unwilling to act, the Members may choose one of their number to preside as Chairman at the Meeting.

(o) If a quorum is not present within thirty minutes after the time fixed for a Management Committee Meeting called on request of Committee Members, the meeting lapses.

(p) If a quorum is not present within thirty minutes after the time fixed for a Management Committee Meeting called other than on the request of Committee Members, the meeting is to be adjourned to the same day, time and place in the next week, or a day, time and place decided by the Committee Members present.

(q) If, at the adjourned Meeting mentioned in sub-section 23 (p), a quorum is not present within thirty minutes after the time fixed for the Meeting, the Meeting lapses.

### **23. Delegation of the Management Committee Powers**

(a) The Management Committee may delegate the whole or part of its powers to a sub-committee consisting of the Club Members considered appropriate by the Committee.

(b) A sub-committee may exercise delegated powers only in the way the Management Committee decides.

(c) A sub-committee may elect a Chairman of its meetings.

(d) If a Chairman is not elected, or if the Chairman is not present within ten minutes after the time fixed for a meeting, the Members may choose one of their number to be Chairman of the Meeting.

(e) A sub-committee may meet and adjourn as it considers appropriate.

(f) A question arising at a sub-committee meeting is to be decided by a majority vote of the Members present at the meeting and, if the votes are equal, the question is decided in the negative.

### **24. Acts not affected by Defects or Disqualifications**

(a) An act performed by the Management Committee, a sub-committee or a person acting as a Member of the Management Committee is taken to have been validly performed.

(b) Sub-section 24 (a) applies even if the act was performed when:

(i) there was a defect in the appointment of a Member of the Management Committee or person acting as a Member of the Management Committee; or

(ii) a Management Committee Member, sub-committee Member or a person acting as a Member of the Management Committee was disqualified from being a Member.

## **25. Resolutions of the Management Committee without Meeting**

A written resolution signed by each Member of the Management Committee is as valid and effectual as if it had been passed at a Committee Meeting that was properly called and held.

(b) A resolution mentioned in sub-section 26(a) may consist of one or several documents in like form, each signed by one or more Members of the Committee.

## **26. Annual General Meetings**

Each Annual General Meeting must be held at least once a year and within three months after the end of the Club's previous financial year.

The following business must be conducted at each Annual General Meeting:

- (a) Receiving the Statement of Income and Expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the Club for the last financial year.
- (b) Receiving the Auditor's report on the financial affairs of the Club for the last financial year.
- (c) Presenting the audited Statement to the Meeting for adoption;
- (d) Electing Members of the Management Committee.
- (e) Appointing an Auditor;
- (f) Setting Membership fees for the ensuing year.
- (g) Allowing discussion of written submissions to the Secretary given two weeks prior to the Annual General Meeting and signed by two Members of the Club.
- (h) Absentee voting is permitted at Annual General Meetings, Special General Meetings and General Meetings. No proxy votes are permitted.



## **27. Special General Meetings**

- (a) The Secretary may call a Special General Meeting advising each Member of the Meeting with fourteen days after:
  - (i) being directed to call the Meeting by the Management Committee; or
  - (ii) being given a written request signed by
    - \* at least one third of the Members of the Club presently on the Management Committee; and
    - \* at least the numbers of Members of the Club equal to double the number of Members of the Club on the Management Committee plus one; or
  - (iii) being given a written notice of an intention to appeal against the decision of the Management Committee.
    - \* to reject a nomination for Membership; or
    - \* to terminate a person's Membership; or
    - \* to impose a penalty under Sections 12 or 13.
- (b) A request mentioned in Sub-section 28 (a) (ii) must state:
  - (i) why the Special General Meeting is being called; and
  - (ii) the business to be conducted at the Meeting.

## **28. Notice of General Meeting**

- (a) The Secretary may call any General Meeting of the Club.
- (b) The Secretary must give at least fourteen days Notice of the Meeting to each Member.
- (c) The Management Committee must decide the way in which the Notice must be given.
- (d) However, notice of the following Meetings must be given in writing:
  - (i) a meeting called to hear and decide the appeal of a Member against the rejection of termination of the Member's Membership or impose a penalty under Section 13 by the Management Committee; or
  - (ii) a meeting called to hear and decide a proposed Special Resolution of the Club.
- (e) A Notice of a General Meeting must state the business to be conducted at the Meeting.

## **29. Quorum for, and Adjournment, of General Meeting**

- (a) Subject to Sub-section 30 (e), at a General Meeting the number of Members equal to double the number of Members of the Club Members elected or appointed to the Management Committee as at the close of the last General Meeting of the Members plus one forms a quorum.

- (b) No business may be conducted at a General Meeting unless a quorum of Members is present when the meeting proceeds to business,
- (c) If a quorum is not present within thirty minutes after the time fixed for a General Meeting called on the request of Members of the Management Committee or the Club, the Meeting lapses.
- (d) If a quorum is not present within thirty minutes after the time fixed for a General Meeting called other than on the request of Members of the Management Committee of the Club, the Meeting is to be adjourned to the same day, time and place in the next week,
- (e) If at an adjourned Meeting, a quorum under Sub-section 30(a) is not present within thirty minutes after the time fixed for the Meeting, the Members present form a quorum.
- (f) The Chairman may, with consent of any Meeting at which a quorum is present, and must if directed by the Meeting, adjourn the Meeting from time to time and from place to place.
- (g) If a Meeting is adjourned under Sub-section 30(f), only the business left unfinished at the Meeting from which the adjournment took place may be conducted at the adjourned Meeting,
- (h) The Secretary is not required to give Members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least thirty days.
- (i) If a Meeting is adjourned for at least thirty days, notice of the adjourned Meeting must be given in the same way Notice is given for an original Meeting.

### **30. Procedure at a General Meeting**

Subject to these rules, at each General Meeting

- (a) The President, or, or if there is no President or if the President is not present within 15 minutes after the time fixed for the Meeting or is unwilling to act, the Vice-President is to preside as Chairman; and
- (b) If the Vice-President is absent or unwilling to act as Chairman, the Members present must elect one of their number to be Chairman of the meeting; and
- (c) The Chairman must conduct the Meeting in a proper and orderly way; and
- (d) Each question, matter or resolution must be decided by a simple majority of votes of the Members present, except that a special resolution must be decided by a seventy five per cent majority of votes; and

- (e) Each Member present and entitled to vote is entitled to one vote only and, if the votes are equal, the Chairman has a casting vote as well as a primary vote; and
- (f) A Member is not entitled to vote at a General Meeting if the Member's annual subscription is in arrears at the date of the Meeting; and
- (g) Voting may be by a show of hands or a division of Members, unless at least twenty per cent of the Members present demand a secret ballot; and
- (h) If a secret ballot is held, the Chairman must appoint two Members to conduct the secret ballot in a way the Chairman decides; and
- (i) The Chairman must appoint two Members to act as Scrutineers and one Member as Overseer to count and check absentee votes.
- (j) The result of a secret ballot as declared by the Chairman is taken to be a resolution of the Meeting at which the ballot was held; and
- (k) Only financial Club Members may vote. Absentee votes will be accepted and these must be given to the Secretary prior to the commencement of the meeting time. Voting will be by
  - (i) a show of hands, each Member present has one vote; and
  - (ii) a secret ballot, each Member present has one vote, and
  - (iii) the results counted for the absentee votes
- (l) The Secretary must ensure full and accurate Minutes of all questions, matters, resolutions and other proceedings of each Management Committee Meeting and General Meeting are entered in a Minute Book.
- (m) The Secretary must ensure the Minute Book for each General Meeting is open for inspection at all reasonable times by any Member who previously applies to the Secretary for inspection.

### **31. MINUTES**

To ensure the accuracy of Minutes:

- (a) The Minutes of each Management Committee Meeting must be signed by the Chairman of the Meeting, or the Chairman of the next Management Committee Meeting, verifying their accuracy; and
- (b) The Minutes of each General Meeting must be signed by the Chairman of the Meeting, or the Chairman of the next General Meeting verifying their accuracy; and
- (c) The Minutes of each Annual General Meeting must be signed by the Chairman of the Meeting, or the Chairman of the next Meeting of the Club that is a General Meeting or Annual General Meeting, verifying their accuracy.

## **32. BY-LAWS**

- (a) The Management Committee may make, amend or repeal By-Laws, not inconsistent with these Rules, for the internal management of the Club.
- (b) A By-Law may be set aside by a vote of Members at Special General Meeting of the Club.

## **34. ALTERATION OF RULES**

Subject to the Associations Incorporation Act 1981, these Rules may be amended, repealed or added to by a special Resolution carried at the Annual General Meeting. However, an amendment, repeal or addition is valid only if it is registered.

## **35. COMMON SEAL**

- (a) The Management Committee must ensure the Club has a Common Seal.
- (b) The Common Seal must be kept securely by the Management Committee and used only under the authority of the Management Committee.
- (c) Each instrument to which the Seal is attached must be signed by a Member of the Management Committee and counter signed by the Secretary, or another Member of the Management Committee, or someone appointed by the Management Committee.

## **36. FUNDS AND ACCOUNTS**

- (a) The funds of the Club must be kept in an account in the name of the Club in a financial institution decided by the Management Committee.
- (b) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Club.
- (c) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (d) All cheques must be signed by any two of the President, Vice-President, Treasurer or Secretary or another Management Committee Member as authorised from time to time by the Management Committee
- (e) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed “not negotiable”.
- (f) A petty cash account must be kept on the imprest system and the Management Committee must decide the amount of petty cash to be kept in the account.
- (g) All expenditure must be approved or ratified at a Management Committee Meeting.
- (h) The Treasurer must, as soon as practicable after the end of each financial year ensure a Statement containing the following particulars is prepared:
  - (i) the income and expenditure for the financial year just ended;
  - (ii) the Club’s Assets and Liabilities at the close of the year;
  - (iii) the mortgages, charges and securities affecting the property of the Club at the close of the year.
- (i) The Auditor must examine the Statement prepared under Sub-section 32 (h) and present a Report about it to the Secretary before the next Annual General Meeting following the financial year for which the audit was made.
- (j) The income and property of the Club must be used solely in promoting the Club’s objectives and exercising the Club’s powers.

## **37. DOCUMENTS**

The Management Committee must ensure the safe custody of books, documents, instruments of Title and securities of the Club.

### **38. FINANCIAL YEAR**

The Financial Year of the Club closes on 30<sup>th</sup> June each year.

### **39. DISTRIBUTION OF ASSETS TO ANOTHER ENTITY**

- (a) This section applies if the Club is wound up under Part 10 of the Act, and it has surplus assets as defined by Section 92 (3) part 10 of the Act.
- (b) The surplus assets must not be distributed among the Club Members but must be given to another entity or entities which have Objectives similar to the Club Objectives and the Rules of which prohibit the distribution of the entity's income and assets to its members.
- (c) Such distribution shall be determined by a Special Resolution at a General Meeting of the Club.