

**CONSTITUTION  
OF  
THE WAUCHOPE COUNTRY CLUB  
ACN 000 044 315**

Amended: 25 October 2015  
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# Constitution

## 1. NAME OF COMPANY

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- 1.1 The name of the Company is The Wauchope Country Club.

## 2. PRELIMINARY

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- 2.1 The Company is a company limited by guarantee and shall be a non-proprietary company.
- 2.2 The Company is established for the purposes set out in this Constitution.
- 2.3 Pursuant to Section 135(2) of the Act all replaceable rules referred to in the Act are hereby displaced or modified as provided in this Constitution.
- 2.4 A copy of the Constitution of the Club shall be supplied to a member on request being made to the Secretary of the Club, and if demanded by the Secretary from that member, on payment of any fee that may be prescribed by the Act.
- 2.5 Every member is bound by and must comply with the Constitution and By-laws of the Club and any other applicable determination, resolution or policy which may be made or passed by the Board.

## 3. DEFINITIONS

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- 3.1 In this Constitution unless there be something in the subject or context inconsistent therewith:
- (a) **"The Act"** means the Corporations Act 2001. Any reference to a provision of the Corporations Act includes a reference to the same or similar provision in any legislation replacing, amending or modifying the Corporations Act however that provision may be amended in that legislation.
  - (b) **"The Board"** means the members for the time being of the Board of Directors of the Club constituted in accordance with this Constitution.
  - (c) **"By-Laws"** shall mean the By-laws made in accordance with this Constitution.
  - (d) **"The Club"** means The Wauchope Country Club ACN 000 044 315.
  - (e) **"Club Notice Board"** means a board designated as such and located in a conspicuous place within the Club premises on which notices for the information of members are posted.
  - (f) **"Constitution"** means this Constitution.
  - (g) **"Full member"** means any person who is in one of the categories of membership referred to in Rule 10.3.
  - (h) **"Gaming Machines Act"** means the Gaming Machines Act 2001. Any reference to a provision of the Gaming Machines Act includes a reference to the same or similar provision in any legislation replacing, amending or modifying the Gaming Machines

Act however that provision may be amended in that legislation.

- (i) **"The Liquor Act"** means the Liquor Act 2007. Any reference to a provision of the Liquor Act includes a reference to the same or similar provision in any legislation replacing, amending or modifying the Liquor Act however that provision may be amended in that legislation.
  - (j) **"Month"** except where otherwise provided in this Constitution means calendar month.
  - (k) **"The Office"** means the registered office for the time being of the Club.
  - (l) **"Registered Clubs Act"** means the Registered Clubs Act 1976. Any reference to a provision of the Registered Clubs Act includes a reference to the same or similar provision in any legislation replacing, amending or modifying the Registered Clubs Act however that provision may be amended in that legislation.
  - (m) **"Rules"** means the rules comprising this Constitution.
  - (n) **"Secretary"** includes Acting Secretary, Honorary Secretary, Acting Honorary Secretary, Secretary Manager, General Manager, Chief Executive Officer or any other title attributed to the person who is the Secretary of the Club for the purpose of the Registered Clubs Act.
  - (o) **"Special Resolution"** has the meaning assigned thereto by the Act.
  - (p) **"Sub club"** means any sporting club, incorporated or otherwise, that pursuant to a resolution of the Board under Rule 28.10 is or has been established and is affiliated or becomes affiliated with the Club.
- 3.2 **"Financial member"** means a member of the Club who has paid all joining fees, subscriptions, levies and other payments to the Club by the relevant due dates.
- 3.3 Words importing the singular number also include the plural and vice versa and the masculine gender the feminine gender and vice versa.

#### 4. **OBJECTS**

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##### 4.1 The objects of the Club are:

- (a) To promote the game of Golf, Bowls and other athletic sports and pastimes.
- (b) With any requisite sanction as provided by law to provide Golf Links and grounds at Wauchope or elsewhere in the County of Macquarie, and to lay out, prepare and maintain the same for golf, lawn tennis, bowls, quoits, polo, cricket, croquet, hockey and other purposes of the Club, and to provide Club houses, pavilions, toilets, kitchens, refreshment rooms, workshops, stables, garages, sheds and other conveniences in connection therewith and to furnish and maintain the same and to permit the same and the property of the Club to be used by members and other persons either gratuitously or for payment.
- (c) To purchase, hire, make or provide and maintain horses, machinery, live-stock, furniture, implements, tools, utensils, plate glass, linen, books, papers, periodicals, stationery, cards, games and other things required or which may be conveniently

used in connection with the links and grounds, Club houses and other premises of the Club by persons frequenting the same whether members of the Club or not.

- (d) In furtherance of the objects of the Club to buy, prepare, make, supply, sell and deal in all kinds of golf clubs and balls and all apparatus used in connection with golf and other athletic sports, and all kinds of provisions and refreshments required or used by the members of the Club or other persons frequenting the links, grounds, club houses or premises of the Club.
- (e) With the said sanction to purchase, take on lease or in exchange or otherwise acquire any lands, buildings, easements, rights of common or property, real or personal used in connection with any of the objects of the Club, and to sell, convey, transfer, assign, mortgage, give in exchange or dispose of the same including the right to subdivide and sell any part or parts of the same, subject to any limitation contained in the Registered Clubs Act and Liquor Act.
- (f) To hire, employ and dismiss secretaries, clerks, managers, servants, workmen and to pay them, and any other persons in return for services rendered to the Club, salaries, wages, gratuities and pensions.
- (g) To promote and hold, either alone or jointly with any association, club or persons, golf or bowls meetings, competitions and matches and to offer, give or contribute towards prizes, medals, and awards and to give or guarantee any prize money and expenses whether for members or other persons and to promote, give or support dinners, balls, concerts and other entertainments, in furtherance of the objects of the Club.
- (h) In furtherance of the objects of the Club, to establish promote or assist in establishing or promoting and to subscribe to, or become a member of, any other association or club whose objects are similar or in part similar to the objects of the Club, or the establishment or promotion of which may be beneficial to this Club provided that no subscription shall be paid to any other association or club out of the funds of this Club except bona fide in furtherance of the objects of this Club.
- (i) To invest and deal with the monies of the Club not immediately required upon such securities and in such manner as may from time to time be determined.
- (j) To borrow or raise and give security for money by the issue of or upon bonds, debentures, promissory notes, or other obligations or securities, of the Club secured upon the assets or otherwise, or by mortgage or charge upon all or any part of the property of the Club, in particular to issue debentures or give mortgages in respect of all monies which shall hereafter be advanced to enable golf links as hereinbefore mentioned to be purchased by the Club.
- (k) To do all such lawful things as are incidental or conducive to the attainment of the above objects or any of them.

## **5. LIMITED LIABILITY**

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- 5.1 The liability of the members is limited.

## **6. MEMBERS GUARANTEE**

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- 6.1 Each member undertakes to contribute an amount not exceeding two dollars (\$2.00) if the



Club is wound up:

- (a) while he or she is a member of the Club; or
- (b) within one year of the date that he or she ceases to be a member.

6.2 The contribution referred to in Rule 6.1 shall be for the:

- (a) payment of the debts and liabilities of the Club contracted before the member ceased to be a member; and
- (b) costs, charges and expenses of winding up.

## **7. APPLICATION OF PROPERTY ON DISSOLUTION**

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7.1 If the Club is wound up or dissolved and after the satisfaction of all the Club's debts and liabilities, any property whatsoever remains, that property shall:

- (a) not be transferred, paid to or distributed among the members;
- (b) be given or transferred to an institution or institutions having objects similar to the objects of the Club and which prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Club.

7.2 The institution or institutions referred to in Rule 7.1(b) shall be determined by:

- (a) the members of the Club in general meeting (by ordinary resolution) at or before the time of dissolution; or in default thereof
- (b) the Supreme Court of New South Wales.

## **8. PROPERTY AND INCOME OF THE CLUB**

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8.1 The income and property of the Club shall be applied solely towards the promotion of the objects of the Club as set forth in this Constitution. No portion of the income or property of the Club shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to the members of the Club.

8.2 Subject to the provisions of Section 10(6) and Section 10(6A) of the Registered Clubs Act, a member of the Club, whether or not he or she is a director or a member of any committee of the Club shall not be entitled under the Constitution of the Club or otherwise to derive directly or indirectly any profit, benefit or advantage from the Club that is not offered equally to every Full member of the Club.

8.3 Subject to the provisions of Section 10(7) of the Registered Clubs Act, a person, other than the Club or its members, shall not be entitled under the Constitution of the Club or otherwise to derive directly or indirectly any profit, benefit or advantage from the grant to the Club of, or the fact that the Club has applied for, a club licence under the Liquor Act or from any added value that may accrue to the premises of the Club because of the grant to the Club of, or the fact that the Club has applied for, such a licence.

8.4 A director shall not hold or be appointed or elected to any office of the Club paid by salary

or wages or any similar basis of remuneration.

8.5 Subject to Rule 8.6 nothing in this Constitution shall prevent the payment:

- (a) in good faith of reasonable and proper remuneration to any employed officer or other employee of the Club;
- (b) in good faith of reasonable and proper remuneration to any member of the Club in return for services actually rendered;
- (c) of interest at a rate not exceeding interest at the rate for the time being charged by bankers in Sydney for overdrawn accounts plus 2% on money lent by a member to the Club;
- (d) of reasonable and proper rent for premises demised or let by any member to the Club.

8.6 A director shall not receive from the Club remuneration or other benefit in money or monies worthin respect of his or her duties except by way of:

- (a) an honorarium in accordance with Section 10(6)(b) of the Registered Clubs Act 1976;
- (b) repayment of out of pocket expenses in accordance with Section 10(6)(d) of the Registered Clubs Act;

## **9. LIQUOR & GAMING**

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- 9.1 Liquor shall not be sold, supplied or disposed of on the premises of the Club to any person other than a member except on the invitation and in the company of a member. This Rule 9.1 does not apply in respect of the sale, supply or disposal of liquor to any person at a function in respect of which an authority is granted to the Club under Section 23(1) of the Registered Clubs Act.
- 9.2 Liquor shall not be sold, supplied or disposed of on the premises of the Club to any person under the age of 18 years.
- 9.3 A person under the age of 18 years shall not use or operate the gaming facilities of the Club.
- 9.4 The Secretary or any employee, director or member of any committee of the Club shall not be entitled under this Constitution or otherwise to receive directly or indirectly any payment calculated by reference to the quantity of liquor purchased, supplied, sold or disposed of by the Club or the receipts of the Club for any liquor supplied or disposed of by the Club.
- 9.5 Subject to subsection 2(b) of Section 73 of the Gaming Machines Act 2002, the Club shall not share any receipts arising from the operation of an approved gaming machine kept by the Club and shall not make any payment or part payment by way of commission or an allowance from or on any such receipts.
- 9.6 Subject to subsection 2 of Section 74 of the Gaming Machines Act 2002, the Club shall not grant anyinterest in an approved gaming machine kept by the Club to any other person.

## **10. MEMBERSHIP**

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- 10.1 For the purposes of section 246B of the Act, the rights of a class of membership may be varied or cancelled by way of eligible members passing a special resolution in accordance with Rule 46 and without the need for a separate resolution to be passed by members of that class of membership.
- 10.2 No person under the age of eighteen (18) years shall be admitted as a member of the Club other than as a Junior member.
- 10.3 The Full membership of the Club shall be divided into the following categories:
- (a) Golf members; and
  - (b) Bowls members;
  - (c) Golf-Bowls members;
  - (d) Lady Golf members;
  - (e) Lady Bowls members;
  - (f) Lady Golf Bowls members;
  - (g) Social members;
  - (h) Junior members;
  - (i) Life members.
- 10.4 Persons who are not Full members may, in accordance with this Constitution be admitted to the Club as:
- (a) Provisional members; and
  - (b) Honorary members;
  - (c) Temporary members.
- 10.5 The number of Full members having the right to vote in the election of the Board shall be not less than twenty-five (25) per cent of all Full members of the Club.

### **GOLF MEMBERS**

- 10.6 Golf members shall be persons who have attained the age of eighteen (18) years and are elected to or transferred to Golf membership of the Club.
- 10.7 Golf members shall pay such joining fee (if any) and annual subscription as the Board may determine.
- 10.8 Golf members are entitled to:
- (a) such social privileges and advantages of the Club as may be determined by the Board from time to time; and

- (b) attend and vote at Annual General Meetings and general meetings of the Club;
- (c) subject to any restrictions contained in this Constitution, nominate for and be elected to hold office on the Board;
- (d) vote in the election of the Board;
- (e) vote on any special resolution to amend this Constitution;
- (f) propose, second, or nominate any eligible member for any office of the Club;
- (g) propose, second or nominate any eligible member for Life membership;
- (h) introduce guests to the Club;
- (i) play any golf competitions organised and controlled by the Golf Sub Club;
- (j) play social rounds of golf subject to the conditions and limitations imposed by the Golf Sub Club and subject to the payment of any green fees that may be imposed by the Board;
- (k) play in mixed events and medley events.

## **BOWLS MEMBERS**

10.9 Bowls members shall be persons who have attained the age of eighteen (18) years and are elected to or transferred to Bowls membership of the Club.

10.10 Bowls members shall pay such joining fee (if any) and annual subscription as the Board may determine.

10.11 Bowls members are entitled to:

- (a) such social privileges and advantages of the Club as may be determined by the Board from time to time; and
- (b) attend and vote at Annual General Meetings and general meetings of the Club;
- (c) subject to any restrictions contained in this Constitution, nominate for and be elected to hold office on the Board;
- (d) vote in the election of the Board;
- (e) vote on any special resolution to amend this Constitution;
- (f) propose, second, or nominate any eligible member for any office of the Club;
- (g) propose, second or nominate any eligible member for Life membership;
- (h) introduce guests to the Club;
- (i) play in Bowls competitions organised and controlled by the Bowls Sub Club;
- (j) play social and practice games of Bowls subject to the limitations imposed by the Bowls Sub Club and subject to the payment of any green fees that may be imposed by the Board;

- (k) play in mixed events and medley events.

### **GOLF-BOWLS MEMBERS**

- 10.12 Golf-Bowls members shall be persons who have attained the age of eighteen (18) years and are elected to or transferred to Golf-Bowls membership of the Club.
- 10.13 Golf-Bowls members shall pay such joining fee (if any) and annual subscription as the Board may determine.
- 10.14 Golf-Bowls members shall have the same rights and privileges as Golf members and Bowls members.

### **LADY GOLF MEMBERS**

- 10.15 Lady Golf members shall be persons who have attained the age of eighteen (18) years and are elected to or transferred to Lady Golf membership of the Club.
- 10.16 Lady Golf members shall pay such joining fee (if any) and annual subscription as the Board may determine.
- 10.17 Lady Golf members are entitled to:
  - (a) such social privileges and advantages of the Club as may be determined by the Board from time to time; and
  - (b) attend and vote at Annual General Meetings and general meetings of the Club;
  - (c) subject to any restrictions contained in this Constitution, nominate for and be elected to hold office on the Board;
  - (d) vote in the election of the Board;
  - (e) vote on any special resolution to amend this Constitution;
  - (f) propose, second, or nominate any eligible member for any office of the Club;
  - (g) propose, second or nominate any eligible member for Life membership;
  - (h) introduce guests to the Club;
  - (i) play golf in golf competitions organised and controlled by the Ladies Golf Committee;
  - (j) play social rounds of golf subject to the conditions and limitations imposed by the Golf Sub Club and subject to the payment of any green fees that may be imposed by the Board;
  - (k) play in mixed events and medley events.

### **LADY BOWLS MEMBERS**

- 10.18 Lady Bowls members shall be persons who have attained the age of eighteen (18) years and are elected to or transferred to Lady Bowls membership of the Club.

10.19 Lady Bowls members shall pay such joining fee (if any) and annual subscription as the Board may determine.

10.20 Lady Bowls members are entitled to:

- (a) such social privileges and advantages of the Club as may be determined by the Board from time to time; and
- (b) attend and vote at Annual General Meetings and general meetings of the Club;
- (c) subject to any restrictions contained in this Constitution, nominate for and be elected to hold office on the Board;
- (d) vote in the election of the Board;
- (e) vote on any special resolution to amend this Constitution;
- (f) propose, second, or nominate any eligible member for any office of the Club;
- (g) propose, second or nominate any eligible member for Life membership;
- (h) introduce guests to the Club;
- (i) play in bowls competitions organised and controlled by the Women's Bowling Club;
- (j) play social and practice games of bowls subject to the limitations imposed by the Bowls Sub Club or the Women's Bowling Club and subject to the payment of any green fees that may be imposed by the Board;
- (k) play in mixed events and medley events.

#### **LADY GOLF-BOWLS MEMBERS**

10.21 Lady Golf-Bowls members shall be persons who have attained the age of eighteen (18) years and are elected to or transferred to Lady Golf-Bowls membership of the Club.

10.22 Lady Golf-Bowls members shall pay such joining fee (if any) and annual subscription as the Board may determine.

10.23 Lady Golf-Bowls members shall have the same rights and privileges as Lady Golf members and Lady Bowls members.

#### **SOCIAL MEMBERS**

10.24 Social members shall be persons who have attained the age of eighteen (18) years and are elected to or transferred to Social membership of the Club.

10.25 Social members shall pay such joining fee (if any) and annual subscription as the Board may determine.

10.26 Social members are entitled to:

- (a) such social privileges and advantages of the Club as may be determined by the Board from time to time provided that Social members shall not play golf or bowls except under the conditions applicable to non-members;

- (b) attend and vote at Annual General Meetings and general meetings of the Club;
- (c) subject to any restrictions contained in this Constitution, nominate for and be elected to hold office on the Board;
- (d) vote in the election of the Board;
- (e) vote on any special resolution to amend this Constitution.
- (f) propose, second or nominate any eligible member for any office of the Club;
- (g) propose, second or nominate any eligible member for Life membership;
- (h) introduce guests to the Club.

### **JUNIOR MEMBERS**

- 10.27 Junior members shall be persons who have not attained the age of eighteen (18) years and are elected to Junior membership of the Club.
- 10.28 Junior members shall pay such joining fee (if any) any annual subscription as the board may determine.
- 10.29 A person shall not be admitted as a Junior member of the Club unless the Board:
- (a) is satisfied that the person is joining the Club for the purposes of playing sport as a member of the Club or sub club of the Club; and
  - (b) has received from that person's parent or guardian written consent to that person becoming a Junior member of the Club and taking part in the sporting activities organized by the Club or a sub club of the Club;
  - (c) is satisfied that the person will take part in regular sporting activities organised by the Club or a sub club of the Club.
- 10.30 Subject to the provisions of the Registered Clubs Act a Junior member shall be entitled to such playing and social privileges and advantages of the Club as the Board may determine from time to time but shall not be entitled to:
- (a) attend and vote at Annual General Meetings and general meetings of the Club;
  - (b) nominate for or be elected to hold office on the Board;
  - (c) vote in the election of the Board;
  - (d) vote on any special resolution to amend this Constitution;
  - (e) propose, second or nominate any eligible member for any office of the Club;
  - (f) propose, second or nominate any eligible member for Life membership;
  - (g) introduce guests to the Club.

### **LIFE MEMBERS**

10.31 Life Membership of the Wauchope Country Club can be one of 5 different categories:

- a. Life Membership of the Wauchope Country Club. Awarded to a FULL Member (other than a junior member) who has given a minimum of 10 years meritorious service in the running of the Wauchope Country Club.
- b. Life Membership of the Wauchope Men's Golf Club. Awarded to a FULL Member (other than a junior member) who has given a minimum of 10 years meritorious service in the running of Wauchope Men's Golf.
- c. Life membership of the Wauchope Ladies Golf Club. Awarded to a FULL Member (other than a junior member) who has given a minimum of 10 years meritorious service in the running of Wauchope Ladies Golf.
- d. Life membership of the Wauchope Men's Bowling Club. Awarded to a FULL Member (other than a junior member) who has given a minimum of 10 years meritorious service in the running of Wauchope Men's Bowls.
- e. Life membership of the Wauchope Women's Bowling Club. Awarded to a FULL Member (other than a junior member) who has given a minimum of 10 years meritorious service in the running of Wauchope Women's Bowls.

10.32 Each category is limited to ONE nomination for Life Membership each year.

10.33 Candidates for Life Membership in each category shall be proposed by one full member and seconded by another full member of that membership category and forwarded to that membership category's relevant committee for approval. If approved by the relevant committee the nomination shall go to that membership body's Annual General Meeting for members to vote on.

10.34 If a nomination for Life Membership is approved by a resolution passed by not less than a three-quarters majority of the members present and voting by secret ballot at the relevant membership body's Annual General Meeting then the nomination shall be passed on to the Wauchope Country Club's Board of Directors for ratification.

10.35 Once approved every Life Member shall be entitled to such social and playing privileges as the Board may determine for that membership category from time to time.

10.36 Life Members shall be relieved from the payment of any annual subscription of the membership category for which they were awarded Life Membership.

10.37 For each Life Membership awarded, the relevant membership body shall be responsible for payment in full to Wauchope Country Club of all membership and other fees applicable to the Life Member, as applicable to other full members of that membership category.

## **11. TRANSFER BETWEEN CLASSES OF MEMBERSHIP**

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11.1 The Board has the power on the application of any member to transfer that member to another category of membership if that member has the qualifications for that other category of membership.

11.2 The Board shall have the power to transfer a Junior member who has attained the age of eighteen



- 11.3 (18) years to another category of membership of the Club for which the member has the necessary qualifications.
- 11.4 Any application for transfer of membership pursuant to Rule 11.1 together with any additional subscription shall be deposited at the office and the Secretary shall cause the name and address of the applicant to be exhibited on the Club Notice Board for a continuous period of not less than seven (7) days before the transfer of the applicant to another class of membership of the Club.
- 11.5 A member will not be entitled to any refund of membership fees or any part thereof if their application for transfer is approved.
- 11.6 The Club shall not be required to notify a person if they have been transferred to another class of membership of the Club pursuant to Rule 11.1. If a member fails to be transferred, the Secretary shall cause any additional subscription paid by that member to be returned to such member.

## **12. PROVISIONAL MEMBERS**

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- 12.1 A person in respect of whom a nomination form for membership duly completed in accordance with this Constitution has been given to the Club and who has paid to the Club the joining fee (if any) and the subscription appropriate to the class of membership referred to in the nomination form may be granted Provisional membership of the Club while awaiting the decision of the Board in relation to that person's application for membership of the Club.
- 12.2 Should a person who is admitted as a Provisional member not be elected to membership of the Club that person shall cease to be a Provisional member of the Club and the joining fee (if any) and subscription submitted with the nomination shall be returned to that person in full.
- 12.3 Provisional members are entitled to:
- (a) such playing and social privileges and advantages of the Club as the Board may determine from time to time; and
  - (b) introduce guests into the Club if the Provisional member is an applicant for a class of membership which is permitted to do so.
- 12.4 Provisional members are not entitled to:
- (a) attend or vote at general meetings of the Club; or
  - (b) nominate for or be elected to hold office on the Board;
  - (c) vote in the election of the Board;
  - (d) vote on any special resolution to amend this Constitution;
  - (e) propose, second, or nominate any eligible member for any office of the Club;
  - (f) propose, second or nominate any eligible member for Life membership.

## **13. HONORARY MEMBERS**

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- 13.1 Any prominent citizen visiting the Club for some special occasion may be made an Honorary member of the Club in accordance with procedures established by the Board from time to time.
- 13.2 Subject to Rule 13.4, Honorary members are entitled to:
- (a) such playing and social privileges and advantages of the Club as the Board may determine from time to time;
  - (b) introduce guests to the Club.
- 13.3 Subject to Rule 13.4, Honorary members are not entitled to:
- (a) attend or vote at any meeting of the Club;
  - (b) nominate for or be elected to the Board or any office in the Club; or
  - (c) vote in the election of the Board;
  - (d) vote on any special resolution to amend this Constitution;
  - (e) propose, second or nominate any eligible member for any office of the Club; or
  - (f) propose, second or nominate any eligible member for Life membership.
- 13.4 An Honorary member who is also a Full member of the Club shall be entitled to the rights and entitlements attributable to their Full membership.
- 13.5 The Secretary or senior employee when on duty may terminate the membership of any Honorary member at any time without notice and without having to provide any reason.

#### **14. TEMPORARY MEMBERS**

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- 14.1 The following persons in accordance with procedures established by the Board may be made Temporary members of the Club:
- (a) Any person whose ordinary place of residence in New South Wales is not less than such minimum distance from the Club's premises as may be prescribed by the Registered Clubs Act or such other greater distance as may be determined from time to time by the Board by By-law pursuant to this Constitution.
  - (b) A full member (as defined in the Registered Clubs Act) of any registered club which has objects similar to those of the Club.
  - (c) A full member (as defined in the Registered Clubs Act) of any registered club who, at the invitation of the Board of the Club, attends on any day at the premises of the Club for the purpose of participating in an organised sport or competition to be conducted by the Club on that day from the time on that day when he or she so attends the premises of the Club until the end of that day.
  - (d) Any interstate or overseas visitor.
- 14.2 Temporary members shall not be required to pay a joining fee or annual subscription.

14.3 Temporary members are entitled to:

- (a) such playing and social privileges and advantages of the Club as the Board may determine from time to time;
- (b) introduce a minor as a guest in accordance with Rule 25.12.

14.4 Temporary members are not entitled to:

- (a) vote at any meeting of the Club;
- (b) nominate for or be elected to the Board or any office in the Club;
- (c) vote in the election of the Board;
- (d) vote on any special resolution to amend this Constitution;
- (e) propose, second or nominate any eligible member for any office of the Club;
- (f) propose, second or nominate any eligible member for Life membership; or
- (g) introduce guests into the Club other than a minor in accordance with Rule 25.12.

14.5 The Secretary or senior employee then on duty may refuse a person admission to the Club as a Temporary member and/or terminate the membership of any Temporary member at any time without notice and without having to provide any reason.

14.6 No person under the age of eighteen (18) years may be admitted as a temporary member of the Club unless that person is a member of another registered club and satisfies the requirements of Rule 14.1(c).

## 15. **ELECTION OF MEMBERS**

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15.1 A person shall not be admitted to Full membership of the Club (other than Life membership) unless that person is elected to membership by a resolution of the Board of the Club, or a duly appointed election committee of the Club. Should two (2) directors demand a ballot, voting shall be by ballot and one adverse vote in three shall exclude the candidate from membership.

15.2 The names of the members present and voting at that Board or election committee meeting shall be recorded by the Secretary of the Club.

15.3 The Board or election committee may reject any application for membership without giving any reason.

15.4 Every application for membership of the Club (which shall be a proposal for membership by the applicant) shall be in writing and shall be in such form as the Board of the Club may from time to time prescribe and shall contain the following particulars:

- (a) the full name of the applicant;
- (b) the residential address of the applicant;
- (c) the date of birth of the applicant;
- (d) the occupation of the applicant;

- (e) a statement to the effect that the applicant agrees to be bound by the Constitution and By-laws of the Club;
  - (f) the signature of the applicant;
  - (g) such other particulars as may be prescribed by the Board from time to time.
- 15.5 Every form of application for membership shall be presented by the applicant, in person, to an authorised officer of the Club together with:
- (a) the joining fee (if any) and the appropriate subscription;
  - (b) identification such as (without limitation) a current driver's licence or a current passport held by that applicant.
- 15.6 The authorised officer of the Club to whom the application for membership is presented shall compare the particulars of the applicant as appearing on the application with the particulars of that person as appearing in the identification. If the authorised officer is satisfied that the particulars of the applicant in the application and in the form of identification correspond, the authorised officer shall sign the application and shall cause the application to be sent to the Secretary.
- 15.7 A person whose application has been signed by an authorised officer of the Club in accordance with Rule 15.6 and who has paid the Club the joining fee (if any) and the first annual subscription for the class of membership applied for may become a Provisional member.
- 15.8 The full name and address of each applicant for membership shall be placed on the Club Notice Board and shall remain so posted for not less than fourteen (14) days.
- 15.9 An interval of at least fourteen (14) days shall elapse between the deposit at the office of the nomination form of a person for election and the election of that person to membership of the Club.
- 15.10 The Club shall not be required to notify a person if they have been elected to membership. If a person fails to be elected to membership the Secretary shall cause the joining fee and first annual subscription to be forwarded or posted to such person.
- 15.11 The Secretary or senior employee then on duty may refuse an applicant for membership admission to the Club or remove an applicant for membership from the Club's premises at any time without notice and without having to provide any reason.

## **16. JOINING FEES, SUBSCRIPTIONS AND LEVIES**

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- 16.1 Joining fees, subscriptions, levies and other payments payable by members of the Club shall be such as the Board may from time to time determine provided that the annual subscription shall be not less than \$2.00 (excluding Goods & Services Tax) or such other minimum subscription provided from time to time by the Registered Clubs Act.
- 16.2 In accordance with the Registered Clubs Act, the Board may from time to time, determine that subscriptions are payable by monthly, quarterly or half yearly instalments, in advance, or for more than one (1) year in advance.
- 16.3 All subscriptions shall be due and payable on a date, or dates, determined by the Board from time to time.

16.4 Any person who has not paid his or her joining fee, subscription, levy or other payment:

- (a) by the due date shall cease to be a Financial member and shall cease to be entitled to the privileges of membership of the Club; and
- (b) within one (1) month after the due date shall cease to be a member of the Club..

16.5 The Secretary shall cause reasonable notice to be given in writing to each member of the due date for payment of the subscription in Rule 16.3.

16.6 Any person who has been removed from membership of the Club pursuant to Rule 16.4 may re-apply for membership in accordance with this Constitution.

## 17. **NON-FINANCIAL MEMBERS**

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17.1 Notwithstanding any Rule contained in this Constitution, any member who is not a Financial member (as defined in Rule 3.2) shall not be entitled to:

- (a) attend at the premises or use any of the facilities of the Club for any purpose without the permission of the Board; or
- (b) participate in any of the recreational, social or sporting activities of the Club or any Sub club without the permission of the Board;
- (c) attend or vote at any meeting of the Club or any Sub club;
- (d) nominate for or be elected or appointed to the Board or any committee of a Sub club;
- (e) vote in the election of the Board or any committee of a Sub club;
- (f) propose, second or nominate any eligible member for any office of the Club or any Sub club;
- (g) propose, second or nominate any eligible member for Life membership.

## 18. **REGISTERS OF MEMBERS AND GUESTS**

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18.1 The Club shall keep the following registers:

- (a) A register of persons who are Full members which shall be kept in accordance with section 31(1)(a) of the Registered Clubs Act. This register shall set forth in respect of each of those members:
  - (i) the name in full; and
  - (ii) the occupation;
  - (iii) the address;
  - (iv) the date on which the entry of the member's name in the register is made;
  - (v) the date on which that member last paid the annual fee for membership of the Club (excluding Life members).

- (b) A register of persons who are Honorary members which shall be kept in accordance with Section 31(1)(b) of the Registered Clubs Act. This register shall set forth in respect of each of those members:
  - (i) the name in full or the surname and initials; and
  - (ii) the address.
- (c) A register of persons who are Temporary members (other than Temporary members referred to in Rule 14.1(c)) which shall be kept in accordance with Section 31(1)(d) of the Registered Clubs Act. This register shall set forth in respect of each of those members:
  - (i) the name in full or the surname and initials; and
  - (ii) the address.
- (d) A register of persons of or over the age of eighteen (18) years who enter the premises of the Club as guests of members which shall be kept in accordance with Section 31(1)(c) of the Registered Clubs Act. This register shall set forth in respect of each of those guests:
  - (i) the name in full or the surname and initials; and
  - (ii) the address;
  - (iii) the date on which the entry of the guest's name in the register is made;
  - (iv) the signature of the member introducing the guest.

## **19. NOTIFICATION TO CLUB REGARDING CHANGE IN MEMBER'S DETAILS**

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- 19.1 Every member must advise the Secretary of any change to their personal details (including their address, email address and telephone number) within seven (7) days of the change to their personal details.

## **20. DISCIPLINARY PROCEEDINGS**

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- 20.1 Subject to Rule 20.2, the Board shall have power to reprimand, fine, suspend, expel or accept the resignation of any member, if that member:
- (a) in the reasonable opinion of the Board, has willfully refused or neglected to comply with any of the provisions of this Constitution or any By-Law; or
  - (b) is, in the reasonable opinion of the Board;
    - (i) guilty of any conduct prejudicial to the interests of the Club; or
    - (ii) guilty of conduct which is unbecoming of a member.
- 20.2 The following procedure shall apply to disciplinary proceedings of the Club:
- (a) A member shall be notified of:
    - (i) any charge against the member pursuant to Rule 20.1; and

- (ii) the date, time and place of the meeting of the Board at which the charge is to be heard.
- (b) The member charged shall be notified of the matters in paragraph (a) of this Rule 20.2 by notice in writing at least seven (7) days before the meeting of the Board at which the charge is to be heard.
- (c) If the chairperson determines (in their absolute discretion) that the member charged is not acting in an appropriate manner at the hearing, the chairperson may issue the member charged with a warning regarding the member's conduct and advise the member that if the member fails to comply with the warning, the member may be asked to leave the meeting and the Board will continue to consider and deal with the charge in the absence of the member.
- (d) If the member charged does not comply with the warning given in accordance with Rule 20.2(c), the chairperson (in their absolute discretion) may exclude the member charged from the hearing and continue to consider and deal with the charge in his or her absence.
- (e) The member charged shall be entitled to attend the hearing for the purpose of answering the charge and shall also be entitled to submit to the meeting written representations for the purpose of answering the charge. The member charged shall not be entitled to be legally represented at the hearing.
- (f) If the member fails to attend such meeting:
  - (i) the charge may be heard and dealt with and the Board may decide on the evidence before it;
  - (ii) the Board may impose any penalties;

the member's absence notwithstanding, but having regard to any representations which may have been made to it in writing by the member charged.
- (g) After the Board has considered the evidence put before it, the Board must come to a decision as to whether the member is guilty or not of the charge.
- (h) When the Board has determined the issue of guilt, if the member charged is at the meeting, the Board must inform the member whether or not the member has been found guilty.
- (i) If the member charged has been found guilty and is at the meeting, the member must be given a further opportunity at the meeting to address the Board in relation to an appropriate penalty for the charge of which the member has been found guilty.
- (j) The Board may authorise the Secretary and other persons to attend the meeting to assist the Board in considering and dealing with the charge but those persons cannot vote at the meeting.
- (k) The outcome of disciplinary proceedings shall not be invalidated or voided if the procedure set out in Rule 20 is not strictly complied with provided that there was no substantive injustice for the member charged.
- (l) No motion by the Board to reprimand, suspend or expel a member shall be deemed to be passed unless a simple majority of the directors present in person vote in

favour of such motion.

- (m) Any decision of the Board on such hearing shall be final and the Board shall not be required to give any reason for its decision.

20.3 If a notice of charge is issued to a member pursuant to Rule 20.2(a):

- (a) the Board by resolution; or
- (b) the Secretary (independently of the Board)

shall have power to suspend that member from all rights and privileges as a member of the Club until the charge is heard and determined. Such suspension shall be promptly notified in writing to the member concerned.

## **21. DISCIPLINARY COMMITTEE**

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21.1 The Board may by resolution delegate all of the powers and functions given to the Board by Rule 20 to a Disciplinary Committee comprising not less than three (3) directors of the Club selected by the Board.

21.2 The Disciplinary Committee shall conduct its activities in accordance with the procedures referred to in Rule 20 save that:

- (a) a quorum of the Disciplinary Committee shall be three (3) directors of the Club; and
- (b) all references to the Board in Rule 20, except in Rule 20.2(i) shall be read as being references to the Disciplinary Committee.

21.3 The Board shall have power to review a decision of the Disciplinary Committee or order a fresh hearing of any matter determined by the Disciplinary Committee and shall have the power to impose any penalty permitted by Rule 20 on the member charged in substitution for that imposed by the Disciplinary Committee provided that:

- (a) the procedure set out in Rule 20 is followed; and
- (b) the member is notified that the Board is exercising the power under this Rule 21.3 within forty-two (42) days of the date on which the Disciplinary Committee meeting was held.

21.4 The Board shall have power by resolution to revoke any delegation to the Disciplinary Committee pursuant to Rule 21.1 and may hear and determine any charge against a member which by reason of the nature of or the seriousness of the allegations giving rise to the charge, or the identity of or the position or office held by the member, the Board considers that it would not be appropriate for the charge to be heard by the Disciplinary Committee.

## **22. SUSPENDED MEMBER**

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22.1 Any member suspended pursuant to Rules 20 or 21 shall during the period of such suspension not be entitled to:

- (a) attend at the premises or use any of the facilities of the Club for any purpose without the permission of the Board; or



- (b) participate in any of the recreational, social or sporting activities of the Club or any Sub club without the permission of the Board;
- (c) attend or vote at any meeting of the Club or any Sub club;
- (d) nominate for or be elected or appointed to the Board or any committee of a Sub club;
- (e) vote in the election of the Board or any committee of a Sub club;
- (f) propose, second or nominate any eligible member for any office of the Club or any Sub club;
- (g) propose, second or nominate any eligible member for Life membership.

## **23. REMOVAL OF PERSONS FROM THE PREMISES OF THE CLUB**

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- (a) In addition to any powers under Section 77 of the Liquor Act, the Secretary or, subject to Rule 23.3, an employee of the Club may refuse to admit to the Club and may turn out, or cause to be turned out, of the premises of the Club any person including any member:
    - (b) who is then intoxicated, violent, quarrelsome or disorderly; or
    - (c) who, for the purposes of prostitution, engages or uses any part of the premises of the Club;
    - (d) whose presence on the premises of the Club renders the Club or the Secretary liable to a penalty under the Liquor Act or any other applicable legislation;
    - (e) who hawks, peddles or sells any goods on the premises of the Club;
    - (f) who, within the meaning of the Smoke-free Environment Act, smokes while on any part of the premises that is smoke-free.
    - (g) who uses, or has in his or her possession, while on the premises of the Club any substance that the Secretary or any employee exercising this power suspects of being a prohibited drug or prohibited plant.
    - (h) whom the Club, under the conditions of its club licence, or by law a term of a liquor accord, is authorised or required to refuse access to the Club.
- 23.2 If pursuant to Rule 23.1 a person (including a member) has been refused admission to, or has been turned out of, the premises of the Club, the Secretary of the Club or (subject to Rule 23.3) an employee of the Club, may at any subsequent time, refuse to admit that person into the premises of the Club or may turn the person out, or cause the person to be turned out of the premises of the Club.
- 23.3 Without limiting the provisions of Section 77 of the Liquor Act the employees who under this Constitution are entitled to exercise the powers set out in this Rule shall be:
- (a) in the absence of the Secretary from the premises of the Club the senior employee then on duty; or
  - (b) any employee authorised by the Secretary to exercise such power.

23.4 Without limiting Rule 23.2, if a person has been refused admission to or turned out of the Club in accordance with Rule 23.1(a), the person must not re-enter or attempt to re-enter the Club within twenty four (24) hours of being refused admission or being turned out.

23.5 Without limiting Rule 23.2, if a person has been refused admission to or turned out of the Club in accordance with Rule 23.1(a), the person must not remain in the vicinity of the Club and/or re-enter the vicinity of the Club within six (6) hours of being refused admission or being turned out.

## 24. **RESIGNATION AND CESSATION OF MEMBERSHIP**

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24.1 A member may at any time resign from his or her membership of the Club by either:

- (a) giving notice in writing to the Secretary; or
- (b) returning his or her membership card to an officer of the Club and clearly indicating to the officer that he or she resigns from membership.

24.2 A resignation pursuant to Rule 24.1 shall take effect from the date on which the notice is received by the Secretary or the date on which the membership card is received by the officer of the Club.

24.3 Any member who has resigned pursuant to 24.1 will not be entitled to any refund of membership fees or any part thereof unless the Board considers that there are circumstances warranting an ex gratia payment of the unexpired portion of his or her membership fees from the date of resignation.

## 25. **GUESTS**

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25.1 All members (other than Junior members) shall have the privilege of introducing guests to the Club. However, a Temporary member may only introduce a guest in accordance with Rule 25.12.

25.2 Unless the guest is a minor, on each day a member first brings a guest into the Club that member shall enter in the Register of Guests the particulars required by Rule 18.1.

25.3 No member shall introduce guests more frequently or in greater number than may for the time being be provided by By-law.

25.4 No person who resides within five (5) kilometres of the Club shall visit the Club as a guest more than three (3) times in any one (1) year.

25.5 No member shall introduce any person as a guest who:

- (a) has been expelled from the Club pursuant to Rule 20 or Rule 21;
- (b) is then suspended pursuant to Rule 20 or Rule 21; or
- (c) who is then refused admission to or being turned out of the Club pursuant to Rule 23.

25.6 Members shall be responsible for the conduct of any guests they may introduce to the Club.

25.7 The Board shall have power to make By-laws from time to time not inconsistent with this Constitution or the Registered Clubs Act regulating the terms and conditions on which

guests maybe admitted to the Club.

- 25.8 No guest shall be supplied with liquor on the premises of the Club except on the invitation of and in the company of a member.
- 25.9 A guest shall at all times remain in the reasonable company of the member who countersigned the entry in the Register of Guests in respect of that guest.
- 25.10 A guest shall not remain on the premises of the Club any longer than the member who countersigned the entry in the Register of Guests in respect of that guest.
- 25.11 The Secretary or senior employee then on duty may refuse a guest of a member admission to the Club or require a guest of a member to leave the premises of the Club (or any part thereof) with out giving any reason.
- 25.12 A Temporary member may bring into the non restricted areas of the Club premises as the guest of that Temporary member a minor:
- (a) who at all times while on the Club premises remains in the company and immediate presence of that Temporary member;
  - (b) who does not remain on the Club premises any longer than that Temporary member;
  - (c) in relation to whom the member is a responsible adult.
- 25.13 For the purposes of Rule 25.12(c), “responsible adult” means an adult who is:
- (a) a parent, step-parent or guardian of the minor; or
  - (b) the minor’s spouse or de facto partner;
  - (c) for the time being, standing in as the parent of the minor.

## 26. **BOARD OF DIRECTORS**

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- 26.1 Subject to the provisions of Rules 29.7 and 34.2 the Board shall consist of nine (9) directors who shall comprise a Chairman, Vice-Chairman and seven (7) Ordinary directors.
- 26.2 The Board shall be elected and retire by rotation in accordance with the “triennial rule” as set out in Schedule 4 of the Registered Clubs Act.
- 26.3 As provided for in Schedule 4 of the Registered Clubs Act, the directors shall, either by agreement amongst themselves and/or by drawing lots, decide which of them shall comprise the first and second groups of the one third of directors to retire by rotation prior to, respectively, the first and second Annual General Meetings of the Club to be held after the adoption of this clause, provided that the sitting Chairman and Vice-Chairman shall not be in the first group or together in the second group. Thereafter directors shall retire by rotation after having been in office for three (3) years.
- 26.4 The first Annual General Meeting of the Club referred to in clause 26.3 is that to be held in October 2016.
- 26.5 In the event that a director retires not by rotation but before having been in office for less than the prescribed term, that vacancy shall be filled at the Club’s Annual General Meeting following that director’s retirement. To maintain the annual rotation of one third of

directors, the person elected to the Board as an ordinary Director with the least votes at that Annual General Meeting shall not necessarily be elected for a three (3) year term but for a term equal to the balance of the term not completed by the director who retired early.

- 26.6 A person appointed to a casual vacancy on the Board pursuant to Rule 34.2 shall not be covered by the “triennial rule” and shall hold office only until the conclusion of the following Annual General Meeting.
- 26.7 Prior to each Annual General Meeting at which the Chairman retires by rotation, the Vice-Chairman shall act as Chairman until a new Chairman is elected.
- 26.8 The management of the Club shall be vested in the control of the Board of Directors of the Club. The Chairman and Vice-Chairman shall be elected by the Board of Directors at the first Board Meeting held after each Annual General Meeting.
- 26.9 Subject to Rule 26.10, the following members shall be entitled to stand for and be elected or appointed to the Board provided that have been financial members of the Club for a continuous period of at least three (3) years immediately prior to being elected or appointed to the Board:

- (a) Life members;
- (b) Golf members;
- (c) Bowls Members;
- (d) Golf-Bowls members;
- (e) Lady Golf members;
- (f) Lady Bowls members;
- (g) Lady Golf-Bowls members;
- (h) Social members;
- (i) Social Sports members.

26.10 A member who:

- (a) is an employee;
- (b) is currently under suspension pursuant to Rule 20 or Rule 21;
- (c) is not a financial member;
- (d) has been a member of the Club for less than three (3) years continuously;
- (e) is disqualified from managing any company under the Act;
- (f) is of unsound mind or whose person or estate is liable to be dealt with any way under the law relating to mental health;
- (g) is prohibited from being a director by reason of any order or declaration made under the Act, Liquor Act, Registered Clubs Act or any other applicable legislation

shall not be eligible to stand for or be elected or appointed to the Board.

- 26.11 Any person who is elected or appointed to the Board, must, unless exempted, complete such mandatory training requirements for directors as required by the Regulations made under the Registered Clubs Act.

**27. ELECTION OF BOARD**

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27.1 The election of the Board shall be conducted in the following manner:

- (a) The Board shall appoint a Returning Officer and at least two (2) scrutineers to take charge of the ballot. A candidate for any position shall not be appointed as the Returning Officer or as a scrutineer.
- (b) Notice of the date and time of the last day for receiving nominations for office in accordance with paragraph (c) of this Rule 27.1, shall be prominently posted on the Club Notice Board at least forty two (42) days prior to the date fixed for the Annual General Meeting.
- (c) Nominations shall close not less than twenty eight (28) days prior to the date fixed for the Annual General Meeting and must be delivered to the Secretary on or before that date.
- (d) Nominations for election to the Board shall be made in writing and signed by one and seconded by another eligible member and signed by the nominee who shall thereby signify his or her consent to the nomination.
- (e) A nomination can be withdrawn at any time prior to the close of nominations.
- (f) The Secretary shall post the name of the candidate and his or her proposers on the Club Notice Board in alphabetical order.
- (g) If the full number of candidates for election to the Board is not nominated then those candidates who are nominated shall be declared elected to the Board and additional nominations shall with the consent of the nominee or nominees be made at the meeting for the positions not so filled.
- (h) If there be only the requisite number nominated for election to the Board those candidates shall be declared duly elected.
- (i) If there be more than the required number nominated for election to the Board, an election by secret ballot shall take place in respect of that position.
- (j) The Returning Officer shall supervise the preparation of ballot papers.
- (k) The order in which names appear on the ballot paper shall be determined by lot.
- (l) The ballot shall be conducted on such days and during such times as shall be determined by the Board from time to time.
- (m) The Returning Officer shall supervise the issue of ballot papers.
- (n) Members shall record their vote in such manner as may be prescribed by the Board from time to time. Failure to comply with those requirements shall render the vote invalid.

- (o) Members shall place their ballot papers in the ballot box provided at the Club.
- (p) The Returning Officer shall supervise the safe custody of ballot papers returned.
- (q) The Returning Officer shall supervise the examination of ballot papers.
- (r) The decision of the Returning Officer as to the formality or informality of any vote shall be final.
- (s) The Returning Officer shall supervise the counting of votes.
- (t) In the event of an equality of votes, the Returning Officer shall draw lots between the candidates and the candidate who is drawn first shall be declared elected to that position.
- (u) The Returning Officer shall report the result of the ballot to the Annual General Meeting.
- (v) If the Returning Officer is not present, a scrutineer shall perform the duties of the Returning Officer set out in this Rule 27.1.
- (w) The Board may, at any time, engage the services of a professional electoral consultant or company to perform, or assist in performing, any or all of the duties of the Returning Officer or scrutineers set out in this Rule 27.1.
- (x) If at the close of the Annual General Meeting any vacancies remain on the Board, such vacancies shall be casual vacancies and may be filled in accordance with this Constitution.
- (y) The election of the Board (including without limitation, the results of the election of the Board) shall not be invalidated or voided if the procedure in Rule 27.1 is not strictly complied with provided there is no substantive injustice for any candidates.

27.2 The Board shall have the power to make by-laws regulating all matters in connection with the election of the Board that are inconsistent with Rule 27.1.

## **28. POWERS OF THE BOARD**

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28.1 The Board shall be responsible for the management of the business and affairs of the Club.

### **GENERAL POWERS**

28.2 The Board may exercise its powers and do all such acts and things as the Club is by this Constitution or otherwise authorised to exercise and do and which are not hereby or by Statute directed or required to be exercised or done by the Club in general meeting but subject nevertheless to the provisions of the Act and the Registered Clubs Act and of this Constitution and to any amendments to this Constitution provided that no such amendment shall invalidate any prior act of the Board which would have been valid if such amendment had not been made.

### **SPECIFIC POWERS**

28.3 Without derogating from the general powers conferred by Rule 28.2, the Board shall have power from time to time:

- (a) To make, alter and repeal By-Laws pursuant to Rule 28.17.

- (b) To enforce or procure the enforcement of all By-Laws by suspension from enjoyment of the Club privileges or any of them or otherwise as the Board thinks fit.
- (c) To purchase or otherwise acquire for the Club any property rights or privileges which the Club is authorised to acquire at such price and generally on such terms and conditions as it shall think fit.
- (d) To secure the fulfilment of any contract or engagement entered into by the Club by mortgaging or charging all or any of the property of the Club as may be thought fit.
- (e) To institute, conduct, defend, compound or abandon any legal proceedings by or against the Club or its officers or otherwise concerning the affairs of the Club and also to compound or allow time for payment and satisfaction of any debts due to any claims or demands by or against the Club and to refer any claims or demands by or against the Club to arbitration and to observe and perform the award.
- (f) To determine who shall be entitled to sign or endorse on the Club's behalf contracts, receipts, acceptances, cheques, bills of exchange, promissory notes and other documents or instruments.
- (g) To invest and deal with any of the moneys of the Club not immediately required for the purposes of the Club upon such securities and in such manner as the Board may think fit and from time to time to vary or realise such investments.
- (h) From time to time at its discretion to borrow or secure the payment of any sum or sums of money for the purposes of the Club and raise or secure the payment of such sum or sums in such manner and upon such terms and conditions in all respects as it shall think fit and to give security including by way of mortgage and/or charge upon or over all or any part of the Club's property both present and future.
- (i) To sell, lease, exchange or otherwise dispose of any furniture, fittings, equipment, plant, goods, land, buildings or other property rights belonging to the Club or to which the Club may be entitled from time to time provided that the power of the Board to dispose of any land shall be subject to the requirements of Section 41E of the Registered Clubs Act and Regulations and further provided that no land and improvements whether used and enjoyed by either the Golf or Bowls Sub Clubs or not shall be sold or alienated by the directors unless such sale is approved by a seventy-five percent (75%) majority of the members of the Club present and voting at a general meeting or Annual General Meeting of the Club.
- (j) To appoint, discharge and arrange the duties and powers of the Secretary, to determine the remuneration and terms of employment of the Secretary, and to specify and define the duties of the Secretary.
- (k) To engage, appoint, control, remove, discharge, suspend and dismiss managers, officers, representatives, agents and servants or other employees in respect to permanent, temporary or special services as it may from time to time think fit and to determine the duties, pay, salary, emoluments or other remuneration and to determine with or without compensation any contract for service or otherwise. The Board may delegate these powers (or any of them) to the Secretary of the Club from time to time.
- (l) To set the joining fees, subscriptions, levies and other payments payable by all members.

- (m) To fix the maximum number of persons who may be admitted to each class of membership of the Club in accordance with this Constitution.
- (n) To affiliate with any sporting club or sporting association whether incorporated or unincorporated and in accordance with this Constitution nominate members to represent the Club on such sporting club, or sporting association.
- (o) delegate any of its powers to directors, members, employees, committees, sub clubs or any combination thereof.
- (p) issue requests and directions to members which may be reasonably required for the proper conduct and management of the Club.

## **COMMITTEES**

28.4 Without derogating from the general powers conferred by Rule 28.2, the Board shall have power from time to time to delegate any of its powers to committees consisting of any:

- (a) Director;
- (b) Member;
- (c) Employee;
- (d) Person who is not a member but who has a particular skill or expertise which they will apply to a committee;

or any combination thereof. The Board shall also have the power from time to time to revoke any such delegation.

28.5 A finance committee shall be formed consisting of the three (3) directors who shall elect a chairman from amongst themselves. The finance committee shall generally oversee the accounting records of the Club. They shall if required by the directors, report on the financial position of the Club at directors meetings and shall liaise with management and assist the Auditor, the Club's accountant and its financial advisor.

28.6 Any committee so formed shall, in the exercise of the powers so delegated, conform to any regulation or restriction that the Board may from time to time impose. The Chairman shall be ex officio a member of all such committees and may nominate a director to represent him or her on such committees.

28.7 Any committee may meet and adjourn as it thinks proper. Questions arising at any meeting of a committee shall be determined by a majority of votes of the members present and in the case of an equality of votes the chairperson of the meeting shall have a second and casting vote.

28.8 The meetings and proceedings of any committee consisting of two or more persons shall be governed by the provisions herein contained for regulating the meetings and proceedings of the Board so far as the same are applicable thereto and are not superseded by this Rule 28 or by any by-law made by the Board pursuant to this Rule 28.

28.9 Any Committee shall make minutes of its meetings and will forthwith submit those minutes to the Board and the Board will retain those minutes as if they were minutes of the Board.

## **SUB CLUBS**



28.10 Without derogating from the general powers conferred by Rule 28.2, the Board shall have power from time to time to:

- (a) Establish sub clubs with such objects, powers and membership qualifications as the Board may determine from time to time.
- (b) Allow each of the sub clubs established pursuant to this Rule 28.10 or those already in existence, to conduct, manage and control sport or other activities for which they were respectively established within the Club.
- (c) Allow the sub clubs to create rules and by-laws for the control and regulation of the sporting and social activities of such sub clubs.
- (d) Permit any such sub club to adopt a name distinctive of such sub club (provided it be described as a sub club of the Club) and to become affiliated with the bodies controlling sports in New South Wales on such terms and conditions (not inconsistent with this Constitution or the Registered Clubs Act) as such controlling bodies may from time to time require and to pay on behalf of the Club capitation or affiliation fees to any such controlling bodies or as required by such bodies.

28.11 (a) Any of the sub clubs established pursuant to Rule 28.10 or those already in existence must conform to any by-law made by the Board pursuant to Rule 28.17.

- (b) The Chairman shall be ex officio a member of all the committees of such sub clubs and may nominate a director to represent him or her on the committees of such sub clubs.
- (c) Subject to the general control and supervision of the Board, each such sub club may manage its own affairs but shall make regular reports to the Board (or otherwise as may be required from time to time by the Board). The Minutes and records of each sub club and its governing body shall also be produced promptly to the Board which shall review and preserve such minutes and records.
- (d) The Board may empower each such sub club to open and operate a bank account in the name of the section in such bank or banks as the Board may from time to time approve provided that the persons eligible to operate upon any such account shall be approved by the Board which from time to time may remove and replace such persons or any of them.
- (e) The constitutions of each such sub club may be amended from time to time by a majority of the members for the time being of such sub club at a general meeting of such members either annually or at a meeting convened specifically for such purpose provided that no amendment proposed to and approved by the meeting of members of the sub club shall have effect unless and until it shall have been approved by resolution of the Board.
- (f) Any disciplinary action by a sub club in respect of any member of such sub club shall at once be reported to the Board together with the reasons therefore and with a recommendation as to further action (if any) to be taken by the Board.

28.12 The Club shall have a men's golf section, a ladies golf section, a veterans golf section, a ladies veterans golf section and a men's bowls section, a ladies bowls section, a mixed bowls section and a travelling bowlers section.

- (a) The golfing sections shall at their Annual General Meetings elect their own

committees and office bearers in accordance with the sections own constitution and rules. Junior members shall not be eligible to be elected to the committees. The committees shall control and administer the sport of golf for the benefit of the members of the various sections.

- (b) The bowling sections shall at their Annual General Meetings elect their own committees and office bearers in accordance with their own separate constitutions and rules. Junior members shall not be eligible to be elected to the various sections committees. The committees shall control and administer the sport of Bowls for the benefit of the members of the sections.

- 28.13
- (a) The golfing sections shall have the right to use the golf course and those areas of the Club's premises necessary for the administration of golf.
  - (b) The bowling sections shall have the right to use the bowling greens and those areas of the Club's premises necessary for the administration of bowls.
  - (c) The decisions of the golfing and bowling sections and the rights referred to in this Rule shall be subject to the approval of the Club.
  - (d) Should the decisions of the golfing or bowling sections or any of them conflict with the Constitution of the Club or the decisions or policies of the Club the Club's provisions, decisions or policy shall prevail provided that should the decisions or policies of the Club or the golfing or bowling sections conflict with the decisions of such bodies as shall from time to time control the sport of golf or bowls respectively in New South Wales, the decision of that body shall prevail.

28.14 The golfing sections committees shall have the following powers and duties:

- (a) to organise, control and run the sport of golf as played by members of the various sections;
- (b) to collect fees from competition players as determined by each Committee to cover the cost of trophies, all competitions and levies for such specific purpose as may be determined by these Committees;
- (c) to open, maintain, operate and close bank accounts;
- (d) to make such payments as shall be necessary to organise, control and run the sport of golf;
- (e) to keep proper records of all financial transactions of the Committee, prepare an annual statement of income and expenditure and submit these records and statements annually to the Secretary Manager of the Club for audit;
- (f) at the request of the directors of the Club to surrender the records to the Board of Directors for inspection and audit;
- (g) to make regulations controlling the behaviour and dress for golfers playing in golf competitions run by the respective committees and to police such regulations through the golf committees;
- (h) to advise the directors on all matters pertaining to the organisation, control and running of the game of golf and the maintenance and improvement of the golf course.

The golfing sections committee shall not incur any debts except with the permission of the directors of the Club.

28.15 The bowling sections committees shall have the following powers and duties:

- (a) to organise, control and run the sport of lawn bowls as played by each section;
- (b) to collect fees from competition players as determined by each Committee to cover the cost of trophies, all competitions and levies for such specific purpose as may be determined by these Committees;
- (c) to open, maintain, operate and close bank accounts;
- (d) to make such payments as shall be necessary to organise, control and run the sport of lawn bowls;
- (e) to keep proper records of all financial transactions of the Committee, prepare an annual statement of income and expenditure and submit these records and statements annually to the Secretary Manager of the Club for audit;
- (f) at the request of the directors of the Club to surrender the records to the Board of Directors for inspection and audit;
- (g) to make regulations controlling the behaviour and dress for bowlers playing in bowls competitions run by the respective committees and to police such regulations through the golf committees;
- (h) to advise the directors on all matters pertaining to the organisation, control and running of the game of bowls and the maintenance and improvement of the bowling greens.

The bowling sections committee shall not incur any debts except with the permission of the directors of the Club.

- 28.16 (a) Upon the formation of any new section those interested members shall at a meeting called amongst themselves elect a Committee comprising of a President, Secretary and such other office bearers and committee members as they shall decide.
- (b) Any Committee so formed:
- (i) may levy subscriptions on the members taking part in the activity;
  - (ii) shall keep proper records of income and expenditure and submit such records to the Secretary Manager on request, and annually after auditing;
  - (iii) shall not incur any debts except to the Club;
  - (iv) shall not enter into any contracts;
  - (v) shall not employ any person.
- (c) All equipment, goods or articles purchased or obtained and all moneys received by such section shall be and remain the property of the Club.
- (d) The decisions of such Committees shall be subject to the approval of the Club.

- (e) Should the decisions of any one or more of such Committees conflict with the Constitution of the Club or the decisions or policies of the Club, those latter provisions, decisions or policies shall prevail.
- 28.16 A. The sub clubs shall be entitled to pay the appropriate affiliation fees to the bodies controlling bowls and golf (if required) on behalf of their life members. For the avoidance of doubt, the Club shall be responsible for the affiliation fees of Life members of the Club who are also life members of sub clubs.

## **BY-LAWS**

28.17 The Board may make such By-laws not inconsistent with this Constitution as, in the opinion of the Board, are necessary or desirable for the proper conduct and management of the Club and may amend or repeal any such By-laws.

28.18 Without limiting the generality of Rule 28.17 the Board may regulate:

- (a) such matters as the Board is specifically by this Constitution empowered to regulate by By-law;
  - (b) the general management, control and trading activities of the Club;
  - (c) the control and management of the Club premises;
  - (d) the control and management of all competitions;
  - (e) the conduct of members and guests of members;
  - (f) the privileges to be enjoyed by each category of members;
  - (g) the relationship between members and Club employees; and
  - (h) generally, all such matters as are commonly the subject matter of the Constitution or By- laws or which by the Constitution are not reserved for decision by the Club in general meeting.
- 28.19 Any By-law made under this Rule 28.17 or any other Rule shall come into force and be fully operative upon the posting of an appropriate notice containing such By-law on the Club Notice Board.
- 28.20 The Board shall cause a copy of all By-laws to be made available to any member on request and without charge to that member.

## **29. PROCEEDINGS OF THE BOARD**

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- 29.1 The Board may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit with a required minimum of ten (10) monthly meetings per year.
- 29.2 A record of all members of the Board present at each Board meeting, of all appointments of directors made by the Board and of all resolutions and proceedings of the Board at such meeting shall be entered in a Minute Book provided for that purpose.
- 29.3 The Chairman shall be entitled to take the chair at every meeting of the Board. If the Chairman is not present or is unwilling or unable to act then the Vice Chairman shall take

the chair of the meeting. If the Vice Chairman is not present or is unwilling or unable to act then the directors present shall elect one of their number to take the chair for that meeting.

- 29.4 The quorum for a meeting of the Board shall be half plus one of the members of the Board.
- 29.5 The Chairman may at any time and the Secretary upon the request of not less than four (4) directors shall convene a meeting of the Board.
- 29.6 Subject to this Constitution questions arising at any meeting of the Board shall be decided by a majority of votes and a determination by a majority of the Board shall for all purposes be deemed a determination of the Board. In case of an equality of votes the chairperson of the meeting shall have a second or casting vote.
- 29.7 The continuing directors on the Board may act notwithstanding any vacancy in the Board, but if and so long as their number is reduced below the number fixed by this Constitution as the necessary quorum of the Board, the continuing director or directors may act for the purpose of increasing the number of directors on the Board to that number or of summoning a general meeting of the Club, but for no other purpose.
- 29.8 All acts done by any meeting of the Board or of a committee or by any person acting as a member of the Board shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Board or person acting as aforesaid, or that the members of the Board 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 Board.
- 29.9 A resolution in writing signed by all the directors shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more directors. The resolution shall be passed when the last director signs the document containing the resolution. In addition to this, a resolution may be passed by the Board if the proposed resolution is emailed to all directors and all directors agree to the proposed resolution by sending a reply email to that effect. The resolution shall be passed when the last director sends their email agreeing to the resolution.
- 29.10 A meeting of the Board may be called or held using any technology consented to by all the directors. The consent may be a standing one. A director may only withdraw his or her consent within a reasonable period before the meeting.

### **30. MATERIAL PERSONAL INTERESTS OF DIRECTORS**

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- 30.1 Any director who has a material personal interest in a matter that relates to the affairs of the Club must, as soon as practicable after the relevant facts have come to the director's knowledge:
- (a) declare the nature of the interest at a meeting of the Board; and
  - (b) comply with Rule 30.2.
- 30.2 Notwithstanding anything contained in the Act, a director who has a material personal interest in a matter that is being considered at a meeting of the Board, or of the Directors of the Club:

- (a) must not vote on the matter; and
- (b) must not be present while the matter is being considered at the meeting.

## **31. REGISTERED CLUBS ACCOUNTABILITY CODE**

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- 31.1 The Club must comply with the requirements of the Registered Clubs Accountability Code (as amended from time to time) and the provisions of this Rule 31. If there is any inconsistency between the Registered Clubs Accountability Code and this Rule 31, the provisions of the Registered Clubs Accountability Code shall prevail to the extent of that inconsistency.
- 31.2 For the purposes of this Rule 31, the terms “close relative”, “controlling interest”, “manager”, “pecuniary interest” and “top executive” have the meanings assigned to them by the Registered Clubs Act and Registered Clubs Regulations.

### **Contracts with top executives**

- 31.3 The Club must ensure that each top executive has entered into a written employment contract with the Club dealing with:
- (a) the top executive’s terms of employment; and
  - (b) the roles and responsibilities of the top executive;
  - (c) the remuneration (including fees for service) of the top executive;
  - (d) the termination of the top executive’s employment.
- 31.4 Contracts of employment with top executives:
- (a) will not have any effect until they are approved by the Board; and
  - (b) must be reviewed by an independent and qualified adviser before they can be approved by the Board.

### **Contracts with directors or top executives**

- 31.5 Subject to any restrictions contained in the Registered Clubs Act and Rule 31.7 the Club must not enter into a commercial arrangement or a contract with a director or top executive or with a company or other body in which a director or top executive has a pecuniary interest, unless the proposed commercial arrangement or contract is first approved by the Board.
- 31.6 A “pecuniary interest” in a company for the purposes of Rule 31.5 does not include any interest exempted by the Registered Clubs Act.

### **Contracts with Secretary and Managers**

- 31.7 Unless otherwise permitted by the Registered Clubs Act, the Club must not enter into a commercial arrangement or contract with:
- (a) the Secretary or a manager; or
  - (b) any close relative of the Secretary or a manager;

- (c) any company or other body in which the Secretary or a manager or a close relative of the Secretary or a manager has a controlling interest.

### **Loans to directors and employees**

31.8 The Club must not:

- (a) lend money to a director of the Club; and
- (b) unless otherwise permitted by the Registered Clubs Act and Regulations, the Club must not lend money to an employee of the Club unless the amount of the proposed loan is ten thousand dollars (\$10,000) or less and the proposed loan has first been approved by the Board.

### **Restrictions on the employment of close relatives of directors and top executives**

31.9 A person who is a close relative of a director or top executive must not be employed by the Club unless their employment is approved by the Board.

31.10 If a person who is being considered for employment by the Club is a close relative of a director of the Club, the director must not take part in any decision relating to the person's employment.

### **Disclosures by directors and employees of the Club**

31.11 A director, top executive or employee of the Club must disclose any of the following matters to the Club to the extent that they relate to the director, top executive or employee:

- (a) any material personal interest that the director has in a matter relating to the affairs of the Club; and
- (b) any personal or financial interest of the director or top executive in a contract relating to the procurement of goods or services or any major capital works of the Club;
- (c) any financial interest of the director or top executive in a hotel situated within forty (40) kilometres of the Club's premises;
- (d) any gift (which includes money, hospitality and discounts) valued at one thousand dollars (\$1,000) or more, or any remuneration (including any fees for service) of an amount of one thousand dollars (\$1,000) or more, received by the director, top executive or employee from an affiliated body of the Club or from a person or body that has entered into a contract with the Club.

31.12 The Club must keep a register in an approved form containing details of the disclosures made to the Club in accordance with this Rule 31.

### **Training Disclosures**

31.13 The Club must make available to members:

- (a) details of any training which has been completed by directors, the Secretary and managers of the Club in accordance with the Registered Clubs Regulation; and
- (b) the reasons for any exemptions of directors, the Secretary or managers from

undertaking the training prescribed by the Registered Clubs Regulation.

31.14 The Club must indicate, by displaying a notice on the Club's premises and on the Club's website (if any), how the members of the Club can access the information.

### **Provision of information to members**

31.15 The Club must:

- (a) make the information required by the Registered Clubs Regulations available to the members of the Club within four (4) months after the end of each reporting period to which the information relates: and
- (b) indicate, by displaying a notice on the Club's premises and on the Club's website (if any), how the members of the Club can access the information.

## **32. INTENTIONALLY DELETED**

## **33. REMOVAL FROM OFFICE OF DIRECTORS**

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33.1 The members in general meeting may by ordinary resolution:

- (a) remove from office any director, directors or the whole of the Board before the expiration of his or her or their period of office;
- (b) appoint another person or persons in his or her or their stead provided any person so appointed is eligible to be a director in accordance with this Constitution.

33.2 Any person appointed pursuant to paragraph 33.1(b) shall hold office during such time only as the person whose place he or she is appointed would have held the same if he or she had not been so removed.

33.3 Notice of the intention to move a resolution to remove a member of the Board from office must be given to the Club at least two (2) months before the meeting at which the resolution is to be considered and voted on. The provisions of Section 203D of the Act shall be followed in relation to that meeting.

## **34. VACANCIES ON BOARD**

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34.1 The office of a member of the Board shall automatically be vacated if the person holding that office:

- (a) is disqualified for any reason referred to in Section 206B of the Act.
- (b) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
- (c) is absent from meetings of the Board for a continuous period of three (3) months without leave of absence from the Board and the Board resolves that the office be vacated.
- (d) by notice in writing given to the Secretary resigns from office as a director.
- (e) becomes prohibited from being a member of the Board by reason of any order



made under the Act or is disqualified from holding office as a director pursuant to any order or declaration made under the Registered Clubs Act.

- (f) ceases to be a member of the Club.
- (g) becomes an employee of the Club.
- (h) fails to complete the mandatory training requirements for directors referred to in Rule 26.11 within the prescribed period (unless exempted).
- (i) was not eligible to stand for or be elected or appointed to the Board

34.2 The Board shall have power at any time and from time to time, to appoint any eligible person to the Board to fill a casual vacancy. The person so appointed shall hold office only until the conclusion of the following Annual General Meeting.

## 35. GENERAL MEETINGS

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35.1 A general meeting of the members of the Club must be held for a proper purpose.

35.2 A general meeting called the Annual General Meeting shall be held once at least in every calendar year at such time and place as may be determined by the Board but within five (5) months of the close of the financial year. All meetings other than Annual General Meetings shall be called general meetings.

35.3 The Board may whenever it considers fit call and arrange to hold a general meeting of the Club.

35.4 (a) The Board must call and arrange to hold a general meeting of the Club on the request of members with at least 5% of the votes that may be cast at the general meeting.

(b) In this Rule 35.4 the term "the request" shall mean the request referred to in paragraph (a).

(c) The request must:

- (i) be in writing; and
- (ii) state any resolution to be proposed at the meeting;
- (iii) be signed by the members making the request;
- (iv) be given to the Secretary.

(d) Separate copies of a document setting out the request may be used for signing by the members if the wording of the request is identical in each copy.

(e) The Board must call the meeting within twenty one (21) days after the request is given to the Secretary. The meeting is to be held not later than two (2) months after the request is given to the Secretary.

(f) Members with more than 50% of the votes of all the members who make the request may call and arrange to hold a general meeting if the Board do not do so within twenty one (21) days after the request is given to the Secretary.

- (g) The meeting referred to in paragraph (f) of this Rule 35.4 must be called in the same way, so far as is possible, in which general meetings of the Club may be called. The meeting must be held not later than three (3) months after the request is given to the Club.
- (h) To call the meeting the members requesting the meeting may ask the Secretary for a copy of the Register of Members and the Secretary must give the members the copy of the Register without charge.
- (i) The Club must pay the reasonable expenses the members incurred because the Board failed to call and arrange to hold the meeting. The Club may recover the amount of the expenses from the directors of the Club. However, a director is not liable for the amount if that director proves that he or she took all reasonable steps to cause the directors to comply with this Rule 35.4. The directors who are liable are jointly and individually liable for the amount. If a director who is liable for the amount does not reimburse the Club the Club must deduct the amount from any sum payable as fees payable to, or remuneration (including an honorarium) of the director.

## **NOTICE OF GENERAL MEETINGS**

- 35.5 At least twenty one (21) days notice in writing of the Annual General Meeting and of any general meeting of the members of the Club must be given to all Full members who are entitled to attend and vote at that meeting and to the auditor.
- 35.6 A notice of a general meeting of the Club's members must:
- (a) set out the place, date and time of the meeting; and
  - (b) state the general nature of the meeting's business;
  - (c) if a special resolution is to be proposed at the meeting - set out an intention to propose the special resolution and state the resolution.
- 35.7 A copy of a notice of a general meeting of the members of the Club (including an Annual General Meeting) shall also be posted on the Club Notice Board for a period of not less than twenty one (21) days prior to the date of the meeting.
- 35.8 Neither the accidental omission to give notice of a meeting or the non-receipt by any person of notice of a meeting nor the omission to post a copy of a notice of the meeting on the Notice Board shall invalidate any proceedings at such meeting unless pursuant to Section 1322 of the Act such proceedings are declared to be void.

## **ANNUAL GENERAL MEETINGS**

- 35.9 The business of the Annual General Meeting shall be as follows:
- (a) to confirm the Minutes of the previous Annual General Meeting; and
  - (b) to receive and consider the reports referred to in Rule 38.3;
  - (c) to elect the Board;
  - (d) to appoint an Auditor or Auditors in the event that there be a vacancy in the office of

Auditor;

- (e) to approve the payment of honorariums (if any);
- (f) to elect a Patron;
- (g) to deal with any other business of which due notice has been given to the members.

35.10 The chairperson of the Annual General Meeting must allow a reasonable opportunity for the members as a whole at the meeting to ask questions about or make comments on the management of the Club.

35.11 If the Club's auditor or a representative of the Club's auditor is at the meeting, the chairperson of the Annual General Meeting must allow a reasonable opportunity for the members as a whole at the meeting to ask the auditor or the auditor's representative questions relevant to the conduct of the audit and the preparation and conduct of the auditor's report.

### **AUDITOR'S RIGHT TO BE HEARD AT GENERAL MEETINGS**

35.12 The Club's auditor shall be given notice of all general meetings at the same time as such notice is given to the members and is entitled to attend any general meeting of the Club.

35.13 The auditor is entitled to be heard at the meeting on any part of the business of the meeting that concerns the auditor in their capacity as auditor.

35.14 The auditor is entitled to be heard even if:

- (a) the auditor retires at the meeting; or
- (b) the meeting passes a resolution to remove the auditor from office;
- (c) the auditor may authorise a person in writing as their representative for the purpose of attending and speaking at any general meeting.

### **CHAIR AT GENERAL MEETINGS**

35.15 The Chairman shall be entitled to take the chair at every general meeting. If the Chairman is not present or is unwilling or unable to act then the Vice Chairman shall preside as chairperson of the meeting. If the Vice Chairman is not present or is unwilling or unable to act then the members of the Club present shall elect a member of the Board or one of their number to preside as chairperson of the meeting.

### **ATTENDANCE AND VOTING AT GENERAL MEETINGS**

35.16 All Full members of the Club (other than Junior members) are entitled to attend and vote at a general meeting (and an Annual General Meeting) of the Club.

35.17 A person shall not:

- (a) Attend or vote at any meeting of the Club or of the Board or of any committee thereof; or
- (b) Vote at any election including an election of a member or of the Board as the proxy of another person.

- 35.18 Subject to Rule 35.17, every member when eligible to vote shall be entitled to vote on a show of hands and on the taking of a poll and shall have one vote.
- 35.19 No member of the Club who is also an employee of the Club shall be eligible to vote at any meeting of the Club.
- 35.20 Subject to this Constitution, every question submitted to a meeting other than a Special Resolution shall be decided by a simple majority of votes from those members present and voting and counted on a show of hands (unless a poll is demanded by five (5) members or by the chairperson) and in the case of an equality of votes whether on a show of hands or on a poll the chairperson of the meeting shall have a second or casting vote.
- 35.21 If a poll is demanded it shall be taken in such manner and either at once or after the interval or adjournment or otherwise as the chairperson directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of the chairperson or on a question of adjournment shall be taken forthwith.
- 35.22 A demand for a poll may be withdrawn.
- 35.23 At any general meeting (unless a poll is demanded) a declaration by the chairperson that a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority and an entry to that effect in the book containing the minutes of the proceedings of the Club shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution.

#### **QUORUM FOR GENERAL MEETINGS**

- 35.24 No business shall be transacted at any general meeting of members unless a quorum of members is present.
- 35.25 At any general meeting of the Club (including an Annual General Meeting), forty (40) members present in person and eligible to vote shall be a quorum.
- 35.26 If a quorum is not present within thirty (30) minutes after the time appointed for the commencement of the meeting, the meeting shall:
- (a) be dissolved if it was convened at the request of members pursuant to Rule 35.4; or
  - (b) stand adjourned to the same day in the next week at the same time and place or to such other day time and place as the Board may determine not exceeding twenty- one (21)days from the date of the meeting.
- 35.27 If at any meeting adjourned pursuant to Rule 35.26 a quorum is not present, the members present shall be a quorum and may transact any business for which the meeting was called.

#### **ADJOURNMENT OF GENERAL MEETINGS**

- 35.28 The chairperson of a meeting may with the consent of the 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.
- 35.29 No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

- 35.30 A resolution passed at a meeting resumed after an adjournment shall for all purposes be treated as having been passed on the date when it was in fact passed and shall not be deemed to have been passed on any earlier date.
- 35.31 It shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting except when a meeting is adjourned for thirty (30) days or more, when notice of the adjourned meeting shall be given as in the case of an original meeting.

## **ADDITIONAL MATTERS**

- 35.32 The Board may cancel or postpone any general meeting prior to the date on which it is to be held, except where such cancellation or postponement would be contrary to the Act. The Board may give such notice of the cancellation or postponement as it thinks fit but any failure to give notice of the cancellation or postponement does not invalidate the cancellation or postponement or any resolution passed at a postponed meeting. This Rule will not operate in relation to a meeting called pursuant to a request or requisition of members.
- 35.33 The Board may withdraw any resolution which has been proposed by the Board and which is to be considered at a general meeting, except where the withdrawal of such a resolution would be contrary to the Act.
- 35.34 If permitted by the Act, the Club may hold virtual only general meetings or Annual General Meetings. The provisions of the Act shall apply to such meetings and to the extent of any inconsistencies between the Act and the Constitution, the provisions of the Act shall prevail.
- 35.35 The Club may record general meetings (including Annual General Meetings) using audio and/or visual technology but members are not permitted to do so.
- 35.36 The chairperson:
- (a) is responsible for the conduct of the general meeting; and
  - (b) shall determine the procedures to be adopted and followed at the meeting;
  - (c) may refuse a member admission to a general meeting or require a member to leave a general meeting if in his or her opinion, the member is not complying with reasonable directions and/or is acting in an offensive and disruptive manner at the meeting.
- 35.37 The Board may authorise persons other than members to attend and speak at a general meeting but those persons shall *not be entitled to vote at general meetings*

## **36. MEMBERS' RESOLUTIONS AND STATEMENTS**

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### **MEMBERS' RESOLUTIONS**

- 36.1 Notwithstanding Rules 36.3 to 36.121, individual members may submit items of business and notices of motion which they wish to have included in the business of the Annual General Meeting. All such items of business and notices of motion must be in writing and received by the Secretary at least forty-two (42) days prior to the date fixed for such Annual General Meeting.

- 36.2 The Secretary shall cause all items of business and notices of motion referred to in Rule 36.1 to be presented to the Board and the Board shall have absolute discretion as to whether to include those items of business and/or notices of motion in the Notice of the Annual General Meeting that is sent to members.
- 36.3 The following members may give the Secretary notice of a resolution that they propose to move at a general meeting:
- (a) members with at least 5% of the votes that may be cast on the resolution; or
  - (b) at least 100 members who are entitled to vote at a general meeting.
- 36.4 The notice must:
- (a) be in writing;
  - (b) set out the wording of the proposed resolution; and
  - (c) be signed by the members proposing to move the resolution.
- 36.5 Separate copies of a document setting out the notice may be used for signing by members if the wording of the notice is identical in each copy.
- 36.6 The percentage of votes that members have is to be worked out as at the midnight before the members give the notice to the Secretary.
- 36.7 If the Secretary has been given notice of a resolution under Rule 36.3, the resolution is to be considered at the next general meeting that occurs more than two (2) months after the notice is given.
- 36.8 The Club must give all its members notice of the resolution at the same time, or as soon as practicable afterwards, and in the same way, as it gives notice of a meeting.
- 36.9 The Club is responsible for the cost of giving members notice of the resolution if the Club receives the notice in time to send it out to members with the notice of meeting.
- 36.10 The members requesting the meeting are jointly and individually liable for the expenses reasonably incurred by the Club in giving members notice of the resolution if the Club does not receive the members' notice in time to send it out with the notice of meeting. At a general meeting, the members present and entitled to vote may resolve that the Club meet the expenses itself.
- 36.11 The Club need not give notice of the resolution:
- (a) if it is more than 1,000 words long or defamatory; or
  - (b) if the members making the request are to bear the expenses of sending the notice out –  
  
unless the members give the Club a sum reasonably sufficient to meet the expenses that it will reasonably incur in giving the notice.

## **MEMBERS' STATEMENTS**

- 36.12 Members may request the Club to give to all its members a statement provided by the

members making the request about:

- (a) a resolution that is proposed to be moved at a general meeting; or
- (b) any other matter that may be properly considered at a general meeting.

36.13 The request must be made by:

- (a) members with at least 5% of the votes that may be cast on the resolution; or
- (b) at least 100 members who are entitled to vote at the meeting.

36.14 The request must be:

- (a) in writing;
- (b) signed by the members making the request; and
- (c) given to the Secretary.

36.15 Separate copies of a document setting out the request may be used for signing by members if the wording of the request is identical in each copy.

36.16 The percentage of votes that members have is to be worked out as at the midnight before the request is given to the Secretary.

36.17 After receiving the request, the Club must distribute to all its members a copy of the statement at the same time, or as soon as practicable afterwards, and in the same way, as it gives notice of a general meeting.

36.18 The Club is responsible for the cost of making the distribution if the Secretary receives the statement in time to send it out to members with the notice of meeting.

36.19 The members making the request are jointly and individually liable for the expenses reasonably incurred by the Club in making the distribution if the Club does not receive the statement in time to send it out with the notice of meeting. At a general meeting, the Club may resolve to meet the expenses itself.

36.20 The Club need not comply with the request:

- (a) if the statement is more than 1,000 words long or defamatory; or
- (b) if the members making the request are responsible for the expenses of the distribution – unless the members give the Club a sum reasonably sufficient to meet the expenses that it will reasonably incur in making the distribution.

## **37. MINUTES**

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37.1 The Club must keep minute books in which it records:

- (a) proceedings and resolutions of general meetings of the Club; and
- (b) proceedings and resolutions of meetings of the directors of the Club (including meetings of a committee of directors);

- (c) resolutions passed by directors without a meeting.

37.2 The Club must ensure that:

- (a) minutes of a meeting are signed within one (1) month of the meeting by the chairperson of the meeting or the chairperson of the next meeting; and
- (b) minutes of the passing of a resolution without a meeting are signed by a director within one (1) month of the date on which the resolution is passed.

37.3 A minute that is so recorded and signed is evidence of the proceeding, resolution or declaration to which it relates, unless the contrary is proved.

## **38. ACCOUNTS AND REPORTING TO MEMBERS**

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38.1 The Board shall cause proper accounts and records to be kept with respect to the financial affairs of the Club in accordance with the Act and the Registered Clubs Act.

38.2 The books of account shall be kept at the Registered Office of the Club or at such other place as the Board thinks fit. The Club shall at all reasonable times make its accounting records available in writing for the inspection of members of the Board and any other persons authorised or permitted by or under the Act to inspect such records.

38.3 The Board shall, not less than twenty one (21) days before each Annual General Meeting and in any event within four (4) months of the end of the financial year of the Club report to members in accordance with Division 4 of the Act.

38.4 In accordance with Section 317 of the Act, the Board shall lay before the Annual General Meeting in respect of the financial year ending on the last day of June immediately prior to the Annual General Meeting:

- (a) a copy of the Financial Report of the Club;
- (b) a copy of the Directors' Report; and
- (c) a copy of the Auditors' Report on the financial report.

## **39. FINANCIAL YEAR**

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39.1 The financial year of the Club and any sub club or other entity created under this Constitution shall commence on the first day of July in each year and end on the last day of June in the following year or such other period as having regard to the Act, the Board may determine.

## **40. AUDITORS**

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40.1 Auditors shall be appointed and their duties regulated in accordance with the Act and their remuneration shall be fixed by the Board.

## **41. SECRETARY**

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41.1 At any time there shall only be one Secretary of the Club who shall be appointed by the Board and who shall be the Chief Executive Officer of the Club for the purposes of the



Registered Clubs Act.

41.2 The Secretary shall:

- (a) keep minutes of all resolutions and proceedings of General Meetings of the Club;
- (b) keep minutes of all resolutions and proceedings of Directors meetings;
- (c) produce the minutes of such meetings when reasonably required by the Directors or by a Director;
- (d) keep a record of the Directors present at each meeting of Directors and the voting thereat;
- (e) conduct the correspondence of the Club;
- (f) certify to the correctness of all accounts submitted to the Directors for payment;
- (g) prepare an Annual Report of the affairs of the Club which he shall present to the Directors;
- (h) keep a register of all members of the Club on the Club premises containing the names and addresses of all members and the date of the last payment by each member of his subscription.

**42. EXECUTION OF DOCUMENTS**

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42.1 The Club shall have a Seal.

42.2 The Board must provide for the safe custody of the Seal.

42.3 The Club may execute a document (including a deed) with the Seal by fixing the Seal to the document and having the fixing of the Seal witnessed by:

- (a) two members of the Board; or
- (b) one member of the Board and the Secretary.

42.4 The Club may execute a document (including a deed) without using the Seal if that document is signed by:

- (a) two members of the Board; or
- (b) one member of the Board and the Secretary.

**43. NOTICES**

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43.1 A notice may be given by the Club to any member either:

- (a) personally; or
- (b) by sending it by post to the address of the member recorded for that member in the Register of Members kept pursuant to this Constitution;

- (c) by sending it to the electronic address (if any) of the member;
- (d) by notifying the member in accordance with Rule 43.2 (in the case of notices of general meetings (including Annual General Meetings) only).

43.2 If the member nominates:

- (a) an electronic means (the nominated notification means) by which the member may be notified that notices of meeting are available; and
- (b) an electronic means (the nominated access means) the member may use to access notices of meeting;

the Club may give the member notice of the meeting by notifying the member (using the nominated notification means);

- (c) that the notice of meeting is available; and
- (d) how the member may use the nominated access means to access the notice of meeting.

43.3 Where a notice is personally given to a member in accordance with Rule 43.1(a), the notice is received on the day the member is given the notice.

43.4 Where a notice is sent to a member in accordance with Rules 43.1(b) and (c), the notice shall be deemed to have been received by the members on the day following that on which the notice was sent.

43.5 Where a notice of general meeting (including Annual General Meeting) is sent to a member in accordance with Rules 43.1(d) and 43.2, the notice is taken to be given on the day following that on which the member is notified that the notice of meeting is available.

#### 44. **INDEMNITY TO OFFICERS**

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44.1 Every officer (as defined in Section 9 of the Act) and former officer of the Club shall be indemnified to the full extent permitted by the Act out of the property of the Club against any liability incurred by him in his capacity as officer in defending any proceedings whether civil or criminal.

44.2 The Club may pay a premium for a contract insuring a person who is an officer or a former officer of the Club against a liability incurred by that person as an officer of the Club provided that the liability is not one in respect of which a premium can not be paid under the Act or a liability which contravenes Section 199A or Section 199B of the Act.

#### 45. **INTERPRETATION**

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45.1 A decision of the Board on the construction or interpretation of the Constitution or any Rule, or any By-Law of the Club made pursuant to this Constitution or on any matter arising therefrom, shall be conclusive and binding on all members of the Club.

#### 46. **AMENDMENTS TO CONSTITUTION**

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46.1 This Constitution can only be amended by way of Special Resolution passed at a general

meeting of the members of the Club. Life members, Golf members, Bowls members, Golf-Bowls members, Lady Golf members, Lady Bowls members, Lady Golf-Bowls members and Social members shall be the only members eligible to vote on any Special Resolution to amend this Constitution.