
CONSTITUTION OF CHATSWOOD R.S.L. CLUB LIMITED

ACN 000 797 437

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Constitution

1. NAME OF COMPANY

1.1 The name of the Company is Chatswood R.S.L. Club Limited.

2. PRELIMINARY

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 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.

2.5 The Constitution and By-laws of the Club have effect as a contract between:

- (a) the Club and each member; and
- (b) the Club and each director;
- (c) each member and each other member,

under which each person agrees to observe and perform the Constitution and By-laws so far as they apply to that person.

2.6 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.

3. DEFINITIONS

3.1 In this Constitution unless there be something in the subject or context inconsistent therewith:

“Act” means the Corporations Act 2001 and any regulation made under 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.

“Annual General Meeting” means the Annual General Meeting held each year as required by the Act and this Constitution.

“Biennial General Meeting” Biennial General meeting means the annual general meeting of the Club held in 2014 and every second annual general meeting thereafter.

“Board” means the members for the time being of the Board of Directors of the Club constituted in accordance with this

Constitution.

“Board Appointed Director”	means a person appointed to the Board pursuant to Rule 27.1(b), the Registered Clubs Act and Registered Clubs Regulations but does not include a person who is appointed to the Board to fill a casual vacancy in accordance with Rule 34.3 of this Constitution.
“By-Laws”	shall mean the By-laws made in accordance with this Constitution.
“Club”	means Chatswood R.S.L. Club Limited ACN [000 797 437].
“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.
“Constitution”	means this Constitution.
“Financial member”	means a member who has renewed their membership of the Club by the relevant due date, and/or who has paid all joining fees, subscriptions, levies and other payments to the Club by the relevant due dates (if any such payments are required).
“Full member”	means any person who is in one of the categories of membership referred to in Rule 10.2.
“Gaming Machines Act”	means the Gaming Machines Act 2001 and any regulation made under 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.
“Liquor Act”	means the Liquor Act 2007 and any regulation made under 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.
“Month”	except where otherwise provided in this Constitution means calendar month.
“Mortality Benefit Fund”	means the Chatswood RSL Club Mortality Benefit Fund established by and under this Constitution, By-Laws, Rules and Regulations of the Club in force, before this Constitution was adopted.
“Non Financial member”	means a member who has not renewed their membership of the Club by the relevant due date, and/or has not paid all joining fees, subscriptions, levies and other payments to the Club by the relevant due dates.
“Office”	means the general administrative office of the Club.
“Quarter”	means a period of three (3) months ending on 31 March, 30 June, 30 September and 31 December.

“Registered Clubs Act”	means the Registered Clubs Act 1976 and any regulation made under 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.
“Rules”	means the rules comprising this Constitution.
“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.
“Special Resolution”	has the meaning assigned thereto by the Act. To be passed, a Special Resolution must receive at least seventy five percent (75%) of the votes cast by members eligible to vote on the Special Resolution.
“Sub Club”	means any sub club that pursuant to a resolution of the Board under Rule 29.11 is or has been established by the Club.

3.2 Words importing the singular number also include the plural and vice versa and the masculine gender the feminine gender and vice versa.

4. OBJECTS

4.1 The objects of the Club are to:

- (a) to take over, acquire and undertake the assets and liabilities of the previously unincorporated club known as “Chatswood RSL Club” as at 17 December 1984.
- (b) to promote any of the objects of The Returned Services League of Australia (NSW Branch).
- (c) to provide a clubhouse and facilities for members and their guests.
- (d) to hold a club licence under the Liquor Act and any other licence or permit necessary to supply goods and services to members and their guests.
- (e) hold a club licence under the Liquor Act, gaming machine entitlements and own gaming machines under the Gaming Machines Act and any other rights, entitlements, permits, authorities and licences necessary and desirable for the Club.
- (f) sell, convey, transfer, assign, mortgage, charge, give in exchange, dispose of, let, manage or otherwise deal with all or any of the property, real or personal, of the Club, subject to the requirements of the Liquor Act and the Registered Clubs Act.
- (g) do all such other lawful things as are incidental or conducive to the attainment of any or all of the above objects.

5. LIMITED LIABILITY

5.1 The liability of the members is limited.

6. MEMBERS' GUARANTEE

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

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 the Trustees of Chatswood War Memorial Fund, to be applied to the objects of that Trust from time to time operative. The receipt of the Trustees shall be sufficient discharge for such payment.

8. PROPERTY AND INCOME OF THE CLUB

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; or
 - (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 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 worth in 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; or
 - (b) repayment of out-of-pocket expenses in accordance with Section 10(6)(d) of the Registered Clubs Act.

9. LIQUOR & GAMING

- 9.1 Liquor shall not be sold, supplied or disposed of on the premises of the Club to any person other than a member (which includes a Temporary, Provisional and or Honorary 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 Section 73(2)(b) of the Gaming Machines Act, 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 Section 74(2) of the Gaming Machines Act, the Club shall not grant any interest in an approved gaming machine kept by the Club to any other person.

10. MEMBERSHIP

- 10.1 No person under the age of eighteen (18) years shall be admitted as a member of the Club.
- 10.2 The Full membership of the Club shall be divided into the following categories:
- (a) Life members; and
 - (b) Club members.
- 10.3 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.
- 10.4 The number of Full members having the right to vote in the election of the Board shall be not less than such minimum prescribed by the Registered Clubs Act.
- 10.5 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.

CLUB MEMBERS

- 10.6 Club members shall be persons who have attained the age of eighteen (18) years and are elected or transferred to Club membership of the Club (including those members formerly known as Pearl Club members) together with all persons listed as General Members of the Club as at the date of the adoption of this Constitution in 2023.
- 10.7 Subject to any restrictions contained in this Constitution, Club members are entitled to:
- (a) such playing and social privileges and advantages of the Club as may be determined by the Board from time to time; and
 - (b) attend and vote at general meetings (including Annual General Meetings) of the Club;
 - (c) 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 (including a 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.

LIFE MEMBERS

- 10.8 A Life member shall be any member who has been a continuous financial member of the Club for a period of at least ten (10) years, who in consideration of outstanding service to the Club has been granted Life membership of the Club in accordance with this Constitution.
- 10.9 Life membership may only be conferred at a general meeting of the Club (including an Annual General Meeting).
- 10.10 Candidates for Life membership shall be proposed by one and seconded by another Club member or Life member and submitted to the Board for approval.
- 10.11 Where the Board approves a nomination for Life Membership it shall cause a resolution recommending the election of the member as a Life Member to be included in the business of the Annual General Meeting of the Club next held after its approval of the nomination and such resolution together with a statement by the Board of its reasons for its recommendation shall be included in the Notice of Meeting to be given to Full Members as provided in this Constitution. Any Full Member may lodge an objection in writing to the election of the candidate with the Secretary before the Annual General Meeting at which the election is to be held and any such objection shall be reported to the Annual General Meeting before the election is conducted.
- 10.12 If a nomination for Life membership is approved by the Board, the nomination shall be referred to the next general meeting of the Club and not less than twenty-one (21) days written notice of the nomination shall be given to all members eligible to vote at that meeting.
- 10.13 If a nomination for Life membership is not approved by the Board, the nomination shall not be submitted to a general meeting of the Club.
- 10.14 If a nomination for Life membership is approved by an ordinary resolution passed by a simple majority of the members present and voting at the general meeting the person nominated shall thereby be a Life member of the Club. Every Life member shall be entitled to all the rights and privileges of a Club member.
- 10.15 No more than two (2) persons shall be elected as a Life member in any one financial year.
- 10.16 A Life member is relieved from the payment of any annual subscription and any Life Member who is a member of the Mortality Benefit Fund shall have his contribution to that Fund paid from the funds of the Club on the authority of a resolution of the Board.

11. TRANSFER BETWEEN CLASSES OF MEMBERSHIP

- 11.1 The Board has the power on the application of any member to transfer that member to another category of membership (other than Life membership) if that member has the qualifications for that other category of membership.
- 11.2 The Board shall have the power to transfer a Full member who ceases to hold the necessary qualifications for their existing category of membership to another category of membership of the Club for which the Full member has the necessary qualifications.
- 11.3 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.

- 11.4 Unless otherwise determined by the Board, a member will not be entitled to any refund of membership fees or any part thereof if they are transferred to another category of membership for any reason.
- 11.5 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

12.1 A person in respect of whom:

- (a) a nomination form for membership duly completed in accordance with this Constitution has been given to the Club; and
- (b) 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

- (a) that person shall cease to be a Provisional member of the Club; and
- (b) the joining fee (if any) and subscription submitted with the nomination shall be returned to that person.

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 (including a 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.

12.5 The Secretary or the senior employee then on duty may refuse a Provisional member admission to the Club's premises or terminate the membership of any Provisional member at any time without notice and without having to provide any reason. If the membership of a Provisional member is terminated in accordance with this Rule, the Club must return any joining fee and annual subscription (if any) paid by the Provisional member when applying for membership of the Club.

13. HONORARY MEMBERS

13.1 The following persons may be made Honorary members of the Club in accordance with procedures established by the Board from time to time:

- (a) the patron or patrons for the time being of the Club; or
- (b) any prominent citizen or local dignitary visiting the Club;
- (c) any person who produces evidence that he or she is a current or former member of the Australian Defence Force (as defined in the Registered Clubs Act).

13.2 Honorary members who are Full members of the Club shall be entitled to the rights and privileges of the category of membership of which they are a Full member.

13.3 Honorary members who are not Full members of the Club 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 to the Club.

13.4 Honorary members who are not Full members of the Club are not entitled to:

- (a) vote at any meeting of the Club; or
- (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 (including a 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.

14. TEMPORARY MEMBERS

14.1 Subject to any exemptions contained in the Registered Clubs Regulation or any exemptions approved by the relevant regulatory body, 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 A person may be admitted to Temporary membership for a period of up to, but not exceeding seven (7) consecutive days (or such longer period as approved by the relevant regulatory body). A person admitted to Temporary membership under this Rule shall only be required to enter their relevant details in the register of Temporary members referred to in Rule 18.1(c) on the first day that they enter the Club's premises during that period.
- 14.4 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; and
 - (b) subject to Rule 25.12, introduce guests into the Club.
- 14.5 Temporary members are not entitled to:
- (a) attend or vote at general meetings (including Annual General Meetings) of the Club;
 - (b) nominate for or be elected to the Board;
 - (c) vote in the election of the Board;
 - (d) vote on any Special Resolution (including a 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.
- 14.6 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. 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

- 15.1 A person shall not be admitted as a Club member of the Club 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.
- 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 may prescribe and shall contain the following particulars:
- (a) the full name of the applicant; and
 - (b) the address of the applicant;
 - (c) email address of the applicant;
 - (d) the telephone number of the applicant;
 - (e) the date of birth of the applicant;
 - (f) a statement to the effect that the applicant agrees to be bound by and comply with the Constitution and By-laws of the Club and any other determination, resolution or policy which may be made or passed by the Board;
 - (g) the signature of the applicant;
 - (h) 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 to an authorised officer of the Club together with:
- (a) the joining fee (if any) and the appropriate subscription; and
 - (b) evidence of a current driver's licence or a current passport held by that applicant, or such other form of identification as determined by the Board.
- 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 evidence of identification. If the authorised officer is satisfied that the particulars of the applicant in the application and in the evidence 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 of each applicant for membership shall be placed on the Club Notice

Board and shall remain on the Club Notice Board for not less than seven (7) days.

- 15.9 Every application for membership of the Club shall be referred to the Membership Director who shall consider the application and shall make recommendations to the Board as to the acceptance or otherwise of the nominations.
- 15.10 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.
- 15.11 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 any joining fee and subscription paid by the person to be returned to that person.
- 15.12 Rules 15.1 to 15.10 (except from Rules 15.7 to 15.9) shall not apply to a person who is admitted as a member of the Club pursuant to an amalgamation with another registered club.
- 15.13 A person shall be admitted as a member of the Club pursuant to an amalgamation if that person is a full member (as defined in the Registered Clubs Act) of a registered club which has amalgamated with the Club and has agreed to be a member of the Club pursuant to the amalgamation.
- 15.14 The agreement referred to in 15.13 must be in writing and to the effect that the person agrees to be a member of the Club and agrees to be bound by the Constitution and By-laws of the Club and be in such form as approved by the Board from time to time.
- 15.15 Any person who completes and signs the agreement referred to in rule 15.14 and returns that agreement to the Club shall, after the procedure set out in rules 15.7 and 15.9 have been followed, be entered in the Register of Members of the Club as a member and shall from time to time

16. JOINING FEES, SUBSCRIPTIONS AND LEVIES

- 16.1 For the purposes of section 30(2B) of the Registered Clubs Act, the Board shall determine the joining fees, subscriptions, levies and other payments (if any) payable by members of the Club.
- 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, including up to ten (10) years in advance as determined by the Board.
- 16.3 Any person elected during the financial year of the Club to any class of membership shall pay such proportion of the annual subscription as may be determined by the Board from time to time.
- 16.4 All joining fees, subscriptions, levies and other payments shall be due and payable on a date, or dates, determined by the Board and the Board shall notify members of the relevant due date or dates in such manner determined by the Board.

17. NON-FINANCIAL MEMBERS

- 17.1 Notwithstanding any Rule contained in this Constitution, a Non-Financial member

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 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

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 address;
 - (iii) if the member is required to pay a subscription fee, the date on which that member last paid the subscription fee for membership of the Club.
- (b) A register of persons who are Honorary members (other than those persons admitted to Honorary membership pursuant to Rule 13.1(c)) 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;
 - (iii) the signature of the member.

- (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

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

20. DISCIPLINARY PROCEEDINGS

- 20.1 Subject to Rule 20.2, the Board shall have power to reprimand, fine, suspend from some or all rights and privileges of membership for the same or varying periods of time, expel or accept the resignation of any member, if that member:
- (a) in the reasonable opinion of the Board, has wilfully 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 particulars of the charge, including the alleged facts and circumstances which give rise to the charge against the member;
 - (iii) 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) The member charged shall be entitled to:
 - (i) attend the meeting for the purpose of answering the charge; and
 - (ii) submit to the meeting written representations for the purpose of

- answering the charge;
- (iii) call witnesses provided that:
 - (1) if a proposed witness fails to attend the hearing or provide evidence at the hearing, the Board can still hear and determine the charge; and
 - (2) the Club cannot and will not force any person (including a member) proposed by the member charged as a witness to attend and provide evidence at the hearing. The member charged must act in an appropriate manner at the meeting (and in particular and without limitation, the member must not act in an offensive or disruptive manner).
 - (d) If the chairperson determines (in their absolute discretion) that the member charged is not acting in an appropriate manner, 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.
 - (e) If the member charged does not comply with the warning given in accordance with paragraph (d) of this Rule, the chairperson (in their absolute discretion) may exclude the member charged from the meeting and continue to consider and deal with the charge in his or her absence.
 - (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; and
 - (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 may:
 - (i) immediately come to a decision as to the member's guilt in relation to the charge; or
 - (ii) advise the member that the Board requires additional time to consider the evidence put before it in order to determine whether or not the member is guilty of the charge.
 - (h) After the Board has come to a decision as to the member's guilt in relation to the charge it must:
 - (i) in the case of a decision under Rule 20.2(g)(i) of this Rule, immediately inform the member of the Board's decision; or
 - (ii) in the case of a decision under Rule 20.2(g)(ii), inform the member of the Board's decision in writing within seven (7) days of the date of the decision of the Board.

- (i) If the member charged has been found guilty, the member must be given a further opportunity to address the Board in relation to an appropriate penalty for the charge. The Board shall, in its absolute discretion, determine whether or not the member will address the issue of penalty:
 - (i) at the meeting or afterwards; and
 - (ii) by way of verbal or written submissions or a combination thereof.
- (j) After the Board has made a decision on the issue of penalty, the Board must advise the member of its decision.
- (k) No motion by the Board to reprimand, fine, suspend or expel a member shall be deemed to be passed unless a majority of the directors present in person vote in favour of such motion.
- (l) The Board shall have the power to adjourn, for such period as it considers fit, a meeting pursuant to this Rule 20.
- (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.
- (n) 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 shall not be entitled to vote at the meeting.

20.3 The outcome of disciplinary proceedings shall not be invalidated or voided if the procedure set out in Rule 20.2 is not strictly complied with provided that there was no substantive injustice for the member charged.

PROVISIONAL SUSPENSION PENDING DISCIPLINARY HEARING

20.4 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 some or 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.

ADDITIONAL DISCIPLINARY POWERS OF SECRETARY

20.5 If, in the opinion of the Secretary (or his or her delegate), a member has engaged in conduct that is unbecoming of a member or prejudicial to the interests of the Club, then the Secretary (or his or her delegate) may suspend or expel a member from membership of the Club in accordance with the procedures and requirements set out in these Rules 20.5 to 20.9 .

20.6 In respect of any suspension or expulsion from membership pursuant to Rule 20.5, the requirements of Rules 20.1 to 20.4 shall not apply.

20.7 If the Secretary (or his or her delegate) exercises the power referred to in Rule 20.5, the Secretary (or his or her delegate) must notify the member in writing by registered mail:

- (a) that the member has been suspended or expelled from membership (subject to the requirements of this Rule 20.5) of the Club; and
- (b) in the case of a suspension from membership:
 - (i) that the suspension takes immediate effect; and
 - (ii) of the period of suspension;
 - (iii) of the privileges of membership which have been suspended.
- (c) In the case of an expulsion from membership:
 - (i) That the member's expulsion from membership will be placed on hold for an initial period of fourteen (14) days to enable the member to exercise the right referred to in Rules 20.7(d) and 20.8 if he or she wishes to do so; and
 - (ii) Notwithstanding anything contained in this Constitution, the member will be provisionally suspended from membership for the fourteen-day (14) period referred to in sub paragraph (i) above; and
 - (iii) If the member does not exercise the right referred to in Rules 20.7(d) and 20.8 within prescribed period referred to in sub paragraph (d), the member will be expelled from membership as and from the conclusion of the prescribed period; and
- (d) if the member wishes to do so, the member may make a written request to the Secretary for their matter to be dealt with by the Board pursuant to Rules 20.1 and 20.2. The written request referred to in this clause must be received by the Secretary within fourteen (14) days of the date of this notice issued to the member by the Secretary under this Rule 20.7

20.8 If a member submits a request under Rule 20.7(d):

- (a) the penalty issued by the Secretary (or his or her delegate) will no longer apply and notwithstanding anything contained in these Rules, the member will be provisionally suspended from membership of the Club until such time as the charge is heard and determined by the Board; and
- (b) the Club must commence disciplinary proceedings against the member in accordance with the requirements of Rule 20.1;
- (c) the determination of the Board in respect of those disciplinary proceedings shall take immediate effect and be in substitution for and to the exclusion of any suspension or expulsion, imposed by the Secretary (or his or her delegate).

20.9 Notwithstanding anything contained in this Constitution, the Board shall have the power by resolution to revoke any decision made by the Secretary under these Rules 20.5 to 20.9 and to commence disciplinary proceedings against the member in accordance with Rule 20.2. If the Board exercises the right contained in this Rule 20.9, the member shall, notwithstanding anything else contained in this Constitution, be provisionally suspended from membership of the Club until such time as the charge is heard and determined by the Board.

20.10 This Rule 20 applies to Full members only and it does not limit or restrict the Club from exercising the powers contained in Rule 23 of this Constitution and the powers contained in section 77 of the Liquor Act.

21. DISCIPLINARY COMMITTEE

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 two (2) 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 two (2) directors of the Club; and

(b) all references to the Board in Rule 20, except in Rule 20.2(m) 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.

21.5 This Rule 21 applies to Full members only and it does not limit or restrict the Club from exercising the powers contained in Rule 23 of this Constitution and the powers contained in section 77 of the Liquor Act.

22. MEMBER UNDER SUSPENSION

22.1 Subject to the terms of their suspension, a Full member whose membership is 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 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

23.1 In addition to any powers under Section 77 of the Liquor Act, the Secretary or, subject to Rule 23.5, 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:

- (a) who is then intoxicated, violent, quarrelsome or disorderly; or
- (b) who, for the purposes of prostitution, engages or uses any part of the premises of the Club;
- (c) whose presence on the premises of the Club renders the Club or the Secretary liable to a penalty under the Registered Clubs Act or the Liquor Act;
- (d) who hawks, peddles or sells any goods on the premises of the Club;
- (e) who, within the meaning of the Smoke-free Environment Act, smokes while on any part of the premises that is smoke-free.
- (f) who uses, or has in his or her possession, while on the premises of the Club any substance that the Secretary or an employee exercising this power suspects of being a prohibited drug or prohibited plant.
- (g) whom the Club, under the conditions of its club licence, a term of a liquor accord or by any law, 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 23.5) 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 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.

23.4 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:

- (a) remain in the vicinity of the Club; or
- (b) re-enter the vicinity of the Club within six (6) hours of being refused admission or being turned out.

- 23.5 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.

24. RESIGNATION AND CESSATION OF MEMBERSHIP

- 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 person who has not paid his or her joining fee, subscription, levy or other payment:
- (a) by the due date shall cease to be entitled to the privileges of membership of the Club; and
 - (b) within one (1) months after the due date shall cease to be a member of the Club.
- 24.4 Any member who has ceased to be a member of the Club for any reason will not be entitled to any refund of any joining fee, subscription, levy or other payment made to the Club.

25. GUESTS

- 25.1 Subject to Rule 25.2, all members (other than Junior members) shall have the privilege of introducing guests to the Club.
- 25.2 A Temporary member may introduce a guest only in accordance with Rule 25.12.
- 25.3 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.
- 25.4 No member shall introduce guests more frequently or in greater number than may for the time being be provided by By-law.
- 25.5 No member shall introduce any person as a guest:
- (a) who has been expelled from the Club pursuant to Rules 20 or 21; or
 - (b) whose membership is then suspended pursuant to Rules 20 or 21;

- (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 may be 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) without 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; and
 - (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. PATRONS

- 26.1 The members in general meeting may appoint a Patron or Patrons from time to time upon a recommendation being made by the Board to the meeting.
- 26.2 If such Patron or Patrons are not members of the Club they shall thereupon be deemed to be Honorary members of the Club and, subject to this Constitution, shall remain Honorary members while they remain Patron.

27. BOARD OF DIRECTORS

- 27.1 Subject to Rules 27.2, 34.2 and 34.3, the Board shall consist of Seven (7) directors

comprising of a President, a Deputy President and five (5) Ordinary Directors.

27.2 The Board may appoint up to two (2) Board Appointed Directors to the Board in addition to the directors referred to in Rule 27.1. The following provisions shall apply in respect of Board Appointed Directors:

- (a) The provisions of the Registered Clubs Act and Registered Clubs Regulations shall apply in respect of Board Appointed Directors.
- (b) A Board Appointed Director only has to satisfy the eligibility requirements of the Registered Clubs Act and Registered Clubs Regulations to be appointed to the Board and does not have to satisfy any eligibility requirement in the Constitution.
- (c) The Board cannot appoint a Board Appointed Director if such an appointment would cause the number of directors on the Board to exceed the statutory maximum of nine (9) directors.

27.3 The Board shall be elected every two (2) years in accordance with this Constitution.

27.4 Subject to any restrictions contained in this Constitution, the following members shall be entitled to stand for and be elected or appointed to the Board:

- (a) Life members; and
- (b) Club members who are financial members and who have been financial members of the Club for a period of at least five (5) consecutive years immediately preceding their election or appointment;

27.5 No person shall be eligible to hold the office of President or Deputy President unless he or she has been a member of the Board for at least three (3) consecutive years including the twelve (12) months immediately preceding his election or appointment to that office.

27.6 A member who:

- (a) is an employee; or
- (b) is currently under suspension pursuant to Rules 20 or 21 (including a provisional suspension under Rule 20.4);
- (c) is not a Financial member;
- (d) is disqualified from managing any company under the Act;
- (e) is of unsound mind or whose person or estate is liable to be dealt with any way under the law relating to mental health;
- (f) 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;
- (g) has been convicted of an indictable offence (irrespective of whether or not a conviction was actually recorded) but it does not include a spent conviction (as defined in the Criminal Records Act 1991);

- (h) has not been a Financial member of the Club for at least five (5) years immediately preceding the proposed date of election or appointment to the Board;
- (i) is a former employee of the Club whose services were terminated by the Club for misconduct;
- (j) was an employee of the Club, or any club that has amalgamated with the Club, within the period of three (3) years prior to nomination, election or appointment to the Board;
- (k) is a current contractor of the Club or a director, secretary, employee or business owner of a contractor;
- (l) was a contractor of the Club or a director, secretary, employee or business owner of a contractor immediately preceding the proposed date of election or appointment to the Board.
- (m) has been cited to appear before the Board or the Board's duly constituted disciplinary committee on any charge and has been found guilty of such charge and either expelled or suspended for a period in excess of three (3) months within the period of three (3) years immediately prior to the date determined for the next Annual General Meeting;
- (n) is a director of another registered club within the same Local Government areas the Club; or
- (o) has not attended at the Club's premises at Chatswood and swiped his or her membership card through the Club's terminal on at least fifteen (15) separate occasions on fifteen (15) separate days during the twelve (12)-month period before nominating for election to the Board;

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

27.7 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.

27.8 A member shall not be entitled to be elected or appointed to the Board if he or she does not have a Director Identification Number (unless exempted from doing so) on the proposed date of his or her election or appointment to the Board.

28. **ELECTION OF BOARD**

28.1 The election of the Board shall, after the adoption of this Constitution, be conducted in accordance with the following procedure:

- (a) The Board shall determine the date on which the Biennial General Meeting of the Club for that year is to be held. A Returning Officer, a Deputy Returning Officer and at least two (2) scrutineers shall be appointed at each Biennial General Meeting to take charge of the following ballot. A Returning Officer shall supervise the issue of ballot papers, the safe custody of ballot papers returned, the examination of ballot papers and the counting of votes and shall report the result of the ballot to the meeting. The Returning Officer may be an officer of the State Electoral Commission or an independent company or

organisation carrying on the business of conducting elections.

- (b) The Secretary shall by notice sent by post or by electronic means to all Full Members call for nominations of candidates for election to the Board to be made specifying the date by which nominations must be received and the procedure for their lodgement.
- (c) Nominations of candidates for election to the Board shall be made in writing on such form as the Board from time to time prescribes by By-Law and be signed by two Full Members of the Club and by the nominee signifying his consent to the nomination. Completed nomination forms of candidates for election to the Board shall be hand delivered to the Secretary or any employee authorised by the Secretary at least 8 weeks before the date of the Biennial General Meeting at which the election for membership of the Board is to be held.
- (d) The Secretary shall check each completed form of nomination of a candidate for election to the Board when he receives it and if it is not in order shall, if there is time before the nominations close, request the proposer and seconder to rectify it. The Secretary shall also take such steps as he considers necessary to determine the correctness of statements in the nomination form. If he is not satisfied as to the correctness of any such statements he shall refer the nomination form to the Returning Officer who shall determine whether or not the nomination should be accepted, rejected or requires alteration. The proposer shall be informed of any decision of the Returning Officer to reject or require alteration of a nomination made by the proposer and if there is time before the closing of nominations and a valid nomination of the candidate can be made, a fresh nomination may be made which shall be checked as required by this Rule.
- (e) Deleted.
- (f) Members eligible for election to the Board may be nominated for more than one office and in the event of their being elected to the senior office as hereinafter provided, shall be deemed to have been eliminated from candidature for any junior office and any votes cast in favour of such a candidate in any ballot for the junior office shall have no effect. For the purpose of these Rules the order of seniority of offices shall be:

President

Deputy President

Five other members known as Directors.
- (g) On the Secretary being satisfied that a nomination of a candidate for election to the Board is in order he shall cause the following particulars of the nominee to be posted on the Club noticeboard:-
 - (i) The name and address of the nominee; and
 - (ii) The position(s) nominated for.
- (h) If the number of candidates duly nominated for any office on the Board does

not exceed the number required to be elected, the Secretary shall so advise the Returning Officer who shall so report to the Biennial General Meeting at which the result of the election is to be announced. The Returning Officer shall declare such candidate or candidates duly elected to the office for which they were nominated.

- (i) If no or insufficient nominations be received for any office, the candidate or candidates, if any, nominated shall be declared elected at the Biennial General Meeting and any vacancies shall be casual vacancies for the purposes of this Constitution
- (j) Where the number of candidates nominated for any office on the Board exceeds the number required to be elected, an election by ballot shall be conducted as provided in rule 28.1 (k) to determine which candidate or candidates shall be elected.
- (k) For the purpose of any election by ballot conducted under this subclause:-
 - (i) The position on the ballot paper hereinafter provided for of candidates in the election shall be determined by a draw from a hat which shall be conducted by the Returning Officer in the presence of at least five Full Members of the Club (who may include any of the candidate in the election) in the Club auditorium within seven days of the date on which nominations of candidates for the election closed. The time and date of the draw shall be determined by the Returning Officer and notice thereof shall be posted on the Club noticeboard at least forty eight hours before it takes place.
 - (ii) The Secretary shall cause a separate ballot paper to be prepared in respect of each office for which a ballot is to be held with the names of the candidates printed on the ballot paper in the order determined by the draw provided for in paragraph (i) hereof. An asterisk shall be placed on the ballot paper against the name of any candidate for the position of one of the five Directors of the Board where that candidate is a member of the Board eligible for re-election.
 - (iii) Prior to the date of the Biennial General Meeting at which the result of the ballot is to be declared, the Secretary shall cause a list to be prepared, from the Club records of members, of the names and addresses of all persons who are financial Full Members of the Club as at the date determined by the Returning Officer showing also the membership number of each such member. The Secretary shall provide this list to the Returning Officer as soon as practicable after it has been prepared.
 - (iv) Deleted.
 - (v) (a) At least three (3) weeks before the commencement of voting, the Club must display a notice on the Club's website and on the Club noticeboard which confirms:
 - (1) the approved methods of voting – which may include voting by electronic means; and
 - (2) the procedures to be followed for voting;

- (3) the dates and times when members can vote;
 - (4) any other details which may be required for voting.
 - (b) Deleted.
 - (c) Deleted.
 - (d) If a member is for any reason unable to attend at the Polling Place during the period specified in the notification provided for above such member may apply in writing to the Returning Officer for a Ballot Paper. Such application must reach the Returning Officer prior to the first day for Polling and must be accompanied by a pre-addressed, pre-stamped envelope. Upon receipt of the application and envelope the Returning Officer shall forward a Ballot Paper in the envelope to the member and shall indicate on his voting list of members the fact that such Ballot Paper has been issued and no further Ballot Paper shall be issued to the member. The Returning Officer shall not be responsible for the non-delivery or any delay in delivery of the Ballot Paper through the post to the member. It shall be the member's responsibility to ensure that the completed Ballot Paper is returned to the Returning Officer no later than the date for closing of the Ballot as provided in Rule 28.1 (v) (a)
 - (vi) In the event that the Ballot is not held electronically the Secretary shall provide the Returning Officer with suitable lockable ballot boxes which, after being checked by the Returning Officer shall be locked and sealed by him. These boxes shall be placed at the reception desk in the foyer of the Club premises by the Returning Officer, the Secretary or the Assistant Secretary/Manager of the Club so that they will be accessible for the purpose of members placing their ballot papers therein. When the Club is closed the ballot boxes shall be kept in a secure place approved by the Returning Officer.
 - (vii) All ballots shall be counted in accordance with a preferential system prescribed by By-Law made by the Board and, subject to paragraph (xi):-
 - A. Where only one candidate is to be elected, the candidate receiving the greatest number of votes after preferences have been distributed shall be the successful candidate;
 - B. Where more than one candidate is to be elected that number of candidates who are required to be elected and who receive the greatest number of votes after preferences have been distributed shall be the successful candidates.
- For the purpose of this clause a number in a box on a ballot paper against the name of a candidate shall indicate a vote in preference for that candidate over another candidate where that number is 1 or is closer to 1 than the number in the box against the name of that other candidate.
- (viii) In the event of two or more candidates receiving the same number of

votes in any ballot, the successful candidate or candidates shall be determined by a draw from a hat conducted by the Returning Officer, the Deputy Returning Officer and the two (2) Scrutineers.

- (ix) The Returning Officer shall inform the Secretary in writing of the number of votes received by each candidate in any ballot.
 - (x) All papers and records relating to any ballot shall be retained until the conclusion of the Biennial General Meeting at which the result of the ballot is to be declared and unless that meeting by resolution otherwise determines, they shall be destroyed by the Returning Officer within two weeks of the date of the Biennial General Meeting.
 - (xi) The Returning Officer shall declare the result of each ballot and where there has been more than one conducted, in the order of seniority specified in Rule 28.1 (f) at the Biennial General Meeting at which the result of the ballot is to be declared and the Returning Officer shall thereupon declare the successful candidate or candidates duly elected to the office for which they were nominated.
 - (l) The Board shall have power to direct any action to be taken not contrary to these Rules necessary to enable the proper conduct of any election and ballot for offices of the Board including without limiting the generality thereof the replacement of Returning Officer, Deputy Returning Officer or any of the Scrutineers in the event of their death or incapacity (whether by illness or otherwise).
 - (m) The decision or determination of the Returning Officer on any matter connected with an election under these Rules whether by ballot or otherwise including but without limiting the generality thereof, a decision on whether or not a vote is to be treated as informal shall be final and binding upon the Club and on members thereof.
- 28.2 The Board shall have the power to make by-laws regulating all matters in connection with the election of the Board that are not inconsistent with Rule 28.
- 28.3 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 28.1 is not strictly complied with provided there is no substantive injustice for any candidates.

29. **POWERS OF THE BOARD**

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

GENERAL POWERS

- 29.2 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.

SPECIFIC POWERS

- 29.3 Without limiting the general powers conferred by Rule 29.2, the Board shall have

power from time to time to:

- (a) delegate any of its powers to directors, members, employees, committees, sub clubs or any combination thereof;
- (b) make, alter and repeal By-Laws pursuant to Rule 29.19.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) 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.
- (h) issue requests and directions to members which may be reasonably required for the proper conduct and management of the Club.
- (i) 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.
- (j) 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.
- (k) subject to paragraph (l) of this Rule, sell, lease, exchange or otherwise dispose of any furniture, fittings, equipment, plant, goods or other rights (property or otherwise).
- (l) sell, lease, exchange or otherwise dispose of any land belonging to the Club provided that the power of the Board to dispose of any land shall be subject to the requirements of the Liquor Act and the Registered Clubs Act.
- (m) 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.

- (n) engage, appoint, control, remove, discharge, suspend, determine and dismiss managers, employees, officers, representatives and agents in respect to permanent, temporary or special services and to determine the duties, pay, salary or other remuneration. The Board may delegate these powers (or any of them) to the Secretary or other officer or committee of the Club.
- (o) impose levies on all members.
- (p) set the joining fees, subscriptions and other payments payable by all members.
- (q) fix the maximum number of persons who may be admitted to each class of membership of the Club in accordance with this Constitution.
- (r) 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;

COMMITTEES

29.4 Without limiting the general powers conferred by Rule 29.2, the Board shall have power to delegate any of its powers to committees consisting of any:

- (a) director; or
- (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 to revoke any such delegation.

29.5 Any committee so formed shall, in the exercise of the powers so delegated, conform to any regulation or restriction that the Board may impose.

29.6 The Chairperson shall be a member of all such committees and may nominate a person or persons to represent him or her on one or more of those committees.

29.7 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 29 or by any by-law made by the Board pursuant to this Rule 29.

29.8 The quorum for a meeting of any committee shall be a majority of the committee members.

29.9 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.

29.10 The Board shall have the power to dissolve committees or remove committee members from office.

SUB CLUBS

29.11 Without limiting the general powers conferred by Rule 29.2, the Board shall have power to:

- (a) establish Sub clubs with such rules (including objects, powers and membership qualifications) as the Board may determine; and
- (b) allow Sub clubs established pursuant to this Rule 29.11 or those already in existence, to conduct, manage and control sport or other activities for which they were respectively established;
- (c) allow Sub clubs to create by-laws for the control and regulation of the sporting or other activities for which they are respectively established;
- (d) permit Sub clubs to adopt a name (provided it be described as a Sub club of the Club);
- (e) allow Sub clubs to become affiliated with the bodies controlling sports or other activities on such terms and conditions (not inconsistent with this Constitution or the Registered Clubs Act) as such controlling bodies may require and to pay on behalf of the Club capitation or affiliation fees to any such controlling bodies or as required by such bodies;
- (f) dissolve Sub clubs or remove committee members from office of Sub Clubs.

29.12 Any of the Sub clubs established pursuant to Rule 29.11 or those already in existence must conform to any regulation or restriction that the Board may impose.

29.13 The Chairperson or his nominee shall have the right to attend any Sub Club committee meeting.

29.14 Subject to the general control and supervision of the Board, each Sub club may manage its own affairs but shall:

- (a) make regular reports to the Board (or otherwise as may be required by the Board); and
- (b) submit copies of all minutes and records to the Board for the purposes of Rules 38 and 39.

29.15 The Board may empower each Sub club to open and operate a bank account in the name of the Sub club in such bank or banks as the Board may approve provided that the persons eligible to operate upon any such account shall be approved by the Board which may remove and replace such persons or any of them.

29.16 The rules of each Sub club may be amended by the members of the Sub club provided that no amendment proposed or approved by the members of the Sub club shall have effect unless and until it is approved by resolution of the Board.

29.17 Any disciplinary action taken by a Sub club in respect of any member of the Sub club shall be promptly reported to the Board together with the reasons for the action.

29.18 All assets in the possession and control of a Sub Club (including cash reserves) are owned by the Club.

BY-LAWS

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

29.20 Without limiting the generality of Rule 29.19 the Board may regulate:

- (a) such matters as the Board is specifically by this Constitution empowered to regulate by By-law; and
- (b) the operations of the Club;
- (c) the control and use of the Club's premises;
- (d) the control and management of competitions;
- (e) the conduct of members and guests of members;
- (f) the playing and social privileges of each category of membership;
- (g) the conduct of members in relation to Club employees;
- (h) generally, all such matters as are commonly the subject matter of a constitution or by-laws or made under a constitution or which by this Constitution are not reserved for decision by the Club in general meeting.

29.21 Any By-law made under Rule 29.19 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.

29.22 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.

30. PROCEEDINGS OF THE BOARD

30.1 The Board may meet together, in person and/ or by electronic means, for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit provided that the Board shall meet at least once per quarter for the transaction of business. A record of all members of the Board present at each Board meeting and of all resolutions and proceedings of the Board at such meeting shall be entered in a minute book provided for that purpose.

30.2 The President shall be entitled to take the chair at every meeting of the Board. If the President is not present or is unwilling or unable to act, then the Deputy President shall take the chair of the meeting. If the Deputy President 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.

30.3 The quorum for a meeting of the Board shall be four (4) members of the Board.

30.4 The President may at any time and the Secretary upon the request of not less than two (2) directors shall convene a meeting of the Board.

30.5 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.

- 30.6 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.
- 30.7 A meeting of the Board may be called or held using any technology provided that the technology used for the meeting gives the directors, as a whole, a reasonable opportunity to participate in the meeting, including a reasonable opportunity to exercise the right to speak at the meeting and to vote at the meeting in real time.
- 30.8 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.
- 30.9 In addition to Rule 30.9, 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.

31. MATERIAL PERSONAL INTERESTS OF DIRECTORS

- 31.1 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 31.2.
- 31.2 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.

32. REGISTERED CLUBS ACCOUNTABILITY CODE

- 32.1 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 32. If there is any inconsistency between the Registered Clubs Accountability Code and this Rule 32, the provisions of the Registered Clubs Accountability Code shall prevail to the extent of that inconsistency.
- 32.2 For the purposes of this Rule 32, 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

32.3 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.

32.4 Contracts of employment with top executives:

- (a) will not have any effect until they 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

32.5 Subject to any restrictions contained in the Registered Clubs Act and Rule 32.7, 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.

32.6 A “pecuniary interest” in a company for the purposes of Rule 32.5 does not include any interest exempted by the Registered Clubs Act.

CONTRACTS WITH SECRETARY AND MANAGERS

32.7 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

32.8 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

- 32.9 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.
- 32.10 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

- 32.11 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.
- 32.12 The Club must keep a register in an approved form containing details of the disclosures made to the Club in accordance with this Rule 32.

TRAINING DISCLOSURES

- 32.13 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.
- 32.14 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

- 32.15 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.

33. REMOVAL FROM OFFICE OF DIRECTORS

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; and
- (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 for the remainder of the term of office of the person he or she replaces.

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

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

- (a) dies;
- (b) is disqualified for any reason referred to in Section 206B of the Act.
- (c) 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.
- (d) is absent from meetings of the Board for a period of ninety (90) days (calculated from the last meeting of the Board attended) without the prior written consent of the Board unless the Board determines that their office is not be vacant as a result of that absence.
- (e) by notice in writing resigns from office as a director.
- (f) becomes prohibited from being a member of the Board by reason of any order or declaration made under the Act, the Registered Clubs Act or the Liquor Act.
- (g) ceases to be a member of the Club.
- (h) becomes an employee of the Club.
- (i) fails to complete the mandatory training requirements for directors referred to in Rule 27 within the prescribed period (unless exempted);
- (j) was not eligible to stand for or be elected or appointed to the Board;
- (k) ceases to hold the necessary qualifications to be elected or appointed to the

Board;

- (l) is convicted of an indictable offence (unless no conviction is recorded);
- (m) is not a Financial member of the Club;
- (n) has been found guilty of a disciplinary charge and suspended from membership of the Club for any period of time (excluding any provisional suspension under Rule 20.4);
- (o) does not have or ceases to have a Director Identification Number (unless exempted from doing so);
- (p) is removed from office as a director in accordance with the Act and this Constitution.

34.2 The continuing directors on the Board may act notwithstanding any vacancy on 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.

FILLING CASUAL VACANCIES

34.3 The Board may 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 Biennial General Meeting.

35. GENERAL MEETINGS

CALLING AND HOLDING GENERAL MEETINGS

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 Subject to this Rules 35.4 to 35.11 inclusive, 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.

35.5 For the purposes of Rules 35.4 to 35.11 inclusive the term "the request" shall mean the request referred to in Rule 35.4

35.6 The request must:

- (a) be in writing; and
- (b) state any resolution to be proposed at the meeting;

- (c) be signed by the members making the request;
 - (d) be given to the Secretary.
- 35.7 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.
- 35.8 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.
- 35.9 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.
- 35.10 The meeting referred to in Rule 35.9 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.
- 35.11 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 of members without charge.
- 35.12 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.
- 35.13 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.
- 35.14 The Club may hold a general meeting (including Annual General Meeting) at two (2) or more venues using any technology that gives the members as a whole a reasonable opportunity to participate at the meeting.
- 35.15 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.

NOTICE OF GENERAL MEETINGS

- 35.16 At least twenty-one (21) days' notice in writing of any general meeting of the members of the Club (including an Annual General Meeting) must be given to all Full members who are entitled to attend and vote at that meeting and to the auditor.
- 35.17 A notice of a general meeting of the members of the Club (including an Annual General Meeting) 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.

35.18 Neither:

- (a) the accidental omission to give notice of a meeting; nor
- (b) the non-receipt by any person of notice of a meeting;

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

35.19 The business of the Annual General Meeting shall be as follows:

- (a) to receive and consider the minutes of the previous Annual General Meeting and the minutes of any other general meeting requiring confirmation; and
- (b) to receive and consider the reports referred to in Rule 38.4;
- (c) in the case of a Biennial General Meeting, to declare the results of the election of the Board and/or conduct any further election as may be required by this Constitution;
- (d) to appoint an auditor or auditors in the event that there be a vacancy in the office of Auditor;
- (e) to consider and if thought fit pass ordinary resolutions and special resolutions (if any);
- (f) to deal with any other business the general nature of which has been notified to the members in writing not less than twenty-one (21) days prior to the meeting.

35.20 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.

35.21 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

35.22 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.

35.23 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.

35.24 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.

35.25 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

35.26 The President shall be entitled to take the chair at every general meeting.

35.27 If the President is not present or is unwilling or unable to act, then the Deputy President shall preside as chairperson of the meeting.

35.28 If the Deputy President is not present or is unwilling or unable to act, then the members of the Club present shall elect a member of the Board to preside as chairperson of the meeting.

35.29 If a member of the Board is not present or is unwilling or unable to act, then the members of the Club present shall elect a member to preside as chairperson of the meeting.

35.30 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.

ATTENDANCE AND VOTING AT GENERAL MEETINGS

35.31 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.

35.32 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.

35.33 Every member 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.

35.34 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.

35.35 No member of the Club who is an employee of the Club shall be eligible to vote at any meeting of the Club.

- 35.36 Subject to this Constitution, every question and ordinary resolution submitted to a meeting shall be decided by a simple majority of votes from those members present and voting at the meeting.
- 35.37 Voting shall be on a show of hands unless a poll is demanded.
- 35.38 Five (5) members or the chairperson may demand a poll.
- 35.39 A demand for a poll may be withdrawn.
- 35.40 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.
- 35.41 The result of the poll shall be the resolution of the meeting at which the poll was demanded.
- 35.42 A poll demanded on the election of the chairperson or on a question of adjournment shall be taken immediately.
- 35.43 At any general meeting (unless a poll is demanded) a declaration by the chairperson that:
- (a) a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority; and
 - (b) 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.
- 35.44 The Club may record the proceedings of general meetings (including Annual General Meetings) using audio and visual technology but members are not entitled to do so.

QUORUM FOR GENERAL MEETINGS

- 35.45 No business shall be transacted at any general meeting of members unless a quorum of members is present.
- 35.46 At any general meeting of the Club (including an Annual General Meeting) convened by the Board, thirty (30) members present in person and eligible to vote shall be a quorum.
- 35.47 At any general meeting of the Club convened on the requisition of members pursuant to Rule 35.3, thirty (30) members present in person shall be a quorum.
- 35.48 If a quorum is not present within fifteen (15) 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 35.3; or
 - (b) stand adjourned to the same day in the next week at the same time and place.
- 35.49 If at any meeting adjourned pursuant to Rule 35.48(b) 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

- 35.50 The chairperson of a meeting may with the consent of the meeting (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place.
- 35.51 No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 35.52 A resolution passed at an adjourned meeting is passed on the day it was passed and shall not be deemed to have been passed on any earlier day.
- 35.53 It shall not be necessary to give any notice of an adjourned meeting 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.

36. MEMBERS' RESOLUTIONS AND STATEMENTS

MEMBERS' RESOLUTIONS

- 36.1 Subject to Rules 36.2 to 36.9 inclusive, the following 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 one hundred (100) members who are entitled to vote at a general meeting.
- 36.2 The notice must:
- (a) be in writing; and
 - (b) set out the wording of the proposed resolution;
 - (c) be signed by the members proposing to move the resolution.
- 36.3 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.
- 36.4 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.
- 36.5 If the Secretary has been given notice of a resolution under Rule 36.1, the resolution is to be considered at the next general meeting that occurs more than two (2) months after the notice is given.
- 36.6 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.
- 36.7 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.

36.8 The members requesting the resolution 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.

36.9 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

36.10 Subject to Rules 36.11 to 36.18 inclusive, 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.

36.11 The request must be made by either:

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

36.12 The request must be:

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

36.13 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.

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

36.15 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.

36.16 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.

36.17 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.

36.18 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

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

38.1 The Board shall:

- (a) 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.
- (b) prepare, on a quarterly basis, financial statements that incorporate:
 - (i) the Club's profit and loss accounts and trading accounts for the quarter; and
 - (ii) a balance sheet as at the end of the quarter.
- (c) cause the financial statements referred to in paragraph (b) of this Rule to be submitted to a meeting of the Board.
- (d) make the financial statements referred to in paragraph (b) of this Rule available to members of the Club within seven (7) days of the statements being adopted by the Board.
- (e) indicate, by displaying a notice on the Club's premises and on the Club's website, how the members of the Club can access the financial statements referred to in paragraph (b) of this Rule.
- (f) provide a copy of the financial statements referred to in paragraph (b) of this

Rule available to any member on the written request of the member.

- 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 Part 2M.3 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) the financial report of the Club; and
 - (b) the directors' report;
 - (c) the auditors' report on the financial report.

39. **FINANCIAL YEAR**

- 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**

- 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**

- 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.

42. **EXECUTION OF DOCUMENTS**

- 42.1 The Club may have a seal.
- 42.2 If the Club has a seal, 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 a 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**

43.1 Without limiting the provisions of the Corporations Act, 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;
- (c) by sending it to the electronic address of the member;
- (d) by sending the member sufficient information (either electronically or in physical form) to access the notice electronically, including by way of a text message containing a hyperlink to access the notice or a postcard to the member's address containing instructions on how to access the notice.

43.2 Where a notice is sent to a member in accordance with Rule 43.1(a), the notice is deemed to be received on the day it is given to the member.

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

43.4 Where a notice is sent to a member in accordance with Rule 43.1(d), the notice shall be deemed to have been received by the member on the day following that on which the Club provided the member with the relevant information to access the notice.

44. **INDEMNITY TO OFFICERS**

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**

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**

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 and financial Club members shall be the only members eligible to vote on any Special Resolution to amend this Constitution.

47. MEETINGS AND VOTING

47.1 In accordance with section 30C (3) of the Registered Clubs Act, the Club, the Board or a committee of the Club may (but is not required to):

- (a) distribute a notice of, or information about, a meeting or election of the Club, the Board or a committee of the Club by electronic means, and
- (b) hold a meeting at which all or some persons attend by electronic means but only if a person who speaks at the meeting can be heard by the other persons attending;
- (c) allow a person entitled to vote at a meeting of the Club, the Board or a committee of the Club, to vote in person or by electronic means.

47.2 If there is any inconsistency between Rule 47.1 and any other provision of this Constitution, Rule 47.1 shall prevail to the extent of that inconsistency.