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# CONSTITUTION OF LITHGOW CITY BOWLING CLUB LIMITED

## ACN 001 040 348

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# Constitution

## 1. NAME OF COMPANY

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1.1 The name of the Company is Lithgow City Bowling Club Limited.

## 2. PRELIMINARY

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2.1 The Company is a company limited by guarantee and shall be a non-proprietary company.

2.2 The Company is established for the purposes set out in this Constitution.

2.3 Pursuant to Section 135(2) of the Act all replaceable rules referred to in the Act are hereby displaced or modified as provided in this Constitution.

2.4 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.

2.7 The registered address of the Company is 2C Lithgow Street, Lithgow.

## 3. DEFINITIONS

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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

**“Biennial General Meeting”** means every alternate Annual General Meeting at which the Board is elected to office in accordance with this Constitution.

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

<b>“Board Appointed Director”</b>	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.
<b>“By-Laws”</b>	shall mean the By-laws made in accordance with this Constitution.
<b>“Club”</b>	means Lithgow City Bowling Club Limited ACN 001 040 348
<b>“Club Notice Board”</b>	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.
<b>“Constitution”</b>	means this Constitution.
<b>“Financial member”</b>	means a member of the Club who has paid all joining fees, subscriptions, levies and other payments to the Club by the relevant due dates.
<b>“Full member”</b>	means any person who is in one of the categories of membership referred to in Rule 10.2.
<b>“Gaming Machines Act”</b>	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.
<b>“Liquor Act”</b>	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.
<b>“Month”</b>	except where otherwise provided in this Constitution means calendar month.
<b>“Non Financial member”</b>	means a member who has not paid all joining fees, subscriptions, levies and other payments to the Club by the relevant due dates.
<b>“Office”</b>	means the general administrative office of the Club.
<b>“Registered Clubs Act”</b>	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.
<b>“Rules”</b>	means the rules comprising this Constitution.

<b>“Secretary”</b>	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.
<b>“Special Resolution”</b>	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.
<b>“Sub club”</b>	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

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4.1 The objects of the Club are to:

- (a) take over the funds and other assets and the liabilities of the previously unincorporated club then known as the “Lithgow City Bowling and Recreation Club”; and
- (b) promote the game of bowls and other sports, games and pastimes, indoor and outdoor, as may be deemed expedient;
- (c) provide a club house or club houses and other buildings with all appurtenances and conveniences, bowling greens and other recreation grounds as may be deemed expedient;
- (d) raise money by entrance fees, subscriptions or otherwise as may be deemed expedient to afford its members all the usual privileges, advantages, conveniences and accommodation of a club;
- (e) hold or arrange bowling or other matches or competitions and to offer and grant or contribute towards the provisions of prizes, awards and distinctions;
- (f) purchase or otherwise acquire the whole or any part of the undertaking, property and liabilities of any other company, body or association, whether incorporated or not, having objects altogether or in part similar to those of this Club or possessed of property suitable for the purpose of this Club;
- (g) take or otherwise acquire and hold shares in or become a member of any other company, body or association, whether incorporated or not, having objects altogether or in part similar to those of this Club; or carrying on any club or undertaking capable of being conducted so as directly or indirectly to benefit this Club;
- (h) purchase for cash or on terms, take on lease or in exchange, hire or otherwise acquire any land, buildings, easements, rights or privileges or other property real or personal, which the Club may think necessary or convenient for the purpose of the Club;
- (i) construct, maintain, improve and alter any buildings or works necessary or convenient for the purpose of the Club;
- (j) invest and deal with the moneys of the Club, not immediately required, in such manner as may from time to time be determined;

- (k) borrow or raise money in such manner and on such terms as the Club shall think fit and, in particular by the issue of, or upon bonds, debentures, debenture stock, bills of exchange, promissory notes or other obligations or securities of the Club, or by mortgage, charge or lien over all or any part of the property, both present and future of the Club, and to purchase, redeem or pay off any such securities;
- (l) hire and employ all classes of persons considered necessary for the purpose of the Club and to pay them and to other persons in return for services rendered to the Club, salaries, wages, gratuities and pensions;
- (m) support and subscribe to any charitable or public body and any institution, society or club which may be for the benefit of the Club or its employees, to give pensions, gratuities, Christmas boxes or charitable aid to any person who may have been employed the Club or to the wife, widow, children or other relatives of such persons, to make payments towards insurance and to form and contribute to provident and benefit funds for the benefit of any person employed by the Club;
- (n) establish, promote or assist in establishing or promoting and to subscribe to or become a member of any other association or clubs whose objects are similar or in part similar to the objects of the Club, provided that no subscription be paid to any such other association or club out of the funds of the Club except bona fide in furtherance of the objects of the Club;
- (o) take out and maintain appropriate insurance policies as may be required by the Club from time to time;
- (p) 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.
- (q) 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.
- (r) 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

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5.1 The liability of the members is limited.

## 6. MEMBERS' GUARANTEE

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6.1 Each member undertakes to contribute an amount not exceeding two dollars (\$2.00) if the Club is wound up:

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

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

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

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

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- 7.1 If the Club is wound up or dissolved and after the satisfaction of all the Club's debts and liabilities, any property whatsoever remains, that property shall:
- (a) not be transferred, paid to or distributed among the members;
  - (b) be given or transferred to an institution or institutions having objects similar to the objects of the Club and which prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Club.
- 7.2 The institution or institutions referred to in Rule 7.1(b) shall be determined by:
- (a) the members of the Club in general meeting (by ordinary resolution) at or before the time of dissolution; or in default thereof
  - (b) the Supreme Court of New South Wales.

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

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- 8.1 The income and property of the Club shall be applied solely towards the promotion of the objects of the Club as set forth in this Constitution. No portion of the income or property of the Club shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to the members of the Club.
- 8.2 Subject to the provisions of Section 10(6) and Section 10(6A) of the Registered Clubs Act, a member of the Club, whether or not he or she is a director or a member of any committee of the Club shall not be entitled under the Constitution of the Club or otherwise to derive directly or indirectly any profit, benefit or advantage from the Club that is not offered equally to every Full member of the Club.
- 8.3 Subject to the provisions of Section 10(7) of the Registered Clubs Act, a person, other than the Club or its members, shall not be entitled under the Constitution of the Club or otherwise to derive directly or indirectly any profit, benefit or advantage from the grant to the Club of, or the fact that the Club has applied for, a club licence under the Liquor Act or from any added value that may accrue to the premises of the Club because of the grant to the Club of, or the fact that the Club has applied for, such a licence.
- 8.4 A director shall not hold or be appointed or elected to any office of the Club paid by salary or wages or any similar basis of remuneration.
- 8.5 Subject to Rule 8.6 nothing in this Constitution shall prevent the payment:
- (a) in good faith of reasonable and proper remuneration to any employed officer or other employee of the Club; 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

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- 9.1 Liquor shall not be sold, supplied or disposed of on the premises of the Club to any person other than a member except on the invitation and in the company of a member. This Rule 9.1 does not apply in respect of the sale, supply or disposal of liquor to any person at a function in respect of which an authority is granted to the Club under Section 23(1) of the Registered Clubs Act.
- 9.2 Liquor shall not be sold, supplied or disposed of on the premises of the Club to any person under the age of 18 years.
- 9.3 A person under the age of 18 years shall not use or operate the gaming facilities of the Club.
- 9.4 The Secretary or any employee, director or member of any committee of the Club shall not be entitled under this Constitution or otherwise to receive directly or indirectly any payment calculated by reference to the quantity of liquor purchased, supplied, sold or disposed of by the Club or the receipts of the Club for any liquor supplied or disposed of by the Club.
- 9.5 Subject to 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

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- 10.1 No person under the age of eighteen (18) years shall be admitted as a member of the Club, other than as a Junior member in accordance with this Constitution.
- 10.2 The Full membership of the Club shall be divided into the following categories:
  - (a) Bowling members; and
  - (b) Non-Bowling members;
  - (c) Junior members;
  - (d) Life 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.

### **BOWLING MEMBERS**

- 10.6 Bowling members shall be persons who have attained the age of eighteen (18) years and are elected or transferred to Bowling membership of the Club.
- 10.7 Subject to any restrictions contained in this Constitution, Bowling 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) subject to Rule 27.5(g) 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.
- 10.8 A Bowling member is not entitled to the privileges of playing lawn bowls on the greens of the Club or representing the Club or any Sub Club unless they are a member of the relevant bowling Sub Club.

### **NON-BOWLING MEMBERS**

- 10.9 Non-Bowling members shall be persons who have attained the age of eighteen (18) years and are elected or transferred to Non-Bowling membership of the Club.
- 10.10 Subject to any restrictions contained in this Constitution, Non-Bowling 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) introduce guests to the Club;
  - (c) attend and vote at general meetings (including Annual General Meetings) of the Club;
  - (d) subject to Rule 27.5(g) and Rule 27.7 nominate for and be elected to hold office on the Board;
  - (e) vote in the election of the Board;
  - (f) vote on any Special Resolution (including a Special Resolution to amend this Constitution);
  - (g) propose, second, or nominate any eligible member for any office of the Club.
- 10.11 Unless otherwise permitted by law, Non-Bowling members are not entitled to:

- (a) propose, second or nominate any eligible member for Life membership; and
- (b) play bowls or participate in the sport of bowls at the Club unless otherwise permitted by the Board (for example, social bowls);
- (c) represent the Club or any Sub Club in the game of bowls.

## **JUNIOR MEMBERS**

10.12 Junior members shall be persons who have not attained the age of eighteen (18) years and are elected to Junior membership of the Club.

10.13 A person shall not be admitted as a Junior member of the Club unless the Board:

- (a) is satisfied that the person is joining the Club for the purposes of playing sport as a member of the Club or a Sub club; and
- (b) has received from that persons parent or guardian written consent to that person becoming a Junior member of the Club and taking part in the sporting activities organised by the Club or a Sub club;
- (c) is satisfied that the person will take part in regular sporting activities organised by the Club or a Sub club.

10.14 Subject to the provisions of the Registered Clubs Act, Junior members are entitled to such playing and social privileges and advantages of the Club as may be determined by the Board from time to time but shall not be entitled to:

- (a) attend or vote at general meetings (including Annual General Meetings) of the Club;
- (b) nominate for or be elected to hold office on the Board;
- (c) vote in the election of the Board;
- (d) vote on any Special Resolution (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;
- (g) introduce guests to the Club.

## **LIFE MEMBERS**

10.15 A Life member shall be any member who in consideration of long or meritorious service to the Club or for any other commendable reason has been granted Life membership of the Club in accordance with this Constitution.

10.16 Life membership may only be conferred at a general meeting of the Club (including an Annual General Meeting).

10.17 Candidates for Life membership shall be proposed by one and seconded by another eligible member and submitted to the Board for approval.

10.18 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.

- 10.19 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.
- 10.20 If a nomination for Life membership is approved by a resolution passed by a two thirds majority of the members present and voting at the general meeting the person nominated shall thereby be a Life member of the Club.
- 10.21 Every Life member shall be entitled to all the rights and privileges of a Bowling member.
- 10.22 A Life member is relieved from the payment of any annual subscription.

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

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- 11.1 The Board has the power on the application of any member to transfer that member to another category of membership (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 (including without limitation, a Junior member who has attained the age of eighteen (18) years) 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**

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- 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 senior employee then on duty may 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

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- 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.
- 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

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14.1 The following persons in accordance with procedures established by the Board may be made Temporary members of the Club:

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

14.2 Temporary members shall not be required to pay a joining fee or annual subscription.

14.3 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

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- 15.1 A person shall not be admitted as a Bowling member, Non-Bowling member or Junior 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 (if any and available) of the applicant;
  - (d) the telephone number of the applicant;
  - (e) the date of birth of the applicant;
  - (f) the occupation of the applicant;
  - (g) 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;
  - (h) the signature of the applicant and, in the case of a Junior member, the signature of the parent or guardian of the applicant;
  - (i) 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 and address 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 An interval of at least fourteen (14) days shall elapse between the deposit at the office of the nomination form of a person for election and the election of that person to membership of the Club.
- 15.10 The Club shall not be required to notify a person if they have been elected to membership. If a person fails to be elected to membership the Secretary shall cause any joining fee and subscription paid by the person to be returned to that person.

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

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- 16.1 Joining fees, subscriptions, levies and other payments payable by members of the Club shall be such as the Board may from time to time determine provided that the annual subscription shall be not less than \$2.00 (excluding Goods & Services Tax) or such other minimum subscription provided from time to time by the Registered Clubs Act.
- 16.2 In accordance with the Registered Clubs Act, the Board may from time to time, determine that subscriptions are payable by monthly, quarterly or half yearly instalments, in advance, or for more than one (1) year in advance.
- 16.3 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 provided that it is not less than \$2.00 (excluding Goods & Services Tax) or such other minimum subscription provided from time to time by the Registered Clubs Act.
- 16.4 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.
- 16.5 Any person who is elected to Full membership of the Club after the first day of January in each year shall be liable to pay one half of the annual subscription payable for the then current financial year.

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

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- 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.

- 17.2 The Club may give to a Non Financial member a notice:
- (a) requiring that payment of all amounts owing to the Club by that Non Financial member and specified in the notice be paid within fourteen (14) days from the date on which the notice is given; and
  - (b) informing the Non Financial member that if payment is not made within that time, the Board of the Club will by resolution terminate the membership of the Club of that Non Financial member without further notice to that Non Financial member.
- 17.3 Provided a notice has been given to a Non Financial member in accordance with Rule 17.2 and payment has not been made by that Non Financial Member within the fourteen (14) day period specified in the notice, the Board may by resolution terminate the membership of the Club of that Non Financial member.
- 17.4 The provisions of Rules 20 and 21 shall not apply to any person whose membership of the Club has been terminated pursuant to Rule 17.3.

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

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- 18.1 The Club shall keep the following registers:
- (a) A register of persons who are Full members which shall be kept in accordance with section 31(1)(a) of the Act and 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) the date on which the entry of the member's name in the register is made;
    - (iv) for the purposes of the Registered Clubs Act only, the occupation;
    - (v) for the purposes of the Registered Clubs Act only, the date on which that member last paid the annual fee for membership of the Club (excluding Life members).
  - (b) A register of persons who are Honorary members which shall be kept in accordance with Section 31(1)(b) of the Registered Clubs Act. This register shall set forth in respect of each of those members:
    - (i) the name in full or the surname and initials; and
    - (ii) the address.
  - (c) a register of persons who are Temporary members (other than Temporary members referred to in Rule 14.1(c)) which shall be kept in accordance with Section 31(1)(d) of the Registered Clubs Act. This register shall set forth in respect of each of those members:
    - (i) the name in full or the surname and initials; and
    - (ii) the address;
    - (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**

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- 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**

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- 20.1 Subject to Rule 20.2, the Board shall have power to reprimand, fine, suspend, expel or accept the resignation of any member, if that member:
  - (a) in the reasonable opinion of the Board, has 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. However, the member charged may request or may agree to a shorter period of notice.
  - (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 (e) 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(h)(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(h)(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 of which the member has been found guilty. 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 simple majority of the directors present in person vote in favour of such motion and in the event of an equality of votes the Chairperson of the meeting will have a casting vote.
- (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 No member dealt with in accordance with this Constitution shall have any right of action whether at law or in equity or other remedy whatsoever against the Club or the Board or any member thereof by reason of such reprimand, fine, suspension or expulsion or by reason of any act or thing arising therefrom or relating thereto. 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 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.

20.5 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**

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

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

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

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22.1 Any 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**

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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

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- 24.1 A member may at any time resign from his or her membership of the Club by either:
- (a) giving notice in writing to the Secretary; or
  - (b) returning his or her membership card to an officer of the Club and clearly indicating to the officer that he or she resigns from membership.
- 24.2 A resignation pursuant to Rule 24.1 shall take effect from the date on which the notice is received by the Secretary or the date on which the membership card is received by the officer of the Club.
- 24.3 Any 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

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- 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

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- 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

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- 27.1 Subject to Rules 27.2, 34.2 and 34.3, the Board shall consist of seven (7) directors who shall comprise a President, Deputy President, Treasurer and four (4) 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.
- 27.3 The Board shall be elected biennially 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) Bowling members;
  - (c) Non-Bowling members.
- 27.5 A member who:
- (a) is an employee; or
  - (b) is currently under suspension pursuant to Rules 20 or 21;
  - (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 not been a Financial member of the Club for at least one (1) year immediately preceding the proposed date of election or appointment to the Board, provided that this will not apply to Board Appointed Directors pursuant to Rule 27.2;
  - (h) was an employee of the Club during the three (3) years immediately preceding the proposed date of election or appointment to the Board.

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

27.6 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.

27.7 There shall be no more than three (3) Non-Bowling members on the Board at any time but not including Board Appointed Directors pursuant to Rule 27.2.

## 28. ELECTION OF BOARD

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

- (a) The Board shall appoint a Returning Officer and at least one (1) scrutineer to take charge of the ballot. A candidate for any position shall not be appointed as the Returning Officer or as a scrutineer.
- (b) Notice of the date and time of the last day for receiving nominations for office in accordance with paragraph (c) of this Rule 28.1, shall be prominently posted on the Club Notice Board at least twenty-eight (28) days prior to the date fixed for the Biennial General Meeting.
- (c) Nominations shall close at least fourteen (14) days prior to the date fixed for the Biennial General Meeting and must be delivered to the Secretary (or another employee authorised by the Secretary to accept nominations) on or before that date.
- (d) The nomination form shall be:
  - (i) in writing; and
  - (ii) in such form and contain such particulars as determined by the Board from time to time (including without limitation, may require certain information to be supported by a statutory declaration);
  - (iii) signed by two (2) members eligible to vote in the election of directors (**proposers**) and signed by the nominee who shall thereby signify his or her consent to the nomination.
- (e) Candidates are responsible for ensuring that they have correctly completed their nomination form and the Club is not required to notify candidates of an incorrectly completed nomination form.
- (f) The receipt of a nomination form by the Club does not constitute an acknowledgement by the Club that the nomination form has been completed correctly.
- (g) The failure to complete the nomination form correctly may result in a candidate being ineligible to be included in the election of the Board.
- (h) A nomination can be withdrawn:
  - (i) by the nominee at any time prior to the commencement of voting; and
  - (ii) by the Club at any time if the nominee has failed to correctly complete the nomination form and/or the nominee is ineligible to nominate for or be elected to the Board.
- (i) An eligible member may be nominated for more than one office.
- (j) The Secretary shall post the name of the candidate and his or her proposers on the



Club Notice Board.

- (k) If the full number of candidates for the various positions on the Board is not nominated then those candidates who are nominated shall be declared elected to the relevant positions and the unfilled positions shall be casual vacancies for the purposes of Rule 34.3.
- (l) If there be only the requisite number nominated for the various positions those candidates shall be declared duly elected.
- (m) If there be more than the required number nominated for any position an election shall take place in respect of that position.
- (n) If a member who has been nominated for more than one office is elected to a senior office, the member shall be eliminated from the election for the junior office. For the purposes of this Rule 28.1 the order of seniority shall be:
  - (i) firstly President;
  - (ii) secondly Deputy President;
  - (iii) thirdly Treasurer; and
  - (iv) fourthly Ordinary director.
- (o) If an election is required pursuant to Rule 28.1(m), the following shall apply:
  - (i) A ballot paper shall be prepared with the order of the names of the nominees determined by lot conducted by the Returning Officer;
  - (ii) At least five (5) days 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
  - (iii) The ballot shall be conducted in such manner and on such days and during such times as shall be determined by the Board from time to time.
  - (iv) The ballot shall be determined on the "first past the post" voting system.
  - (v) Members shall record their vote in such manner as may be prescribed by the Board from time to time by by-law. Failure to comply with the requirements of such by-laws shall render the vote invalid.
  - (vi) The decision of the Returning Officer as to the formality or informality of any vote shall be final.
  - (vii) In the event of an equality of votes, the Returning Officer shall draw lots between the candidates and the candidate who is drawn first shall be declared elected to that position.

- (viii) The Returning Officer shall report the result of the ballot to the Secretary or a person nominated by the Secretary who shall report the result to the Biennial General Meeting.
  - (ix) If the Returning Officer is not present, a scrutineer shall perform the duties of the Returning Officer set out in this Rule 28.1.
  - (x) The Board may, at any time, engage the services of a professional electoral consultant or company to perform, or assist in performing, any or all of the duties of the Returning Officer or scrutineers set out in this Rule 28.1.
  - (xi) If at the close of the Biennial General Meeting any vacancies remain on the Board, such vacancies shall be casual vacancies and may be filled in accordance with Rule 34.3.
- (p) If the election of the Board is to be conducted electronically, members will be able to vote either by using their own personal computer or other electronic device without having to attend the Club's premises or by using a designated computer or other electronic device at the Club's premises.
- 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**

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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 29.20.
- (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 President 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 President shall be a member of all the committees of Sub clubs and may nominate a Director or Directors to represent him or her on one or more of those committees.
- 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.
- 29.19 Notwithstanding anything else contained in this Constitution:
- (a) the Board must establish a Sub Club for male bowlers known as or to be known as "Lithgow City Men's Bowling Club; and
  - (b) the Board must establish a Sub Club for female bowlers known as or to be known as "Lithgow City Women's Bowling Club; and
  - (c) the Club shall keep and maintain in first class condition such number of bowling greens as may be reasonably required from time to time to meet the reasonable requirements of the bowling Sub Clubs, including without limitation the engagement by the Club or the services of a qualified greenkeeper for that purpose.

## **BY-LAWS**

- 29.20 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.
- 29.21 Without limiting the generality of Rule 29.20 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.
- 29.22 Any By-law made under Rule 29.20 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.

- 29.23 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**

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- 30.1 The Board may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit provided that the Board shall meet at least once in each calendar month for the transaction of business.
- 30.2 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.
- 30.3 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.
- 30.4 The quorum for a meeting of the Board shall be four (4) members of the Board not including Board Appointed Directors pursuant to Rule 27.2.
- 30.5 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.
- 30.6 Subject to this Constitution questions arising at any meeting of the Board shall be decided by a majority of votes and a determination by a majority of the Board shall for all purposes be deemed a determination of the Board. In case of an equality of votes the chairperson of the meeting shall have a second or casting vote.
- 30.7 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.
- 30.8 A meeting of the Board may be called or held using any technology consented to by all the directors. The consent may be a standing one. A director may only withdraw his or her consent within a reasonable period before the meeting.
- 30.9 A resolution in writing signed by all the directors shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more directors. The resolution shall be passed when the last director signs the document containing the resolution.
- 30.10 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 to the Secretary or the President or Deputy President depending on which of these office bearers sent the original email to the Directors.

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

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- 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**

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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**

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33.1 The members in general meeting may by ordinary resolution:

- (a) remove from office any director, directors or the whole of the Board before the expiration of his or her or their period of office; 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**

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

- (a) dies; or
- (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 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**

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#### **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) fifteen (15) members present in person and eligible to vote shall be a quorum.
- 35.47 If a quorum is not present within thirty (30) minutes after the time appointed for the commencement of the meeting, the meeting shall:
- (a) be dissolved if it was convened at the request of members pursuant to Rule 35.3; or
  - (b) stand adjourned to the same day in the next week at the same time and place.
- 35.48 If at any meeting adjourned pursuant to Rule 35.47(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**

- 35.49 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.
- 35.50 No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 35.51 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.
- 35.52 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**

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### **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

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- 37.1 The Club must keep minute books in which it records:
- (a) proceedings and resolutions of general meetings of the Club; and
  - (b) proceedings and resolutions of meetings of the directors of the Club (including meetings of a committee of directors);
  - (c) resolutions passed by directors without a meeting.
- 37.2 The Club must ensure that:
- (a) minutes of a meeting are signed within one (1) month of the meeting by the chairperson of the meeting or the chairperson of the next meeting; and
  - (b) minutes of the passing of a resolution without a meeting are signed by a director within one (1) month of the date on which the resolution is passed.
- 37.3 A minute that is so recorded and signed is evidence of the proceeding, resolution or declaration to which it relates, unless the contrary is proved.

### 38. ACCOUNTS AND REPORTING TO MEMBERS

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- 38.1 The Board shall:
- (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**

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

#### 40. **AUDITORS**

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

#### 41. **SECRETARY**

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

#### 42. **EXECUTION OF DOCUMENTS**

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- 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**

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

- (a) personally; or
- (b) by sending it by post to the address of the member recorded for that member in the Register of Members kept pursuant to this Constitution;
- (c) by sending it to the electronic address (if any) nominated by the member;
- (d) by notifying the member in accordance with Rule 43.2 (in the case of notices of general meetings (including Annual General Meetings) only).

43.2 If the member nominates:

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

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

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

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

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

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

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

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

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

45. **INTERPRETATION**

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

46. **AMENDMENTS TO CONSTITUTION**

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- 46.1 This Constitution can only be amended by way of Special Resolution passed at a general meeting of the members of the Club. Life members, Bowling members and Non-Bowling members shall be the only members eligible to vote on any Special Resolution to amend this Constitution.