

**TUGGERANONG VIKINGS HOCKEY  
CLUB**  
**Incorporated**



**CONSTITUTION**

Version 3.1

### Version Control

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## PART I – GENERAL

### 1. *Name of Club*

- 1.1 The name of the Club shall be “Tuggeranong Vikings Hockey Club Incorporated.” In this Constitution it shall be referred to as “the Club”
- 1.2 The Club shall be affiliated with Hockey ACT Incorporated and with TVRU&SC Incorporated while ever TVRU&SC are sponsors of the Club.
- 1.3 Club colours shall be predominately maroon and white.

### 2. *Definitions*

Note: In the Rules a definition applies unless a contrary intention appears (see Legislation Act s 155):

**Club** means the incorporated association of the Tuggeranong Vikings Hockey Club.

**executive** means that body constituted by Rule 17 of this Constitution;

**committee** means general committee as described in Rule 18 of this Constitution

**fee** means the sum payable under this Constitution for membership of the Club;

**financial year** means the year commencing on the first day of November and concluding on the last day of October of the calendar year;

**member** means a member, however described, of the Club

**secretary** means the person holding office under these rules as secretary of the Club or, where no such person holds that office, the public officer of the Club;

**sector** means grouping of teams registered in an identified competition;

**the Act** means the *Associations Incorporation Act 1991*; and

**the Regulations** means the *Associations Incorporation Regulations 1991*.

### 3. *Objects*

The objectives of the Club shall be:

- a. The overall direction of the Club is vested in the membership at large;
- b. The consequential right to participate in the management of the Club and to set policies is therefore likewise vested in the membership at large;

3.3 To encourage, foster, promote and preserve the best traditions of the game of hockey as a sport for life in the Tuggeranong area of the Australian Capital Territory, and other places generally;

- 3.4 By association, to promote the social and recreational interests and good will amongst members and players; and
- 3.5 To participate in such other sporting and social activities, as the Club shall, from time to time, determine.

## **PART II – MEMBERSHIP**

### **4. *Membership Qualifications***

A person has qualified to be a member if the person:

- 4.1 Has qualified for membership in accordance with rule 5
- 4.2 Has been accepted for Life Membership of the Club;
- 4.3 Has qualified for social membership by participation in a non-winter season team including, but not restricted to, summer twilight, Hookin2Hockey, Veterans or Masters.

Members under sub-section 4.3 above do not qualify for voting rights under this constitution.

### **5. *Application for Membership***

- 5.1 An application by a person for membership of the Club shall be made via completion of the current Hockey Australia Online Registration System. ([www.hockeyact.org.au](http://www.hockeyact.org.au))
- 5.2 Application for playing members are normally accepted and the application by playing members would only be rejected in exceptional circumstances such as the applicant being unfinancial with HockeyACT or any clubs affiliated with Hockey Australia or failure to complete all of the relevant application. Where the committee rejects a nomination for membership, the secretary shall within 7 days of the committee's decision, notify the nominee of the committee's decision.
- 5.3 Applications for non-playing membership will be referred to the committee by the secretary as soon as practicable after receipt, which may accept or reject the application.
- 5.4 Where the committee rejects a nomination for membership, the secretary shall within 7 days of the committee's decision, notify the nominee of the committee's decision.

### **6. *Categories of Membership***

Membership of the Club shall be in the categories as listed in the current Hockey Australia Online Registration System

**7. *Life Membership***

- 7.1 Qualification is by nomination to the Committee to be endorsed, and put to the members of the Club at the annual general meeting. Acceptance is by simple majority of those members present and voting;
- 7.2 No more than two persons shall be elected as Life members in a calendar year;
- 7.3 Life Members awarded life membership of any of the incorporated organisations which existed in effect prior to this merged Tuggeranong Vikings Hockey Club shall all retain life membership under this constitution.

**8. *Membership entitlements not transferable***

The rights, privileges and/or obligations of membership:

- 8.1 Are not transferrable except where membership has been qualified under rule 5 who have not attained the age of 18 years may nominate a parent or guardian to act on their behalf as recorded in the current Hockey Australia Online Registration System ; and
- 8.2 terminates on cessation of the person's membership.

**9. *Voting rights of Members***

- 9.1 All votes shall be given personally
- 9.2 Members of the Club who have attained the age of 18 years have the right to attend and vote at all meetings of the Club.
- 9.3 Members who have not attained the age of 18 years may attend but not vote at a meeting but may nominate a parent or guardian to vote on their behalf (one vote per playing member)
- 9.4 This constitution does not allow for appointment of proxies in relation to voting at any meeting of the Club

**10. *Cessation of Membership***

A person ceases to be a member of the Club if the person:

- (a) dies;
- (b) resigns from membership of the Club in accordance with Rule 11;
- (c) is expelled from the Club in accordance with Rule 13; or
- (d) is not a life member and fails to renew membership of the Club at the beginning of the relevant season.

**11. *Resignation of Membership***

- 11.1 A member of the Club, may, at any time, resign from the Club by notifying the secretary, in writing of her or his resignation.
- 11.2 Resignations are to be accepted providing the member is financial and has no Club property in her or his possession.
- 11.3 If the resignation is not accepted the Secretary within seven (7) days shall notify the member stating the reason for non-acceptance.
- 11.4 If the resignation is accepted the Secretary/Registrar shall make an appropriate entry in the current Hockey Australia Online Registration System, recording date of acceptance of resignation.
- 11.5 Any and all fees paid by the member will not be refunded upon written resignation of membership. However, written application can be made to the executive committee who may, considering any exceptional circumstances, notify the treasurer of any refund or transfer of funds due to that resigning member.

**12. *Clearance and Transfer***

- 12.1 Transfer of a financial playing member is subject to approval of the committee and Hockey ACT.
- 12.2 The committee shall approve the application for transfer provided that the playing member is financial and has no Club property in their possession.

**13. *Suspension and expulsion of Members***

Where the committee is reasonably of the opinion that a member:

- (a) Has persistently refused or neglected to comply with a provision of these rules; or
- (b) has acted in an improper manner prejudicial to the interests of the Club;
- (c) a matter has been referred to a Disciplinary Committee by a member of the executive;
- (d) the committee may by resolution:
- (e) give an appropriate recompense as determined by the Disciplinary Committee;
- (f) suspend the member for such time and from such rights and privileges of membership of the Club as the committee may determine; or
- (g) expel the member from the Club.

Where a member is expelled or suspended in accordance with clause (f) or (g) of Rule 13, the committee must provide reasons to the member for that expulsion or suspension.

**14. *Right of appeal of a expelled or suspended member***

- 14.1 A person whose membership is suspended or terminated by the committee, may, within 7 days thereafter, by a notice in writing, require the secretary to call a general meeting for the purposes of appealing the decision. Subject to Rules 30/31
- 14.2 On receipt of a notice under 14.1, the secretary shall notify the committee which shall convene a general meeting of the Club to be held within 21 days after the date on which the secretary received the notice, or as soon as possible after that date.
- 14.3 At the meeting held in accordance with Rule 14.2:
  - (a) No business other than the question of appeal shall be transacted;
  - (b) the suspended or expelled member, and the committee, must be given the right to be heard; and
  - (c) the procedure shall be such that the matter will be determined fairly and impartially; and
  - (d) the suspension or expulsion shall stand unless overturned or varied by a two-third voting majority, by secret ballot, of eligible members present.

**15. *Fees***

- 15.1 The fee structure for members is the amounts determined by resolution of the committee from time to time.
- 15.2 The fee is due and payable in full before 1 July in each calendar year in relation to the Club's winter competition, or as determined by the current fee structure set by the committee, subject to the following provisions:
  - (a) The committee may enter into an arrangement with any playing member for the payment of the fee by instalments, provided that instalments are paid by the due dates as determined by the committee
  - (b) The committee shall have the discretion to fix a lesser fee than that determined pursuant to rule 15.1, for example, players participating in both seniors and juniors, season-ending injuries and as assistance to goalkeepers etc.

**16. *Members' liabilities***

The liability of a member to contribute towards the payment of the debt and liabilities of the Club or the cost, charges and expenses of winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club.

## **PART III – MANAGEMENT**

### **17. *Executive***

There shall be an executive consisting of:

- (a) the President; and
- (b) 2 Vice-Presidents; and
- (c) the Treasurer; and
- (d) the Secretary;

The executive shall have the power to deal with urgent business

The executive may act at its discretion without reference to the committee, but provide full particulars concerning such action before the committee at its next meeting.

### **18. *Committee***

There shall be a committee consisting of:

- (a) the executive of the Club;
- (b) Assistant Treasurer
- (c) 5 sector registrars – Mens, Womens, Boys, Girls & Hookin2Hockey
- (d) 3 ordinary committee members

each of whom shall be elected under Rule 20 or appointed in accordance with Rule 21.

Each member of the committee shall subject to Rule 23, hold office until the conclusion of the annual general meeting following the date of the members election, and is eligible for re-election.

The Club shall not pay any member of the committee any remuneration or benefit in money or monies worth more than the repayment of approved out of pocket expenses.

### **19. *Powers of committee***

The committee, subject to the Act, the Regulations, these rules, and to any resolution passed by the Club in a general meeting:

- (a) shall control and manage the affairs of the Club; and
- (b) may exercise all such functions as may be exercised by the Club other than those functions that are required by these rules to be exercised by the Club in general meeting; and
- (c) has power to perform all such acts and do all such things as appear to the committee as be necessary or desirable for the proper management of the affairs of the Club.

## **20. *Election of the Committee Members***

20.1 Nominations of members for election as committee members of the Club:

- (a) shall be made by self-nomination and endorsed by two financial members of the Club on the Club's nomination form; and
- (b) shall be delivered to the secretary of the Club not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (c) to nominate for a vacant position at an annual general meeting, the nominee must be a member of the Club.
- (d) A nomination at an annual general meeting of a member who is absent from the annual general meeting, shall not be deemed to be accepted unless rule 20.1(a) (b) & (c) applies.

20.2 In any election, voting may only be by person

20.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected.

20.4 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be taken to be elected and further nominations shall be called for by the chairperson of the annual general meeting.

20.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.

20.6 The ballot for the election of office bearers and ordinary committee members shall be conducted at the annual general meeting in such a manner as the committee may direct.

20.7 A person is not eligible to simultaneously hold more than 1 position on the committee.

## **21. *Vacancies***

21.1 A vacancy arises when an office bearer or member of the committee:

- (a) Dies; or
- (b) Ceases to be a member of the Club; or
- (c) Resigns in writing; or
- (d) Is removed from office under rule 23; or
- (e) Becomes an insolvent under administration within the meaning of the Corporations Act; or
- (f) Suffers from mental or physical incapacity; or
- (g) Is disqualified from office under the Act, section 63(1); or
- (h) Is absent without the consent of the committee from all meetings of the committee held during a period of 3 months.

21.2 In the event of a vacancy in the membership of the committee, the committee may appoint a financial member of the Club to fill the vacancy and the member so appointed

shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

**22. *Office Bearers***

1. President

The President shall have the following responsibilities:

- (a) to ensure the actions of the Club are consistent with its objectives
- (b) to chair all general meetings, committee meetings and executive meetings
- (c) to prepare reports for the annual general and other meetings as required
- (d) to represent the Club in any external liaisons.

The President is also an ex-officio member of all committees, sub-committees, working groups and task forces established by this constitution or the Club

The President shall be elected at the AGM by any and all of the members present and eligible to vote at the meeting.

2. Vice President

There shall be 2 (two) Vice President positions; one responsible for communications and the other for operations:

- (a) represent the Club on both internal and external matters in support of the president;;
- (b) report on matters of interest specific to the group they represent either Operation or Communications;
- (c) will be allocated tasks as required by the president for the operation of the Club.
- (d) act as president on the executive committee in the president's absence, and the role of acting as president to be fairly distributed between the two vice presidents.

Each Vice President shall be elected at the AGM from those members present and eligible to vote.

*Vice President Communications* will be responsible for all areas of communication including, but not restricted to: media; functions; fundraising; sponsorship; marketing; strategic planning; newsletters; website management and will also act as community liaison contact point.

*Vice President Operations* will be responsible for the operations of the Club including but not restricted to, areas such as player development and recruitment; umpiring and technical development; property; coaching; indigenous liaison and first aid.

### 3. Secretary

The Secretary of the Club shall, as soon as practicable after being appointed as secretary, notify the Club of her or his address.

The Secretary shall:

- (a) keep minutes of the elections and appointments of office-bearers and ordinary committee members, proceedings of annual general meeting, committee meetings and general meetings including names of members of the committee present at a committee meeting or a general meeting;
- (b) set and distribute agendas for general and committee meetings;
- (c) issue notices for general and committee meetings;
- (d) distribute minutes of meetings to attendees and other interested members of the Club;
- (e) deal with inwards and outwards correspondence, in consultation with the executive committee.

The secretary shall be the Public Officer of the Club. If the Secretary does not reside in the ACT, or is under the age of 18 years, another member of the Executive shall be nominated as Public Officer. Any change of address during their term of appointment must be notified in writing to the ACT Registrar's Office within 14 days.

The secretary shall maintain a register of all members of the Club

The Secretary shall be elected at the AGM by any and all of the members present and eligible to vote at the meeting.

### 4. Treasurer

The treasurer of the Club shall:

- (a) collect and receive all moneys due to the Club and make all payments authorised by the Club;
- (b) keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club;
- (c) maintain accounts with such banks and financial institutions as are approved by the committee;
- (d) issue a receipt for any moneys received on behalf of the Club and those money's shall be paid into the Club's account as soon as practicable after receipt; and
- (e) report to each committee meeting the financial status of the Club and a record of the report shall appear in the minutes.
- (f) ensure that the Club's financial records are audited at the end of each financial year;
- (g) to prepare end of year financial statements and present them to the annual general meeting;

- (h) prepare a draft budget to provide guidance to the committee and to provide an opportunity for the committee to consider issues of priorities and planning.
- (i) assist in the preparation of grant applications.
- (j) to perform other duties as required by relevant legislation.

The Treasurer shall be elected at the AGM by any and all of the members present and eligible to vote at the meeting.

#### 5. Assistant Treasurer

The Assistant Treasurer will be a general committee member and will assist the Club Treasurer, as required by the Treasurer from time to time, in any or all roles of that position as described in rule 22.4.

The Assistant Treasurer shall be elected at the AGM by any and all of the members present and eligible to vote at the meeting.

#### 6. Registrar (Mens, Womens, Boys, Girls and Hookin2Hockey)

The Registrars be a general committee members and shall:

- (a) liaise with Hockey ACT in relation to any registrations or relevant competition issues
- (b) be responsible for communication of the committees intention to their relevant sector playing members
- (c) representation of the Club at respective Hockey ACT competition committees
- (d) be an ambassador on behalf of their relevant sector on the Club committee

Registrars shall be elected at the AGM by any or all of the members present and eligible to vote at the meeting.

#### 7. *Disciplinary Committee*

A Disciplinary Committee will be convened when deemed necessary by the committee and will consist of one member of the Executive Committee plus any other members of the Club as chosen by the executive committee.

#### **23. *Removal of committee members***

The Club in a general meeting may by resolution, subject to the Act, section 50, remove any member of the committee from the office of member of the committee before the expiration of the member's term of office.

**24. *Committee meetings and quorum***

- 24.1 The committee shall meet at least 6 times in each calendar year (as required) in order to manage the Club, the location and time of meetings as the committee may determine.
- 24.2 Additional meetings of the committee may be convened by any member of the committee.
- 24.3 Oral or written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- 24.4 Notice of a meeting given under Rule 24.3 shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- 24.5 Any 4 members of the committee constitute a quorum for the transactions of the business of a meeting of the committee.
- 24.6 No business shall be transacted by the committee unless a quorum is present and; if within half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be adjourned.

At meetings of the committee:

- (a) the president or, in the absence of the president, the vice-president shall preside; or
- (b) if the president and the vice-presidents are absent, 1 of the remaining members of the committee may be chosen by the members present to preside.

**25. *Delegation by committee to subcommittee***

- 25.1 The committee may, by instrument in writing, delegate to 1 or more subcommittees (consisting of such members of the Club as the committee thinks fit) the exercise of such functions of the committee as are specified in the instrument, other than:
  - (a) this power of delegation; and
  - (b) a function which is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the Club in general meeting.
- 25.2 A function, which has been delegated to a subcommittee under this rule and which remains unrevoked, may be exercised by the subcommittee in accordance with the terms of the delegation.
- 25.3 A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time and circumstances, as may be specified in the instrument of delegation by the committee
- 25.4 Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated.

- 25.5 Any act or thing done or suffered by a subcommittee acting in exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the committee
- 25.6 The committee may revoke wholly or in part any delegation under this rule.
- 25.7 The committee may revoke wholly or in part in act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this rule.
- 25.8 A subcommittee may meet and adjourn as it thinks proper.

**26. *Voting and decisions***

- 26.1 Questions arising at a meeting of the committee or any subcommittee appointed by the committee shall be determined by a majority of the votes of members of the committee or subcommittee present at the meeting.
- 26.2 Each member present at a meeting of the committee or of any subcommittee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, in the event of any equality of votes on a question, the person presiding may exercise a second or casting vote.
- 26.3 Subject to rule 24.5, the committee may act notwithstanding any vacancy on the committee
- 26.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a subcommittee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualifications of any member of the committee or subcommittee.

**PART IV – GENERAL MEETING**

**27. *Annual General Meetings – Holding of***

- 27.1 The Club shall, once in each calendar year and within a period of 4 months after the expiration of each financial year of the Club, convene an annual general meeting of its members.
- 27.2 The annual general meeting shall be in addition to any general meetings that may be held in the same year.

**28. *Annual General Meeting – Calling of***

- 28.1 The annual general meeting of the Club shall, subject to the Act, be convened on such a date and at such place and time as the committee thinks fit.
- 28.2 The annual general meeting shall be specified as such in the notice convening it. Notice of the annual general meeting shall be given in the Club's newsletter, via electronic mail, direct circular to the member's home and/or advertised under Public Notices of the local newspaper not later than 21 days before the date nominated for the annual general meeting.

**29. *Annual General Meeting – Business at***

29.1 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be:

- (a) confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting; and
- (b) to receive from the Committee and Auditor, reports on the activities of the Club during the last preceding financial year; and
- (c) to elect members of the committee, including office-bearers; and
- (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73(1); and
- (e) election of any eligible life members.

29.2 The annual general meeting may transact special business, notice of which must be given in writing to the secretary 7 days before the date specified for the annual general meeting, and such notice shall be signed by not less than two members entitled to vote.

29.3 No business shall be deemed to have been transacted, no member elected to the committee and no resolution passed which is binding on the Club, unless a quorum of 15 current members who are entitled to vote are present at the annual general meeting.

**30. *General Meetings – Calling of***

30.1 The committee may, whenever it thinks fit, convene a general meeting of the Club.

30.2 The committee shall, on the requisition in writing of not less than 15 members of the Club, convene a general meeting of the Club.

30.3 A requisition of members for a general meeting:

- (a) shall state the purpose or purposes of the meeting; and
- (b) shall be signed by the members making the requisitions; and
- (c) shall be lodged with the secretary; and
- (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.

30.4 If the committee fails to convene a general meeting within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any 1 or more members who made the requisition may convene a general meeting to be held not later than 3 months after that date.

30.5 A general meeting convened by a member or members referred to in Rule 30.2 shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who thereby incurs expense is entitled to be reimbursed by the Club for any reasonable expense so incurred.

**31. *General Meetings – Notice***

- 31.1 Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member a notice specifying the place, date and time of the meeting and the nature of the business to be transacted at the meeting. If the member has supplied an electronic address the notice of meetings may be sent by electronic transfer.
- 31.2 Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in Rule 31.1 specifying, in addition to the matter required under Rule 31.1, the intention to propose the resolution as a special resolution.
- 31.3 No business other than that specified in the notice convening a general meeting shall be transacted at the meeting.
- 31.4 A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

**PART V – MISCELLANEOUS**

**32. *Audit***

- 32.1 The committee shall appoint an auditor prior to the last committee meeting of the financial year.
- 32.2 Audited accounts are to be presented at each annual general meeting in accordance with the Act.

**33. *Alteration of Objects and Rules***

- 33.1 No amendment to this Constitution shall be passed unless it is carried by at least a two-thirds majority of members present at a general meeting for which notice of the intention to amend the Constitution has been given.
- 33.2 At least 21 days notice of any proposed amendment to this Constitution shall be given to all members of the Club

**34. *Annexes to the Constitution***

- 34.1 Annexes may be added to this constitution setting out policy positions of the Club, or dealing with particular aspects of process or procedure, or otherwise relating to the implementation of matters provided for in this constitution.

- 34.2 Their role is to provide an orderly way for the Club to proceed with its business from year to year, and to keep track of decisions made, stances taken or procedures established or utilised, which may be helpful in future years;
- 34.3 Annexes may be adopted or changed by simple majority at any general meeting with notice and proposed texts being circulated to all members at least seven days prior to the meeting; and
- 34.4 Annexes must not be inconsistent with this constitution.

**35. *Common Seal***

- 35.1 The common seal of the Club shall be kept in the custody of the Secretary.
- 35.2 The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures of one member of the executive committee and the secretary.

**36. *Custody of Books***

- 36.1 Subject to the Act, the Regulations and these rules, the secretary or nominated executive committee member, shall keep in her or his custody or under her or his control all records, books, and other documents relating to the Club.

**37. *Dissolution of Club***

- 37.1 The Club shall be dissolved if a resolution to this effect is carried by at least a two-thirds majority of a quorum of members present at a general meeting. At least 21 days prior notice of the proposed resolution shall be given to all members of the Club.
- 37.2 In the event of dissolution of the Club, any surplus assets shall be held in trust to be transferred to a succeeding body, or to a body with similar objects to those set out in Rule 3 of this Constitution.
- 37.3 In no circumstances, in the event of dissolution of the Club, shall the assets of the Club be distributed amongst members.

**38. *Funds - Source***

- 38.1 The funds of the Club shall be derived from membership fees, sponsorship, grants, fundraising, donations, and subject to any resolution passed by the Club in general meeting and subject to the Act, section 114, such other sources as the committee determines.
- 38.2 All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- 38.3 The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.

**39. *Funds - management***

39.1 The Club must not:

- (a) Make any form of investment or deposit, with a financial institution or otherwise; or
- (b) make any gifts, grants, subscriptions or donations; or
- (c) accept bequests or gifts in any form if conditions are attached; or
- (d) pursue any form of fundraising or income generation;

Which may be deemed by the committee in conflict with the principles, function or objectives of the Club.

39.2 Subject to any resolution passed by the Club in general meeting, the funds of the Club shall be used for the objects of the Club in such manner as the committee determines.

39.3 All payments from the Club shall be by cheque/electronic transfer and shall be subject to prior approval by the committee. To enable the withdrawal of Club funds by cheque these shall be signed by the treasurer and one other committee member recorded as a cheque signatory with the financial institution which holds the Clubs funds.

**40. *Inspection of Books***

40.1 The records, books and other documents of the Club shall be open to inspection at a place in the ACT, free of charge, by a member of the Club at any reasonable hour.

40.2 If the committee deems that certain aspects of the information to be provided to a member in accordance with 40.1 is not suitable for release or inspection due to privacy concerns or similar, the member will be provided with a written explanation by the committee for the reason access will not be provided.

**41. *Liability***

41.1 In the event of any claim being made upon the Club, the Club's liability shall be limited to the extent of funds and other assets held by the Club.

**42. *Minutes***

42.1 Minutes of proceedings shall be recorded by the secretary in a minute book or in electronic form, and filed appropriately.

42.2 Minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person presiding in the next succeeding meeting

**43. *Service of Notices***

- 43.1 For these rules, a notice may be served by or on behalf of the Club on any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- 43.2 Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

**44. *Working as a Volunteer***

The Club, and its members, will be bound to operate within the legislation of the current day specifically when it comes to diversity, disability, vulnerability or otherwise, as applicable to the Club's operations.