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CONSTITUTION

of

**THE BASSENDEAN BOWLING
CLUB INC**

August 2021

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1. Name of Club

(a) The name of The Club shall be Bassendean Bowling Club (Inc).

2. Objects

(a) To establish, maintain and conduct a club for Lawn Bowls in the Bassendean district and to support the recreational, social, sporting, cultural and community dimensions of that interest. These objects include the provision of facilities for the pursuit of literary, scientific, athletic and professional and any other lawful purpose that provides benefits and enjoyment for the members of The Club.

(b) To provide and maintain a clubhouse and sporting amenities for the use of the members.

(c) To foster community partnerships with The Club.

3. Not for Profit

(a) The property and income of The Club must be applied solely towards the promotion of the objects of The Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

4. Colours of the Club

The Colours of the Club shall be dark green (Pantone 3435 C) and light green (Pantone 362 C).

5. Definitions

(a) In reading this Constitution, unless the context or such otherwise indicates or requires:

(i) "Annual Meeting" means an Annual General Meeting.

(ii) "Books of the Association" means: the Members Register; the Record of Office Holders; and the Club Constitution.

(iii) "By-Laws" means the codes of rules made and adopted by The Club in accordance with Section 19(b)(xii).

(iv) "Commissioner" means: the person for the time being designated as the Commissioner under section 153 of the Associations Incorporation Act.

(v) "Executive Committee" means the Management Committee for The Club, duly elected for the time being in accordance with these Rules.

(vi) "Financial records" Includes: invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; documents of prime entry; working papers and other documents needed to explain the methods by which financial statements are prepared; and adjustments to be made in preparing financial statements;

(vii) "Financial report" has the meaning given in Part 5 of The Act;

(viii) "Financial statements" means the financial statements in relation to The Club required under Part 5 of The Act;

(ix) "Financial year" means the period commencing 1 July each year, until the following 30th of June.

- (x) "General Meeting" means a General meeting of The Club whether Annual or Special, where all members are invited to attend.
- (xi) "Liquor Act" means the Liquor Control Act 1988, its amendments and any other legislation that may come into force to replace or supplement this Act, and shall form part of these Rules.
- (xii) "Month" means a calendar month.
- (xiii) "Nominee" means a fully financial member of the club with voting rights.
- (xiv) "Ordinary Resolution" means resolution other than a special resolution.
- (xv) "Rules" means this constitution of the Club, as in force for the time being.
- (xvi) "Special General Meeting" means a General Meeting, called in accordance with Section 13 hereunder, at which only business that has been described in the notice may be transacted.
- (xvii) "Special Resolution" means a resolution passed by the members at a general meeting in accordance with Section 51 of The Act.
- (xviii) "Subscriptions" means a membership fee, green fee and affiliation fee set by the Executive Committee from time to time.
- (xix) "The Act" means the Associations Incorporation Act 2015, its amendments and any other legislation that may come into force to replace or supplement this Act, and shall form part of these Rules.
- (xx) "The Club" means The Bassendean Bowling Club (Inc).
- (xxi) "The Club Premises" means all land, building and structures thereon of which The Club is the bona fide occupier.
- (xxii) "Voting rights" means the ability for a financial member to propose or second an application for membership; move or second a motion or special motion; speak at all general meetings; nominate for a position on the Executive Committee; vote at all general meetings; and petition for a special general meeting.

6. Membership

- (a) The Club shall keep an up-to-date register of members in respect of Full (Ordinary), Life, Junior, Social, Corporate, Introductory and Honorary members.
 - (i) This register must be continually available for inspection at The Club premises by authorised officers.
 - (ii) Residential, postal or email address; or information by means of which contact can be made with the member, can be nominated for the members register.
- (b) Membership of The Club shall consist of the following:
 - (i) **Full (Ordinary) Member** - persons who have a sporting affiliation with The Club.
 - a. Entitled to full use of The Club facilities.
 - b. Shall have voting rights.
 - (ii) **Life Member** –persons who have rendered meritorious service to The Club as Life Members for such service under Section 7(g).

- a. Entitled to full use of The Club facilities.
 - b. Shall have voting rights.
 - c. Life Members shall be exempt from subscriptions but shall pay any levies, match fees and affiliation fees.
- (iii) **Junior Member** – persons under the age of 18 years who have a sporting affiliation with The Club.
- a. Shall not have voting rights.
 - b. Shall not have the authority to invite guests to The Club unless otherwise approved in writing by the Executive Committee.
- (iv) **Social Member** - persons who are interested in promoting the objects of The Club but do not wish to participate in any affiliated sporting activities.
- a. A Social Member is not authorised to use the greens unless approved by the Executive Committee.
 - b. Shall not have voting rights.
- (v) **Introductory Member** – persons who wish to trial membership yet do not wish to participate in any affiliated sporting activity during the trial period.
- a. Shall not be authorised to use the greens unless approved by the Executive Committee.
 - b. Shall not have voting rights.
- (vi) **Corporate Member** – organisations, restricted to senior management, conducting community or tourism related business in Bassendean and its surrounds that have made a contribution to The Club through business, sponsorship or donations may be granted Corporate Membership status by the Executive Committee.
- a. Corporate membership will be restricted at any one time to a level deemed appropriate by The Executive Committee.
 - b. Corporate members shall not have voting rights.
- (vii) **Temporary Member** – a person who is on any day visiting The Club as a member or an official of another club or team, or a person assisting a member or an official of another club or team to:
- a. Engage in a pre-arranged event with The Club as per The Club’s objects; or
 - b. Hold a pre-arranged function at The Club involving the use of The Club’s sporting facilities.
- Temporary Members shall not be entitled to be present at any meeting of the members of The Club, nor have any voting rights or any right, title or interest in or to any of the property of The Club.
- (viii) **Reciprocal Member** – is a visitor who is a full financial member of any like club in Western Australia or any Licensed Club located outside of Western Australia, shall be entitled to full use of The Club facilities.
- a. Shall not be authorised to use the greens unless approved by the Executive Committee.

- b. Shall not be entitled to be present at any meeting of the members of The Club, nor have any voting rights, or any right, title or interest in or to any of the property of The Club.
- (ix) **Honorary Member** – Membership that may be granted to Club Patrons, Sponsors, Selected Government Officers and any other such persons as the Executive Committee may decide from time to time based on their relationship to The Club or community.
 - a. Honorary membership will be restricted at any one time to a level deemed appropriate by the Executive Committee.
 - b. Honorary Members shall not have voting rights.
- (c) **Temporary, Reciprocal and Honorary membership** - would be subject to withdrawal by any club official, including bar persons, acting on the best interests of The Club.
- (d) **Cessation of Membership:**
 - (i) A person ceases to be a member when any of the following takes place:
 - a. For a member who is an individual, the individual dies;
 - b. For a person whose title represents a corporate member, the body corporate is wound up;
 - c. The person resigns from The Club;
 - d. The person is expelled from The Club under Section 27;
 - e. The person ceases to be a member under Section 11(c)
 - (ii) The Secretary will keep a record on file of the date on which the person ceased to be a member; and
 - (iii) The reason why the person ceased to be a member.
 - (iv) A member may resign from membership of The Club by giving written notice of the resignation to the Secretary:
 - a. The resignation takes effect when the Secretary receives the notice; or if a later time is stated in the notice, at that later time.
 - b. A person who has resigned from membership of The Club remains liable for any fees that are owed to The Club (the owed amount) at the time of resignation.
 - c. The owed amount may be recovered by The Club in a court of competent jurisdiction as a debt due to The Club.

7. Application to Become a Member

- (a) **Full (Ordinary) Member or Social Member** – Any person desiring to become such a member of The Club shall complete and sign an application form provided and such form must bear the signatures of two members of The Club who are entitled to voting rights.
- (i) When the application form and all subscriptions have been received, the person shall be a provisional member of the club and exercise all of the privileges of a member excluding voting rights (if applicable) until such time as the next Executive Committee meeting.
- (ii) The applicant's name and nominee/s names will be posted on The Club noticeboard from the time of application until the next Executive Committee meeting.
- (iii) At the next Executive Committee meeting, the applicant will then be accepted or denied membership.
- (iv) If membership is denied, all subscriptions shall be refunded.
- (b) No person shall be entitled to exercise any of the privileges of a member until they have paid all subscriptions due by them.
- (c) The Executive Committee shall have the right to refuse to admit any person to membership without assigning any reason for doing so.
- (d) On the election of each candidate, the Secretary shall notify the same to them, and they shall on payment of their subscription be enrolled as a Member of The Club, and become entitled to the privileges and be bound by its rules and by all consequences resulting from breach or non-performance thereof, and shall thereby absolve every person concerned in carrying out enforcing such rules from all personal responsibility or legal liability on such account.
- (e) **Junior Member** - Persons under the age of 18 are only eligible to apply for Junior Membership.
- (f) **Introductory Member** – Persons may make application to The Club as an Introductory Member, and if accepted, shall pay the prescribed subscription and shall be entitled to use of the club facilities for a period of no longer than 28 days.
- (i) Introductory Members wishing to remain a member of The Club after one month may apply to upgrade their membership via written application with payment of the applicable fee. The written application will then be considered by the Executive Committee without a requirement to reapply for membership.
- a. The Executive Committee will then accept or deny the upgrade of membership.
- b. The Executive Committee shall have the right to refuse to upgrade membership without assigning any reason for doing so.
- (g) **Life Member** – A member may propose another member for Life Membership to the Executive Committee in writing giving reasons that Life Membership should be granted.
- (i) A General Meeting may, upon a 75% majority vote, confer Life Membership on a member who has rendered special and outstanding services to The Club.
- (ii) The holder of a Life Membership shall be entitled to all privileges of an ordinary member, be exempt from membership fee but shall pay green fees and affiliation fees.

- (h) Transfer of Membership:
 - (i) Any Ordinary (Full) Social member wishing to transfer to a different membership category must apply for that membership using the appropriate membership application form attached to the by-laws. The membership application will then be reviewed by the Secretary based on the criteria contained in the by-laws and consultation with the Executive Committee if required.
 - (ii) Any Junior Member on attaining the age of 18 years wishing to remain a member of The Club shall be granted the appropriate club membership and shall pay the full subscription as set down from time to time.

8. Member's Rights

- (a) **Personal** - The rights and privileges of every member shall be personal and shall not be in any manner transferable by their own act or through any other person on their behalf or by operation of law.
- (b) **Voting** - Only Full (Ordinary) Members and Life Members shall be entitled to voting rights. Junior, Introductory, Corporate, Temporary, Reciprocal, Social, and Honorary Members shall not be entitled to voting rights.
- (c) **Employees** – Members who are employees of The Club are entitled to all the rights and privileges of membership excluding those rights concerned with the selection, election and holding of office with The Club, with the exception of being elected to Bowls Operational Committees.
- (d) **Constitution Access** - All members, upon successful registration, will be supplied with an electronic copy of The Club constitution or will be directed to obtain a copy of The Club constitution from The Club's website.
- (e) **Conduct** - Upon acceptance to membership, all members agree to be bound by Members Club Code of Conduct.
- (f) **Guests** – Full (Ordinary), Social, Corporate and Life Members shall be at liberty to invite guests to The Club, but the number of guests shall not exceed the maximum number as contained in the Liquor Act.
 - (i) A guest may attend the club an indefinite number of times but they may, upon request by the Executive Committee, be asked to apply for membership.
- (g) **Guests at Functions** - A member shall be at liberty to invite an unlimited number of guests where the sale of liquor is ancillary to a meal supplied at the Club by or on behalf of the Club to a member and to each of the guests of that member being guests of whose attendance was given prior notice to the Club as per the Liquor Act.
- (h) **Functions** – All Members are entitled to host functions on The Club premises after written application for said function has been considered and approved by the Executive Committee.
 - (i) The member may hold the function without limit to the number of guests, providing that the sale of liquor shall be to the member, for consumption by the guests of that member at the function, as per the Liquor Act.
 - (ii) The Secretary will furnish the applicant with a written copy of Club rules relating to functions after the application has been approved and any additional conditions and restrictions it shall see fit.

- (i) **Books of Association** - Upon request, a member is able to inspect the Books of the Association at such time and place as is mutually convenient to the Club and the Member.
 - (i) A Member must contact the Secretary to request to inspect the Member Register.
 - (ii) The Member may make a copy of details from the Member Register but has no right to remove the Register for that purpose.
 - (iii) A Member may make a request in writing for a copy of the Member Register.
 - (iv) The Club may charge a reasonable fee to the Member for providing a copy of the Member Register, the amount to be determined by the Executive Committee from time to time.
 - (v) A Member must not use or disclose the information on the Member Register:
 - a. To gain access to information that a Member has deliberately denied them (that is, in the case of social, family or legal differences or disputes);
 - b. To contact, send material to The Club or a Member for the purpose of advertising for political, religious, charitable or commercial purposes, or
 - c. For any other purpose unless the use of the information is approved by the Executive Committee and for a purpose:
 - a. That is directly connected with the affairs of The Club; or
 - b. Related to the provision of the information to the Commissioner in accordance with a requirement of the Act.
 - (vi) The Executive Committee shall require a Member who requests a copy of the Member Register to provide a statutory declaration setting out the purpose of the request and declaring that the purpose is connected with the affairs of The Club.

9. **Subscriptions**

- (a) Any applicable entrance fee and annual subscription of The Club shall be set by majority vote of the Executive Committee prior to the commencement of the financial year. Notice of the fees and subscriptions shall be notified to the members via The Club website and/or notice board.
 - (i) The Executive Committee may determine discounted rates for Social and Introductory membership from time to time.
- (b) All subscriptions (Membership fees, Green fees and Affiliation fees) are due from the first day of July each year and are payable in advance, on or before the 31st July, provided that:
 - (i) The Committee shall not declare a member un-financial if the subscription is paid by the 30th of September in the current year.
 - (ii) Any member who, through absence; illness; financial difficulties; unemployment; physical disability or other distressful circumstances is unable to pay their full subscription but desires to retain participation with The Club may apply in writing to the Executive Committee to relieve them of part of their liability but not so as to make their total liability less than one third of the applicable subscription. The Executive Committee will have discretion as to whether to accept the application and if accepted, any amount payable.

10. New Members

- (a) Subscriptions must be paid within two weeks of election and shall be paid as follows:
 - (i) If elected between 1 July and 31 December – Full annual subscription
 - (ii) If elected between 1 January and 31 March – 75% annual subscription
 - (iii) If elected between 1 April and 30 June – 50% annual subscription

11. Liability for Subscription

- (a) Any member who does not notify the Secretary in writing before the date of the Annual Meeting of his or her withdrawal from The Club shall be liable for the subscription for the current club year.
- (b) The Executive Committee shall have the power by resolution to remove from the roll of members the name of any new member who fails to pay his or her subscription within two weeks from the date of his or her election.
- (c) Any member whose subscription is in arrears after 30th September in each year shall cease to be a member, subject to Section 9(b)(ii). In the event of membership ceasing, reapplication for membership shall need to be made, for Executive Committee consideration, as per Section 7.

12. General Meetings – Annual General Meeting

- (a) **Timeframe** - The Annual General Meeting of members shall be held every calendar year within three months after the end of The Club's financial year, with the Executive Committee to determine the date, time and place.
- (b) **Motions for consideration** - All Notices of Motion for consideration at the Annual Meeting must be handed to the Secretary in writing by 5pm no less than fourteen (14) days prior to the date set for said meeting.
- (c) **Notice of the meeting (including date, time and location) and agenda items** - including wording of Notices of Motion or proposed resolutions, must be posted on The Club notice board for seven (7) days before the date of the meeting for all members to read.
 - (i) If the resolution is intended to be proposed as a special resolution this will also be stated in the notice with the wording of the proposed special resolution.
- (d) **Further notification** - Members who have provided an email address may be emailed a copy of the notice of the meeting, agenda items and any Notices of Motion.
- (e) **Quorum** - 40 financial members with voting rights shall constitute a quorum at an Annual Meeting.
- (f) **Insufficient numbers** - In the case of insufficient members to form a quorum being present after 30 minutes following the advertised start time for an Annual Meeting, said meeting will be automatically adjourned to re-convene at the same time seven days later and shall proceed with or without a quorum.
- (g) **Order of business** - The order of business at the Annual Meeting shall be as follows:
 - (i) Reading notice of meeting.
 - (ii) Reading minutes of the last Annual Meeting and any other General Meeting not yet confirmed and confirming or amending same.

- (iii) Reading President's Report, discussion and adoption or otherwise.
- (iv) Reading Statement of Accounts and Balance Sheet to be received or otherwise.
- (v) Election of Executive Committee and Men's and Women's Bowls Captains and Selectors.
- (vi) Special Business of which Notice of Motion has been given.
- (vii) Other Business.

13. General Meetings – Special General Meeting

- (a) The Executive Committee may at any time call a Special General Meeting.
 - (i) 40 financial members with voting rights shall form a quorum.
 - (ii) In the case of insufficient members to form a quorum being present after 30 minutes following the advertised start time, the meeting shall automatically adjourn to re-convene at the same time seven days later and shall proceed with or without a quorum.
- (b) A Special General Meeting shall also be called by the Executive Committee on a requisition signed by no less than 20% of members with voting rights, stating in detail the purpose of the meeting.
 - (i) Any members wishing to table a petition to the Executive Committee must do so on a pro-forma template in the by-laws, which include the proposed motion and resolutions to be listed on the petition.
 - (ii) 40 financial members with voting rights shall form a quorum.
 - (iii) In the case of insufficient members to form a quorum being present after 30 minutes following the advertised start time, the meeting shall automatically lapse.
- (c) **Notice of the meeting (including date, time and location) and agenda items** - including wording of Notices of Motion or proposed resolutions, must be posted on The Club notice board for seven (7) days before the date of the meeting for all members to read.
 - (i) If the resolution is intended to be proposed as a special resolution this will also be stated in the notice with the wording of the proposed special resolution.
 - (ii) Further notification - Members who have provided an email address may be emailed a copy of the notice of the meeting, agenda items and any Notices of Motion.
- (d) **Discussion** - Only business of which notice shall have been given as above, or in accordance with these rules, shall be transacted at a Special General Meeting.

14. General Provisions for General Meetings

- (a) The Committee shall determine whether a General Meeting will take place either:
 - (i) Where the Members are physically present together; or
 - (ii) Where the Members are:
 - a. Physically present together; and
 - b. Where the Members are able to communicate by using any video technology that allows the Member to be seen, able to participate fully in discussions and

in making decisions as they happen in the General Meeting, provided that the participation of the Member in the General Meeting is made known to all other Members;

- (b) A Member who participates in a meeting as set out in Section 14(a)(ii)b. is deemed to be present at the General Meeting and continues to be present at the meeting for the purposes of establishing a quorum until the Member either:
 - (i) Notifies the other Members that they are no longer taking part in the General Meeting; or
 - (ii) The member is no longer able to participate through the video technology.
- (c) A Member who ceases participating in a meeting as set out in Section 14(a)(ii)b. is not able to re-join the meeting by using video technology, unless in person.
- (d) The Chair of the meeting shall be the Club President. If he/she is not available then the Vice President shall chair the meeting.
- (e) Only financial members with voting rights, as per the constitution will be permitted to vote on matters at a General Meeting.
- (f) At any general meeting unless a poll is requested by at least 3 members with voting rights, a declaration by the Chair that a resolution has been carried or lost, and an entry to that effect in the minutes of The Club shall be sufficient evidence of the decision.
- (g) The Chairperson shall have a casting and deliberate vote.
- (h) The Chairperson shall decide all questions of order unless otherwise provided by these rules.
- (i) Proxy votes shall not be allowed.

15. General Provision

- (a) No member shall be entitled to take any legal action against The Club, other than a claim for goods sold and delivered and services rendered, and must conform to the decisions of the Executive Committee and in the case of an appeal, to the decision of the General Meeting to which he or she may appeal.
- (b) These rules shall be the rules of The Club and shall be binding on members.
- (c) The interpretation of these rules and any by-laws of The Club shall, unless set aside by a general meeting called for that purpose, be in the sole determination of the Executive Committee whose decision shall be binding on all members.
- (d) Correct accounts and books shall be kept showing the financial affairs of The Club and the particulars usually shown in books of accounts of a like nature.
- (e) The clubhouse and other club facilities is to be provided and maintained from the joint funds of The Club and no person shall be entitled under these rules to derive any benefit or advantage from The Club which is not shared equally by every member thereof.
- (f) Section 15(e) does not prevent:
 - (i) The payment in good faith of remuneration to any officer, employee or Member in return for any services actually rendered to The Club or for goods supplied in the ordinary and usual course of business;

- (ii) The payment of interest at a rate not exceeding the prevailing market rate published by the Reserve Bank of Australia as the “Cash Rate Target” from time to time on money borrowed from any Member;
- (iii) The payment of reasonable and proper rent by The Club to a Member for premises leased by the Member to The Club; or
- (iv) The reimbursement of expenses incurred by any Member or any Executive Committee Member on behalf of The Club.
- (v) The reimbursement of an Executive Committee Member’s travelling and other expenses as properly incurred:
 - a. In attending Executive Committee Meetings or sub-committee meetings;
 - b. In attending any General Meetings of The Club; and
 - c. In connection with The Club’s business.
- (vi) The payment of an honorarium to Executive Committee Members as determined by members by special resolution at an Annual or Special General meeting.

16. Election of Office Bearers

- (a) The management of The Club shall be vested in an Executive Committee consisting of:
 - (i) *President* for a term of three (3) years;
 - (ii) *Vice-President* for a term of two (2) years;
 - (iii) *The Secretary* for a term of two (2) years;
 - (iv) *Bowls Club Captain* for a term of two (2) years;
 - (v) *Social Director* for a term of (2) years;
 - (vi) *Finance Director* for a term of (2) years;
 - (vii) *Greens and Surrounds Director* for a term of (2) years;
 - (viii) *Standards and Behaviour Director* for a term of (2) years; and
- (b) Up to four general committee members, who will be appointed by the Executive Committee based on skills required and detailed in the by-laws.
 - (i) The term of appointment shall be determined by the Executive Committee; however, shall not exceed a period of two years from the date of appointment.
 - (ii) Appointments must be made from club members.
 - (iii) Executive Committee Transition – In the first year commencing the start of the new rules: The Executive Committee may appoint a member to the position of Standards and Behaviour Director, as a casual vacancy.
 - (iv) The term of appointment will conclude at the commencement of the next Annual General Meeting where elections are held.
- (c) Where a member has nominated for more than one position on the Committee and they are elected to a position, their additional nominations shall be withdrawn.
- (d) Committee members may only hold one position concurrently.

- (e) The annual election of officers shall be by ballot at each Annual Meeting in the presence of the returning officer and two scrutineers elected by the members present at such meeting.
 - (i) Members unable to attend the meeting may lodge a vote on The Club approved ballot paper with the Secretary at least 2 days prior to the meeting, having also recorded and signed an apology for the meeting on an outer sealed envelope that contains the sealed ballot paper.
 - a. This approved absentee ballot paper must be collected directly by the member reporting in person to The Club Secretary.
 - (ii) All other votes shall be cast at the Annual Meeting.
 - (iii) Nominees are permitted to vote for themselves.
- (f) Nominations for all individual positions on Executive Committee must be in writing signed by the proposer and nominee and must be in the hands of the Secretary by 5pm not less than seven (7) days before the Annual General Meeting.
- (g) The nominations shall be exhibited on the notice board or electronically posted at least three (3) days prior to the said meeting.
- (h) In case no more than the required number of officers shall be nominated, those so nominated shall be declared elected.
- (i) If there are insufficient nominations to fill the whole of the vacancies of the list of officers, those nominated shall be declared elected and shall have power to fill the vacancies and any casual vacancies that may occur.

17. The Executive Committee and Conditions

- (a) The Bar / Club Manager may attend all Executive Committee meetings to give their report and then leave at the discretion of the Executive Committee.
- (b) The quorum at all Executive Committee meetings shall be Five members.
- (c) Executive Committee Meetings may take place:
 - (i) Where the Executive Committee Members are physically present together; or
 - (ii) Where the Executive Committee Members are able to communicate by using any technology that reasonably allows the Executive Committee Member to participate fully in discussions as they happen in the Executive Committee Meeting and in making decisions, provided that the participation of the Executive Committee Member in the Executive Committee Meeting must be made known to all other Members.
- (d) An Executive Committee Member who participates in a meeting as set out in Section 17(c)(ii):
 - (i) Is deemed to be present at the Executive Committee Meeting; and
 - (ii) Continues to be present at the meeting for the purposes of establishing a quorum, until the Executive Committee Member notifies the other Executive Committee Members that he or she is no longer taking part in the Executive Committee Meeting.

- (e) The Executive Committee may pass a resolution outside an Executive Committee meeting if:
 - (i) Identical copies of a document are circulated to each Executive Committee Member detailing:
 - a. Motion;
 - b. Mover; and
 - c. Secunder.
 - (ii) The document shall be circulated:
 - a. By email or electronic media to Executive Committee members; or
 - b. In person.
 - (iii) All Executive Committee Members shall:
 - a. Return circulated document through email or in person, indicating acceptance or rejection of the motion; or
 - b. Reply to email, quoting the motion and indicating acceptance or rejection of the motion.
 - (iv) Taken together, all signed copies of the document will constitute the same document.
 - (v) The resolution shall be decided by a majority vote after all Executive Committee Members have voted under Section 17(e)(iii).
- (f) Executive Committee meetings shall be held not less than ten (10) times in each year with no longer than 2 months between meetings.
- (g) Special Executive Committee meetings may be called by the President, Secretary or on the request of any three members of the Executive Committee.
- (h) Members, or other guests, may attend Executive Committee meetings if invited by the Executive Committee but the person shall not have any right to comment without invitation, or vote on any matter, or be provided with copies of any agenda, minutes of meetings, or documents presented to such meetings.
- (i) No member of the Executive Committee shall be held to have resigned his/her seat until his/her resignation, in writing, has been accepted by the Executive Committee.
- (j) Executive Committee Vacancies
 - (i) Any vacancy occurring in the Executive Committee as per Section 17 may be filled at a meeting of the Executive Committee, when an eligible member may be elected to fill such a vacancy until the next election, provided the member elected at such Executive Committee meeting shall hold office in the place of, and upon the same terms and conditions as their predecessor, had the latter continued in the office.
 - (ii) If vacancies in the Executive Committee result in the number of Executive Committee Members being less than the number fixed under Section 17(b), the continuing Executive Committee Members may act to only:
 - a. Appoint an eligible member to fill the vacancies on the Executive Committee to the number required for a quorum; or
 - b. Convene a General Meeting of the Club

- (k) The President shall preside at all meetings of the Executive Committee of The Club and, in his or her absence the Vice President shall preside. Should neither be present, the meeting shall elect a Chairperson.
- (l) All resolutions of the Executive Committee shall be decided by a majority vote of all those present.
 - (i) In the case of equality of votes, the proposal before the Executive Committee shall be decided by a casting vote by President/Chair who shall have a deliberate and casting vote.
- (m) The President or in his or her absence, the acting President shall be authorised to speak on behalf of The Club.
- (n) Any act performed by the Executive Committee, a sub-committee or a person acting as a Committee Member is deemed to be valid even if the act was performed when:
 - (i) There was a defect in the appointment of an Executive Committee Member, subcommittee or person holding a subsidiary office; or
 - (ii) An Executive Committee Member, a sub-committee member or a person holding a subsidiary office was disqualified from being an Executive Committee/sub-committee Member as per Section 20(g) or 220(h) as a result of bankruptcy or conviction of a relevant criminal offence.

18. Ceasing to be a member of the Executive Committee

- (a) A casual vacancy occurs in the office of an Executive Committee Member and that office becomes vacant if the Executive Committee Member:
 - (i) Dies;
 - (ii) Ceases to be a Member;
 - (iii) Becomes disqualified from holding a position under Section 20(g) or 20(h) as a result of bankruptcy or conviction of a relevant criminal offence;
 - (iv) Becomes permanently incapacitated by mental or physical ill-health;
 - (v) Resigns from office under Section 17(i);
 - (vi) Is absent from more than three Executive Committee Meetings within a twelve-month period without the approval of the Executive Committee;
 - (vii) Is removed from office by resolution at a General Meeting of The Club if a majority of the Members present and with voting rights at the meeting vote in favour of the removal.
 - a. The Executive Committee Member who faces removal from the Executive Committee must be given a full and fair opportunity at the General Meeting to decide the proposed resolution, to state his or her case as to why the Member should not be removed from his or her position on the Executive Committee.
 - b. If all Executive Committee Members are removed by resolution at a General Meeting, the Members must, at the same General Meeting, elect an interim Executive Committee.

- c. The interim Executive Committee must, within two months, convene a General Meeting of The Club for the purpose of electing a new Executive Committee.

19. Powers of the Executive Committee

- (a) The business of The Club shall be managed by the Executive Committee who may exercise all powers of The Club, except those required to be exercised by The Club at a General Meeting.
- (b) Without prejudice to the powers conferred by the last preceding rule, the Executive Committee shall, subject to the by-laws, have power to do the following things:
 - (i) To purchase or otherwise acquire any books, newsletters or periodicals and dispose of them as it may see fit.
 - (ii) To determine from time to time the conditions on which and time when, members may use the property of The Club or any part or parts thereof, and when and under what conditions the premises of The Club or any part or parts thereof, shall be used by members.
 - (iii) To determine what person, if any, not being members of The Club shall be permitted to use the premises of The Club or any part or parts thereof and during what time and under what conditions and when and at what times and places and under what conditions such persons shall be supplied with refreshments and accommodation.
 - (iv) To appoint any other officials or servants of The Club and to remove them as occasions may require at their discretion and to define their respective duties. Persons appointed to paid positions shall be engaged under a contract, award or classification of work in the Registered and Licensed Clubs Award (2010) and its amendments.
 - (v) To delegate, subject to such conditions as it thinks fit any of its powers to sub committees consisting of such members of the Executive Committee and other members of The Club co-opted for the purpose as it may determine and to make such regulations as to the proceedings of such sub committees as may be thought desirable.
 - (vi) To regulate and control their own meeting and the transaction of business.
 - (vii) To reimburse expenses of any servant of The Club for faithful and diligent service as deemed fit.
 - (viii) In accordance with the rules, to suspend, or expel any member.
 - (ix) To enter into or accept any lease or tenancy of the premises where on The Club shall conduct its affairs or of any furniture, goods and effects, which may be required for the use of The Club on such terms and on such conditions as The Club, may deem expedient.
 - (x) To take and defend all legal proceedings by or on behalf of The Club and to appoint all necessary Attorneys for any such purpose.
 - (xi) To borrow, raise or secure the payment of money, and to sell and dispose of the assets of The Club.

- (xii) To make, alter and repeal by-laws not inconsistent with these rules regulating the use and management of The Club premises, the admission of members and the conduct of The Club and its affairs generally.
- (xiii) To do and perform any other act, matters and things in connection with or relative to the management of The Club as shall not by these rules require to be done by The Club in General Meetings.
- (xiv) To appoint such number of delegates to sporting bodies and associations with which The Club may from time to time be affiliated as may be required by the rules thereof and such delegates shall hold office in accordance with the rules of such sporting bodies and associations respectively.
- (xv) Every member of the Executive Committee shall be indemnified against any loss, expenses or liability incurred by reason of any act or deed performed by him/her in good faith on behalf of the Executive Committee and the Executive Committee may use the funds of The Club for any such purpose required, together with any reasonable expenses incidental to Executive Committee activities.

20. Role and Responsibilities of Committee Members

Section 20 shall apply to all members of Executive Committee, members of Sub-committees and officers of The Club as defined under the Act.

(a) Obligations of Committee

- (i) The Committee must take all reasonable steps to ensure The Club complies with its obligations under the Act and these Rules.

(b) Responsibilities of Committee Members

- (i) A Committee Member must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise in the circumstances.
- (ii) A Committee Member must exercise his or her powers and discharge his or her duties in good faith in the best interests of The Club and for a proper purpose.
- (iii) A Committee Member or former Committee Member must not improperly use information obtained because he or she is a Committee Member to:
 - a. Gain an advantage for himself or herself or another person; or
 - b. Cause detriment to The Club.
- (iv) A Committee Member or former Committee member must not improperly use his or her position to:
 - a. Gain an advantage for himself or herself or another person; or
 - b. Cause detriment to The Club.
- (v) All Committee Members shall maintain the privacy and confidentiality of meeting proceedings and matters relating to the strategic governance and management of the Club.
- (vi) All Committee Members shall abide by the Committee Member Code of Conduct.

- (c) **Material Personal Interest** - A Committee Member having any material personal interest, i.e.: financial or non-financial interests, in a matter being considered at a Committee Meeting must:
- (i) As soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee;
 - (ii) Disclose the nature and extent of the interest at the next General Meeting of The Club; and
 - (iii) Not be present while the matter is being considered at the Committee Meeting or vote on the matter.
- (d) **Exceptions** - Section 20(c) does not apply in respect of a material personal interest that:
- (i) Exists only because the Committee Member belongs to a class of persons for whose benefit The Club is established; or
 - (ii) The Committee Member has in common with all, or a substantial proportion of, the members of The Club.
- (e) **Disclosures** - The Secretary must record every disclosure made by a Committee Member under Section 20(c) in the minutes of the Committee Meeting at which the disclosure is made.
- (f) **Unauthorised statements** - No Committee Member shall make any public statement or comment or cause to be published any words or article concerning the conduct of The Club unless the person is authorised by the Executive Committee to do so and such authority is recorded in the minutes of the Committee Meeting.
- (g) No person shall be entitled to hold a position on a Committee if the person has been convicted of, or imprisoned in the previous five years for:
- (i) An indictable offence in relation to the promotion, formation or management of a body corporate;
 - (ii) An offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - (iii) An offence under Part 4 Division 3 or section 127 of the Act; unless the person has obtained the consent of the Commissioner.
- (h) No person shall be entitled to hold a position on a Committee if the person is, according to the Interpretation Act section 13D, a bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.
- (i) As soon as is practicable after a person has ceased to be a member of a committee of The Club, all relevant documents, records and security items (including passwords and keys) must be delivered to a member of the Executive committee of The Club.

21. Chairperson

- (a) The Chairperson:
- (i) Must consult with the Secretary regarding the business to be conducted at each Executive Committee Meeting and each General Meeting
 - (ii) May convene special meetings of the Executive Committee under Section 17(g)
 - (iii) May preside over Executive Committee Meetings under Section 17(k)

- (iv) May preside over General Meetings under Sections 12 and 13; and
- (v) Must ensure that the minutes of a General Meeting or Executive Committee Meeting are reviewed and signed as correct

22. Secretary

- (a) The Secretary must:
 - (i) Co-ordinate the correspondence of The Club;
 - (ii) Consult with the Chairperson about all business to be conducted at meetings and convene General Meetings and Executive Committee Meetings, including preparing the notices of meetings and of the business to be conducted at each meeting;
 - (iii) Keep and maintain in an up-to-date condition the rules of The Club and any by-laws of The Club;
 - (iv) Maintain the register of the Members including the email, street, postal address or information by means of which contact can be made of each member;
 - (v) Update the register within 28 days of new members, members resigning, members suspended/expelled and in the latter case, include date in which member ceases and reasons for cessation of membership.
 - (vi) Maintain the record of office holders of The Club.
 - a. Executive Committee members may nominate a business address, post office box address or email address to be used in the record in place of their personal address;
 - (vii) Ensure the safe custody of the Books, with the exception of the Accounting Records, of The Club;
 - (viii) Keep full and correct minutes of Executive Committee Meetings for approval at the next Executive Committee meeting, which will then be stored and distributed as per the by-laws;
 - (ix) Keep full and correct minutes of General Meetings, which will be posted on the notice board within 30 days of the General Meeting and available to all members on request and will be tabled for adoption at the next General Meeting; and
 - (x) Perform any other duties as are imposed by these Rules or The Club on the Secretary.

23. Finance Director

- (a) The Finance Director must:
 - (i) Ensure all moneys payable to The Club are collected, and that receipts are issued for those moneys in the name of The Club;
 - (ii) Ensure the payment of all moneys referred to in Section 23(a)(i) into the account or accounts of The Club as the Executive Committee may from time to time direct;
 - (iii) Ensure timely payments from the funds of The Club with the authority of a General Meeting or of the Executive Committee, with all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association signed by either:

- a. Two Executive Committee members; or
 - b. One Executive Committee member and a person authorised by the Executive Committee
- (iv) Ensure that The Club complies with the account keeping requirements in Part 5 of the Act;
 - (v) Ensure the safe custody of the Financial Records of The Club and any other relevant records of The Club;
 - (vi) Coordinate the preparation of the financial statements or financial report, as imposed on The Club under Part 5 of the Act, prior to their submission to the annual general meeting of The Club;
 - (vii) Assist the reviewer or auditor (if any) in performing their functions; and
 - (viii) Perform any other duties as are imposed by these Rules or The Club on the Finance Director.
 - (ix) Monitor and report expenditure incurred by the club's authorised representatives.

24. Sub-Committees

- (a) The Committee may delegate any of its delegable powers to Sub-Committees consisting of such Ordinary Members as it thinks fit.
- (b) Such Sub-Committee must report to and be responsible to the Committee.
- (c) No act of any Sub-Committee shall be binding on the Committee or Club until ratified by the Committee.
- (d) The Chair must be an existing member of the Executive Committee.
 - (i) The Chair of the Finance Sub-Committee shall be the Finance Director;
 - (ii) The Chair of the Bowls Sub-Committee shall be the Bowls Club Captain;
 - (iii) The Chair of the Social Sub-Committee shall be the Social Director;
 - (iv) The Chair of the Greens and Surrounds Sub-Committee shall be the Greens and Surrounds Director;
 - (v) The Chair of the Standards and Behaviour Sub-Committee shall be the Standards and Behaviour Director.
- (e) The President of the Executive Committee must be an ex-officio member of any Sub-Committee.
- (f) The Chair of each Sub-Committee shall have the power to appoint members to their Sub-Committee, in consultation with the Executive Committee, except for:
 - (i) The Men's Bowls Captain and Women's Bowls Captain who will be elected by members at each Annual General Meeting.
- (g) Members on Sub-Committees must be financial members of The Club.

25. Financial Auditors

- (a) There shall be an Auditor, not a member of the Executive Committee, who shall be elected at the Annual General Meeting.

- (b) The Auditor shall be independent to The Club.
- (c) Such Auditor shall audit the accounts and have power at any time to call for all books, papers, accounts, etc. relating to the affairs of The Club.
- (d) The Auditor shall be entitled to receive such remuneration as the Executive Committee may determine from time to time.
- (e) If any casual vacancy occurs in the office of any Auditor appointed by The Club, the Executive Committee will fill the appointment until the next Annual General Meeting.

26. Alteration and Repeal of Rules

- (a) No repeals of any existing rules and no new rules or alteration, amendments or suspensions of a rule shall be valid unless a special resolution is carried by a three-fourths majority of members present and with voting rights at a General or Special General Meeting and by otherwise complying with Part 3 Division 2 of the Act.
- (b) Notices of motions to repeal, alter or suspend any rule shall be given to the Secretary at least fourteen (14) days preceding the Annual or Special General Meeting at which the motion shall be presented. The Secretary shall exhibit the proposal on The Club notice board at least seven (7) days prior to such meeting.
- (c) Within one month after a special resolution is carried to repeal or alter the rules or adopt new rules of the Club under Section 26(b), the Committee shall lodge the required documents with the Commissioner.

27. Suspension or Expulsion of Members by Executive Committee

- (a) The Executive Committee shall have the power to reprimand, suspend or expel any member of The Club.
- (b) The President, Executive Committee, Standards and Behaviours Sub-Committee or Approved Manager in receiving a complaint from the Approved Manager or Approved Bar Staff, of a member's behaviour which is considered a serious breach of the Liquor Act or presents as unacceptable member behaviour or where police involvement is required, may suspend a member for a period of time until disciplinary action under Section 27(d) can be taken.
- (c) The Executive Committee shall apply the power to reprimand, suspend or expel any member of The Club who:
 - (i) fail in the observance or commit any breach of any rule of The Club, members Code of Conduct, or any by-law of The Club or of any order or direction of the Executive Committee or of any General Meeting; and/or
 - (ii) in the judgement of Standards and Behaviour Sub-Committee and/or the Executive Committee have been guilty in or out of The Club's premises of any act, conducted matter or thing calculated to bring discredit on The Club or its members, or to impair or affect the enjoyment of The Club by other members.
- (d) Any member charged with misconduct as above shall be furnished with a written copy of the charge and summoned before the Standards and Behaviour Sub-Committee as soon as possible within 14 days.

- (i) Any Committee is required to exempt any member of that Committee from hearing a charge in which he or she has an interest.
 - (ii) If a responding member or a representative of the responding member does not attend within 30 minutes of the time stated on the hearing notice, the hearing may start without that member or his or her representative and determination will be made at the hearing.
 - (iii) The Standards and Behaviour Sub-Committee shall after hearing the accuser and accused and taking such evidence as they may consider proper, if they find the charge proved, make recommendation to the Executive Committee to inflict a penalty of suspension from all or any of the privileges of membership.
 - (iv) If the Standards and Behaviour Sub-Committee consider that suspension as above is insufficient, they may recommend to the Executive Committee to expel the member.
 - (v) If a Member is suspended or expelled under Section 27(d)(iii) or 27(d)(iv), the person may appeal the Executive Committee's decision by written notice to the Secretary within (14) days.
 - (vi) The Executive Committee shall then convene a hearing for the appeal to the Executive Committee as soon as possible within 10 days.
 - (vii) If the suspension or expulsion is upheld by the Executive Committee, the member may then appeal to a Special General Meeting by giving written notice to the Secretary within fourteen (14) days of receiving notice of the Executive Committee's decision under Section 27(d)(vi). The Executive Committee will then call a Special General Meeting for this purpose.
- (e) Members are not permitted to have legal representation attend any disciplinary matters, but may bring another member to act in a support capacity only.
- (f) If a Member's membership is suspended under Section 27(d), the Secretary must record in the Register:
- (i) The name of the Member that has been suspended from membership;
 - (ii) The date on which the suspension takes effect; and
 - (iii) The length of the suspension as determined by the Executive Committee under Section 27(d).
- (g) During the period a member's membership is suspended, the member —
- (i) Loses any rights (including voting rights) arising as a result of membership;
 - (ii) Is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to The Club; and
 - (iii) Cannot attend the club as a Guest of a member, unless prior written authorisation is received by the Executive Committee.
- (h) Upon the expiry of the period of a Member's suspension, the Secretary must record in the Register that the Member is no longer suspended.
- (i) If the Executive Committee's decision to suspend or expel a Member is revoked under these Rules, any act performed by any Committee or Members in a General Meeting during the period that the Member was suspended or expelled from Membership under

Section 27(d), is deemed to be valid, notwithstanding the Member's inability to exercise their rights or privileges of Membership, including voting rights, during that period.

28. Resolving Disputes

(a) *Disputes Arising under the Rules*

- (i) Section 28(a) applies to:
 - a. Disputes between Members; and
 - b. Disputes between The Club and one or more Members that arise under the rules or relate to the rules of The Club. (This does not include disciplinary matters undertaken with club members, which are covered only under Section 27 of The Club constitution.)
- (ii) The parties to a dispute must attempt to resolve the dispute between themselves within fourteen (14) days of the dispute coming to the attention of each party.
- (iii) If the parties are unable to resolve the dispute, any party to the dispute may initiate a procedure under this rule by giving written notice to the Secretary of the parties to, and details of, the dispute.
- (iv) The Secretary must convene a Standards and Behaviour Sub-Committee Meeting within twenty-eight (28) days after the Secretary receives notice of the dispute under Section 28(a)(iii) for the Standards and Behaviour Sub-Committee to determine the dispute.
- (v) At the Standards and Behaviour Sub-Committee Meeting to determine the dispute, all parties to the dispute must be given a full and fair opportunity to state their respective cases orally, in writing or both.
- (vi) The Secretary must inform the parties to the dispute of the Standards and Behaviour Sub-Committee's decision and the reasons for the decision within seven (7) days after the Standards and Behaviour Sub-Committee Meeting referred to in Section 28(a)(v).
- (vii) If any party to the dispute is dissatisfied with the decision of the Standards and Behaviour Sub-Committee, they may elect to initiate further dispute resolution procedures as set out in the Rules.

(b) *Mediation*

- (i) Section 28(b) applies:
 - a. Where a person is dissatisfied with a decision made by the Standards and Behaviour Sub-Committee under Section 28(a) or
 - b. Where a dispute arises between a Member or more than one Member and The Club and any party to the dispute elects not to have the matter determined by the Standards and Behaviour Sub-Committee.
- (ii) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Section 28(a)(ii), or a party to the dispute is dissatisfied with a decision made by the Standards and Behaviour Sub-Committee, under Section 28(a)(vii) a party to a dispute may:

- a. Provide written notice to the Secretary of the parties to, and the details of, the dispute;
 - b. Agree to, or request the appointment of, a mediator.
- (iii) Party, or parties requesting the mediation must pay the costs of the mediation.
- (iv) The mediator must be:
- a. A person chosen by agreement between the parties; or
 - b. In the absence of agreement:
 - i. If the dispute is between a Member and another Member – a person appointed by the Executive Committee; or
 - ii. If the dispute is between a Member or more than one Member and The Club, any Committee or a Committee Member then an independent person who is a mediator appointed to, or employed with, a not for profit organisation.
- (v) A Member can be a mediator, but the mediator cannot be a Member who is a party to the dispute.
- (vi) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (vii) The parties are to exchange written statements of the issues that are in dispute between them and supply copies to the mediator at least five (5) days before the mediation session.
- (viii) The mediator, in conducting the mediation, must:
- a. Give the parties to the mediation process every opportunity to be heard;
 - b. Allow all parties to consider any written statement submitted by any party; and
 - c. Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (ix) The mediator must not determine the dispute and the mediation must be confidential. Information provided by the parties in the course of the mediation cannot be used in any other legal proceedings that may take place in relation to the dispute.

(c) Inability to Resolve Disputes

- (i) If a dispute cannot be resolved under the procedures set out in the Rules, any party to the dispute may apply to the State Administrative Tribunal to determine the dispute in accordance with the Act or otherwise at law.

29. Liquor Act

- (a) The Club will maintain a club license under the current Liquor Act and its amendments.
- (b) The Club shall ensure a Duty Manager is on the licensed premises for the purposes of observing liquor licensing requirements and regulations, as required under the Liquor Act.
- (c) The Club shall be open for sale of liquor during such hours as the Executive Committee shall from time to time determine and as permitted under the Liquor Act.

- (d) The Club may allow visitors onto the premises, as per the requirements of the Liquor Act.
 - (i) Visitors shall not be entitled to be present at any meeting of the members of The Club, nor have any right, title or interest in or to any of the property of The Club.
 - (ii) Visitors will be subject to withdrawal by any club official, including bar persons, acting on the best interests of The Club.
 - (iii) An up-to-date register of visitors must be continually available for inspection at The Club premises by authorised officers as defined under the Liquor Act.
- (e) The Club may seek an Extended Trading Permit – Associations to add local Associations as users of The Club facility to hold their functions.

30. Common Seal

- (a) The Club shall have a Common Seal, which shall be kept in the custody of the Secretary and shall not be affixed to any document except by the authority of The Committee and in the presence of one member of the Executive Committee.
- (b) Any document to which the Common Seal is affixed shall be countersigned by the Secretary or an officer appointed by the committee for that purpose.
- (c) The Club may execute a document without using a Common Seal if the document is signed by:
 - (i) Any two Executive Committee Members; or
 - (ii) One Executive Committee Member and a person authorised by the Executive Committee.

31. Dissolution of the Club

- (a) The Club may wind up and have its incorporation cancelled in accordance with Parts 9 and 10 of the Act, if the Club so resolves by special resolution.
- (b) On the cancellation of the incorporation or the winding up of the Club, the surplus property must be distributed as determined by special resolution and as per Section 24(1) of the Act.