

## Statement of Purposes

To promote and advance the sport of Game Fishing.

To abide by the angling rules of the Game Fishing Association of Australia and the South Gippsland Game Fishing Club Incorporated.

To affiliate with the Game Fishing Association of Victoria, the Game Fishing Association of Australia and the International Game Fishing Association.

To accurately weigh, measure and record game fish and shark caught on rod and line in accordance with the rules of the South Gippsland Game Fishing Club Incorporated.

To conduct social events for the benefit of members at locations as determined by the Committee.

## **MODEL RULES FOR AND INCORPORATED ASSOCIATION**

**1** The name of the Incorporation Association is the South Gippsland Game Fishing Club Incorporated (in these rules called “The Association “)

**2**

- (1) In these rules, unless contrary intention appears –
  - “Committee” means the committee on management of the Association.
  - “Financial year” mean that year ending on 30<sup>th</sup> of June.
  - “General meeting” means a general meeting of members convened in accordance with rule 13.
  - “Member” means a member of the Association.
  - “Ordinary member of the committee” means a member of the committee who is not an Executive of the Association under rule 21.
  - “The Act” means the Association Incorporation Act 1981.
  - “The regulations” means regulations under the act.
- (2) In these rules a reference to the secretary of the Association is a reference –
  - (a) Where a person holds office under these rules as Secretary of the Association to that person; and
  - (b) In any other case, to the public officer of the Association.
- (3) Words or expressions contained in these rules shall be interpreted in accordance with the provision of the Interpretation Act 1958 and the act as force from time to time.

### **Membership**

- 3** (1) The general body of members of the club shall consist of Life Members, Ordinary Members, Junior members, Small Fry Members and Honorary Club appointed Members.
- (2) Life members – any Ordinary Members of whom the Committee shall recommend may be elected a Life Member of the club by a two-thirds majority of the members present and entitled to vote at a General Meeting. Any such life member so elected shall thereafter be relieved of payment of any subscription annual or otherwise. An honorary life member shall have all the rights and privileges of an ordinary member.
  - (a) Nominations for Life Membership should have a minimum of 15 years service to the Association unless there are extenuating circumstances where the Committee may overlook the minimum term.
- (3) Ordinary members – shall be persons who when nominated and elected as provided in these rules and on payment of the entrance fee and or annual subscription become entitled to all the privileges of membership.

- (4) Junior and Small Fry members – Age of who will be in accordance with the GFAA as indicated in the GFFA hand book, who when nominated in these rules and on payment of entrance fee and or annual subscription become entitled to all privileges of membership.
- (5) Honorary members – honorary club appointed members shall be persons who the committee has recommended and will be elected honorary members by a two thirds majority of the members present and entitled to vote at a general meeting.
- (6) No honorary club appointed member or unfinancial member or visiting member of another club shall be eligible to vote, hold office or receive trophies in the South Gippsland Game Fishing Club.
- (7) A Nomination of a person for membership of the Association –
  - (a) Shall be made in writing in the form set out in Appendix A
  - (b) Shall be lodged with the Secretary of the Association accompanied with the appropriate fees.
- (8) As soon as a practicable after the receipt of a nomination, the Secretary shall refer the nomination to the Committee.
- (9) Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or reject the nomination.
- (10) If the nomination is rejected by committee the Secretary within 7 days of the meeting shall in writing by registered post inform the nominee of the decision outlining the reason for the rejection and returning all appropriate fees.
  - (a) The Secretary will also outline in the letter the nominee's right of appeal Under rule 7.3
- (11) If there is no objection to the nomination and all appropriate fees have been paid the Secretary shall enter the nominees name in a register and that person becomes a member of the Association.
- (12) A right, privilege or obligation of a person by reason of his member of the Association –
  - (a) Is not capable of being transferred or transmitted to another person:
  - (b) Terminates upon the cessation of the membership whether by death or resignation or otherwise.
  - (c) Entrance fee - annual subscription

- 4** (a) All annual subscription shall become due to payable on the first day of July in each year.
- (b) The amount of the entrance fee and the annual subscription payable in respect of each class of membership shall be as determined from time to time by the Committee of the Association and approved at the general meeting.

### **Register of members**

- 5** The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of the name of each member and the register shall be available for inspection by members at the address of the public officer.

### **Registration of a member**

- 6** (1) A member of the Association who has paid all money due and payable by him to the association may resign from the Association by first giving one months notice in writing to the secretary of his intention to resign and upon the expiration of the period of notice, the member shall cease to be a member.
- (2) Upon the expiration of the notice given under sub-clause (1), the Secretary shall make in the register of member an entry recording the dates on which the member whom the notice was given, ceased to be a member.

### **Expulsion, suspension or fining of members**

- 7** (1) Subject to these rules, the Committee may by resolution and a 2/3 majority of the total number of the Committee Members
- (a) Expel a member from the Association:
- (b) Suspend a member from membership of the Association from a specified period.
- (c) Fine a member in accordance with the regulations if the committee is of the opinion that the member
- (d) Has refused or neglected to comply with these rules
- (e) Has been guilty of conduct unbecoming a member or prejudicial to the interest of the association.
- (f) Reject a membership application.

- (2) A resolution of the committee under sub-clause (1)
  - (a) Does not take effect unless the committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause and:
  - (b) Where the member exercises a right of appeal to the association under this clause does not take effect unless the association confirms the resolution in accordance with the clause.
- (3) Where the Committee passes a resolution under sub-clause (1), the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing by registered mail-
  - (a) Setting out the resolution of the committee and the ground on which it is based:
  - (b) Stating that the member may address the Committee at a Committee meeting to be held not earlier than 14 and no later than 28 days after the service of the notice:
  - (c) Stating the date, place and time of that Committee meeting:
  - (d) Informing the member that he may do one or more of the following:
    - (i) Attend that meeting:
    - (ii) Not less than 48hrs before the next scheduled Committee meeting and in writing and by registered post gives notice to the Secretary that they wish to appeal the Committee resolution.
    - (iii) The letter must contain detailed reason for appeal and will be heard by the Committee under rule 7.4. Failure to appear at this meeting without first giving notice will be an automatic rejection of this appeal and no further correspondence will be entered into.
- (4) At a meeting of the committee held in accordance with the sub-clause (2) the committee –
  - (a) Shall give to the member an opportunity to be heard:
  - (b) Shall give due consideration to any written statement submitted by the member: and
  - (c) Shall by resolution determine whether to confirm or revoke the resolution by a 2/3 majority vote of the total Committee Members
- (5) Any member may after exhausting all avenues of appeal under rule 7.4 may in writing by registered mail to the Secretary no later than 72hrs after said meeting request the Committee convene a meeting of an independent appeal board under rule 7.6 at a time convenient to the appeal board members. The notice of appeal must also contain a \$500.00 bond.

## **Independent Appeals Board**

- (6) This board is to be made up of local members of the community, police, headmaster of local school, justice of the peace, recognized professional members of the community and may also contain 1 life member of the Association.
  - (a) The board must contain a minimum of 3 members and a maximum of 5
  - (b) The meeting for the appeal shall be at a time and place convenient to the members of the board and must be attended by the President of the Association and the member requesting the appeal
  - (c) If the appeals board upholds the decision of the committee, the \$500.00 bond shall be used to cover any expenses incurred by such meeting. If the appeal board finds in favor of the appeal, the member shall be refunded the \$500.00 bond and any expenses directly incurred by such meeting shall be borne by the committee.
  - (d) The business conducted at this meeting will be noted by a member present and will be forwarded to the Association Secretary. Any decision made at this meeting will be final and no other discussion or correspondence will be entered into.

## **Annual General Meeting**

### **8**

- (1) The Association shall in each calendar year convene an Annual General Meeting of its members.
- (2) That Annual Meeting shall be held on such day as the Committee determines.
  - (a) The chairperson shall be as directed in rule 14
- (3) The Annual General Meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of the Annual General Meeting shall be –
  - (a) To confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting.
  - (b) To receive from the committee reports upon the transactions of that association during the last preceding financial year:
  - (c) To elect Executive of the Association and the ordinary members of the Committee:
  - (d) To receive and consider the statement submitted by the Association in accordance with the section (30) (3) of the act.

- (5) The annual general meeting may transact special business of which notice is given in accordance with these rules.
- (6) The annual general meeting shall be addition to any other General Meeting that may be held in the same year.

### **Special General Meetings**

**9** All meetings of the members other than the Annual General Meeting shall be called Ordinary General Meetings or Special General Meetings

### **10**

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association and, where, but for this sub-clause more that 15 months would laps between annual general meetings, shall convene a special general meeting before the expiration of that period.
  - (a) The chairperson shall be as directed in rule 14
- (2) The committee shall, on the requisition in writing of member representing not less than 10% of the total number of members, convene a Special General Meeting of the Association.
- (3) The requisition for a Special General Meeting shall state the objectives of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary by registered post and may consist of several documents in a like form, each signed by all of the member making the requisition.
- (4) If the committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the secretary, making the requisition or any of them may convene a Special General Meeting to be held not later than 3 months after that date.

## **Special General Meeting notice**

### **11**

- (1) The secretary of the Association shall at least 14 days before the date fixed for holding a Special General Meeting of the Association cause to be sent to each member of the Association at his address appearing on the register of the members notice by prepaid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

## **Procedure**

### **12**

- (1) All business that is transacted at a Special General Meeting and all business that is transacted at the Annual General Meeting with the exception of that specially referred to in these rules, as being the ordinary business of that Annual General Meeting shall be deemed to be special business.
- (2) No item of business shall be transacted at a Special General Meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (3) 15 members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a Special General Meeting.
- (4) If within half an hour after the appointed time for the commencement of a Special General Meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for commencement the request for the meeting shall be considered lost and the members must then resubmit the requisition to the committee under rule 25.10

## **Ordinary General Meeting**

### **13**

- 13.1 – The committee will not less than 6 times per year convene an Ordinary General Meeting of the Association

- 13.1 (a) – The Secretary will notify the members of an Ordinary General Meeting not less than 14 days before the date of the meeting by means of a calendar printed in the Association News Letter or the Associations Annual report
- 13.2 The chairperson shall be as directed in rule 14
- 13.3 – The agenda for an Ordinary General Meeting will be
- (a) – To inform the general members of the Association any business of the Association
  - (b) – To allow a forum for open discussion from the general members
  - (c) – To present from time to time displays or information to the general Members.
- 13.4 – 10% of the total membership number will constitute a quorum for an ordinary general meeting and no meeting will take place without a quorum.

## **Chairman**

### **14**

- 14.1 – The President or in his absence, the Vice President shall preside as chairperson at Committee, Annual General, Special General and Ordinary General Meetings of the Association.
- 14.1 (a) - In the absence of both the President and vice President the members shall elect from the floor a chairperson
- 14.2 – The chairperson shall have no ordinary voting rights at a meeting but in the case of a tied vote shall have the deciding vote
- 14.3 – The chairperson has the power to adjourn a meeting if
- (a) – A quorum is not present within ½ an hour of the scheduled start time for the meeting
  - (b) – There is a disturbance within the meeting that will not allow the meeting to continue in a civil manner
  - (c) – The adjourned meeting will be held at a time and place decided by the chairperson
- 14.4 – The chairperson has the power to cease a discussion at an Annual, Special or ordinary General Meeting and refer the matter to the next Committee Meeting

## **Voting**

**15** A question arising at a any meeting of the Association shall be determined on a show of hands and unless before or on the declaration of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the minute Book of the Association is evidence of the fact without proof of the number of proportion of the votes recoded in favour of, or against, that resolution.

- 16**
- (1) Upon any question arising at any meeting of the Associations, a member has one vote only.
  - (2) All votes shall be given personally or by proxy.
  - (3) In the case of an equality of voting on a question, the Chairperson of the meeting shall have the deciding vote.

- 17**
- (1) If at a meeting a poll on any question is demanded by not less than three members it shall be taken at the meeting in such a manner as the chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on the question.
  - (2) A poll that is demanded on the election of a chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairman may direct.

**18** A member is not entitled to vote at any general meeting unless all moneys due and payable by him to the association have been paid.

## **Proxies**

- 19**
- (1) Each member shall be entitled to appoint another member as his proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
  - (2) The notice appointing the proxy shall be in the form set out in appendix 2.

## **Committee – powers**

- (1) The affairs of the association shall be managed by a Committee of management constituted as provided in rule 21
- (2) The Committee-
  - (a) Shall control and manage the business and affairs of the Association

- (b) May subject to these rules the regulations of the act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by the General Meeting of the members of the Association: and
- (c) Subject to these rules the regulations and the act has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

## Constitution

### 21

- (1) The Executive of the Association shall be –
  - (a) President:
  - (b) Vice President
  - (c) Treasurer
  - (d) Secretary
  - (e) Immediate Past President
- (1) The position as described in 21-1 (e) shall only be available to the Immediate Past President for the next nominated period of the elected Executive.
  - (a) The position will not be a nominated or elected position but available by invitation only from the newly elected Committee.
- (2) The provisions of rule 23 so far as they are applicable and with the necessary modifications apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (1)
- (3) Each Executive of the association shall hold office until the Annual General Meeting next after the date of his election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-clause (1) the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of his appointment.

### 22

- (1) Subject to section 23 of the act the Committee shall consist of:
  - (a) The Executive of the Association
  - (b) A minimum of 3 ordinary members and up to 7 ordinary members whom shall be elected at the Annual General Meeting of the Association in each year.

- (2) Each ordinary member of the Committee shall subject to these rules hold office until the Annual General Meeting next after the date of his election but is eligible for re-election.
- (3) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee the Committee may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to these rules until the conclusion of the Annual General Meeting next following the date of his appointment.

### **Election of committee members**

#### **23**

- (1) Nominations of candidates for election as Executive of the Association or as ordinary members of the Committee
  - (a) Shall be made in writing signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination)
  - (b) Shall be delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting.
- (2) If insufficient nominations are received to fill all vacancies on the Committee the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (3) If the number of nominations received is equal to the number of vacancies to be filled the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceed the number of vacancies to be filled a ballot shall be held.
- (5) The ballot for the election of officers and ordinary members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

### **Grounds for termination of office**

#### **24**

- For the purpose of these rules the office of Executive of the Association and Ordinary member of the Committee becomes vacant if the Executive or member
- (a) Ceased to be a member of the Association
  - (b) Becomes an insolvent under administration within the meaning of the companies (Victoria) code or
  - (c) Resigns his office by giving 1 months notice in writing by registered mail to the Secretary of the Association.

### **Quorum and procedure at meetings**

- 25** The Committee shall meet at least 6 times in each year at such a place and such a times as the Committee may determine.
- (2) A Special Meeting of the Committee may be convened by the President or by 4 of the Committee Members.
  - (3) Notice shall be given to members of the Committee of any Special Meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such meeting.
  - (4) ½ of the total number + 1 of the elected Committee members will make up a quorum for a Committee meeting.
  - (5) No business shall be transacted unless a quorum is present and if with in half an hour of the time appointed for meeting a quorum is not present the other meeting shall stand adjourned to the same place and the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
  - (6) The chairperson shall be as directed in rule 14
  - (7) Questions arising at a meeting of the committee or any sub committee appointed by the committee shall be determined on a show of hand or if demanded b a member taken in such a manner as the person presiding at the meeting may determine.
  - (8) Only Executive and ordinary Committee members will have voting rights at a Committee Meeting
  - (9) Committee meetings of the Association will be open to ordinary members of the Association to attend but they may only address the committee under rule 25.10 or if directed to do so by the chairperson and may be asked to leave the room from time to time.
  - (10) If an ordinary member of the Association wishes to put forward a matter before the Committee, they must first do so in writing and send by registered mail to the Secretary not less that 48hrs before the meeting outlining the reason for the request.

### **Minutes**

- 26** The Secretary of the Association shall keep minutes of the resolutions and proceedings of each General Meeting and each Committee Meeting in books provided for that purpose together with a record of the names and persons present at Committee Meetings.

### **Treasurer**

- 27** (1) the treasurer of the Association –

- (a) Shall collect and receive all money due to the Association and make all payments authorized by the Association:
  - (b) Shall keep correct accounts and books showing the financial affairs of than Association with full details of all receipts and expenditures connected with the activities of the Association.
- (2) The accounts and books referred to in sub-clause (1) shall be available for inspection by members.

### **Removal of committee members**

#### **28**

- (1) The Association in a General Meeting may by resolution with a 2/3 majority of at least 50% of the total membership number remove any member of the Committee before expiration of their term of office and appoint another member in to hold office until the expiration of the term of the first mentioned member.
- (2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and request that they be notified to the members of the Association the Secretary or the President may send a copy of the representation to each member of the Association or if they are not so sent the member may require that they be read out at the next meeting.

### **Signing of negotiable instruments**

- 29** All cheques, drafts, bill of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.

### **Common seal**

- 30**
- (1) The common seal of the Association shall be kept in the custody of the Secretary
  - (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 signature either of two members of the Committee or of one member of the Committee and the Public Officer of the Association.

### **Alterations of statements of purpose and rules**

- 31** These rules and the statement of purpose of the Association shall not be altered except in accordance with the act.

### **Service of notices**

#### **32**

- (1) A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at his address shown in the register of members
- (2) Where a document is pre-paid and posted to a person as a letter the document shall unless the contrary is proved, be deemed to have been given to the person at the time at who time at which the letter would have been delivered in the ordinary course post.

### **Winding up**

- 33** In the event of the winding up or the cancellation of the Incorporation of the Association the assets of the Association shall be disposed of in accordance with the provisions of the act.

### **Custody of books and other documents**

- 34** Except, as other wise provided in these rules the Secretary shall keep in his custody or under his control or under his control all books documents and securities of the Association.

### **Sources of funds**

- 35** The funds of the Association shall be derived from entrance fee, annual subscription, donations, and such other sources as the Committee determines.

### **Weigh masters**

- 36** Any member of the Committee shall be empowered to act as honorary weigh masters in accordance with Game Fishing Association of Australia rules

### **Finance**

- 37** No expenditure exceeding \$500 of a capital nature is made by the Association without the approval of members at a General Meeting.

## **CONSTITUTION**

- 38** THE CONSTITUTION OF THE SOUTH GIPPSLAND GAME FISHING CLUB INC. MUST BE READ AS A WHOLE AND IN CONJUNCTION WITH THE BY LAWS OF THE ASSOCIATION AND THE RULES AND REGULATIONS OF THE GOVERNING BODY.