



# Aranmore Jets Netball Club (Inc)

(Registration Number A1013523W)

## Constitution

November 2017

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## 1. NAME

The name of the Club is **Aranmore Jets Netball Club (Inc.)** hereinafter referred to as the "Club".

The Club's common name will be **Aranmore Jets**.

## 2. OBJECTS

### 2.1 The objects of the Club are:

- 2.1.1 to foster and develop netball to the best of the Club's ability and, where possible, to give every player who wishes, regardless of ability, the opportunity to participate;
- 2.1.2 to act for its members in all matters pertaining to netball and the control thereof;
- 2.1.3 to encourage players to have a committed outlook towards netball as a team sport and where appropriate to commit to a training regime for individual and team improvement;
- 2.1.4 to obtain sponsorship for the sport when and where desirable (excluding liquor and cigarette companies); and
- 2.1.5 to do all such other things as are conducive or incidental to the attainment of the above objectives.

2.2 The property and income of the Club shall 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 of the Club, except in good faith in the promotion of these objects.

2.3 A payment may be made to a member out of the funds of the Club only if it is authorised under sub rule 2.4.

2.4 A payment to a member out of the funds of the Club is authorised if it is —

2.4.1 for a service rendered to the Club by a Committee member in a professional or technical capacity, other than in the capacity as a committee member of the Club where:

- a) the provision of the service has the prior approval of the Committee; and
- b) the amount payable is not more than an amount which commercially would constitute reasonable payment for the services

2.4.2 the payment in good faith to the member as reasonable remuneration for any services provided to the Club, or for goods supplied to the Club, in the ordinary course of business; or

- 2.4.3 the payment of interest, on money borrowed by the Club from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
- 2.4.4 the payment of reasonable rent to the member for premises leased by the member to the Club; or
- 2.4.5 the reimbursement of reasonable expenses properly incurred by the member on behalf of the Club.

### **3. COLOURS**

- 3.1 The official colours of the Club shall be red, navy blue and white.
- 3.2 The Club colours are to be worn by all representative teams competing on behalf of the Club.

### **4. POWERS OF THE CLUB.**

Subject to the Act, the Club may do all things necessary or convenient for carrying out its objects or purposes in a lawful manner.

### **5. REGISTER OF MEMBERS**

- 5.1 The Registrar, or another person authorised by the committee, is responsible for the requirements imposed on the Club under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Club.
- 5.2 In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.
- 5.3 The register of members must be kept at the registrar's place of residence, or at another place determined by the committee.
- 5.4 A member who wishes to inspect the register of members must contact the registrar to make the necessary arrangements.
- 5.5 If —
  - (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
  - (b) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,

the committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Club.

## **6. MEMBERSHIP**

### **6.1 Eligibility for membership**

- 6.1.1 Any person who supports the objects or purposes of the Club is eligible to apply to become a member.
- 6.1.2 An individual who has not reached the age of 15 years is not eligible to apply for a class of membership that confers full voting rights.

### **6.2 Applying for membership**

- 6.2.1 A person who wants to become a member must apply in writing to the Club.
- 6.2.2 The application must include a member's nomination of the applicant for membership.
- 6.2.3 The application must be signed by the applicant and the member nominating the applicant.
- 6.2.4 The applicant must specify in the application the class of membership, if there is more than one, to which the application relates.

### **6.4 Dealing with membership applications**

- 6.4.1 The committee must consider each application for membership of the Club and decide whether to accept or reject the application.
- 6.4.2 Subject to sub rule 6.2, the committee must consider applications in the order in which they are received by the Club.
- 6.4.3 The committee may delay its consideration of an application if the committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- 6.4.4 The committee must not accept an application unless the applicant —  
is eligible under rule 6.1; and  
has applied under rule 6.2.
- 6.4.5 The committee may reject an application even if the applicant —  
is eligible under rule 6.1; and  
has applied under rule 6.2.

- 6.4.6 The committee must notify the applicant of the committee's decision to accept or reject the application as soon as practicable after making the decision.
- 6.4.7 If the committee rejects the application, the committee is not required to give the applicant its reasons for doing so.

## 6.5 Becoming a member

An applicant for membership of the Club becomes a member when —

- (a) the committee accepts the application; and
- (b) the applicant pays any membership fees payable to the Club under rule 13.

## 6.6 Membership Categories:

### 6.6.1 ORDINARY MEMBER

Any person who is a financial member of the Club is entitled to hold any office and enjoy the privileges of the Club.

### 6.6.2 NON-PLAYING MEMBER

Persons other than ordinary members who are interested in promoting the Club, but who do not wish to participate in the playing activities of the Club, may become a Non-Playing Member and is entitled to hold any office and enjoy the privileges of the Club.

### 6.6.3 JUNIOR MEMBER

Any person under the age of 18 years may become a Junior Member. Voting rights of Junior Members will be passed to a nominated legal guardian.

### 6.6.4 LIFE MEMBERSHIP

Members of the Club who have rendered outstanding direct service to the Club, may upon recommendation of the Committee, be elected LIFE MEMBERS of the Club by a majority of members present.

Life Members may attend all General Meetings of Members, make recommendations to such meetings and speak to any recommendations at such meetings.

Life Members will be invited to all Club social functions.  
A maximum of two life memberships may be given in any one year.

## 6.7 Membership fees

- 6.7.1 The committee must determine the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Club.
- 6.7.2 The fees determined under subrule (1) may be different for different classes of membership.

- 6.7.3 A member must pay the annual membership fee to the treasurer, or another person authorised by the committee to accept payments, by the date (the **due date**) determined by the committee.
- 6.7.4 If a member has not paid the annual membership fee within the period of 3 months after the due date, the member ceases to be a member on the expiry of that period.
- 6.7.5 If a person who has ceased to be a member under subrule (4) offers to pay the annual membership fee after the period referred to in that subrule has expired —
- (a) the committee may, at its discretion, accept that payment; and
  - (b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.

## 7. WHEN MEMBERSHIP CEASES

- 7.1 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 member who is a body corporate, the body corporate is wound up;
  - (c) the person resigns from the Club under rule 8;
  - (d) the person is expelled from the Club under rule 9;
  - (e) the person ceases to be a member under rule 6.7.4.
- 7.2 The registrar must keep a record, for at least one year after a person ceases to be a member, of —
- (a) the date on which the person ceased to be a member; and
  - (b) the reason why the person ceased to be a member.

## 8. RESIGNATION

- 8.1 A member may resign from membership of the Club by giving written notice of the resignation to the registrar.
- 8.2 The resignation takes effect —
- (a) when the registrar receives the notice; or
  - (b) if a later time is stated in the notice, at that later time.
- 8.3 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.

## 9. DISCIPLINARY ACTION

### 9.1 Suspension or expulsion

- (1) The committee may decide to suspend a member's membership or to expel a member from the Club if —
  - a) the member contravenes any of these rules; or
  - b) the member acts detrimentally to the interests of the Club.
- (2) The secretary must give the member written notice of the proposed suspension or expulsion at least 7 days before the committee meeting at which the proposal is to be considered by the committee.
- (3) The notice given to the member must state —
  - a) when and where the committee meeting is to be held; and
  - b) the grounds on which the proposed suspension or expulsion is based; and
  - c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion;
- (4) At the committee meeting, the committee must —
  - a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and
  - b) give due consideration to any submissions so made; and
  - c) decide —
    1. whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
    2. whether or not to expel the member from the Club.
- (5) A decision of the committee to suspend the member's membership or to expel the member from the Club takes immediate effect.
- (6) The committee must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.
- (7) A member whose membership is suspended or who is expelled from the Club may, within 14 days after receiving notice of the Committee's decision under

sub-rule (6), give written notice to the secretary requesting the appointment of a mediator under rule 10.

- (8) If notice is given under sub-rule (7), the member who gives the notice and the committee are the parties to the mediation.

## 9.2 Consequences of suspension

(1) During the period a member's membership is suspended, the member —

(a) loses any rights (including voting rights) arising as a result of membership; and

(b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Club.

(2) When a member's membership is suspended, the secretary must record in the register of members —

(a) that the member's membership is suspended; and

(b) the date on which the suspension takes effect; and

(c) the period of the suspension.

(3) When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended.

## 9.3 Resolving disputes

(1) The procedure set out in this Section (the grievance procedure) applies to disputes —

(a) between members; or

(b) between one or more members and the Club.

(2) Parties to attempt to resolve dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 7 days after the dispute has come to the attention of each party.

(3) How grievance procedure is started

a) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 9(2), any party to the dispute may start the grievance procedure by giving written notice to the secretary of —

a. the parties to the dispute; and

- b. the matters that are the subject of the dispute.
- b) Within 7 days after the secretary is given the notice, a committee meeting must be convened to consider and determine the dispute.
- c) The secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- d) The notice given to each party to the dispute must state —
  - a. when and where the committee meeting is to be held; and
  - b. that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.
- e) If —
  - a. the dispute is between one or more members and the Club; and
  - b. any party to the dispute gives written notice to the secretary stating that the party —
    - 1. does not agree to the dispute being determined by the committee; and
    - 2. requests the appointment of a mediator under rule 10,
 the committee must not determine the dispute.

#### 9.4 Determination of dispute by committee

- (1) At the committee meeting at which a dispute is to be considered and determined, the committee must —
  - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute; and
  - (b) give due consideration to any submissions so made; and
  - (c) determine the dispute.
- (2) The committee must give each party to the dispute written notice of the committee's determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.
- (3) A party to the dispute may, within 14 days after receiving notice of the committee's determination under sub rule (1)(c), give written notice to the secretary requesting the appointment of a mediator under rule 10.
- (4) If notice is given under sub rule (3), each party to the dispute is a party to the mediation.

## 10. MEDIATION

This Section applies if written notice has been given to the secretary requesting the appointment of a mediator —

- (a) by a member under rule 9.1(7); or
- (b) by a party to a dispute under rule 9.3 e)b.2 or 9.4(3).

### 10.1 Appointment of mediator

- (1) The mediator must be a person chosen —
  - (a) if the appointment of a mediator was requested by a member under rule 9.1(7) — by agreement between the Member and the committee; or
  - (b) if the appointment of a mediator was requested by a party to a dispute under rule 9.3 e)b.2 or 9.4(3).— by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of subrule (1)(a) or (b), then, subject to subrules (3) and (4), the committee must appoint the mediator.
- (3) The person appointed as mediator by the committee must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
  - (a) a member under rule 9.1(7); or
  - (b) a party to a dispute under rule 9.3 e)b.2; or
  - (c) a party to a dispute under rule 9.4(3) and the dispute is between one or more members and the Club.
- (4) The person appointed as mediator by the committee may be a member or former member of the Club but must not —
  - (a) have a personal interest in the matter that is the subject of the mediation; or
  - (b) be biased in favour of or against any party to the mediation.

### 10.2 Mediation process

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must —
  - a) give each party to the mediation every opportunity to be heard; and
  - b) allow each party to the mediation to give due consideration to any written statement given by another party; and
  - c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.

- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

10.4 If mediation results in decision to suspend or expel being revoked

If —

- a. mediation takes place because a member whose membership is suspended or who is expelled from the Club gives notice under rule 9.1(7); and
- b. as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at a committee meeting or general meeting during the period of suspension or expulsion.

## 11. COMMITTEE

- (1) The committee members are the persons who, as the management committee of the Club, have the power to manage the affairs of the Club
- (2) Subject to the Act, these rules, the by-laws (if any) and any resolution passed at a general meeting, the committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Club.
- (3) The committee must take all reasonable steps to ensure that the Club complies with the Act, these rules and the by-laws (if any).
- (4) The committee members consist of —
  - a) the office holders of the Club;
  - b) Club Registrar;
  - c) Coaching Coordinator;
  - d) Umpiring Coordinator
  - e) Uniform Coordinator;
  - f) Equipment Coordinator;
  - g) Social Secretary; and
  - h) at least one ordinary committee member.
- (5) The committee must determine the maximum number of members who may be ordinary committee members.
- (6) The following are the office holders of the Club —
  - a) the President;

- b) the Vice President (2);
- c) the Secretary;
- d) the Treasurer.

(7) A person may be a committee member if the person is —

- a) an individual who has reached 18 years of age; and
- b) an ordinary member.

(8) A person must not hold 2 or more of the offices mentioned in subrule (3) at the same time.

(9) President

The President has the following duties -

- a) It is the duty of the President to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.
- b) The President has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules.

(10) Secretary

The Secretary has the following duties —

- a) dealing with the Club's correspondence;
- b) consulting with the President regarding the business to be conducted at each committee meeting and general meeting;
- c) preparing the notices required for meetings and for the business to be conducted at meetings;
- d) maintaining on behalf of the Club an up-to-date copy of these rules, as required under section 35(1) of the Act;
- e) unless another member is authorised by the committee to do so, maintaining on behalf of the Club a record of committee members and other persons authorised to act on behalf of the Club, as required under section 58(2) of the Act;
- f) ensuring the safe custody of the books of the Club, other than the financial records, financial statements and financial reports, as applicable to the Club;
- g) maintaining full and accurate minutes of committee meetings and general meetings;
- h) carrying out any other duty given to the secretary under these rules or by the committee.

(11) Treasurer

The treasurer has the following duties —

- a) ensuring that any amounts payable to the Club are collected and issuing receipts for those amounts in the Club's name;
- b) ensuring that any amounts paid to the Club are credited to the appropriate account of the Club, as directed by the committee;
- c) ensuring that any payments to be made by the Club that have been authorised by the committee or at a general meeting are made on time;
- d) ensuring that the Club complies with the relevant requirements of Part 5 of the Act;
- e) ensuring the safe custody of the Club's financial records, financial statements and financial reports, as applicable to the Club;
- f) coordinating the preparation of the Club's financial statements before their submission to the Club's annual general meeting;
- g) carrying out any other duty given to the treasurer under these rules or by the committee.

## **12. ELECTION OF COMMITTEE MEMBERS AND TENURE OF OFFICE**

(1) A member becomes a committee member if the member —

- a) is elected to the committee at a general meeting; or
- b) is appointed to the committee by the committee to fill a casual vacancy under rule 12 (8).

(2) Nomination of committee members

- a) At least 42 days before an annual general meeting, the secretary must send written notice to all the members —
  - a. calling for nominations for election to the committee; and
  - b. stating the date by which nominations must be received by the secretary to comply with sub rule (2).
- b) A member who wishes to be considered for election to the committee at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary at least 28 days before the annual general meeting.
- c) The written notice must include a statement by another member in support of the nomination.
- d) A member may nominate for one specified position of office holder of the Club or to be an ordinary committee member.
- e) A member whose nomination does not comply with this rule is not eligible for election to the committee unless the member is nominated under rule 12(3)b) or 12(4)b)b).

(3) Election of office holders

- a) At the annual general meeting, a separate election must be held for each position of office holder of the Club.
- b) If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary members at the meeting.
- c) If only one member has nominated for a position, the chairperson of the meeting must declare the member elected to the position.
- d) If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide who is to be elected to the position.
- e) Each ordinary member present at the meeting may vote for one member who has nominated for the position.
- f) A member who has nominated for the position may vote for himself or herself.
- g) On the member's election, the new President of the Club may take over as the chairperson of the meeting.

(4) Election of ordinary committee members

- a) At the annual general meeting, the Club must decide by resolution the number of ordinary committee members (if any) to hold office for the next year.
- b) If the number of members nominating for the position of ordinary committee member is not greater than the number to be elected, the chairperson of the meeting —
  - (a) must declare each of those members to be elected to the position; and
  - (b) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph c).
- c) If —
  - (a) the number of members nominating for the position of ordinary committee member is greater than the number to be elected; or
  - (b) the number of members nominating under sub rule (2)b) is greater than the number of positions remaining unfilled,
  - (c) the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide the members who are to be elected to the position of ordinary committee member.
- d) A member who has nominated for the position of ordinary committee member may vote in accordance with that nomination.

(5) Term of office

- a) The term of office of a committee member begins when the member —
  - a. is elected at an annual general meeting or under sub rule 12(6)c)b); or

- b. is appointed to fill a casual vacancy under rule 12.(8).
  - b) Subject to rule 12.(7), a committee member holds office until the positions on the committee are declared vacant at the next annual general meeting.
  - c) A committee member may be re-elected.
  - d) The Executive of the Club shall be elected for a two (2) year term. A person shall cease to be a member of the Executive at the conclusion of the Annual General Meeting which follows two years after his/her election and he/she will be eligible for re-election. No person shall hold more than one position on the Executive at any one time.
    - a. President (two year term, even years)
    - b. Vice President (two year term, odd years)
    - c. Secretary (two year term, even years)
    - d. Treasurer (two year term, odd years)
- (6) Resignation and removal from office
- a) A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the President.
  - b) The resignation takes effect —
    - a. when the notice is received by the secretary or chairperson; or
    - b. if a later time is stated in the notice, at the later time.
  - c) At a general meeting, the Club may by resolution —
    - a. remove a committee member from office; and
    - b. elect a member who is eligible under rule 11.(7) to fill the vacant position.
  - d) A committee member who is the subject of a proposed resolution under sub rule (3)(a) may make written representations (of a reasonable length) to the secretary or President and may ask that the representations be provided to the members.
  - e) The secretary or President may give a copy of the representations to each member or, if they are not so given, the committee member may require them to be read out at the general meeting at which the resolution is to be considered.
- (7) When membership of committee ceases
- A person ceases to be a committee member if the person —
- a) dies or otherwise ceases to be a member; or
  - b) resigns from the committee or is removed from office under rule 8; or
  - c) becomes ineligible to accept an appointment or act as a committee member under section 39 of the Act;
  - d) becomes permanently unable to act as a committee member because of a mental or physical disability; or

- e) fails to attend 3 consecutive Committee meetings, of which the person has been given notice, without having notified the Committee that the person will be unable to attend.

(8) Filling casual vacancies

- a) The committee may appoint a member who is eligible under rule 11.(7) to fill a position on the committee that —
  - a. has become vacant under rule 12.(7); or
  - b. was not filled by election at the most recent annual general meeting or under rule 12.(6)(c)b.
- b) If the position of secretary becomes vacant, the committee must appoint a member who is eligible under rule 11.(7) to fill the position within 14 days after the vacancy arises.
- c) Subject to the requirement for a quorum under rule 14.15, the committee may continue to act despite any vacancy in its membership.
- d) If there are fewer committee members than required for a quorum under rule 14.15, the committee may act only for the purpose of —
  - a. appointing committee members under this rule; or
  - b. convening a general meeting.

(9) Validity of acts

The acts of a committee or subcommittee, or of a committee member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a committee member or member of a subcommittee.

(10) Payments to committee members

A committee member is entitled to be paid out of the funds of the Club for any out-of-pocket expenses for travel and accommodation properly incurred —

- a. in attending a committee meeting or
- b. in attending a general meeting; or
- c. otherwise in connection with the Club's business.

## 13. REVIEW OF FINANCIAL STATEMENTS

### 13.1 Source of funds

The funds of the Club may be derived from participation fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the committee.

### 13.2 Control of funds

- a) The Club must open an account in the name of the Club with a financial institution from which all expenditure of the Club is made and into which all funds received by the Club are deposited.
- b) Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Club.
- c) The committee may authorise the treasurer to expend funds on behalf of the Club up to a specified limit without requiring approval from the committee for each item on which the funds are expended.
- d) All accounts due by the Club shall be paid by cheque or electronic transfer after having being passed for payment at the Committee Meeting and when immediate payment is necessary, account/s shall be paid and the action endorsed at the next Committee Meeting.
- e) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Club must be signed by —
  - a. 2 committee members; or
  - b. one committee member and a person authorised by the committee.
- f) The Secretary shall not spend more than a set amount Petty Cash without the consent of the Committee, and shall keep a record of such expenditure in a Petty Cash Book.
- g) All funds of the Club must be deposited into the Club's account within 5 working days after their receipt.
- h) The signatories to the Club's account/s will be any two (2) from the following;
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
- i) The financial year of the Club shall commence on 1 November each year.

### 13.3 Financial statements and financial reports

- a) For each financial year, the committee must ensure that the requirements imposed on the Club under Part 5 of the Act relating to the financial statements or financial report of the Club are met.
- b) Without limiting sub rule (a), those requirements include —
  - a. the preparation of the financial statements; and
  - b. the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
  - c. a statement showing the financial position of the Club shall be tabled at each Committee Meeting by the Treasurer.

## 14. MEETINGS

### 14.1 Annual General Meeting

- a) The committee must determine the date, time and place of the annual general meeting.
- b) If it is proposed to hold the annual general meeting more than 6 months after the end of the Club's financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- c) The ordinary business of the annual general meeting is as follows —
  - a. to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed;
  - b. to receive and consider —
    - i. the committee's annual report on the Club's activities during the preceding financial year; and
    - ii. the financial statements of the Club for the preceding financial year presented under Part 5 of the Act; and
  - c. to elect the office holders of the Club and other committee members;
  - d. to confirm or vary the participant fees, subscriptions and other amounts (if any) to be paid by members.
- d) Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

### 14.2 Special general meetings

- a) The committee may convene a special general meeting.
- b) The committee must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- c) The members requiring a special general meeting to be convened must —
  - a. make the requirement by written notice given to the secretary; and

- b. state in the notice the business to be considered at the meeting; and
  - c. each sign the notice.
- d) The special general meeting must be convened within 28 days after notice is given under subrule (3)(a).
- e) If the committee does not convene a special general meeting within that 28 day period, the members making the requirement (or any of them) may convene the special general meeting.
- f) A special general meeting convened by members under sub rule (5) —
- a. must be held within 3 months after the date the original requirement was made; and
  - b. may only consider the business stated in the notice by which the requirement was made.
- g) The Club must reimburse any reasonable expenses incurred by the members convening a special general meeting under sub rule (5).

#### 14.3 Notice of general meetings

- a) The secretary or, in the case of a special general meeting convened under rule 14.2(5), the members convening the meeting, must give to each member —
- a. at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - b. at least 14 days' notice of a general meeting in any other case.
- b) The notice must —
- a. specify the date, time and place of the meeting; and
  - b. indicate the general nature of each item of business to be considered at the meeting; and
  - c. if the meeting is the annual general meeting, include the names of the members who have nominated for election to the committee under rule 12.(2)b; and
  - d. if a special resolution is proposed —
    - i. set out the wording of the proposed resolution as required by section 51(4) of the Act; and
    - ii. state that the resolution is intended to be proposed as a special resolution.

#### 14.4 Use of technology to be present at general meetings

- a) The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.

- b) A member who participates in a general meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

#### 14.5 Presiding member and quorum for general meetings

- a) The President or, in the President's absence, the Vice President must preside as chairperson of each general meeting.
- b) If the President and Vice President are absent or are unwilling to act as chairperson of a general meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- c) No business is to be conducted at a general meeting unless a quorum is present.
- d) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting —
  - a. in the case of a special general meeting — the meeting lapses; or
  - b. in the case of the annual general meeting — the meeting is adjourned to —
    - i. the same time and day in the following week; and
    - ii. the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
- e) If —
  - a. a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under sub rule (d)b; and
  - b. at least 2 ordinary members are present at the meeting,those members present are taken to constitute a quorum.

#### 14.6 Adjournment of general meeting

- a) The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- b) Without limiting sub rule (1), a meeting may be adjourned —
  - a. if there is insufficient time to deal with the business at hand; or
  - b. to give the members more time to consider an item of business.
- c) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

- d) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 14.3.

#### 14.7 Voting at general meeting

- a) On any question arising at a general meeting subject to sub rule f), each ordinary member has one vote.
- b) Except in the case of a special resolution, a motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion.
- c) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- d) If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- e) For a person to be eligible to vote at a general meeting as an ordinary member, the ordinary member —
  - a. must have been an ordinary member at the time notice of the meeting was given under rule 14.3; and
  - b. must have paid any fee or other money payable to the Club by the member.
- f) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- g) If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- h) For a person to be eligible to vote at a general meeting as an ordinary member, or on behalf of an ordinary member that is a body corporate under sub rule (2), the ordinary member —
  - a. must have been an ordinary member at the time notice of the meeting was given under rule 14.3 ; and
  - b. must have paid any fee or other money payable to the Club by the member.

#### 14.8 When special resolutions are required

- a) A special resolution is required if it is proposed at a general meeting —
  - a. to affiliate the Club with another body; or
  - b. to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
- b) Sub rule (a) does not limit the matters in relation to which a special resolution may be proposed.

#### 14.9 Determining whether resolution carried

- a) In this rule —

a *poll* means the process of voting in relation to a matter that is conducted in writing.

- b) Subject to sub rule (d), the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been —
- a. carried; or
  - b. carried unanimously; or
  - c. carried by a particular majority; or
  - d. lost.
- c) If the resolution is a special resolution, the declaration under sub rule (b) must identify the resolution as a special resolution.
- d) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other ordinary members present in person—
- a. the poll must be taken at the meeting in the manner determined by the chairperson;
  - b. the chairperson must declare the determination of the resolution on the basis of the poll.
- e) If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.
- f) If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.
- g) A declaration under sub rule (b) or (d) must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

#### 14.10 Minutes of general meeting

- a) The secretary, or a person authorised by the committee from time to time, must take and keep minutes of each general meeting.
- b) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- c) In addition, the minutes of each annual general meeting must record —
- a. the names of the ordinary members attending the meeting; and
  - b. the financial statements or financial report presented at the meeting, as referred to in rule 14.1(3)b)i or ii;
- d) The minutes of a general meeting must be entered in the Club's minute book within 30 days after the meeting is held.

- e) The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by —
  - a. the chairperson of the meeting; or
  - b. the chairperson of the next general meeting.
- f) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that —
  - a. the meeting to which the minutes relate was duly convened and held; and
  - b. the matters recorded as having taken place at the meeting took place as recorded; and
  - c. any election or appointment purportedly made at the meeting was validly made.

#### 14.11 Committee meetings

- a) The committee must meet at least 3 times in each year on the dates and at the times and places determined by the committee.
- b) The date, time and place of the first committee meeting must be determined by the committee members as soon as practicable after the annual general meeting at which the committee members are elected.
- c) Special committee meetings may be convened by the President or any 2 committee members.

#### 14.12 Notice of committee meetings

- a) Notice of each committee meeting must be given to each committee member at least 48 hours before the time of the meeting.
- b) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- c) Unless sub rule (d) applies, the only business that may be conducted at the meeting is the business described in the notice.
- d) Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

#### 14.13 Procedure and order of business

- a) The President or, in the President's absence, the Vice President must preside as chairperson of each committee meeting.
- b) If the President and Vice President are absent or are unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.

- c) The procedure to be followed at a committee meeting must be determined from time to time by the committee.
- d) The order of business at a committee meeting may be determined by the committee members at the meeting.
- e) A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.
- f) A person invited under sub rule (e) to attend a committee meeting —
  - a. has no right to any agenda, minutes or other document circulated at the meeting; and
  - b. must not comment about any matter discussed at the meeting unless invited by the committee to do so; and
  - c. cannot vote on any matter that is to be decided at the meeting.

#### 14.14 Use of technology to be present at committee meetings

- a) The presence of a committee member at a committee meeting need not be by attendance in person but may be by that committee member and each other committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- b) A member who participates in a committee meeting as allowed under sub rule (a) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

#### 14.15 Quorum for committee meetings

- a) Subject to rule 12.(h), no business is to be conducted at a committee meeting unless a quorum is present.
- b) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting —
  - a. in the case of a special meeting — the meeting lapses; or
  - b. otherwise, the meeting is adjourned to the same time, day and place in the following week.
- c) If —
  - a. a quorum is not present within 30 minutes after the commencement time of a committee meeting held under sub rule b)b.; and
  - b. at least 2 committee members are present at the meeting,

those members present are taken to constitute a quorum.

#### 14.16 Voting at committee meetings

- (1) Each committee member present at a committee meeting has one vote on any question arising at the meeting.

- (2) A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) A vote may take place by the committee members present indicating their agreement or disagreement or by a show of hands, unless the committee decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

#### 14.17 Minutes of committee meetings

- (1) The committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following —
  - a. the names of the committee members present at the meeting;
  - b. the name of any person attending the meeting under rule 14.13(e);
  - c. the business considered at the meeting;
  - d. any motion on which a vote is taken at the meeting and the result of the vote.
- (3) The minutes of a committee meeting must be entered in the Club's minute book within 30 days after the meeting is held.
- (4) The chairperson must ensure that the minutes of a committee meeting are reviewed and signed as correct by —
  - a. the chairperson of the meeting; or
  - b. the chairperson of the next committee meeting.
- (5) When the minutes of a committee meeting have been signed as correct they are, until the contrary is proved, evidence that —
  - a. the meeting to which the minutes relate was duly convened and held; and
  - b. the matters recorded as having taken place at the meeting took place as recorded; and
  - c. any appointment purportedly made at the meeting was validly made.

### 15. ENFORCEMENT OF THE CONSTITUTION AND BYLAWS

1. The authority of the Club shall extend to and be recognised by all members.
2. The Committee shall have the power to enquire into, deal with and adjudicate upon all questions and disputes as to the interpretation of this constitution and any ruling of By-laws made hereunder, upon any breach or alleged breach of this Constitution, its ruling and By-laws, and upon any complaint made to it of misconduct detrimental to the policy,

interests or welfare of the club or any person or member. The Committee may caution, suspend, fine or otherwise deal with the person or member concerned. Its decision shall be binding on all parties concerned.

3. All enquiries into any Club matter shall be conducted in a fair and impartial manner having regard to the principles of natural justice. All concerned parties shall be entitled to be heard.

## **16. RULES OF THE CLUB**

1. These Rules bind every Member and the Club and each Member agrees to comply with these Rules.
2. The Club must provide, free of charge, a copy of the Rules in force, at the time Membership commences, to each person who becomes a Member under rule 6.2.
3. The Club must keep a current copy of the Rules.
4. All members of the Club are required to adhere to the Codes of Behaviours.

## **17. AMENDMENTS OF RULES**

1. No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting or Special General Meeting, called for that purpose and notice in writing of all motions to alter repeal or add to the Constitution shall be signed by the proposer and seconder and sent to the Club at least four (4) weeks before the Annual General Meeting or seven (7) days prior to a Special General Meeting called for such purpose.
2. Such notices of motion shall be forwarded to all members by post or email at least fourteen (14) days prior to the Annual General Meeting.
3. Such motions or any part thereof shall be of no effect unless passed by a three fourths majority of those present and entitled to vote at the Annual General Meeting

## **18. BY-LAWS OF THE CLUB**

1. The Members of the Club may make, amend and repeal by-laws for the management of the Club by Motion at a General Meeting provided that the by-laws are not inconsistent with the Rules or the Act.
2. The by-laws made under rule 18.1-
  - a. Do not form part of the Rules;
  - b. May make provision for:
    - i. classes of Membership and the rights and obligations that apply to each class of Membership;

- ii. requirements for financial reporting, financial accountability or audit of accounts in addition to those prescribed by the Act and the Rules;
  - iii. restrictions on the powers of the Committee including the power to dispose of assets;
  - iv. a requirement for members to hold a specified educational, trade or professional qualification; and
  - v. any other matter that the Club considers necessary or appropriate; and
- c. Must be available for inspection by Members.

## **19. GIVING NOTICE TO MEMBERS**

1. A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and —
  - a. delivered by hand to the recorded address of the member; or
  - b. sent by prepaid post to the recorded postal address of the member; or
  - c. sent by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member.

## **20. CUSTODY OF BOOKS AND SECURITIES**

1. Subject to sub rule (2), the books and any securities of the Club's must be kept in the secretary's custody or under the secretary's control.
2. The financial records and, as applicable, the financial statements or financial reports of the Club's must be kept in the treasurer's custody or under the treasurer's control.
3. Sub rules (1) and (2) have effect except as otherwise decided by the committee.
4. The books of the Club must be retained for at least 7 years.

## **21. RECORD OF OFFICE HOLDERS**

The record of committee members and other persons authorised to act on behalf of the Club that is required to be maintained under section 58(2) of the Act must be kept in the secretary's custody or under the secretary's control.

## **22. INSPECTION OF RECORDS AND DOCUMENTS**

1. Sub rule (2) applies to a member who wants to inspect —
  - a. the register of members under section 54(1) of the Act; or
  - b. the record of the names and addresses of committee members, and other persons authorised to act on behalf of the Club, under section 58(3) of the Act; or
  - c. any other record or document of the Club.

2. The member must contact the secretary to make the necessary arrangements for the inspection.
3. The inspection must be free of charge.
4. If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.
5. The member may make a copy of or take an extract from a record or document referred to in sub rule (1)(c) but does not have a right to remove the record or document for that purpose.
6. The member must not use or disclose information in a record or document referred to in sub rule (1)(c) except for a purpose —
  - a. that is directly connected with the affairs of the Club; or
  - b. that is related to complying with a requirement of the Act.

### **23. PUBLICATION BY COMMITTEE MEMBERS OF STATEMENTS ABOUT CLUB BUSINESS**

1. A committee member must not publish, or cause to be published, any statement about the business conducted by the Club at a general meeting or committee meeting unless —
  - a. the committee member has been authorised to do so at a committee meeting; and
  - b. the authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.

### **24. DISTRIBUTION OF SURPLUS PROPERTY ON CANCELLATION OF INCORPORATION OR WINDING UP**

If, on the winding up of the Club, any property of the Club remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that property shall not be paid to or distributed among the members of the Club, but shall be transferred to the Catholic Education Commission of Western Australia Trustees Club (Inc) (trading as: Catholic Education WA, 50 Ruislip Street, LEEDERVILLE, WA) for distribution to other institutions having objectives similar to, or in part similar to the objectives of this Club. Such distribution is to be at the discretion of the Catholic Education Commission of Western Australia Trustees Club (Inc).

### **25. INDEMNITY**

The executive members of the Club, who upon authority of the Club accept or incur a pecuniary liability on behalf of the Club, shall be indemnified by the Club, against any personal loss in respect thereof.