

**COMPANY CONSTITUTION**

**OF**

**MARRICKVILLE BOWLING &  
RECREATION CLUB LIMITED**

(as adopted – 2013)

ACN 001 037 029

A Company Limited by Guarantee  
and not having a Share Capital

[retyped version – 5/3/13]

**CONSTITUTION**  
**OF**  
**MARRICKVILLE BOWLING & RECREATION CLUB LIMITED**

**NAME**

1. The name of the company is the “Marrickville Bowling & Recreation Club Limited”.

**DEFINITIONS**

2. In this Constitution, the following definitions will apply, unless there is something in the subject or context inconsistent with the below meaning:

“Act” means the *Corporations Act 2001* (as amended) and any regulation made under that act.

“annual report” means an annual financial report that is produced in accordance with the requirements of the Act, the Registered Clubs Act and the Australian Accounting Standards.

“annual subscription” means the subscription paid by a member in accordance with the Registered Clubs Act and being paid either annually or otherwise.

“Australian Accounting Standards” means the standards issued by the Australian Accounting Standards Board, as in force for the time being, and including any modifications prescribed by the Regulations made under the Act.

“Authority” means the Independent Liquor & Gaming Authority.

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

“business day” means a day that is not a Saturday, a Sunday or a public holiday.

“By-laws” means any by-law, rule, policy or regulation established by the Board under the provisions of this Constitution.

“chairperson” shall mean the chairperson of a meeting of the Club being such person entitled to preside at such meeting in accordance with the provisions of this Constitution.

“close relative” of a person means:

- (a) a parent, child, brother or sister of the person; or
- (b) a spouse or de facto partner of the person or of a person referred to in paragraph (a). [Note: “De facto partner” is defined in the *Interpretation Act 1987*]

“Club” means the Marrickville Bowling & Recreation Club Limited (ACN 001 037 029) and includes any registered business names owned by the Club.

“club licence” means a club licence granted under the Liquor Act.

“Constitution” means this company constitution of the Club which has been adopted and modified in accordance with the Act.

“contract” includes commercial arrangement.

“core property” means any real property owned or occupied by the Club that comprises:

- (a) the defined premises of the Club, or
- (b) any facility provided by the Club for the use of its members and their guests, or
- (c) any other property declared, by a resolution passed by a majority of the members present at a general meeting of the Ordinary Members of the Club, to be core property of the Club,

but does not include any property referred to in paragraphs (a)-(c) that is declared, by a resolution passed by a majority of the members present at a general meeting of the Ordinary Members of the Club, not to be core property of the Club.

“dispose” of property means to sell, lease or licence the property or to otherwise deal with the property in such manner as may be prescribed by the Registered Clubs Act.

“employ” and “employee” includes engage under a contract for services.

“financial member”, and the term “financial” when referring to a member, means a member who has paid the annual subscription in advance.

“Gaming Machines Act” means the *Gaming Machines Act 2001* (as amended) and any regulation made under that act.

“gift” includes money, hospitality or discounts.

“Liquor Act” means the *Liquor Act 2007* (as amended) and any regulation made under that act.

“manager” shall mean the Secretary of the Club and such other persons who have been approved by the Authority and appointed to manage the licensed Club premises in accordance with the Liquor Act.

“month” means calendar month.

“non-core property” means any real property owned or occupied by the Club that is not core property.

“notice board” means a board or boards designated as such and conspicuously located within the Club premises on which notices for the information of members are posted.

“office” means the registered office for the time being of the Club.

“Officer” shall have the meaning defined in the Act.

“Ordinary Member” means a member of the Club other than a Life Member, Honorary Member, Temporary Member, or Provisional Member of the Club.

“ordinary resolution” means a resolution that may be passed by a simple majority (being at least 50%) at a general meeting of members.

“Registered Clubs Act” means the *Registered Clubs Act 1976* (as amended) and any regulation made under that act.

“responsible adult” means a person of or over the age of eighteen (18) years who, in relation to the minor, is a parent, step-parent, guardian, legal spouse, or a person who for the time being has parental responsibility for the minor.

“Returning Officer” shall mean a person appointed by the Club to conduct an election on behalf of the Club, and shall include the State Electoral Commissioner or his representative when said Commissioner conducts an election.

“Rules”, unless otherwise inferred, means the paragraphs within this Constitution, and any By-laws and regulations of the Club.

“Secretary” includes Acting Secretary, Secretary Manager, Acting Secretary Manager, Honorary Secretary, Acting Honorary Secretary, Chief Executive Officer, and Acting Chief Executive Officer.

“special resolution” means a resolution that in accordance with the Act:

- (a) Is passed at a general meeting of the Club of which at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been duly given; and
- (b) Is passed by a majority of at least 75% of members entitled to vote who are in attendance and vote in person at the meeting.

“teleconference” includes the use of telephone, computer, closed-circuit television, video based equipment, or any other suitable electronic means of communication.

“top executive” means each of the following:

- (a) the Secretary of the Club;
- (b) a person who is the manager (within the meaning of the Liquor Act) of any premises of the club;
- (c) a person who is, or who is of a class, prescribed by the Registered Clubs Act for the purposes of this definition.

“written” and “in writing” include printing, typing, lithography, electronic communication and other modes of representing or reproducing words in visible form in the English language. Provided that information may only be given by means of electronic communication where at the time the information was given it was reasonable to expect that the information would be readily accessible and the person to whom the information is given has consented to the information being given by means of an electronic communication.

“year” when referring to matters dealing with elections means the period between successive Annual General Meetings.

### **INTERPRETATION**

- 3. (a) When reading and interpreting this Constitution, and any By-laws and other rules made under this Constitution, the definitions and the interpretation rules shall be in accordance with the Acts Interpretation Act 1901 and the Interpretations Act 1987. However, the application of the said Acts is subject to a contrary intention in other applicable Commonwealth and New South Wales legislation and any regulations made thereunder, or as otherwise is clearly stated in this Constitution and not inconsistent with any legislation or regulation.
- (b) This Constitution shall be read and construed subject to the provisions of the Registered Clubs Act and to the extent that any of the provisions in the Constitution are inconsistent therewith and might prevent the Club being registered under the provisions of the said Act they shall be inoperative and have no effect.
- (c) Replaceable rules under the Act are excluded from this Constitution and shall not apply to the Club except insofar as they are repeated in this Constitution or are included in modified form in this Constitution.
- (d) The headings contained herein have been inserted for convenience only and shall not define limit construe or describe the scope or intent of any of the Rules in this Constitution, nor limit or govern the construction of this Constitution.
- (e) A reference to a matter being approved by the Board is a reference to the matter being approved at a meeting of the Board at which a majority of the votes cast supported the approval.
- (f) Words importing a gender include every other gender. Words in the singular number include the plural and vice versa. A reference to a person does not exclude it being a reference to a corporation, a body corporate or politic.

- (g) A decision of the Board on the construction or interpretation of the Constitution of the Club, or of any By-laws of the Club made pursuant to this Constitution or on any matter arising therein, shall be conclusive and binding on all members of the Club, subject to such construction or interpretation being varied or revised by the members of the Club in general meeting or by the Supreme Court of New South Wales.

#### **EFFECT OF CONSTITUTION**

4. The Club's Constitution and any By-laws and other rules have effect as a contract between the Club and each member; and between the Club and each director and the Secretary; and between a member and each other member; under which each person agrees to observe and perform the Constitution, By-laws and rules so far as they apply to that person.

#### **PRELIMINARY**

5. The Club is established for the purposes set out in this Constitution.
6. The Club is a non-proprietary company.
7. Any profits or other income of the Club shall be applied only to the promotion of the purposes of the Club and shall not be paid to or distributed among the members of the Club.
8. Subject to the provisions of the Registered Clubs Act, a member of the Club, whether or not he is a member of the Board or of any committee of the Club, shall not be entitled under the Rules of the Club or otherwise, to derive, directly or indirectly, any profit, benefit or advantage from the Club that is not offered equally to every member of the Club. Provided that nothing herein contained shall be construed as to prevent the allowance of an honorarium as determined by the Board to any member in respect of special honorary services rendered to the Club and payment of such honorarium shall be approved by the members of the Club at a general meeting prior to the payment being made.
9. Subject to the provisions of the Registered Clubs Act, a person, other than the Club or its members, shall not be entitled, under the Rules of the Club or otherwise, to derive, directly or indirectly, any profit, benefit or advantage from the grant to the Club of, or the fact that the Club has applied for, a club licence under the Liquor Act or from any added value that may accrue to the premises of the Club because of the grant to the Club of, or the fact that the Club has applied for, such a licence.
10. The Secretary, or any employee, or a member of the Board or of any committee, of the Club shall not be entitled, under this Constitution or otherwise, to receive, directly or indirectly, any payment calculated by reference to the quantity of liquor purchased, supplied, sold or disposed of by the Club or the receipts of the Club for any liquor supplied or disposed of by the Club.

11. Subject to provisions of the Gaming Machines Act, the Club shall not share any receipts arising from the operation of an approved gaming machine kept by the Club and shall not make any payment or part payment by way of commission or an allowance from or on any such receipts and shall not grant any interest in an approved gaming machine kept by the Club to any other person.
12.
  - (a) A Director, Secretary, other officer or employee of a Club must not improperly use their position to gain an advantage for themselves or someone else; or to cause detriment to the Club.
  - (b) A Director or other officer of the Club must exercise their powers and discharge their duties with the degree of care and diligence that a reasonable person would exercise if they were a director or officer of a Club in the Club's circumstances.
  - (c) A person who obtains information because they are, or have been, a Director, Secretary or other officer or employee of the Club must not improperly use the information to gain an advantage for themselves or someone else; or to cause detriment to the corporation.
13. The Club must not dispose of any core property of the Club unless:
  - (a) the property has been valued by a registered valuer within the meaning of the *Valuers Act 2003*; and
  - (b) the disposal has been approved at a general meeting of the Ordinary Members of the Club at which a majority of the votes cast supported the approval; and
  - (c) any sale is by way of public auction or open tender conducted by an independent real estate agent or auctioneer,  
  
notwithstanding any exceptions created by regulations made under the Registered Clubs Act.
14. Liquor shall not be sold, supplied or disposed of on the premises of the Club to any person who is not a member of the Club except on the invitation and in the company of a member of the Club or to persons attending a function whilst a club functions authorisation is in force.
15. The Club shall observe the liquor harm minimisation requirements of the Registered Clubs Act, that is, the minimisation of harm associated with misuse and abuse of liquor (such as harm arising from violence and other anti-social behaviour).
16.
  - (a) Liquor shall not be sold, supplied or disposed of on the premises of the Club to any person under the age of eighteen (18) years.
  - (b) A person under the age of eighteen (18) years shall not use or operate any poker machines or any other types of gaming machines on the premises of the Club.
17. The Registered Clubs Act may require members of the Board, the Secretary of the Club, and persons appointed under the Liquor Act as managers of Club premises, to undergo training courses relating to financial management and other matters that are relevant to their functions.

## OBJECTS

18. The objects for which the Club is established are:
- (a) To purchase lease or otherwise acquire and hold any freehold or leasehold property or any easements rights or privileges which the Club may think requisite for the purpose of or capable of being conveniently used in connection with any of the objects of the Club.
  - (b) To promote and conduct such sports games amusements and entertainments pastimes and recreations indoor and outdoor as the Club may deem expedient.
  - (c) To construct establish provide maintain and conduct playing areas and grounds as the Club may determine and to construct provide establish furnish and maintain clubhouses pavilions and other buildings containing such amenities conveniences and accommodation either residential or otherwise as the Club may from time to time determine.
  - (d) To construct maintain and alter any buildings or works necessary or convenient for the purposes of the Club.
  - (e) To raise money by entrance fees and other payments payable by members and to grant any rights and privileges to members.
  - (f) To promote and hold either alone or jointly with any other association club or persons competitions matches and sports and to offer give or contribute towards prizes medals and awards and to give or guarantee any prize money and expenses whether for members or other persons and to promote give or support dinners balls concerts and other entertainments. Provided that no member of the Club or other person shall receive any prize medal award or distinction except as a successful competitor at any match, sporting event, trial or competition held or promoted by the Club or to the cost of the holding or promotion of which the Club may have subscribed out of its income or property and which under the regulations affecting the said game match sporting event or competition may be awarded to him.
  - (g) To subscribe to become a member of and co-operate with any other club association or organisation whether incorporated or not whose objects are altogether or in part similar to those of this Club. Provided that the Club shall not subscribe to or support with its funds any club association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club under or by virtue of this Constitution.
  - (h) To acquire membership of the Registered Clubs Association of New South Wales and to arrange for the representation of the Club at any corporation body or bodies formed for the purpose of promoting the interests of the Club and its social sporting and other activities.



- (i) To apply for and obtain and hold a club licence or any other licence or licences under the Liquor Act and/or Registered Clubs Act or any other act or law for the time being operating and for such purpose or purposes to appoint, if necessary or desirable, a manager or other officer to act as licensee and hold the club licence or other licence or licences on behalf of the Club.
- (j) To buy prepare make supply sell and deal in all kinds of sporting equipment used in connection with the Club's sporting activities or entertainments and all kinds of provisions and refreshments required or used by the members of the Club or other persons frequenting the playing areas grounds clubhouses or premises of the Club.
- (k) To purchase take or lease or in exchange or otherwise acquire any lands buildings easements rights of common or property real or personal which may be requisite for the purposes of or conveniently used in connection with any of the objects of the Club and to sell, convey, transfer, assign, mortgage, give in, exchange or dispose of the same.
- (L) To make draw accept endorse discount and execute and to issue promissory notes bills of exchange debentures or other transferable or negotiable instruments of any description.
- (m) To borrow or raise and secure the payment of money in such manner as the Club shall think fit in particular by the issue of debentures or debenture stock perpetual or otherwise charged upon all or any of the Club's property (both present and future) and to purchase redeem or pay off any such securities.
- (n) To lend money to persons or companies and on such terms as may seem expedient and to carry on the business of guarantors and to guarantee or become liable for the payment of money or for the performance of any obligations and generally to transact all kinds of guarantee business and for that purpose to give securities over all or any part of the Club's business or undertaking or property both present and future.
- (o) To indemnify any person or persons whether members of the Club or not who may incur or have incurred any personal liability for the benefit of the Club and for that purpose to give such person or persons mortgages charges or other securities over the whole or any part of the real or personal property present or future of the Club.
- (p) To invest and deal with the moneys of the Club not immediately required upon such securities and in such manner as may from time to time be determined and to sell dispose or realise or otherwise deal with any such securities.
- (q) To hire employ and dismiss secretaries clerks managers servants and workmen and to pay to them and to other persons in return for services rendered to the Club salaries wages gratuities or pensions.
- (r) To sell improve manage develop exchange lease mortgage dispose of turn to account or otherwise deal with all or any part of the property or rights of the Club provided that no portion of the Club premises which are the subject of a licence under the Liquor Act shall be leased whilst so licensed.

- (s) To take or otherwise acquire and hold shares in any other company having objects altogether or in part similar to those of the Club or carrying on any business capable of being conducted so as directly or indirectly to benefit the Club.
- (t) To promote any company or companies for the purpose of acquiring all or any of the property rights and liabilities of the Club or for any other purpose which may seem directly or indirectly calculated to benefit the Club.
- (u) To sell or dispose of the undertaking of the Club or any part thereof for such consideration as the Club may think fit and in particular for shares debentures or securities of any other company having objects altogether or in part similar to those of the Club.
- (v) To insure against damage by fire or otherwise any insurable property of the Club and to insure any servant of the Club against risk accident or fidelity in the course of their employment by the Club and to effect insurance for the purpose of indemnifying the Club in respect of claim by reason of any such risk accident or fidelity and to establish and support or aid in the establishment and support of associations, institutions, funds, trusts and conveniences calculated to benefit employees or past employees of the Club or the dependants or connections of any such person and to grant pensions and allowances and to pay premiums or other amounts on such insurances pensions or allowances.
- (w) From time to time to make donations to such persons as the Club may think directly or indirectly conducive to any of its objects or otherwise expedient.
- (x) To do all or any of the abovementioned things either singly or in conjunction with any other corporation company firm association club or person and either as principals agents contractors trustees or otherwise.
- (y) To do all such other lawful things as are incidental or conducive to the attainment of the above objects or any of them.
- (z) To amalgamate or affiliate with any other company or association having objects all together or in part similar to those of the Club, and to take over the assets and liabilities of any such company or association by purchase, gift, amalgamation with or succession thereto or otherwise.
- (aa) AND it is hereby declared that the word "Club" referred to herein except when used in reference to this Club shall be deemed to include any partnership or any other body of persons whether incorporated or not incorporated and whether domiciled in the State of New South Wales or otherwise and the intention is that the objects specified in each paragraph of the clause shall except when otherwise expressed in such paragraph be independent objects and be in no wise restricted by reference to or inference from the terms of any other paragraph or the name of the Club or by any object being or being deemed to be a dominant object.

## **WINDING UP**

19. The liability of the Members is limited.
20. Each member of the Club undertakes to contribute to the assets of the Club in the event of the same being wound up during the time that he is a member or within one (1) year thereafter for payment of the debts and liabilities of the Club contracted before the time at which he ceases to be a member and of the costs charges and expenses of winding-up and for the adjustment of the rights of the contributories amongst themselves such amount as may be required not exceeding One Dollar (\$1.00).
21. If upon the winding-up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Club but shall be given up or transferred to some other institution or institutions having objects similar to the objects of the Club and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club under or by virtue of the provisions hereof such institute or institutions to be determined by the members of the Club at or before the time of dissolution or in default thereof by such Judge of the Supreme Court of New South Wales as may have or acquire jurisdiction in the matter, and if and so far as effect cannot be given to the aforesaid provision, then to some charitable object.

## **MEMBERSHIP**

22. The membership of the Club shall consist of the persons who at the date of the resolution adopting this Constitution are entered in the register of members as members of the Club and such other persons as the Board shall admit to membership in accordance with this Constitution.
23. A person shall not be a member of the Club except as a class of Ordinary Member, or as a Life Member, Temporary Member, Honorary Member, or Provisional Member.
24. The members of the Club entitled to vote at an election of the Board shall consist of such class or classes of membership as comprises not less than 25% of the members of the Club.

## **CLASSES OF ORDINARY MEMBERSHIP**

25. (a) Unless otherwise determined by the Board, Ordinary Membership of the Club shall consist of the following classes:
  - (i) Full Bowling Members
  - (ii) Social Members
  - (iii) Junior Members
  - (iv) Casual Members
  - (v) such other class or classes of membership as the Board shall from time to time determine in By-law or the regulations.

- (b) Notwithstanding the classes of membership described in this Constitution, the Club may create such other classes or sub-classes of membership with appropriate rights and eligibility as defined in By-law as determined by the Board.
- (c) All classes of membership shall be open to both sexes.

### **FULL BOWLING MEMBERS**

- 26. Full Bowling Members shall be persons over the age of eighteen (18) years who are players of the sport of bowls and have paid the annual subscription provided for in this Constitution and any other fees and charges and have been elected to Full Bowling Membership of the Club.

### **SOCIAL MEMBERS**

- 27. Social Members shall be persons over the age of eighteen (18) years who shall have paid the annual subscription provided for in this Constitution and have been elected to Social Membership of the Club.

### **JUNIOR MEMBERS**

- 28. Junior Members shall be persons under the age of eighteen (18) years who have been admitted to membership for the purpose of participating in regular sporting competitions organised by the Club. A Junior Member shall be entitled to such social privileges of the Club as approved by the Board from time to time. Junior Members shall be entitled to use such areas of the clubhouse as the Board may determine pursuant to the Registered Clubs Act or in respect of which a permit has been granted under the Liquor Act. Junior Members shall NOT be entitled to introduce guests to the Club, attend any meetings of the Club, vote at any election, hold any position of office, nominate members for officer of the Club, nor nominate members for Life Membership of the Club.

### **CASUAL MEMBERS**

- 29. Casual Members shall be persons over the age of eighteen (18) years who shall have paid the annual subscription provided for in this Constitution and have been elected to Casual Membership of the Club. The Board shall have power to make By-Laws from time to time regulating the rights and privileges of Casual Members provided that at all times such By-Laws are not inconsistent with this Constitution and the Registered Clubs Act.

## **LIFE MEMBERS**

30. Any member who has rendered meritorious service to the Club and who, on the recommendation of the Board, has been elected as a Life Member at a general meeting of the Club by a special resolution of the members there present, shall be a Life Member of the Club. A Life Member shall be entitled to all the rights and privileges and advantages to which a Full Bowling Member is entitled to under this Constitution but shall not be obliged to pay any annual subscriptions.

## **RIGHTS OF MEMBERS**

31. (a) Subject to this Rule, only financial Full Bowling Members and Life Members shall be entitled to attend and to vote at any general meeting of the Club and shall be entitled to nominate for, be elected or appointed to, and hold any position on the Board of the Club. Such members shall also be entitled to vote for the election of officers to the Board and to vote on any special resolution to amend this Constitution.
- (b) Social Members shall be entitled to the social privileges of the Club and shall be entitled to vote at any election of the Board; and on any honorarium to be paid to any member of the Board in respect of his service on the Board; and shall be entitled to vote at any general meeting called for the purpose of dismissing members of the Board. Social Members shall have no other rights to attend or vote at general meetings of the Club and shall not be nominated, elected or appointed to any position on the Board of the Club and shall not vote on any special resolution to amend this Constitution.
32. (a) A member of the Club who is also an employee of the Club shall not vote at any general meeting of the Club or at any Board meeting or at any election of the Board or hold office as a member of the Board.
- (b) An employee of the Club must not vote at any election of the governing body of another club or association if any member of that governing body would, as the result of that election, be entitled or qualified to be appointed (or be nominated for appointment) to the Board of this Club.
33. (a) Each member entitled to vote shall have one (1) vote.
- (b) Pursuant to the Registered Clubs Act, a person shall not attend or vote at any meeting or election of the Club as the proxy of another person.
34. (a) The rights of members to use the facilities and amenities of the Club are as the Board may determine from time to time by By-law or otherwise.
- (b) Without derogating from the general powers of the Board conferred in paragraph (a) of this Rule, the Board has the power from time to time to organise and enforce the exclusion from the Club premises of any member or other person (either with or without that member's or person's agreement) in accordance with the Clubs responsible service of alcohol policy (as adopted and amended by the Board from time to time) or the Club's responsible conduct of gaming policy (as adopted and amended by the Board from time to time).

## **TEMPORARY MEMBERS**

35. "Temporary Member" shall mean a person over the age of eighteen (18) years who has been admitted to Temporary Membership of the Club and who meets at least one of the following conditions:
- (a) A person whose ordinary place of residence is in New South Wales and is more than five (5) kilometres from the registered Club;
  - (b) A person who is a member of another registered club with similar objects to those of this Club;
  - (c) Any person who is attending the Club for the purpose of taking part in an organised sport or competition as provided in Section 30 (10) of the Registered Clubs Act;
  - (d) An interstate or overseas visitor.
36. The duration of Temporary Membership shall be as determined by the Board from time to time provided that Temporary Membership shall be for a period of up to, but not exceeding, seven (7) consecutive days (or for such longer period no more than thirty (30) consecutive days as the appropriate authority may approve in writing in relation to the Club) PROVIDED that a person who is attending the Club for the purpose of taking part in an organised sport or competition shall be a Temporary Member from the time on that day when that person attends the premises of the Club until the end of that day.
37. A Temporary Member (other than a Temporary Member who is exclusively attending the Club for the purpose of taking part in an organised sport or competition) is required to complete and sign the temporary member register when entering the Club premises for the first time. A person who is admitted as a Temporary Member is not required to sign in each time the person enters the Club premises during the period of such membership.
38. Temporary Members shall not be required to pay a joining fee or an annual subscription unless determined otherwise by the Board from time to time.
39. Temporary Members shall NOT be entitled to introduce guests to the Club, attend any meetings of the Club, vote at any election, hold any position of office, nominate members for officer of the Club, or nominate members for Life Membership of the Club.
40. A Temporary Member may be accompanied at the premises of the Club by a minor (person under the age of eighteen (18) years) provided that the Temporary Member is a responsible adult in relation to that minor and that such minor remains in the immediate presence of the Temporary Member. A minor's details must NOT be entered into the temporary member register or the guest register of the Club.

### **HONORARY MEMBERS**

41. (a) "Honorary Member" (as defined in the Registered Club Act) shall mean a person over the age of eighteen (18) years who is either the current Patron of the Club, or a prominent citizen or dignitary visiting the Club for some special occasion. The period of such Honorary Membership shall be as determined by the Board.
- (b) An Honorary Member shall have such other rights and privileges as shall be determined by the Board PROVIDED that an Honorary Member shall NOT attend any meetings of the Club, vote at any election, hold any position of office, nominate members for officer of the Club, or nominate members for Life Membership of the Club.

### **PROVISIONAL MEMBERSHIP**

42. (a) Provisional Members shall be persons who have applied for membership and shall have paid the annual subscription and any other fees and charges, and are currently awaiting a decision on their membership application.
- (b) Provisional Members shall have the same privileges as other members holding the same class of membership as applied for excluding the right to vote, the right to hold office and the right to attend meetings.
- (c) A person shall cease to be a Provisional Member immediately upon the decision of the Board on the application for membership.

### **ELECTION OF MEMBERS**

43. A person shall not be admitted as a member of the Club other than as a Provisional, Temporary or Honorary Member unless the person is elected to membership at a meeting of the Board of the Club or a duly appointed election committee of the Club and the names of those members present and voting at that meeting shall be recorded by the Secretary of the Club. The Board may reject any application for membership without assigning any reason for such rejection.
44. Every candidate for Full Bowling Membership shall be proposed by one and seconded by another financial Full Bowling Member or Life Member who have been members of the Club for a continuous period of not less than twelve (12) months.
45. (a) In respect of every application for membership of the Club there shall be completed an application form which shall be in such form and shall contain such particulars as are from time to time prescribed by the Board, including the full name, address, occupation and date of birth of the candidate and a statement that the candidate, if admitted, shall be bound by the Constitution of the Club. The form shall be signed by the candidate and if the application is for Full Bowling Membership of the Club the form shall also be signed by a proposer and seconder.

- (b) The application form together with the first annual subscription and any other fees and charges shall be deposited at the office and the Secretary shall cause the name, address and occupation of the candidate to be exhibited on the notice board for a continuous period of not less than one (1) week before the election of the candidate as a member of the Club and an interval of at least two (2) weeks shall elapse between the deposit at the office of the application form and the election of that person to membership of the Club.
46. Upon a person being elected to membership and payment of the first annual subscription and any other fees and charges such person shall become a member of the Club, provided nevertheless that if the annual subscription, fees and charges are not paid within one (1) month after the date of the election to membership the Board may at its discretion cancel its election of the person to membership of the Club.

### **ANNUAL SUBSCRIPTIONS, FEES AND CHARGES**

47. (a) Annual subscriptions and other fees and charges payable by members of the Club shall be such as the Board may from time to time prescribe provided that the annual subscription shall be not less than \$2.00 or such other minimum subscription provided from time to time by the Registered Clubs Act.
- (b) The annual subscription shall be payable in advance either annually or, if the Board determines, by monthly, quarterly or half-yearly instalments in advance, or for more than one (1) year in advance. The time and manner of payment thereof and all other matters pertaining thereto not especially provided for by this Constitution shall be as prescribed by the Board from time to time.
- (c) Full Bowling Members and Junior Members shall in addition to their annual subscription pay any affiliation and/or joining fee payable to the Royal New South Wales Bowling Association or to the New South Wales Women's Bowling Association or to any other relevant associations in respect of their membership of the Club.
48. (a) Any person elected to membership during the last six (6) months of the financial year of the Club shall pay such proportion of the annual subscription as may be determined by the Board from time to time provided that the subscription shall not be less than \$2.00 or such other minimum amount prescribed under the Registered Clubs Act.
- (b) Subject to the provisions of the *Anti-Discrimination Act 1977*, a member may in relation to the member's age be granted special privileges and discounts on annual subscription, and/or any other fees and charges.
- (c) The Board may at any time or times reduce the amount of the annual subscription to an amount of not less than \$2.00 in respect of individual cases and shall have discretionary power to fix and determine or waive fees chargeable to any member under any special circumstances that may arise. Under the provisions of this Rule, a member who is registered by the Club as a multi-member with any association may pay a lesser annual subscription if the Board so determines.
49. (a) All subscriptions prescribed by the Board shall fall due and payable by 1 May in each year.



- (b) Any member whose subscription is in arrears shall be restricted from entering the Club premises except as a Guest of a member or as a Temporary Member under the conditions as set forth by this Constitution or the By-Laws of the Club.
- (c) Any member who has not paid the annual subscription before 31 May each year shall be disqualified from participating in all competitions conducted by the Club. If the subscription of any member shall not be paid on or before 30 June each year, the defaulting member shall cease to be a member and shall be removed from the register of members.
- (d) Any person who has ceased to be a member of the Club pursuant to paragraph (c) of this Rule may re-apply for membership in accordance with this Constitution.

### **ADDRESSES OF MEMBERS**

50. Every person shall on becoming a member furnish to the Secretary particulars of his address and occupation if those particulars have not already been stated on the application for membership and shall, as soon as practical, notify the Secretary of any subsequent change of address. The address so given shall be deemed to be the member's registered address for the purpose of the issue of notices.

### **REGISTERS OF MEMBERS AND GUESTS**

51. The Club shall keep the following registers:
- (a) Register of Members. The register of members must contain the name in full, address and occupation of each member, the date on which the entry of the member's name in the register is made, and the date on which the member last paid the annual subscription for membership of the Club.
  - (b) Temporary Member Register of persons who are Temporary Members other than Temporary Members who are exclusively attending the Club for the purpose of taking part in an organised sport or competition. At the commencement of the Temporary Membership, the register shall have entered in it the full name, or the surname and initials, and the address, of the Temporary Member together with his or her signature. A person who is admitted as a Temporary Member is not required to sign in each time the person enters the Club premises during the period of such membership.
  - (c) Honorary Member Register. This register shall have entered in it the full name or the surname and initials, and the address, of each Honorary Member and the date or period of Honorary Membership.

- (d) Guest Register of persons over the age of eighteen (18) years who enter the premises of the Club as the Guest of a member. Such register shall have entered therein on each day the Guest enters the premises of the Club, the name and address of the Guest, the date of that day, and the signature of the accompanying member. A Guest entering the Club more than once on the same day with the same member need only enter his name in the register once. It is offence to make an entry in the guest register relating to a person under the age of eighteen (18) years.
52. A register referred to in this section shall be retained by the Club for a period of at least three (3) years after the date of the last entry in the register.

### **REMOVAL OF PERSONS FROM THE CLUB PREMISES**

53. (a) In this Rule: “authorised person” means the Secretary, an employee or agent of the Secretary, or a police officer; “vicinity of the Club premises” means any place less than 50 metres from any point on the boundary of the licensed premises. The functions that may be exercised under this Rule may only be exercised in relation to the licensed premises to which the club licence relates. A reference in this Rule to turning a person out of the Club premises includes a reference to causing the person to be turned out.
- (b) The Secretary or an authorised person may refuse to admit to, or may turn out of, the Club premises any person, including a member: who is at the time intoxicated, violent, quarrelsome or disorderly; whose presence on the Club premises renders the Secretary liable to a penalty under the Liquor Act; who smokes, within the meaning of the *Smoke-free Environment Act 2000*, while on any part of the Club premises that is a smoke-free area within the meaning of that Act; who uses, or has in his possession, while on the premises, any substance that the authorised person suspects of being a prohibited plant or a prohibited drug; or whom the authorised person, under the conditions of the club licence or a term of a liquor accord, is authorised or required to refuse access to the Club premises.
- (c) If pursuant to this Rule a person (including a member) has been refused admission to, or has been turned out of the Club premises, an authorised person may at any subsequent time refuse to admit said person into the Club premises or may turn the person out of the Club premises, and such power to turn out or refuse entry may be exercised until such time as the matter that lead to the said person originally being turned out or refused entry has been dealt with by the Board, or six (6) weeks has elapsed, whichever is the sooner.
- (d) (i) In accordance with the Liquor Act, if a person is required to leave the Club premises under this Rule, the said person must leave the Club premises.
- (ii) In accordance with the Liquor Act for the purposes of this Rule, such reasonable degree of force as may be necessary may be used to turn a person out of Club premises.

- (e) (i) A person who has been refused admission to, or turned out of, the Club premises in accordance with this Rule because the person was intoxicated, violent, quarrelsome or disorderly, must not re-enter or attempt to re-enter the Club premises within 24 hours of being refused admission or being turned out. After the 24-hour period ends in relation to any such person, an authorised person is permitted to again exercise the powers under this Rule in relation to the person.
- (ii) A person who has been refused admission to, or turned out of, the Club premises in accordance with this Rule because the person was intoxicated, violent, quarrelsome or disorderly, must not, without reasonable excuse remain in the vicinity of the Club premises, or re-enter the vicinity of the Club premises within six (6) hours of being refused admission or being turned out. In accordance with the Liquor Act, a person has a reasonable excuse for remaining in, or re-entering, the vicinity of the Club premises if the person reasonably fears for his or her safety if he or she does not remain in, or re-enter, the vicinity of the Club premises, or the person needs to remain in, or re-enter, the vicinity of the Club premises in order to obtain transport, or the person resides in the vicinity of the Club premises.
- (f) An Alcohol Management Operations Register may be maintained (and shall be maintained if required under the Act) for the purpose of recording in writing and relaying the facts, matters and circumstances relating to the exercise of powers referred to in this Rule. In accordance with the Liquor Act, any incident, whether under this Rule or otherwise, that occurs outside of the standard trading period for the Club and results in a patron of the Club premises requiring medical assistance is an incident that must be recorded in the Alcohol Management Operations Register. All reports must be recorded in the Alcohol Management Operations Register as soon as practical after the incident.

### **DISCIPLINARY PROCEEDINGS AGAINST MEMBER**

54. If any member shall wilfully refuse or neglect to comply with any of the provisions of this Constitution or any By-laws or be, in the opinion of the Board, guilty of any conduct prejudicial to the interests of the Club or be guilty of conduct which is unbecoming of a member or which shall render the member unfit for membership, the Board shall have power to reprimand, suspend for such period as it considers fit expel or accept the resignation of such member and to have recorded in the register of members that the person has ceased to be a member of the Club provided that:
- (a) Such member shall be notified of any charge against the member pursuant to this Rule and of the date time and place of the hearing of the charge by notice in writing sent as a prepaid letter posted to the member's last known address at least seven (7) clear days before the meeting of the Board at which such charge is to be heard. The notice of charge must set out the facts, matters and circumstances giving rise to the charge.
  - (b) The member charged shall be entitled to attend the hearing for the purpose of answering the charge and shall also be entitled to submit to the meeting written representations for the purpose of answering the charge. The member shall be entitled to call witnesses in his or her defence and to cross-examine witnesses at the hearing.

- (c) If the member fails to attend such meeting the charge or complaint may be heard and dealt with and the Board may decide on the evidence before it, the member's absence notwithstanding but having regard to any representations which may have been made to it in writing by the member charged.
- (d) The vote by members of the Board present shall be by secret ballot.
- (e) A decision to reprimand, suspend or expel a member from the Club shall require votes from not less than two thirds of the Board present and voting on a resolution to that effect.
- (f) After the Board has considered all the evidence put against the member, it must come to a decision as to the member's guilt or innocence in relation to the charge. Once it has decided the issue of guilt or innocence, the Board must inform the member prior to considering the penalty.
- (g) The member charged must be given further opportunity at the hearing to address the Board in relation to the penalty appropriate to the charge for which the member has been found guilty.
- (h) Any decision of the Board on such hearing shall be final and the Board shall not be required to assign any reason for its decision.
- (i) In the event that a notice of charge is issued to a member, the Board shall have the power to suspend that member from all rights and privileges as a member until the charge is heard and determined or for five (5) weeks whichever is the sooner. Such suspension shall be promptly notified in writing to the member.

### **RESIGNATION AND CESSATION OF MEMBERSHIP**

- 55. (a) A member may at any time by giving notice in writing to the Secretary resign from his membership of the Club and such resignation shall take effect from the date on which such notice in writing is received by the Secretary.
- (b) Every person ceasing to be a member of the Club (whether by resignation, expulsion, being removed from the register of members, neglecting to pay the annual subscription or otherwise) shall ipso facto forfeit all rights as a member of the Club provided that such person shall remain liable for any annual subscription and all arrears thereof due and unpaid at the date of cessation of his membership of the Club and any other moneys due by him at the date of cessation of his membership of the Club or for which he is or may become liable under this Constitution or under the Act.

### **GUESTS**

- 56. (a) All members excluding Temporary Members and Junior Members shall have the privilege of introducing Guests to the Club who are over the age of eighteen (18) years and such member shall enter the names and full residential addresses of such Guests together with his own name in the guest register.

- (b) No guest shall be supplied with liquor on the premises of the Club except on the invitation of and in the company of a member.
- (c) Guests shall be required to remain in the reasonable company of the introducing member and shall not remain on the Club premises any longer than the member.
- (d) Members shall be responsible for the conduct of any guests they may introduce to the Club.
- (e) No member shall introduce any guest more frequently or in greater numbers than may for the time being be provided by By-law, nor shall he introduce any person as a guest whose name has been removed from the register of members for misconduct or who has been suspended by the Board of the Club.
- (f) The Board shall have power to make By-Laws from time to time regulating the terms and conditions on which Guests may be admitted to the Club, provided that at all times such By-Laws are not inconsistent with this Constitution and the Registered Clubs Act.
- (g) Members introducing persons under the age of eighteen (18) years to the Club shall ensure that such persons remain in the designated permissible areas as defined by the Board.

### **MANAGEMENT**

- 57. The Board shall be nine (9) members consisting of a President, a Vice-President, a Treasurer, a Bowls Secretary and five (5) ordinary Directors.
- 58.
  - (a) Only financial Full Bowling Members and Life Members shall be entitled to hold office on the Board of the Club.
  - (b) A member shall not be eligible for election or appointment to the Board unless the member has held membership of the Club for a continuous period of not less than three (3) years immediately preceding the closing date of nominations for the Board or immediately preceding the date of such member's appointment to the Board.
  - (c) No member who is currently unfinancial or under suspension shall be elected or appointed to the Board or any other office or perform duties as holder of an office or member of any committee while such member remains unfinancial or during the period of such suspension.
  - (d) A member shall not be entitled to nominate for or be elected or appointed to or hold any office on the Board if the member holds a position of office as a Director on the board of any other bowling club.
- 59. Each member of the Board shall fulfil the education of directors standard as required by the Registered Clubs Act.

## ELECTION OF THE BOARD

60. (a) The Board shall be elected biennially (for a two (2) year term of office) at each Annual General Meeting falling on an even numbered year.
- (b) Prior to an Annual General Meeting at which an election is to be held, the Secretary shall call for nominations for the Board by placing a notice on the Club notice board.
- (c) Except as hereinafter provided nominations for the election of the Board shall be made in writing signed by two (2) members of the Club both of whom shall have been members for at least twelve (12) months and shall be either Full Bowling Members or Life Members and signed by the nominee who shall also be a Full Bowling Member or Life Member. The nomination form shall state the office or offices for which the nominee is nominated and shall be delivered to the Secretary. The proposer, seconder and nominee shall be financial Full Bowling Members or Life Members at the time the nomination form is signed. The Secretary shall forthwith post the nominations on the Club notice board.
- (d) (i) The Board shall appoint a financial Full Bowling Member or a Life Member of the Club, who is not a candidate for any office, to the position of Returning Officer for the purpose of the election of the Board.
- (ii) The Board shall appoint at least two (2) financial Full Bowling Members or Life Members of the Club who are not candidates for any office as Scrutineers, to be present when the ballot papers are examined and the votes counted.
- (e) Nominations close at 6.00 pm on the Saturday two (2) weeks prior to the ballot for offices. Immediately thereafter the Returning Officer shall, in the presence of the scrutineers, conduct a draw to determine the sequence in which candidates names shall appear on the ballot paper.
- (f) Eligible members may nominate for more than one office on the Board.
- (g) (i) If the number of candidates duly nominated for any position does not exceed the number required to be elected, the candidate or candidates nominated must be declared elected at the Annual General Meeting in an election year.
- (ii) If no or insufficient nominations are received for the number required to be elected in accordance with this Constitution, the candidate or candidates, if any, nominated shall be declared elected at the Annual General Meeting in an election year and nominations may, with the consent of the nominee, be made orally at the meeting for the vacancies then remaining. If more than one candidate is nominated for such vacancies, an election by ballot for the vacancies remaining must be held at the Annual General Meeting in an election year.
- (iii) If the number of candidates nominated exceeds the number required to be elected a ballot shall be conducted in respect of the positions in accordance with the provisions set out in this Constitution.

61. If a ballot is required for the election of officers it shall be conducted in the following manner:
- (a) The ballot for all offices shall close at 4.00 pm on a Saturday up to fifteen (15) days prior to the Annual General Meeting at which an election is to be held on a date determined by the Board.
  - (b) The Returning Officer shall hand to each financial Full Bowling Member, Life Member or financial Social Member present at the Club premises between the hours of 4.00 pm and 7.00 pm on the Friday and between the hours of 11.00 am and 4.00 pm on the Saturday fixed for the holding of the ballot, a ballot paper duly initialled by the Returning Officer for identification.
  - (c) The Returning Officer shall make sure, by checking the register of members, that the member is entitled to vote and that no duplication of voting has taken place.
  - (d) The Returning Officer shall take all necessary precautions to ensure that each ballot paper so issued has been completed by the member who applied for it and not by any other person.
  - (e) All ballot papers shall be returned to the Returning Officer by placing them in a ballot box provided for that purpose.
  - (f) A member shall record his vote by writing the figure 1 in the square opposite the name of his preference and thereafter fill in every square on the ballot paper by writing consecutive numbers in the order of his preference. Failure to comply with the foregoing shall render the vote invalid.
62. The State Electoral Commissioner shall conduct an election of the Board of the Club if:
- (a) An application is made in writing to the Authority by a member entitled to vote for the making of the order, and said application is signed by at least 200 or one-tenth of the number of members of the club so entitled to vote, whichever is the less, and showing the names in full or the surnames and the initials of the given names of the signatories; and notice in writing of intention to make the application was given to the Club at least twenty-one (21) clear days before the day appointed for the commencement of the hearing of the application; or
  - (b) An order is made by the Authority as part of its determination in a matter of complaint against the Club; or
  - (c) On application by the Club to the Electoral Commissioner; and written notification of that fact is sent at the same time to the Authority.
63. The Board shall have the power to make By-laws regulating all matters in connection with the nomination and election of the Board not otherwise provided by this Constitution.

### **COUNTING THE VOTES FOR ELECTIONS OF THE BOARD**

64. The method of counting the votes shall be as follows:
- (a) All votes shall be counted in a restricted area of the clubhouse.
  - (b) The Returning Officer shall count the votes and announce the result of the ballot at the Annual General Meeting held in an election year.
  - (c) The votes for the various positions shall be counted in the following order of seniority: President, Vice-President, Treasurer, Bowls Secretary and ordinary Directors.
  - (d) The ballot papers for each position shall first be examined by the Returning Officer and any invalid papers discarded. The decision of the Returning Officer as to the validity of any ballot paper shall be final. The ballot papers shall again be examined by the Returning Officer and if any candidate whose name bears the number 1 on any ballot paper has been eliminated from candidature for that position by reason of being elected to a more senior position the name or names of the candidate or candidates next in preference on that ballot paper shall be substituted for the name or names eliminated and shall count as number 1 vote.
  - (e) After the ballot papers have been examined and if necessary adjusted as set out in paragraph (d) of this Rule, the number 1 votes shall be counted. For positions where only one is to be elected, the person with the greatest number of such votes shall be elected. For positions where two or more are to be elected, the required number of persons with the greatest number of votes shall be selected and they shall rank in seniority among themselves according to such voting. If there is an equality of voting affecting the election or seniority of any persons then such elections or seniority shall be determined by lot.

### **VACANCIES ON THE BOARD**

65. (a) Members who are entitled to vote at an election of the Club may by ordinary resolution remove any member of the Board of Directors or the whole of the Board before the expiration of any Director's period of office and may by ordinary resolution appoint another member or members in their stead providing that each person so appointed complies with the requirements of this Constitution. The person or persons so appointed shall hold office during such time only as the Director or Directors removed would have held office if such person or persons had not been so removed.
- (b) The Secretary must give the Director or Directors a copy of the notice as soon as practicable after it is received.
- (c) A Director is entitled to put a case to the members by giving the Secretary a written statement for circulation to members and speaking to the motion at the meeting. The director's statement does not have to be circulated to members if it is more than 1,000 words long or defamatory.



66. The Office of a member of the Board shall immediately be deemed vacant if the Office holder:
- (a) ceases to be a member of the Board by virtue of the Act (in particular, but not limited to, provisions relating to convictions and bankruptcy);
  - (b) becomes prohibited from being a member of the Board by reason of any order made under the Act, the Registered Clubs Act or the Liquor Act;
  - (c) fails to declare the nature of an interest in a contract or office or property as provided by the Act.
  - (d) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
  - (e) is removed from office by an ordinary resolution passed by members at a general meeting of which due notice has been given to remove him from office;
  - (f) is absent from meetings of the Board for a continuous period of three (3) calendar months without leave of absence from the Board;
  - (g) transfers to a class of membership that would disqualify him from being eligible for appointment to his own office under the provisions of this Constitution following the change of membership class;
  - (h) becomes an employee of the Club;
  - (i) resigned from office by notice in writing to the Secretary of the Club;
  - (j) ceases to be a member of the Club.
67. If the position of office of any member of the Board becomes vacant the Board shall within a period of three (3) months of such vacancy occurring appoint as successor to that position. The person shall be an eligible member who at the previous Annual General Meeting received the number of votes next highest to the candidate last elected to the position to be filled, provided that the number of votes so received by that person was not less than one half of the votes received by the candidate last elected to the position to be filled. Should no person qualify for appointment to the vacant position in accordance with the above or should any person so qualified refuse to act then the Board may appoint an eligible member as successor. Any person appointed pursuant thereto shall hold the office until the next Annual General Meeting of members at which an election is to be held.

#### **POWERS OF BOARD**

68. The Board shall be responsible for the management of the business and affairs of the Club.

69. The Board may exercise its powers and do all such acts and things as the Club is by this Constitution or otherwise authorised to exercise and do and which are not hereby or by Statute directed or required to be exercised or done by the Club in general meeting but subject nevertheless to the provisions of the Act and the Registered Clubs Act and the Liquor Act and of these Rules and to any regulations not being inconsistent with these Rules from time to time made by the Club in general meeting provided that no such regulation shall invalidate any prior act of the Board which would have been valid if such regulation had not been made. In particular, but without derogating from the general powers hereinbefore conferred, the Board shall have power from time to time:
- (a) To delegate any of its powers to committees consisting of such member or members of its body and/or such other members of the Club together with persons who are not members but who have particular skills or expertise which they may apply to the relevant committees and senior management staff of the Club as the Board as it may from time to time think fit and may from time to time revoke such delegation. Any committee so formed shall in the exercise of the powers so delegated conform to any regulation or restriction that may from time to time be imposed upon it by the Board. The President shall be ex officio a member of all such committees. A committee may meet and adjourn as it thinks proper. Questions arising at any meeting of a committee shall be determined by a majority of votes of the members present and in the case of an equality of votes the chairman of the committee shall have a second and casting vote. The meetings and proceedings of any committee consisting of two (2) or more members shall be governed by the provisions herein contained for regulating the meetings and proceedings of the Board so far as the same are applicable thereto and are not superseded by this Rule or by any regulation made by the Board pursuant to this Rule.
  - (b) To enforce the observance of all Rules by suspension from enjoyment of the Club privileges or any of them or otherwise as the Board thinks fit.
  - (c) To purchase or otherwise acquire for the Club any property rights or privileges which the Club is authorised to acquire at such price and generally on such terms and conditions as it shall think fit.
  - (d) To secure the fulfilment of any contract or engagement entered into by the Club by mortgaging or charging all or any of the property of the Club as may be thought fit.
  - (e) To institute conduct defend compound or abandon any legal proceedings by or against the Club or its officers or otherwise concerning the affairs of the Club and also to compound or allow time for payment and satisfaction of any debts due to any claims or demands by or against the Club and to refer any claims or demands by or against the Club to arbitration and to observe and perform the award.
  - (f) To determine who shall be entitled to sign or endorse on the Club's behalf contracts receipts acceptances cheques bills of exchange promissory notes and other documents or instruments.
  - (g) To invest and deal with any of the moneys of the Club not immediately required for the purposes of the Club upon such securities and in such manner as the Board may think fit and from time to time to vary or realise such investments.

- (h) From time to time at its discretion to borrow or secure the payment of any sum or sums of money for the purposes of the Club and raise or secure the payment of such sum or sums in such manner and upon such terms and conditions in all respects as it shall think fit and in particular by the issue of debentures or debenture stock perpetual or otherwise and either charged upon all or any of the Club's property both present and future or not so charged or by any mortgage charge or other security upon or over all or any part of the Club's property both present and future. Any debentures or other securities may be issued with any special rights and privileges which the Board may think proper to confer on the holders.
- (i) The Board shall have the power to sell lease exchange or otherwise dispose of any furniture fittings equipment plant or other goods or chattels belonging to the Club and to lease demise exchange or sell in accordance with the Registered Clubs Act all or any of the lands and buildings or other property or rights to which the Club may be entitled from time to time provided that the power to lease or demise shall not be exercised with respect to any part of the Club's premises which may be licensed under the provisions of the Liquor Act without the consent of the Authority being obtained and the power to sell or exchange core property shall be in accordance with the Registered Clubs Act.
- (j)
  - (i) To appoint, discharge and arrange the duties and powers of the Secretary or Secretary/Manager and to determine the remuneration and terms of employment of such Secretary or Secretary/Manager and to specify and define his duties.
  - (ii) To engage, appoint, control, remove, discharge, suspend and dismiss managers officers representatives, agents and servants or other employees in respect to permanent, temporary or special services as it may from time to time think fit and to determine the duties, pay, salary, emoluments or other remuneration and to determine with or without compensation any contract for service or otherwise.
- (k) To fix the maximum number of persons who may be admitted to each class of membership of the Club in accordance with this Constitution.
- (L) To set the annual subscriptions and fees payable by all members.
- (m) To appoint delegates to such associates as the Board see fit and from time to time to vary such appointment.
- (n) To appoint officials for the conduct of the sport of bowls as the Board sees fit and from time to time to vary such appointment.
- (o) To transfer a member from one class of membership to another class of membership upon such conditions as the Board sees fit.

## SUB-CLUBS

70. (a) The Club may create sections and committees for the conduct, management and control of any sport or other activity within the Club and to define and limit the persons (being members of the Club) eligible for membership of all or any such sections to fix or approve any supplemental subscription or any charge (whether annual or special) for membership of such sections or any of them and from time to time to prepare or approve and amend rules and By-laws for the control and regulation of such sections or committees and the conduct and activities thereof and also to terminate and dissolve any such section or committee or to reconstitute the same on a similar or different basis.
- (b) For the purpose of this Rule, to permit any such section to adopt a name distinctive of such section (provided it be described as a section of the Club) and to become affiliated with any body controlling the game or activity on such terms and conditions (not inconsistent with this Constitution or the Registered Clubs Act) as such controlling body may from time to time require and to pay on behalf of the Club capitation fees to any such controlling body or as required by such body.
- (c) The Board may empower each such section to open and operate a bank account in the name of the section in such bank or banks as the Board may from time to time approve provided that the persons eligible to operate upon any such account shall be approved by the Board which from time to time may remove and replace such persons or any of them.
- (d) In furtherance to this Rule, any section or committee formed shall at all times remain a section or committee of the Club and the assets and funds of said section or committee shall remain assets and funds of the Club.
- (e) Subject to the general control and supervision of the Board, each such section shall manage its own affairs but shall make regular reports to the Board (or otherwise as may be required from time to time by the Board). The minutes and records of the section shall also be produced regularly and promptly upon request to the Secretary at the Club's office for inspection by or on behalf of the Board.
- (f) Subject as hereinafter provided the constitution and rules or by-laws of each such section may be amended from time to time by a majority of the members for the time being of such section at a general meeting of such members either annually or at a meeting convened specifically for such purpose provided that no amendment proposed to and approved by the meeting of members of the section shall have effect unless and until it shall have been approved by resolution of the Board.
- (g) Any disciplinary action by the section in respect of any member of such section shall at once be reported to the Board together with the reasons therefore and with a recommendation as to further action (if any) to be taken by the Board. Provided that any such disciplinary action taken by the section shall not take effect until endorsed by a resolution of the Board.

## **BY-LAWS**

71. The Board may make such By-laws not inconsistent with the Constitution of the Club as in the opinion of the Board are necessary or desirable for the proper control administration and management of the Club's finances affairs interests effects and property and for the convenience comfort and well being of the members of the Club and to amend or rescind from time to time any such By-laws and without limiting the generality thereof particularly for:
- (a) Such matters as the Board is specifically by this Constitution empowered to regulate by By-law;
  - (b) The general management control and trading activities of the Club;
  - (c) The control and management of the Club premises;
  - (d) The management and control of play and dress on the Club's bowling greens;
  - (e) The upkeep and control of the bowling greens;
  - (f) The control and management of all competitions;
  - (g) The conduct of members;
  - (h) The privileges to be enjoyed by each category of members;
  - (i) The relationship between members and Club employees; and
  - (j) Generally all such matters as are commonly the subject matter of the Club Rules or which by the Constitution are not reserved for decision by the Club in general meeting.
72. Any By-laws made under this Constitution shall come into force and have the full authority of a By-law of the Club on being posted upon the Club's notice board.

## **PROCEEDINGS OF THE BOARD**

73. (a) The Board may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit provided that the Board shall meet whenever it deems it necessary but at least once in each calendar month for the transaction of business.
- (b) A record of all members of the Board present at each Board meeting and of all resolutions and proceedings of the Board at such meeting shall be entered in a minute book provided for that purpose.
74. The President shall preside as chairperson at every meeting of the Board. If the President is not present or is unwilling or unable to act then the Vice-President shall take the chair. If the Vice-President is not present or is unwilling or unable to act then the Board members present shall elect their own chairperson. The quorum for meetings of the Board shall be five (5) members personally present.

75. The President may at any time and the Secretary upon the request of not less than three (3) members of the Board shall convene a meeting of the Board. Such requisition shall fully state the objects for which such special meeting is to be convened. If the Secretary fails to convene such special meeting within seven (7) days after receipt of the request for a meeting the members making the request may convene it provided four (4) days notice is given to other members of the Board.
76. (a) Every member of the Board shall, in each instance, have one (1) vote. Subject to this Constitution, questions arising at any meeting of the Board shall be decided by a majority of the members of the Board present and voting and shall for all purposes be deemed a determination of the Board. The President or chairperson of the meeting shall have a deliberative vote only.
- (b) A resolution duly passed by the Board shall not be rescinded or altered at a subsequent meeting except by a motion by which notice has been given. Such notice may be give at the meeting at which such resolution was passed or at a monthly meeting of the Board or by fourteen (14) days notice in writing delivered to the Secretary.
77. The continuing members of the Board may act notwithstanding any vacancy in the Board, but if and so long as their number is reduced below the number fixed by or pursuant to these regulations as the necessary quorum of the Board, the continuing member or members may act for the purpose of increasing the number of members of the Board to at least the number required for a quorum or of summoning a general meeting of the Club, but for no other purpose.
78. All acts done by any meeting of the Board or of a committee or by any person acting as a member of the Board shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Board or person acting as aforesaid, or that the members of the Board or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Board.
79. (a) If all the Directors have signed a document containing a statement that they are in favour of a resolution of the Board in terms set out in the document, a resolution in those terms shall be deemed to have been passed at a meeting of the Board held on the day on which the document was signed and at the time at which the document was last signed by a Director or, if the Directors signed the document on different days, on the day on which, and at the time at which, the document was last signed by a Director.
- (b) For the purposes of paragraph (a), two or more separate documents containing statements in identical terms each of which is signed by one or more Directors shall together be deemed to constitute one document containing a statement in those terms signed by those Directors on the respective days on which they signed the separate documents.
- (c) A reference in paragraph (a) to all the Directors does not include a reference to a Director who at a meeting of the Board, would not be entitled to vote on the resolution.

80. Unless the Board determines otherwise, a meeting of the Board may be held at two or more places at the same time by means of teleconferencing if the need arises. The consent may be a standing one. A director may only withdraw consent within a reasonable period before the meeting. Teleconference access to a Board meeting, given reasonable notice of such request for access, shall be made available. A Board member who participates in a meeting via teleconferencing shall be taken to be present at the meeting and to form part of any quorum for the meeting. Secret ballots shall not be conducted at any meeting where teleconferencing is in use unless all votes cast are cast electronically and are cast in exactly the same manner by each Board member. A Board member's attendance via a teleconferencing facility shall not be recorded or stored and shall not be transmitted or relayed to a location other than to the meeting being attended.

### **DIRECTORS' INTERESTS**

81. (a) Each Director must comply with the Corporations Act in relation to the disclosure of the Director's interests.
- (b) A Director who has a material personal interest in a matter that relates to the affairs of the Club must declare that interest to the Board before the transaction was entered into. A Director that has an interest in a matter may give the Board standing notice of the nature and extent of the interest in the matter. The notice may be given at any time and whether or not the matter relates to the affairs of the Club at the time the notice is given. The Secretary shall record in the minutes any declaration made or any general notice given by a Director in accordance with this Rule.
- (c) Unless otherwise approved in writing by the Board, a Director is ineligible to hold office and is also disqualified from office by contracting with the Club either as vendor, purchaser or otherwise except with express resolution of approval of the Board.
- (d) Unless a declaration of interest is made by a Director at a Board meeting prior to the Club entering into a contract, any such contract or any contract or arrangement entered into by or on behalf of the Club in which any Director is in any way interested will be voided for such reason.
- (e) A Director who has a material personal interest in a matter that is being considered at a Board meeting must not be present while the matter is being considered at the meeting nor vote on the matter, except where permitted by the Corporations Act.
- (f) The Club cannot avoid any transaction that relates to the interest merely because of the existence of the interest.
- (g) If there are not enough Directors to form a quorum as a result of a Director having an interest which disqualifies them from voting, then one or more of the Directors (including those who have the disqualifying interest in the matter) may call a general meeting of the Club and the general meeting may pass a resolution to deal with the matter.

## **DISCLOSURE, ACCOUNTABILITY AND GOVERNANCE**

82. Members of the Board of the Club and top executives of the Club are required to declare any gift or remuneration (which shall include Fee for Service) received from an affiliated body if the value of the gift or remuneration exceeds \$500. The declaration of the gift or amount of remuneration must be in a form approved by the Authority and must be submitted to the Secretary of the Club within fourteen (14) days of receipt of the gift or remuneration.
83. In accordance with regulations made under the Registered Clubs Act, a member of the Board or any employee of the Club, must submit a written return in each year to the Club, declaring any gifts or remuneration received from a person or organisation that is a party to a contract with the Club, including all parties supplying goods and/or services to the Club.
84. (a) The Club shall not enter into a contract with the Secretary of the Club, a manager, or any close relative of the Secretary or manager, or a company or other body in which any of these persons has a Controlling Interest. "Controlling Interest" in a company or body, shall mean if a person or person's interest, when added to the interest in the company or body held by one or more close relatives of the person, is a controlling interest in the company or body and such person or persons have the capacity to determine the outcome of decisions about the financial and operating policies of a company or body. Furthermore, the Club shall not enter into a Contract for the remuneration of a top executive unless the proposed contract has first been approved by the members of the Board.
- (b) The Club must not enter into a contract with a member of the Board or a top executive of the Club, or with a company or other body in which such a member or top executive has a pecuniary interest, unless the proposed contract is first approved by the Board of the Club.
- (c) Paragraph (b) does not apply to a pecuniary interest if there are guidelines prescribed by the Registered Clubs Act at the time the relevant contract is entered into that include provisions to the effect that pecuniary interests of the type concerned are not pecuniary interests to which that paragraph applies.
- (d) It shall be the duty of a member of the Board or a top executive to declare the nature of his interest in a contract in writing, or at a Board meeting of the Club, prior to the approval of such contract and it shall be the duty of the Secretary to record such declaration in the Minutes of the Meeting.
- (e) A member of the Board so interested in a contract shall be counted in a quorum but shall not vote on any such contracts or arrangements with the Club.
- (f) Before entering into a contract, the Club shall make all reasonable inquiries to ensure that the provisions of paragraphs (a) and (b) are not contravened.
- (g) When making any such inquiries as to whether a party to the proposed contract is or is not a person, company or body referred to in paragraphs (a) and (b), the Club is entitled to rely on a statutory declaration from the party to the proposed contract (or, in the case of a company or other body that is a party to the proposed contract, from the chief executive officer of the company or body) that the party is or is not such a person, company or body.



85. The Secretary of the Club and managers of the Club are prohibited from holding a hotelier's licence or from holding a financial interest in respect of a hotel.
86. (a) Any member of the Board of the Club or a top executive of the Club who acquires a financial interest in a hotel shall give a written declaration of that interest to the Secretary of the Club within fourteen (14) days after acquiring the interest.
- (b) In the case where a member is elected or appointed to the Board and holds a financial interest in a hotel, and in the case where a top executive of the Club is appointed and holds a financial interest in a hotel, such interest shall be declared in writing to the Secretary within fourteen (14) days after the election or appointment.
87. A member of the Board who has a material personal interest in a matter that relates to the affairs of the Club must, as soon as practicable after the relevant facts have come to the member's knowledge, declare the nature of the interest at a meeting of the Board.
88. (a) The Club shall not lend money to a member of the Board of the Club.
- (b) The Club shall not lend money to an employee of the Club unless:
- (i) The amount of the proposed loan (together with the amount of any other loan to the employee by the Club that has not been repaid to the Club) is \$10,000 or less, and
- (ii) The proposed loan has first been approved by the Board of the Club.
- (c) Sub-paragraph (b) (i) does not apply to any amount of money lent to the employee in accordance with the terms and conditions of the employee's contract of employment with the Club.
89. In accordance with regulations made under the Registered Clubs Act, the Secretary of the Club shall maintain a register of disclosures, declarations and returns made to the Club as required by the Registered Clubs Act.

### **GENERAL MEETINGS**

90. (a) A general meeting called the Annual General Meeting shall be held at least once in every calendar year at such time and place as may be determined by the Board but within five (5) months of the close of the financial year.
- (b) All meetings of the general body of members other than Annual General Meetings shall be called Extraordinary General Meetings.

## **CALLING OF GENERAL MEETINGS**

91. The Board may whenever it thinks fit convene an Extraordinary General Meeting of the Club.
92. (a) The Board shall convene an Extraordinary General Meeting on the request of not less than five per cent (5%) of the members entitled to vote at meetings or one hundred (100) members entitled to vote at meetings of the Club, which ever is less, whose annual subscriptions are currently fully paid up and who are entitled to vote on the objects of the requisition (number of members calculated as at the midnight immediately preceding the day that the requisition is received).
- (b) The requisition must state the objects of the meeting and must be signed by the requisitionists and deposited at the office of the Club and may consist of several documents in like form each signed by one or more requisitionists.
- (c) A meeting shall not be called or held if the business to be transacted is a power or a duty of the Board as provided by this Constitution or if the requisitionists are not entitled to vote on the objects as stated in the requisition.
- (d) On receipt of a valid requisition the Club shall forthwith proceed to convene a general meeting of the Club to be held as soon as practicable, but in any case no later than two (2) months after the receipt by the Club of the requisition.
- (e) If the Board does not give notice of a general meeting within twenty-one (21) days from the date of a valid requisition being so deposited at the Club the requisitionists or a majority of them in value may themselves convene the meeting but any meeting so convened shall not be held after three (3) months from the date of such deposit.
- (f) In the case of a general meeting where at least twenty-one (21) clear days notice of such meeting has not been given to members entitled to attend and vote at such meeting, the Board shall be deemed not to have duly convened the meeting.
- (g) Any meeting convened under this Rule by the requisitionists shall be convened in the same manner or as nearly as possible as that in which general meetings are convened by the Board.
- (h) To call the meeting the requisitionists may ask the Club for a copy of the register of members and the Club must give the requisitionists the copy of the register without charge.
- (i) Any reasonable expenses incurred by the requisitionists in convening any such meeting shall be repaid to the requisitionists by the Club.
93. (a) The Club shall give at least twenty-one (21) clear days notice of all general meetings of the Club. A notice of such meeting shall set forth the date and time and place for the meeting and the business to be brought forward before the meeting. The notice shall be given either personally to each member entitled to vote at general meetings, or by posting such notice to the member's registered address.

- (b) The meeting shall not be invalidated by reason only of the accidental omission to give written notice of the meeting or the non-receipt of the notice of the meeting by any member.

### **MEMBERS' RESOLUTIONS AND QUESTIONS AT GENERAL MEETINGS**

- 94. (a) Members may give the Club notice in writing of a resolution that they propose to move at a general meeting provided that such members hold at least 5% of the votes that may be cast on the resolution or at least 100 members who are entitled to vote at a general meeting, which ever is less (number of members calculated as at the midnight immediately preceding the day that the members give the notice). The Board may at its discretion determine that a resolution shall be presented to members with less than the required number of members giving notice of the proposed resolution.
  - (b) Notice in writing of any resolution or special business must be given to the Secretary and shall be considered at the first general meeting held at least two (2) months after receipt of the notice. If a general meeting is held on a date less than two (2) months after the notice is received, provided that the Club can give at least twenty-one (21) days notice of the resolution or special business to members, the Club may, at its discretion, and with due notice, present the resolution or special business to members for consideration.
95. A member of the Club who is entitled to cast a vote at the Annual General Meeting may submit a written question to the Auditor if the question is relevant to the content of the Auditor's Report to be considered at the Annual General Meeting or the conduct of the audit of the annual financial report. The member shall submit the question to the Club no later than five (5) business days before the Annual General Meeting. Despite the question being one that is addressed to the Auditor, the Club may examine the contents of the question and make a copy of the question. The Club must, as soon as practicable after the question is received by the Club, pass the question on to the Auditor even if the Club believes the question is not relevant to the Auditor's Report or conduct of the audit. The Club must, at or before the start of the Annual General Meeting, make copies of the question list reasonably available (on request) to the members attending the Annual General Meeting provided that a question need not be included in the question list if the question is the same in substance as another question (even if it is differently expressed).

### **PROCEEDINGS AT THE ANNUAL GENERAL MEETING**

96. The business of the Annual General Meeting shall be as follows:
- (a) To confirm the minutes of the previous Annual General Meeting and of any Extraordinary General Meetings held;
  - (b) To receive and consider the reports of the Board;
  - (c) To receive and consider the financial report as required by the Act and the Registered Clubs Act and to receive and consider the auditor's report (if required);
  - (d) To approve honoraria or other extraordinary benefits (if any);

- (e) To elect the Board biennially (for a two (2) year term of office) with such elections falling on even numbered years in accordance with this Constitution;
  - (f) To appoint an Auditor (if an Auditor is required and if a vacancy exists due to resignation or dismissal);
  - (g) To deal with any valid business of which due notice has been given;
  - (h) To deal with general business as approved by the chairperson of the meeting or as approved by the meeting.
97. The chairperson of an Annual General Meeting shall allow a reasonable opportunity for the members as a whole at the meeting to ask questions about, or make comments on, the management of the Club.
98. (a) The Club's Auditor is entitled to attend any general meeting of the Club and is entitled to be heard at the meeting on any part of the business of the meeting that concerns the Auditor in their capacity as auditor even if the Auditor retires at the meeting or the meeting passes a resolution to remove the Auditor from office.
- (b) If the Club's Auditor or representative is at the Annual General Meeting, the chairperson of the meeting shall allow a reasonable opportunity for the members as a whole at the meeting to ask the Auditor or representative questions relevant to the conduct of the audit and the preparation and content of the Auditor's Report.

### **PROCEEDINGS AT GENERAL MEETINGS**

99. The President shall be entitled to take the chair at every general meeting. If the President is not present within fifteen (15) minutes after the time appointed for holding the meeting or is unwilling or unable to act then the Vice-President shall take the chair and if the Vice-President is unwilling or unable to act then the members present shall elect a chairperson for the meeting.
100. At any general meeting of the Club twenty (20) financial Full Bowling Members and/or Life Members who are present in person at the meeting shall be a quorum. If a quorum is not present within fifteen (15) minutes after the time for the commencement of the meeting the meeting shall be adjourned to the same day in the next week at the same time and place or to such other date as the Board may by notice to members appoint which shall not exceed twenty-one (21) days provided that if the meeting has been convened at the request of members the meeting shall be dissolved. If at any adjourned meeting a quorum is not present then those members that are present shall constitute a quorum.
101. (a) Every question submitted to a general meeting shall be decided by a show of hands (unless a poll is demanded by members) and in the case of an equality of votes whether on a show of hands or on a poll the chairperson of the meeting shall have a second or casting vote.

- (b) A poll may be demanded by:
  - (i) The chairperson of the meeting; or
  - (ii) At least five (5) members present and entitled to vote; or
  - (iii) Members present in person and representing not less than five per cent (5%) of the total voting rights of all members having the right to vote at the meeting.
  
- (c) If a poll is demanded it shall be taken in such manner and either at once or after the interval or adjournment or otherwise as the chairperson of the meeting directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of the chairperson of the meeting or on a question of adjournment shall be taken forthwith.
  
- (d) A demand for a poll may be withdrawn.
  
- (e) At any general meeting (unless a poll is demanded) a declaration by the chairperson of the meeting that a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority and an entry to that effect in the book containing the minutes of the proceedings of the Club shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution.
  
- 102. (a) The chairperson of a general meeting may with the consent of the meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
  
- (b) A resolution passed at any adjourned meeting shall for all purposes be treated as having been passed on the date when it was in fact passed and shall not be deemed to have been passed on any earlier date.
  
- (c) It shall not be necessary to give notice of any adjournment or of the business to be transacted at an adjourned meeting except when a meeting is adjourned for thirty (30) days or more, in which case notice of the adjourned meeting shall be given as in the case of an original meeting.

### **MINUTES**

- 103. (a) The Club must keep minute books in which it records:
  - (i) proceedings and resolutions of all general meetings of members; and
  - (ii) proceedings and resolutions of Board meetings (including meetings of a committee of directors); and
  - (iii) resolutions passed by Directors without a meeting.

- (b) The chairperson of the meeting must, within one (1) month after the end of the meeting, cause minutes to be drawn up and entered in a minute book. The Club must ensure that the minutes of a meeting are signed and certified as a true copy within a reasonable time after the meeting by either the chair of the meeting or the chair of the next meeting.
- (c) The Club must keep its minute books at the Club's registered office.

### **FINANCIAL YEAR**

104. The financial year of the Club shall commence on the first day of July in each year and end on the last day of June in the following year or such other period as having regard to the Act the Board may determine.

### **ACCOUNTS**

105. The Board shall cause proper accounts, books, and other records to be kept with respect to the financial affairs of the Club in accordance with the Act, the Registered Clubs Act, and Australian Accounting Standards.
106. The books of account shall be kept at the registered office of the Club or at such other place as the Board thinks fit. The Club shall at all reasonable times make its accounting records available in writing for the inspection of members of the Board and any other persons authorised or permitted by or under the Act or Registered Clubs Act to inspect such records.
107. (a) The Club shall prepare, on a quarterly basis, financial statements that incorporate the Club's profit and loss accounts and trading accounts for the quarter, and a balance sheet as at the end of the quarter, and provide the financial statements to the Board of the Club for adoption in accordance with the Registered Clubs Act.
- (b) The financial statements shall be available to the members of the Club within 48 hours of the statements being adopted by the Board. The Club shall display a permanent notice on the Club's notice board and on the Club's website (if any) indicating how the members of the Club can access the financial statements. The Club shall provide a copy of the financial statements to any member of the Club on a request in writing by the member.

### **ANNUAL REPORT**

108. (a) In accordance with the Act, the Board shall present to members in general meeting once in every year a financial report for the financial year, a Directors' report for the financial year, and an auditor's report (if required). The financial statements and notes for a financial year must give a true and fair view of the financial position and performance of the Club.

- (b) The Directors' report, in addition to the other statutory requirements, shall include:
    - (i) the name of each person who has been a Director at any time during or since the end of the financial year; the period for which each person was a Director; each Director's qualifications, experience and special responsibilities; and the number of meetings of the Board held during the year and each Director's attendance at those meetings.
    - (ii) for each class of membership, the amount which a member of that class is liable to contribute if the company is wound up; and the total amount that members of the Club are liable to contribute if the Club is wound up.
  - (c) In accordance with the Registered Clubs Act, the annual report shall specify the core property and non-core property of the Club as at the end of the financial year to which the report relates.
109. (a) A member of the Club may, by notice in writing to the Club, request to receive a hard copy or an electronic copy of the annual report. If a member makes a request for an annual report, the request is made by the member for that financial year; and is a standing request made by the member for each later financial year until the member changes the request.
- (b) If the Club prepares a financial report or a Directors' report for a financial year, or obtains an auditor's report on the financial report, the Club must send a copy of the report, free of charge, to each member who has requested an annual report.
  - (c) In addition to any other requirements of this Rule relating to the supply of an annual report to members, the Club may also provide to members a concise report and/or may make a copy of the annual report or the concise report readily accessible on a website.
  - (d) The provisions of this Rule shall not relieve the Club of the obligation to give notice in writing of general meetings to all members entitled to attend general meetings.
110. Annual reports must be sent no later than twenty-one (21) days before the Annual General Meeting or no later than four (4) months after the end of the financial year to which the report relates, whichever is the earlier.

### **AUDITORS**

- 111. (a) In accordance with the provisions of the Act and if circumstances permit, the Club may determine that an Auditor shall not be appointed by the Club until such time as an Auditor is required and that an Annual Review shall be conducted in accordance with the Act.
- (b) In accordance with the Act, if the Club is required to be Audited the following provisions shall apply:

- (i) A person shall not be appointed or act as Auditor if he is not a registered company auditor as defined by the Act, or if he is a member of the Board or an employee of the Club.
- (ii) An Auditor shall only be appointed when a vacancy exists in the position of Auditor. The ordinary resolution to remove an Auditor and the special resolution to appoint another Auditor should be given to members at the same general meeting.
- (iii) At least two (2) months notice of a resolution to remove the Auditor must be given to the Club. Immediately such notice is received by the Club, a copy of the notice shall be forwarded to the Auditor and a copy to the Australian Securities and Investments Commission. The Auditor of the Club may be removed from office by a simple majority (50% plus one) at a general meeting of which notice has been given.
- (iv) The Club must not appoint an Auditor unless the Auditor has consented before the appointment to act as Auditor and has not withdrawn that consent before the appointment is made.
- (v) Notice of the special resolution relating to the appointment of an Auditor and notice of the meeting to consider such special resolution shall be given to members entitled to vote and to the Auditor nominated.
- (vi) A properly qualified Auditor or Auditors shall be appointed at a general meeting by a seventy-five per cent (75%) majority of members attending in person and entitled to vote.
- (vii) If an Auditor is not appointed by the members at a duly convened general meeting, the Club shall notify the Australian Securities and Investments Commission within seven (7) days of same, and an Auditor shall be appointed by the Australian Securities and Investments Commission.
- (viii) The Auditor's duties shall be regulated in accordance with the provisions of the Act.
- (ix) The Club must give the Auditor notice of all general meetings in the same way that a member of the Club is entitled to receive notice, and, must give any other communications relating to the general meeting that a member of the Club is entitled to receive. The Auditor may authorise a person in writing as their representative for the purpose of attending and speaking at any general meeting.

### **PATRONS**

112. The members in general meeting may appoint one or more patrons from time to time upon a nomination by members in the same manner as provided for in relation to the nomination and election of the Board. Any patron will (if not a member of the Club) thereby be deemed to be an Honorary Member of the Club and subject to this Constitution remain an Honorary Member while such person remains a patron.



### **TREASURER**

113. The Treasurer shall have such responsibilities and perform such duties as shall be determined by the Board provided that such duties and responsibilities shall not include (other than as delegated in a deputy capacity) duties and responsibilities required to be performed by the Secretary in accordance with the Act, the Registered Clubs Act, or the Liquor Act.

### **SECRETARY**

114. The Board shall appoint a person to be Secretary of the Club. At any time there shall only be one (1) Secretary of the Club.
115. In accordance with the Act, Registered Clubs Act, and the Liquor Act, the Secretary shall be responsible for the following duties and to ensure that the said duties are carried out:
- (a) To conduct and manage the affairs of the Club under the direction of the Board;
  - (b) To convene and attend all meetings of the members and of the Board, taking minutes of the business transacted, and to enter the minutes in the minute book;
  - (c) To conduct, keep and produce the correspondence in connection with the Club;
  - (d) To keep a register of members and of Guests as required by the Registered Clubs Act;
  - (e) To keep a register of disclosures as required by the Registered Clubs Act;
  - (f) To keep such books and records as may be thought necessary by the Board for the purpose of fully and correctly showing the Club's operating position and affairs;
  - (g) To control the notice boards and to post all official notices in the Club;
  - (h) To prepare and submit for the approval of the Board the annual report of the Club's affairs.
  - (i) To perform such duties that are required to be carried out by the Secretary in accordance with the provisions of this Constitution.
  - (j) To perform such other duties that are required to be carried out by the Secretary in accordance with the provisions of the Act, the Registered Club Act, Liquor Act, Gaming Machines Act, and such other acts applicable to the business and management of the Club.

### **SELECTORS**

116. There shall be three (3) Selectors who shall be elected at the Annual General Meeting and who shall hold office for the ensuing year. Nominations for the positions of Selectors and the election thereof shall be made in the same manner as is provided in relation to the nomination and election of the Board. The Selectors shall select players from the eligible members to constitute the teams entered by the Club in the pennant competition of the Royal New South Wales Bowling Association. To enable the Selectors to properly select the necessary players, they shall arrange for trial games with other clubs' pennant teams prior to the commencement of such pennant competition.

### **BOWLS SECRETARY**

117. In addition to the Bowls Secretary's duties as a member of the Board, the Bowls Secretary shall:
- (a) Arrange for the holding of all Club Championship games and in each case prepare the draw thereof.
  - (b) Arrange all social games of bowls both within the Club and with other Clubs.
  - (c) Advise members when they are drawn or selected to play.
  - (d) Where practicable to organise transport for members selected to play away from the Club.
  - (e) Where practicable to assist the Selectors to assess the playing capabilities of members by playing them in positions specified by the Selectors.
  - (f) Generally to ensure that the members have as comprehensive facilities for the playing of bowls as the Club can provide.

### **GREENS DIRECTOR**

118. The greens Director shall be appointed by the Board at the first Board meeting following the Annual General Meeting at which an election was held and shall hold office until the next regular election of the Board. The greens Director shall by co-operation with the greenkeeper assist the Board in the care control management and use of the Club's bowling greens. In particular in the absence from the Club at any time of the President and the Vice-President, the greens Director shall determine whether or not the greens are playable.

## **COMPANY SEAL AND EXECUTION OF DOCUMENTS**

119. (a) The Club may execute a document (including a deed) without using a common seal if the document is signed by two (2) members of the Board, or by one (1) member of the Board and the Secretary.
- (b) If the Club has a common seal the Club may execute a document (including a deed) if the seal is fixed to the document or deed and the fixing of the seal is witnessed by two (2) members of the Board, or by one (1) member of the Board and the Secretary.
- (c) The Club must not execute a document (whether with or without using the seal) except by the authority of a resolution passed at a meeting of the Board previously given.

## **NOTICES**

120. Any notice in writing may be given by the Club to a member either:
- (a) personally;
- (b) by sending it by post to the address for the member in the register of members; or
- (c) by sending it to the fax number or electronic address (if any) nominated by the member.
121. A member may indicate either verbally or in writing the intention to receive notices by fax or by an electronic means, provided that the Club offers such means of receiving notices. Such indication by a member shall be a standing request but may be revoked at any time.
122. (a) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing prepaying and posting the notice and shall be deemed to have been effected in the case of a notice convening a meeting on the day following that on which the same shall have been posted and in any other case at the time at which the notice would have been delivered in the ordinary course of post.
- (b) A notice sent by fax or other electronic means is taken to be given on the business day after it is sent.
123. If a member has not supplied to the Club an address within the State of New South Wales for the giving of notices to him a notice posted up on the notice board shall be deemed to be well served on such member at the expiration of twenty-four (24) hours after it is so posted up.

## **INDEMNITY AND INSURANCE OF OFFICERS**

124. Every Officer of the Club (as defined in the Act) and Auditor shall be indemnified out of the property of the Club against any liability incurred by him in his capacity as Officer or Auditor in defending any proceedings, whether civil or criminal in which judgement is given in his favour or in which he is acquitted in connection with any application under the Act in which relief is under the Act granted to him by the Court in respect of any negligence, default, breach of any duty or trust.
125. To the greatest extent permitted by law, the Club may pay, or agree to pay, a premium in respect of a contract insuring a person who is or has been a Director or Officer of the Club or of a subsidiary of the Club against any liability including any liability for legal costs other than a liability that arises out of conduct involving a wilful breach of duty in relation to the Club or a wilful contravention of the Act.

## **CONSTITUTION**

126. (a) The Constitution may be altered or amended at a general meeting by special resolution of which due notice has been given to members of the Club.
- (b) The majority required for passing of a special resolution relating to such alterations or amendments to the Constitution shall be seventy-five per cent (75%) of members present and entitled to vote at the said meeting.
- (c) A special resolution must be passed as a whole and cannot be amended from the floor of the meeting or divided into two or more separate resolutions.
127. (a) The Club shall, within fourteen (14) days of amending its Constitution, lodge a copy of the amendments with the Australian Securities and Investments Commission.
- (b) The Club shall, within one (1) month after amending its Constitution, lodge with the Authority a copy of the Constitution and a copy of the amendments certified as correct by the Secretary of the Club.
128. A copy of the Constitution of the Club shall be supplied to a member on request being made to the Secretary of the Club and payment of any fee that may be prescribed by the Act or such lesser fee as determined by the Board.

Prepared by

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