

Constitution of the Forrest Tennis Club Incorporated

as from 01/01/2017

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| Name and Place of Activities of Association | 1. The name of the Association shall be Forrest Tennis Club Incorporated (hereinafter called "The Association"). The Association carries on its activities on the land in Forrest, ACT, being Section 19, Block 8. |
| Objects | 2. (1) The objects of the Association shall be:- <ul style="list-style-type: none">(a) To provide social tennis for members;(b) To arrange tennis competitions for members;(c) To provide and maintain tennis courts, clubhouse and facilities for members, and(d) To do all things as are incidental of or conducive to the abovementioned objects. (2) In addition the powers of the Association shall be deemed to include:- <ul style="list-style-type: none">(a) The purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Association;(b) The buying, selling, and supplying of, and dealing in, goods of all kinds;(c) The construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;(d) The accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the Association;(e) The taking of such steps from time to time as the committee or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Association, whether by way of donations, subscriptions, or otherwise;(f) The printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the committee or the members in general meeting may |

think desirable for the promotion of the objects and purposes of the Association;

- (g) The borrowing and raising of money in such manner as may be approved or directed by resolution passed at a general meeting; and securing the repayment of money so raised or borrowed or the payment of a debt or liability of the Association by giving mortgages, charges or securities upon or over all or any of the real or personal property of the Association
- (h) The investment of any moneys of the Association not immediately required for any of its objects or purposes in such manner as the committee may from time to time determine;
- (i) The establishment and support of aiding in the establishment or support, of any other Association formed for any of the basic objects of the Association;
- (j) The doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in the foregoing provisions of this.

Interpretation

- 3. (1) In this Constitution, unless the contrary intention appears, “general meeting” means a general meeting of members convened in accordance with rule 13.
- (2) In this Constitution, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form.
- (3) Words of expressions contained in this Constitution shall be interpreted in accordance with the provisions of the Interpretation Act 1937 and that Act as in force on the date on which this Constitution is adopted by the Association.

Membership of Association

- 4. (1) Any person may apply to the Committee to become a member in categories as defined at a general meeting.
 - (a) ADULT MEMBER for persons who have attained the age of 25 years.

- (b) YOUNG ADULT MEMBER for persons who have attained the age of 18 years and are under the age of 25 years.
 - (c) JUNIOR MEMBER for other persons who are under the age of 18 years.
 - (d) FAMILY MEMBER for persons in a family relationships; couples and children of the couple. 2 Adults and any children under 18 years of age may belong to one family membership.
- (2) A person who applies for and is approved for membership as provided in the Constitution becomes a member of the Association on payment of the nomination fee and annual subscription prescribed in, or fixed under, this Constitution.
 - (3) Honorary Life Membership may be bestowed on a member who has rendered outstanding service to the club, on the recommendation of the Committee and confirmed at an Annual General Meeting.
 - (4) A person who is not a member of the Association at the time of the incorporation of the Association shall not be admitted to membership.
 - (a) unless he applies for membership as provided in sub-section (5) of this section; and
 - (b) his admission as a member is approved by the committee.
 - (5) An application by a person for the membership of the Association
 - (a) shall be made in writing;
 - (b) shall be proposed by an adult member;
 - (c) shall be lodged with the public officer of the Association; and
 - (d) shall be accompanied by nomination fee and the first annual subscription.
 - (6) As soon as is practicable after the receipt of an application, the public officer shall refer the application to the committee.
 - (7) Upon an application being approved by the committee, the public officer shall, with as little delay

as possible, notify the applicant, in writing, that he has been approved for membership of the Association and shall enter the applicant's name in a register of members whereupon the applicant becomes a member of the Association.

- (8) A member of the Association may, at any time, resign from the Association by delivering or sending by post to the public officer a written notice of resignation.
- (9) Upon receipt of a notice under sub-rule (8) of this rule, the public officer shall remove the name of the member by whom the notice was given from the register of members, whereupon that member ceases to be a member of the Association.
- (10) A right, privilege, or obligation on a person by virtue of his membership of the Association
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of his membership, whether by death, resignation, or otherwise.
- (11) A person ceases to be a member
 - (a) on resigning;
 - (b) on failing to meet his financial obligations to the club within SIXTY DAYS; or
 - (c) on being expelled in accordance with rule 31.
- (12) A member of the Association is not liable to contribute towards the debts and liabilities of the Association or the costs, charges and expenses of a winding up of the Association.

Income and
Property of
Association

- 5. (1) The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects and purposes of the Association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the Association.
- (2) The Association shall not
 - (a) appoint a person who is a member of the committee to any office to the holder of which

there is payable any remuneration by way of salary, fees, or allowances: or

- (b) pay to any such person and remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses).
- (3) Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Association of
 - (a) remuneration in return for services actually rendered to the Association by the servant or member or for goods supplied to the Association by the servant or member in the ordinary course of business:
 - (b) interest on money lent as determined under the provisions of rule2(g).
 - (c) a reasonable and proper sum by way of rent for premises let to the Association by the servant member.

Accounts of receipts, expenditure

- 6. (1) True accounts shall be kept
 - (a) of all sums of money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
 - (b) of the property, credits, and liabilities of the Association,and subject to and reasonable restrictions as to time and manner of inspecting them that may be imposed by the Association for the time being, those accounts shall be open to the inspection of the members of the Association.
- (2) The Treasurer of the Association shall faithfully keep all general records, accounting books, and records of receipt and expenditure connected with the operations and business of the Association in such form and manner as the committee may direct.
- (3) The accounts, books and records referred to in sub-rules (1) and (2) of this rule shall be kept at the Association's office or at such other place as the committee may decide.

Banking and
Finance

7. (1) The Treasurer of the Association shall, on behalf of the Association receive all moneys paid to the Association and forthwith after the receipt thereof issue official receipts therefor.
- (2) The committee shall cause to be opened with such bank and/or building society and/or credit union as the committee selects an account or accounts in the name of the Association into which all moneys received shall be paid by the treasurer as soon as possible after receipt thereof.
- (3) The committee may receive from the Association's bank or bankers for the time being the cheques drawn by the Association on any of its accounts with the bank or bankers and may release and indemnify the bank and bankers from and against all claims, actions, suits or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Association.
- (4) Except with the authority of the committee, no payment of a sum exceeding twenty dollars shall be made from the funds of the Association otherwise than by cheque drawn of the Association's account, established under rule 7(2), but the committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the committee may impose.
- (5) No cheques shall be drawn on the Association's account except for the payment of expenditure authorised by the committee.
- (6) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by two of the members of the committee as the committee may nominate for that purpose.

Auditor

8. (1) At each annual general meeting of the Association, the members present shall appoint a person who is not a member or the public officer of the Association as the auditor of the Association.
- (2) A person so appointed shall hold office until the annual general meeting next after that at which he is appointed, and is eligible for re-appointment.

- (3) The first auditor of the Association may be appointed by the committee before the first annual general meeting, and, if so appointed, shall hold office until the first annual general meeting, unless previously removed by a resolution of the members at a general meeting, in which case the members at that meeting may appoint an auditor to act until the first annual general meeting.
- (4) If an appointment is not made at an annual general meeting the Committee shall appoint an auditor of the Association for the then current financial year of the Association.
- (5) If a casual vacancy occurs in the office of the auditor during the course of a financial year of the Association, the committee may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

Audit of
Accounts

9. (1) Once at least in each financial year of the Association, the accounts of the Association shall be examined by the auditor.
- (2) The auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the annual general meeting.
- (3) In his report, and in certifying to the accounts, the auditor shall state
 - (a) whether he has obtained the information required by him;
 - (b) whether, in his opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at his disposal and the explanations given to him and as shown by the books of the Association; and
 - (c) whether the rules relating to the administration of the funds of the Association have been observed.
- (4) The public officer of the Association shall cause to be delivered to the auditor a list of all the accounts, books and records of the Association.
- (5) The auditor

- (a) has a right of access to the accounts, books, records, vouchers, and documents of the Association;
- (b) may require from the servants of the Association such information and explanations as may be necessary for the performance of his duties as auditor;
- (c) may employ persons to assist him in investigating the accounts of the Association; and
- (d) may, in relation to the accounts of the Association, examine any member of the committee or any servant of the Association.

Annual General Meeting

10. (1) The Association shall, in each year, hold an annual general meeting.
- (2) The annual general meeting shall be held on such day (being no later than three months after the close of the financial year of the Association) as the committee may determine.
- (3) The annual general meeting shall be in addition to any other general meetings that may be held in the same year
- (4) The annual general meeting shall be specified as such in the notice convening it.
- (5) The ordinary business of the annual general meeting shall be
- (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the committee, auditor, and servants of the Association reports upon the transactions of the Association during the last preceding financial year;
 - (c) to elect the officers of the Association, the ordinary committeemen, and the selection committee; and
 - (d) to appoint the auditor and determine his remuneration.

- (6) The annual general meeting may transact special business of which notice is given in accordance with this Constitution.
- (7) All general meetings other than the annual general meeting shall be called special general meetings.

Special General Meeting

- 11. (1) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The committee shall, on the requisition in writing of not less than ten members, convene a special general meeting of the Association.
- (3) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited with the public officer of the Association and may consist of several documents in the like form, each signed by one or more of the requisitionists.
- (4) If the committee does not cause a special general meeting to be held within twenty-one days from the date on which a requisition therefore is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.
- (5) A special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the committee, and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring them.

Notices of all General Meetings

- 12. The public officer of the Association shall, at least twenty-one days before the date fixed for holding a general meeting of the Association notify members by circular or email, specifying the place, day, and time for the holding of the meeting, and the nature of the business to be transacted thereat.

Business and quorum at General Meetings

- 13. (1) All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception of that

specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business.

- (2) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (3) Fifteen members personally present (being members entitled under these rules to vote thereat) constitute a quorum for the transaction of the business of a general meeting.
- (4) If within one hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time (unless another place and/or time is specified by the chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting the quorum is not present within one hour after that time appointed for the commencement of the meeting, the meeting shall be dissolved.

President to
preside at General
Meetings

14. (1) The President, or in his absence, a Vice-President, shall preside as chairman at every general meeting of the Association.
- (2) If the President and Vice- President are absent from a general meeting, the members present shall elect one of their number to preside as chairman thereat.

Adjournment of
General Meetings

15. (1) The chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for fourteen days or more, the notice of the adjourned meeting shall be

given by the means provided for in rule 12 as in the case of the original meeting.

- (3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjourned meeting.

Determination of questions arising at General Meetings

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

Notes

17. (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
(2) Adult members only are entitled to vote.
(3) All votes shall be given personally.
(4) In the case of an equality of voting on a question the chairman of the meeting is entitled to exercise a second or casting vote.

Taking of poll

18. If at a meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the chairman may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

When poll to be taken

19. A poll that is demanded on the election of a chairman or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairman may direct.

Affairs of Association to be managed by a committee

20. (1) The affairs of the Association shall be managed by a committee of management constituted as provided in rule 23.
(2) The committee

- (a) shall control and manage the business and affairs of the Association; and
- (b) may, subject to this Constitution, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by this Constitution to be exercised by general meetings of members of the Association; and
- (c) subject to the Ordinance and this Constitution has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.
- (d) the committee may draw up by-laws for the conduct of the Association.
- (e) declare that a member who is not financial shall not be entitled to the privileges of membership.

Officers of the Association

21. (1) The officers of the Association shall be
- (a) a President; (who shall preside at meetings at which he is present)
 - (b) two Vice-Presidents;
 - (c) a Treasurer
 - (d) a Secretary
 - (e) an Assistant Secretary
 - (f) a representative for juniors
 - (g) a Club Captain
- (2) The Secretary from time to time shall be appointed as the Public Officer of the Association for the purposes of the Associations Incorporations Act 1991, as amended.
- (3) The provisions of sub-rule (2), (3) and (4) of rule 24, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-rule (1) and of this rule.

- (4) Each officer of the Association shall hold office until the annual general meeting next after the date of his election but is eligible for re-election.
- (5) In the event of a casual vacancy in any office mentioned in sub-rule (1) of this rule the committee may appoint a member of the Association to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his appointment.

Constitution of the committee 22. The committee shall consist of the officers of the Association and three male members and three female members.

22A. The Association's competition teams shall be selected by a committee consisting of the President and two male and two female members.

Election of members of committee 23. (1) Nominations of candidates for election as office bearers of the Association shall be received at or before the annual general meeting.

(2) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(3) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

(4) The ballot for the election of the officers shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

Vacation of office 24. For the purposes of these rules, the office of an office bearer of the Association becomes vacant if the office of the bearer

(a) dies

(b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his creditors ;

(c) becomes of unsound mind;

- (d) resigns his office by writing under his hand addressed to the committee;
- (e) ceases to be resident in the Territory;
- (f) fails, without leave granted by the committee, to attend three consecutive meetings of the committee; or
- (g) ceases to be a member of the Association.

Meetings of the committee and of sub-committee

25. (1) The committee shall meet at least once in each two months at such place and at such time as the committee may determine.
- (2) Special meetings of the committee may be convened by the President, or any four of its members.
- (3) Notice shall be given to members of the committee of any special meeting, specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting.
- (4) Any six members of the committee constitute a quorum for the transaction of the business of a meeting of the committee of whom two shall be the office bearers mentioned at rule 21 (1)(a) to (g).
- (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a place and at a time determined by the chairman.
- (6) At meetings of the committee
- (a) the President, or in his absence a Vice-President, shall preside or
 - (b) if the President and the Vice-Presidents are absent, such one of the remaining members of the committee as may be chosen by the members present shall preside.
- (7) Questions arising at meetings of the committee or of any sub-committee appointed by the committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.

- (8) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (9) Notice of each committee meeting shall be served on each member of the committee at a reasonable time before the meeting. Such notice may be served in writing or by telephone.

Disclosure of
interest in
contracts

- 26. (1) A member of the committee who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose his interest at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if his interest then exists, or, in any other case, at the first meeting of the committee after the acquisition of his interest.
- (2) If a member of the committee becomes interested in a contract or arrangement after it is made or entered into he shall disclose his interest at the first meeting of the committee after he becomes so interested.
- (3) No member of the committee shall vote as a member of the committee in respect of any contract or arrangement in which he is interested and if he does so vote his vote shall not be counted.

Sub-committees
and executive
committee

- 27. (1) The committee may at any time appoint a sub-committee from the committee as it may think fit and shall prescribe the powers and functions thereof.
- (2) The committee may co-opt as members of a sub-committee such persons as it thinks fit, whether or not those persons are members of the Association, but a person so co-opted is not entitled to vote.
- (3) Three appointed members of a sub-committee constitute a quorum at a meeting of the sub-committee.
- (4) The Chairman of a sub-committee is responsible for calling meetings of a sub-committee.

- (5) Notice of each sub-committee meeting shall be served on each member of the sub-committee at a reasonable time before the meeting. Such notice may be served in writing or by telephone.
- (6) The President, the Vice-President, the Treasurer, and the Secretary constitute an executive committee, which may issue instructions to the public officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the intervals between meetings of the committee, and where and such instructions are issued shall report thereon to the next meeting of the committee.

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| Annual subscription | 28. Nomination fees and annual subscriptions in respect of classes of membership shall be determined at each Annual General Meeting of the Association. |
| Financial Year | 29. The financial year of the Association is the period beginning on 1 October in each year and ending on the 30 th of September next following. |
| Notices | 30. A notice may be served by or on behalf of the Association upon any member either personally or by sending it through the post in a prepaid letter addressed to the member at his usual or last known place of abode. |
| Expulsion or suspension of members | 31. <ol style="list-style-type: none">(1) Subject to this rule, the committee may, on a two-thirds majority vote of the committee expel a member from the Association if, in the opinion of the committee the member has been guilty of conduct detrimental to the interests of the Association, or as the circumstances warrant suspend the member concerned for an appropriate period.(2) The expulsion or suspension of a member pursuant to sub-rule (1) of this rule does not take effect until the expiration of fourteen days after the service on the member of a notice under sub-rule (3) of this rule.(3) Where the committee expels or suspends a member from the Association, the public officer of the Association shall, without undue delay cause to be served on the member a notice in writing |

- (a) stating that the committee has expelled or suspended the member; and
 - (b) specifying the grounds for the expulsion or suspension .
- (4) The member concerned shall be entitled to be heard on the question of the validity of the grounds thus specified.

Alteration of the
Constitution

32. (1) The Constitution may be amended by resolution passed by a three-quarters majority of financial members present and voting at a Special General Meeting.
- (2) Notice of the proposed amendment shall be included in the notice calling the Special General Meeting.
- (3) An amendment to the objects and purposes of the Association shall not be effective until approved by the Registrar.
- (4) An alteration of the objects, purposes or rules is of no effect until a copy of the alteration is lodged with the Registrar of Companies in the A.C.T.

Seal of the
Association

33. (1) The seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the word "seal".
- (2) The seal of the Association shall not be affixed to any instrument except by the authority of the committee and the affixing thereof shall be attested by the signatures either or two members of the committee or such other person as the committee may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the committee.
- (3) The seal shall remain in the custody of the public officer.

Colours of the
Association

34. The colours of the Association shall be Dark Green and Gold.

Dissolution

35. If upon winding up or dissolution if the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed amongst its members, but shall be given or transferred to a non-profit Club or Association having objects similar to the objects of the Association and which prohibits the distribution to its members of its income and assets in a similar way to that of the Association.

Constitution of the Forrest Tennis Club Incorporated

as from 01/01/2017

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- (b) YOUNG ADULT MEMBER for persons who have attained the age of 18 years and are under the age of 25 years.
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 - (c) shall be lodged with the public officer of the Association; and
 - (d) shall be accompanied by nomination fee and the first annual subscription.
 - (6) As soon as is practicable after the receipt of an application, the public officer shall refer the application to the committee.
 - (7) Upon an application being approved by the committee, the public officer shall, with as little delay

as possible, notify the applicant, in writing, that he has been approved for membership of the Association and shall enter the applicant's name in a register of members whereupon the applicant becomes a member of the Association.

- (8) A member of the Association may, at any time, resign from the Association by delivering or sending by post to the public officer a written notice of resignation.
- (9) Upon receipt of a notice under sub-rule (8) of this rule, the public officer shall remove the name of the member by whom the notice was given from the register of members, whereupon that member ceases to be a member of the Association.
- (10) A right, privilege, or obligation on a person by virtue of his membership of the Association
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of his membership, whether by death, resignation, or otherwise.
- (11) A person ceases to be a member
 - (a) on resigning;
 - (b) on failing to meet his financial obligations to the club within SIXTY DAYS; or
 - (c) on being expelled in accordance with rule 31.
- (12) A member of the Association is not liable to contribute towards the debts and liabilities of the Association or the costs, charges and expenses of a winding up of the Association.

Income and
Property of
Association

- 5. (1) The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects and purposes of the Association and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the Association.
- (2) The Association shall not
 - (a) appoint a person who is a member of the committee to any office to the holder of which

there is payable any remuneration by way of salary, fees, or allowances: or

- (b) pay to any such person and remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses).
- (3) Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Association of
 - (a) remuneration in return for services actually rendered to the Association by the servant or member or for goods supplied to the Association by the servant or member in the ordinary course of business:
 - (b) interest on money lent as determined under the provisions of rule2(g).
 - (c) a reasonable and proper sum by way of rent for premises let to the Association by the servant member.

Accounts of receipts, expenditure

- 6. (1) True accounts shall be kept
 - (a) of all sums of money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
 - (b) of the property, credits, and liabilities of the Association,and subject to and reasonable restrictions as to time and manner of inspecting them that may be imposed by the Association for the time being, those accounts shall be open to the inspection of the members of the Association.
- (2) The Treasurer of the Association shall faithfully keep all general records, accounting books, and records of receipt and expenditure connected with the operations and business of the Association in such form and manner as the committee may direct.
- (3) The accounts, books and records referred to in sub-rules (1) and (2) of this rule shall be kept at the Association's office or at such other place as the committee may decide.

Banking and
Finance

7. (1) The Treasurer of the Association shall, on behalf of the Association receive all moneys paid to the Association and forthwith after the receipt thereof issue official receipts therefor.
- (2) The committee shall cause to be opened with such bank and/or building society and/or credit union as the committee selects an account or accounts in the name of the Association into which all moneys received shall be paid by the treasurer as soon as possible after receipt thereof.
- (3) The committee may receive from the Association's bank or bankers for the time being the cheques drawn by the Association on any of its accounts with the bank or bankers and may release and indemnify the bank and bankers from and against all claims, actions, suits or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Association.
- (4) Except with the authority of the committee, no payment of a sum exceeding twenty dollars shall be made from the funds of the Association otherwise than by cheque drawn of the Association's account, established under rule 7(2), but the committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the committee may impose.
- (5) No cheques shall be drawn on the Association's account except for the payment of expenditure authorised by the committee.
- (6) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by two of the members of the committee as the committee may nominate for that purpose.

Auditor

8. (1) At each annual general meeting of the Association, the members present shall appoint a person who is not a member or the public officer of the Association as the auditor of the Association.
- (2) A person so appointed shall hold office until the annual general meeting next after that at which he is appointed, and is eligible for re-appointment.

- (3) The first auditor of the Association may be appointed by the committee before the first annual general meeting, and, if so appointed, shall hold office until the first annual general meeting, unless previously removed by a resolution of the members at a general meeting, in which case the members at that meeting may appoint an auditor to act until the first annual general meeting.
- (4) If an appointment is not made at an annual general meeting the Committee shall appoint an auditor of the Association for the then current financial year of the Association.
- (5) If a casual vacancy occurs in the office of the auditor during the course of a financial year of the Association, the committee may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

Audit of
Accounts

9. (1) Once at least in each financial year of the Association, the accounts of the Association shall be examined by the auditor.
- (2) The auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the annual general meeting.
- (3) In his report, and in certifying to the accounts, the auditor shall state
 - (a) whether he has obtained the information required by him;
 - (b) whether, in his opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at his disposal and the explanations given to him and as shown by the books of the Association; and
 - (c) whether the rules relating to the administration of the funds of the Association have been observed.
- (4) The public officer of the Association shall cause to be delivered to the auditor a list of all the accounts, books and records of the Association.
- (5) The auditor

- (a) has a right of access to the accounts, books, records, vouchers, and documents of the Association;
- (b) may require from the servants of the Association such information and explanations as may be necessary for the performance of his duties as auditor;
- (c) may employ persons to assist him in investigating the accounts of the Association; and
- (d) may, in relation to the accounts of the Association, examine any member of the committee or any servant of the Association.

Annual General Meeting

10. (1) The Association shall, in each year, hold an annual general meeting.
- (2) The annual general meeting shall be held on such day (being no later than three months after the close of the financial year of the Association) as the committee may determine.
- (3) The annual general meeting shall be in addition to any other general meetings that may be held in the same year
- (4) The annual general meeting shall be specified as such in the notice convening it.
- (5) The ordinary business of the annual general meeting shall be
- (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the committee, auditor, and servants of the Association reports upon the transactions of the Association during the last preceding financial year;
 - (c) to elect the officers of the Association, the ordinary committeemen, and the selection committee; and
 - (d) to appoint the auditor and determine his remuneration.

- (6) The annual general meeting may transact special business of which notice is given in accordance with this Constitution.
- (7) All general meetings other than the annual general meeting shall be called special general meetings.

Special General Meeting

- 11. (1) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The committee shall, on the requisition in writing of not less than ten members, convene a special general meeting of the Association.
- (3) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited with the public officer of the Association and may consist of several documents in the like form, each signed by one or more of the requisitionists.
- (4) If the committee does not cause a special general meeting to be held within twenty-one days from the date on which a requisition therefore is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.
- (5) A special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the committee, and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring them.

Notices of all General Meetings

- 12. The public officer of the Association shall, at least twenty-one days before the date fixed for holding a general meeting of the Association notify members by circular or email, specifying the place, day, and time for the holding of the meeting, and the nature of the business to be transacted thereat.

Business and quorum at General Meetings

- 13. (1) All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception of that

specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business.

- (2) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (3) Fifteen members personally present (being members entitled under these rules to vote thereat) constitute a quorum for the transaction of the business of a general meeting.
- (4) If within one hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time (unless another place and/or time is specified by the chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting the quorum is not present within one hour after that time appointed for the commencement of the meeting, the meeting shall be dissolved.

President to
preside at General
Meetings

14. (1) The President, or in his absence, a Vice-President, shall preside as chairman at every general meeting of the Association.
- (2) If the President and Vice- President are absent from a general meeting, the members present shall elect one of their number to preside as chairman thereat.

Adjournment of
General Meetings

15. (1) The chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for fourteen days or more, the notice of the adjourned meeting shall be

given by the means provided for in rule 12 as in the case of the original meeting.

- (3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjourned meeting.

Determination of questions arising at General Meetings

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

Notes

17. (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
(2) Adult members only are entitled to vote.
(3) All votes shall be given personally.
(4) In the case of an equality of voting on a question the chairman of the meeting is entitled to exercise a second or casting vote.

Taking of poll

18. If at a meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the chairman may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.

When poll to be taken

19. A poll that is demanded on the election of a chairman or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairman may direct.

Affairs of Association to be managed by a committee

20. (1) The affairs of the Association shall be managed by a committee of management constituted as provided in rule 23.
(2) The committee

- (a) shall control and manage the business and affairs of the Association; and
- (b) may, subject to this Constitution, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by this Constitution to be exercised by general meetings of members of the Association; and
- (c) subject to the Ordinance and this Constitution has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.
- (d) the committee may draw up by-laws for the conduct of the Association.
- (e) declare that a member who is not financial shall not be entitled to the privileges of membership.

Officers of the Association

21. (1) The officers of the Association shall be
- (a) a President; (who shall preside at meetings at which he is present)
 - (b) two Vice-Presidents;
 - (c) a Treasurer
 - (d) a Secretary
 - (e) an Assistant Secretary
 - (f) a representative for juniors
 - (g) a Club Captain
- (2) The Secretary from time to time shall be appointed as the Public Officer of the Association for the purposes of the Associations Incorporations Act 1991, as amended.
- (3) The provisions of sub-rule (2), (3) and (4) of rule 24, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-rule (1) and of this rule.

- (4) Each officer of the Association shall hold office until the annual general meeting next after the date of his election but is eligible for re-election.
- (5) In the event of a casual vacancy in any office mentioned in sub-rule (1) of this rule the committee may appoint a member of the Association to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his appointment.

Constitution of the committee 22. The committee shall consist of the officers of the Association and three male members and three female members.

22A. The Association's competition teams shall be selected by a committee consisting of the President and two male and two female members.

Election of members of committee 23. (1) Nominations of candidates for election as office bearers of the Association shall be received at or before the annual general meeting.

(2) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(3) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

(4) The ballot for the election of the officers shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

Vacation of office 24. For the purposes of these rules, the office of an office bearer of the Association becomes vacant if the office of the bearer

(a) dies

(b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his creditors ;

(c) becomes of unsound mind;

- (d) resigns his office by writing under his hand addressed to the committee;
- (e) ceases to be resident in the Territory;
- (f) fails, without leave granted by the committee, to attend three consecutive meetings of the committee; or
- (g) ceases to be a member of the Association.

Meetings of the committee and of sub-committee

25. (1) The committee shall meet at least once in each two months at such place and at such time as the committee may determine.
- (2) Special meetings of the committee may be convened by the President, or any four of its members.
- (3) Notice shall be given to members of the committee of any special meeting, specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting.
- (4) Any six members of the committee constitute a quorum for the transaction of the business of a meeting of the committee of whom two shall be the office bearers mentioned at rule 21 (1)(a) to (g).
- (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to a place and at a time determined by the chairman.
- (6) At meetings of the committee
- (a) the President, or in his absence a Vice-President, shall preside or
 - (b) if the President and the Vice-Presidents are absent, such one of the remaining members of the committee as may be chosen by the members present shall preside.
- (7) Questions arising at meetings of the committee or of any sub-committee appointed by the committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.

- (8) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (9) Notice of each committee meeting shall be served on each member of the committee at a reasonable time before the meeting. Such notice may be served in writing or by telephone.

Disclosure of
interest in
contracts

- 26. (1) A member of the committee who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose his interest at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if his interest then exists, or, in any other case, at the first meeting of the committee after the acquisition of his interest.
- (2) If a member of the committee becomes interested in a contract or arrangement after it is made or entered into he shall disclose his interest at the first meeting of the committee after he becomes so interested.
- (3) No member of the committee shall vote as a member of the committee in respect of any contract or arrangement in which he is interested and if he does so vote his vote shall not be counted.

Sub-committees
and executive
committee

- 27. (1) The committee may at any time appoint a sub-committee from the committee as it may think fit and shall prescribe the powers and functions thereof.
- (2) The committee may co-opt as members of a sub-committee such persons as it thinks fit, whether or not those persons are members of the Association, but a person so co-opted is not entitled to vote.
- (3) Three appointed members of a sub-committee constitute a quorum at a meeting of the sub-committee.
- (4) The Chairman of a sub-committee is responsible for calling meetings of a sub-committee.

- (5) Notice of each sub-committee meeting shall be served on each member of the sub-committee at a reasonable time before the meeting. Such notice may be served in writing or by telephone.
- (6) The President, the Vice-President, the Treasurer, and the Secretary constitute an executive committee, which may issue instructions to the public officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the intervals between meetings of the committee, and where and such instructions are issued shall report thereon to the next meeting of the committee.

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| Annual subscription | 28. Nomination fees and annual subscriptions in respect of classes of membership shall be determined at each Annual General Meeting of the Association. |
| Financial Year | 29. The financial year of the Association is the period beginning on 1 October in each year and ending on the 30 th of September next following. |
| Notices | 30. A notice may be served by or on behalf of the Association upon any member either personally or by sending it through the post in a prepaid letter addressed to the member at his usual or last known place of abode. |
| Expulsion or suspension of members | 31. <ol style="list-style-type: none">(1) Subject to this rule, the committee may, on a two-thirds majority vote of the committee expel a member from the Association if, in the opinion of the committee the member has been guilty of conduct detrimental to the interests of the Association, or as the circumstances warrant suspend the member concerned for an appropriate period.(2) The expulsion or suspension of a member pursuant to sub-rule (1) of this rule does not take effect until the expiration of fourteen days after the service on the member of a notice under sub-rule (3) of this rule.(3) Where the committee expels or suspends a member from the Association, the public officer of the Association shall, without undue delay cause to be served on the member a notice in writing |

- (a) stating that the committee has expelled or suspended the member; and
 - (b) specifying the grounds for the expulsion or suspension .
- (4) The member concerned shall be entitled to be heard on the question of the validity of the grounds thus specified.

Alteration of the
Constitution

32. (1) The Constitution may be amended by resolution passed by a three-quarters majority of financial members present and voting at a Special General Meeting.
- (2) Notice of the proposed amendment shall be included in the notice calling the Special General Meeting.
- (3) An amendment to the objects and purposes of the Association shall not be effective until approved by the Registrar.
- (4) An alteration of the objects, purposes or rules is of no effect until a copy of the alteration is lodged with the Registrar of Companies in the A.C.T.

Seal of the
Association

33. (1) The seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the word "seal".
- (2) The seal of the Association shall not be affixed to any instrument except by the authority of the committee and the affixing thereof shall be attested by the signatures either of two members of the committee or such other person as the committee may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the committee.
- (3) The seal shall remain in the custody of the public officer.

Colours of the
Association

34. The colours of the Association shall be Dark Green and Gold.

Dissolution

35. If upon winding up or dissolution if the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed amongst its members, but shall be given or transferred to a non-profit Club or Association having objects similar to the objects of the Association and which prohibits the distribution to its members of its income and assets in a similar way to that of the Association.