

Sample Constitution
for New
Seniors Computer Clubs

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Sample Constitution

This sample constitution is quite comprehensive and based on the model rules for the Incorporation of Associations issued by the New South Wales Department of Fair Trading. Read through it carefully and adapt it to the needs of your club. You may decide to eliminate some rules or add additional rules that are appropriate to your club. If you are in states other than New South Wales you should check on the specific requirements of your State.

Rules

[Computer Club for Seniors Greenville Inc.]

Part 1 - Preliminary

1 Definitions

“**Club**” means the Computer Club for Seniors Greenville (Incorporated) Club.

“**Member**” means any person having membership of the Club in accordance with the Rules.

“**Ordinary Member**” means a member or associate member of the committee who is not an office-bearer of the club, as referred to in rule 14 (2).

“**Secretary**” means:

- (a) the person holding office under these rules as Secretary of the Club, or
- (b) if no such person holds that office - the Public Officer of the Club.

“**special general meeting**” means a general meeting of the Club other than an annual general meeting.

“**the Act**” means the Association Incorporation Act, 1984;

“**the Regulations**” means the Association Incorporation Regulations, 1994.

2 Within these Rules

In these rules;

- (a) a reference to a function includes a reference to a power, authority and duty; and,
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

3 *The Interpretation Act, 1987*

The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

“**Committee Member**” means a member elected to the Management Committee, either an office-bearer or an ordinary committee member.

“**Rules**” mean the Club Rules, based on the Model Rules for the Incorporation of Associations issued by the New South Wales Department of Fair Trading according to the Association Incorporation Act of 1984, and as modified for the particular needs of the Club.

“**Applicant**” is a person who has applied in writing to become a member or associate member.

4 *Title*

The Club shall be called **Computer Club for Seniors Greenville (Incorporated)**

5 *Sphere of Influence*

Membership is intended for persons over the age of 55 years who have retired from full participation in the workforce, residing in the town of Greenville, comprising the area administered by the Greenville Council, and subject to the discretion of the Committee.

6 *Aims and Objectives*

- (a) The purpose of the Club shall be to assist its members by:
- i. enabling them, through mutual help and at minimum cost, to acquire and improve their computer and electronic communication skills;
 - ii. providing them with facilities pursuant to this aim;
 - iii. providing a setting for the interchange, in an atmosphere of fellowship and enjoyment, of computer and communications knowledge, skills and ideas;
 - iv. enabling members to keep up with developments in the use of computers so that they continue to participate in this aspect of modern life, thereby contributing to their self-confidence and self esteem;
 - v. providing regular meetings, activities and training sessions pursuant to attaining the above;
 - vi. striving at all times to gain and retain the approval of the local community as a worthwhile organisation contributing to the quality of life within the community.
- (b) The Club will be non-political, non-sectarian, non-profit and financially competent, and will not indulge in fundraising for any purpose other than its stated Aims and Objectives.
- (c) Members shall observe and uphold the rules of the Club and actively support and defend the club, its aims and objectives.
- (d) Membership numbers may be restricted to a maximum figure as determined and/or amended at any Annual or Special General Meeting.

Part II - MEMBERSHIP

7 Membership Qualifications

- 7.1 A person is qualified to be a member of the Club if, but only if the person is:
- (a) a person referred to in section 15(1)(a), (b) or (c) of the Act and has not ceased to be a member of the Association at any time after the incorporation of the Club under the Act; or
 - (b) the person is a natural person who:
 - i. has applied for membership of the Club as provided by Rule 8, and
 - ii. has been approved for membership of the Club by the committee.

8 Application for Membership

- 8.1 An application of a person for membership of the Club:
- (a) shall be made in writing in the form set out in Appendix 1 of these rules; and
 - (b) shall be lodged with the treasurer of the Club, together with entry and subscription fees.
- 8.2. As soon as practicable after receiving a nomination for membership, the treasurer shall refer the nomination to the committee which shall determine whether to approve or to reject the application, the committee's decision on this matter being final.
- 8.3. The secretary shall enter the applicant's name in the register of members and, upon the name being so entered, the applicant becomes a member of the Club.
- 8.4. Where an application has not been approved, fees will be refunded.

9 Cessation of Membership

- 9.1 A person ceases to be a member if the person:
- (a) dies;
 - (b) resigns that membership
 - (c) is expelled from the Association
 - (d) ceases to be a financial member
- except in exceptional circumstances as determined by the committee.

10 Membership Entitlements Not Transferable

- 10.1 Right, privilege or obligation which a person has by reason of being a member of the Club:
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates on cessation of the person's membership

11 Resignation of Membership

- 11.1 A member of the Club is not entitled to resign that membership except in accordance with this rule.
- 11.2 A member of the Association who has paid all amounts payable by the member to the Association in respect of the member's membership may resign from the Association by first giving to the Secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- 11.3 If a member of the Club ceases to be a member under clause (2), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the month in which the member ceases to be a member.

12 Register of Members

- 12.1 The public officer of the Club must establish and maintain a register of members of the Club specifying the name and address of each person who is a member of the Club together with the month in which the person became a member.
- 12.2 The register of members must be kept at the office of the Club and must be open for inspection, free of charge, by any member of the Club provided reasonable notice is given.

13 Fees and Subscriptions

- 13.1 A member of the Club must pay the entry fee when applying for membership
- 13.2 In addition to any amount payable by the member under class (1), a member of the Club must pay to the Club a quarterly or an annual subscription.
- 13.3 The entry fee and quarterly or annual subscriptions payable by members shall be reviewed and determined at each Annual General Meeting.

14 Members' Liabilities

- 14.1 The liability of a member of the club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by rule 10.

15 Resolution of Internal Disputes

- 15.1 Disputes between members (in their capacity as members) of the club, and disputes between members and the club which cannot be resolved, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.

16 *Disciplining of Members*

- 16.1 Complaint may be made by any member of the Club that some other member of the Club has persistently:
- (a) refused or neglected to comply with a provision or provisions of these rules; or
 - (b) willfully acted in a manner prejudicial to the interests of the Club.
- 16.2 On receiving such a complaint, the committee must:
- (a) cause notice of the complaint to be served on the member concerned; and
 - (b) give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint; and
 - (c) take into consideration any submissions made by the member in connection with the complaint.
- 16.3 The committee may, by resolution, expel the member from the Club or suspend the member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- 16.4 If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under rule 17.
- 16.5 The expulsion or suspension does not take effect:
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned: or
 - (b) if within that period the member exercises the right of appeal, unless and until the Club confirms the resolution under rule 17 (4), whichever is the later.

17 Right of Appeal of Disciplined Member

- 17.1 A member may appeal to the Club in general meeting against a resolution of the committee within 7 days after a resolution of the committee under rule 15, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 17.2 The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- 17.3 On receipt of a notice from a member under clause (1), the secretary must notify the committee that is to convene a general meeting of the Club to be held within 28 days after the date on which the secretary received the notice.
- 17.4 At a general meeting of the club convened under clause (3):
- i no business other than the question of the appeal is to be transacted; and
 - ii the committee and the member must be given the opportunity to state their respective cases orally or in writing or both; and
 - iii the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 17.5 If at the general meeting the club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

Part 111 - THE COMMITTEE

18 Powers of the Committee

- 18.1 The committee is to be called the committee of management of the Club and, subject to the Act, the Regulation and these rules and to any resolution passed by the Club in general meeting;
- (a) shall control and manage the affairs of the club;
 - (b) may exercise all such functions as may be exercised by the Club other than those functions that are required by these rules to be exercised by a general meeting of members of the Club; and
 - (c) has power to perform all such acts and do all such things as appear to the Committee to be necessary for the proper management of the affairs of the club.

19 Constitution and Membership

- 19.1 The office-bearers of the association are to be:
- (a) the President;
 - (b) the Vice-President;
 - (c) the Treasurer; and
 - (d) the Secretary.
- 19.2 Other offices besides the ones specified in (1) above, may be created by a resolution at an Annual or Special General Meeting and filled by election at that meeting provided that notice of such intent is included in the Notice of Meeting.
- 19.3 The Committee may co-opt additional members, not exceeding two in number, to assist and serve on the Committee for the remainder of the year ending at the next Annual General Meeting.
- 19.4 The Committee may fill any vacant position on the Committee for the remainder of the year ending at the next Annual General Meeting.
- 19.5 Members will be eligible to vote for office-bearers and committee members. Associate members will not be eligible to vote.

20 Election of Members

- 20.1 The committee is to consist of:
- (a) the office-bearers of the Club; and
 - (b) three (3) ordinary members, each of whom is to be elected at the annual general meeting of the Club.
- 20.2 The office-bearers of the Club are to be the:
- (a) President;
 - (b) Vice-President
 - (c) Treasurer, and
 - (d) Secretary.
- 20.3 The immediate past president shall automatically be an ex-officio Committee member for one year following his/her retirement from office.
- 20.4 A committee member may not continue to hold that same office for a period of more than four consecutive years.
- 20.5 In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Club to fill the vacancy and the members so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

21 Election of Members

- 21.1 Nominations of candidates for election as office-bearers of the club or as ordinary members of the committee must be:
- (a) made in writing, signed by two (2) members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination; and
 - (b) delivered to the Secretary of the Club at least seven (7) days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- 21.2 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- 21.3 If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- 21.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- 21.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- 21.6 The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

22 Secretary

- 22.1 The secretary of the Club must, as soon as practicable after being appointed as secretary, lodge notice with the Club of his or her address.
- 22.2 It is the duty of the secretary to keep minutes of:
- (a) all appointments of office-bearers and members of the committee;
 - (b) the names of members of the committee present at a committee meeting or a general meeting; and
 - (c) all proceedings at committee meetings and general meetings.
- 22.3 Minutes of proceedings at meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

23 Treasurer

- 23.1 It is the duty of the treasurer of the Club to ensure that:
- (a) all money due to the Club is collected and received and that all payments authorised by the Club are made; and
 - (b) correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.

24 Casual Vacancies

- 24.1 For the purpose of these rules, a casual vacancy in the office of a member of the committee occurs if the member:
- (a) dies, or
 - (b) ceases to be a member of the Club, or
 - (c) becomes an insolvent under administration within the meaning of the Corporations Law, or
 - (d) resigns office by notice or in writing given to the secretary, or
 - (e) is removed from office under rule 25, or
 - (f) becomes a mentally incapacitated person, or
 - (g) is absent from three consecutive committee meetings without apology or leave of absence.

25 Removal of a Member

- 25.1 The Club in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- 25.2 If a member of the committee to whom a proposed resolution referred to in clause (1) makes representations in writing to the secretary or president and requests that the representations be notified to the members of the Club, the secretary or the president may send a copy of the representations to each member of the Club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

26 Meetings and Quorum

- 26.1 The committee shall meet each month at a time and place determined by the committee.
- 26.2 Additional meetings of the committee may be convened by the president or by any member of the committee
- 26.3 Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- 26.4 Notice of a meeting given under clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- 26.5 Any four (4) members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- 26.6 No business is to be transacted by the committee 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 is to stand adjourned to a time and place to be determined by the secretary in consultation with committee.
- 26.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- 26.8 At a meeting of the committee:
- (a) the president, or, in the president's absence, the vice-president is to preside, or
 - (b) if the president and the vice president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

27 Delegation by Committee to Sub-Committee

- 27.1 The committee may, by instrument in writing, delegate to one or more sub-committees consisting of such member or members of the Club as the committee thinks fit the exercise of such of the functions of the committee as are specified in the instrument, other than;
- (a) this power of delegation, and
 - (b) a function which is a duty imposed on the committee by an Act or any other law.
- 27.2 Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- 27.3 Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- 27.4 The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- 27.5 A sub-committee may meet and adjourn as it thinks proper.

28 Voting and Decisions

- 28.1 Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- 28.2 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 but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 28.3 Subject to rule 26(5) the committee may act despite any vacancy on the committee.
- 28.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part IV - GENERAL MEETINGS

29 Annual General Meeting - holding of

29.1 The Club shall hold its Annual General Meeting on the third Thursday of October each year.

30 Annual General Meeting - business at

30.1 In addition to any other business that may be transacted at an annual general meeting, the business of the annual general meeting shall include the following to:

- (a) confirm the minutes of the preceding Annual General Meeting and of any special general meeting held since that meeting;
- (b) receive from the committee reports upon the activities of the Club during the preceding year;
- (c) receive and adopt the balance sheets and financial statements of the Club and accompanying reports thereon;
- (d) elect office bearers and members of the management committee to appoint an Auditor and public officer
- (e) fix the annual subscription fee for the ensuring year; to transact any other business included on the written agenda attached to the Notice of Meeting.

An annual general meeting shall be specified as such in the notice convening it.

31 Ordinary General Meetings

31.1 An ordinary general meeting of the Club shall be held monthly at such time and place as the members decide. Should it be necessary to alter the time or place of the ordinary general meeting, or to cancel such meeting, notice at the prior ordinary general meeting shall be given to members and published in the newsletter. Where this is not possible, the Secretary shall inform the members of the change in venue and time or cancellation at least one week before the scheduled time of the meeting. The accidental omission of notice to a member, or failure to receive such a notice, shall not invalidate a general meeting.

31.2 In addition to any other business which may be transacted at an ordinary general meeting, the business at an ordinary general meeting shall be to:

- (a) note apologies for non-attendance,
- (b) confirm the minutes of the preceding ordinary general meeting,
- (c) transact business arising out of such minutes;
- (d) receive reports of committees, the secretary and the treasurer and any other reports as may require to be given,
- (e) consider and deal with subjects and business to be discussed,
- (f) hear, through the Chair, answers to questions from members and, where appropriate, to deal with the subject matter thereof,
- (g) deal with such other business as the Chair may allow.

32 Special General Meeting - calling of

- 32.1 The committee may, whenever it thinks fit, convene a special general meeting of the Club.
- 32.2 The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the Club.
- 32.3 A requisition of members for a special general meeting:
- (a) must state the purpose or purposes of the meeting, and
 - (b) must be signed by the members making the requisitions, and
 - (c) must be lodged with the secretary, and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 32.3 If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- 32.4 A special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expense is entitled to be reimbursed by the Club for any expense so incurred.

33 Notice

- 33.1 Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the club, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by prepaid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 33.2 If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause (1) specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- 33.3 No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business that may be transacted pursuant to rule 30.
- 33.4 A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary, who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

34 Procedure

- 34.1 No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 34.2 Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 34.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting;
- (a) if convened on the requisition of members, is to be dissolved, and
 - (b) in any other case, is to stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjourned meeting by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 34.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) is to constitute a quorum.

35 Presiding Member

- 35.1 The president, or, in the president's absence, the Vice-President, is to preside as chairperson at any general meeting of the Club.
- 35.2 If the president and the Vice-President are absent or unwilling to act, the members present must elect one of their numbers to preside as chairperson at the meeting.

36 Adjournment

- 36.1 The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 36.2 If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Club stating the place, date, and time of the meeting and the nature of the business to be transacted at the meeting.
- 36.3 Except as provided in Clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

37 Making of Decisions

- 37.1 A question rising at a general meeting of the Club is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of votes recorded in favour of or against that resolution.
- 37.2 At a general meeting of the Club, a poll may be demanded by the chairperson or by not less than 3 members present in person or by proxy at the meeting.
- 37.3 If a poll is demanded at a general meeting, the poll must be taken.
- (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

38 Special Resolution

- 38.1 A resolution of the Club is a special resolution:
- (a) if it is passed by a majority which comprises not less than three-quarters of such members of the Club as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
 - (b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commissioner.

39 Voting

- 39.1 On any question at a general meeting of the Club a member has one vote only.
- 39.2 All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- 39.3 In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- 39.4 Only fully financial members or proxies are entitled to vote at any general meeting of the Club.

40 Appointment of Proxies

- 40.1 Each member is to be entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 40.2 The notice appointing the proxy is to be in the form set out in Appendix 2 of these rules.

Part V - MISCELLANEOUS

41 Insurance

- 41.1 The Club must effect and maintain insurance under Section 44 of the Act.
- 41.2 In addition to the insurance required under clause (1), the Club may effect and maintain other insurance.

42 Funds - Source

- 42.1 The funds of the Club are to be derived from entrance fees and annual subscriptions of members, and, subject to any resolution passed by the Club in general meeting, such other sources as the committee determines.
- 42.2 All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- 42.3 The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

43 Funds - Management

- 43.1 The statement of objects and these rules may be altered, rescinded, or added to only by a special resolution of the club.

44 Common Seal

- 44.1 The common seal of the Club must be kept in the custody of the public officer.
- 44.2 The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

45 Custody of Books, etc.

- 41.5 Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

46 Inspection of Books, etc.

- 46.1 The records, books and other documents of the Club must be open to inspection, free of charge, by a member of the Club at any reasonable hour.

47 Service of Notices

- 47.1 For the purpose of these rules, a notice may be served by or on behalf of the Club on any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- 47.2 If a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document is, unless the contrary is proved, taken for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

48 Financial Year

48.1 The financial year of the Club shall commence on the first day of July in each year and terminate on the 30th day of June in the following year.

49 Audit and Auditor.

49.1 The auditor appointed at an annual general meeting shall hold that office until the next annual general meeting. The management committee shall fill a casual vacancy for the position of auditor.

49.2. Notice of the nomination of any person other than a retiring auditor for appointment as auditor shall be given to members not less than fourteen days before the annual general meeting at which the appointment of the auditor is to be made.

49.3 A person shall not be appointed to act as auditor of the Club if he is an office bearer or a committee member.

50 Club Newsletter

50.1 The members in a general meeting by resolution passed by a simple majority of those voting in person thereat may authorise the publication of a Club Newsletter under such name and subject to such terms and conditions and containing such subject matter as members may determine from time to time.