

CONSTITUTION OF THE GREENSBOROUGH AND DISTRICT ANGLING CLUB INCORPORATED

(Updated August 2013)

1. **NAME**

The name of the incorporated association is:

The GREENSBOROUGH AND DISTRICT ANGLING CLUB INCORPORATED.

2. **DEFINITIONS**

(1) In these Rules, unless the contrary intention appears:-

'**Committee**' means the Committee of Management of the Club.

'**Financial year**' means the year ending on 30 June.

'**General Meeting**' means a general meeting of members convened in accordance with Rule 15.

'**Member**' means a member of the Club.

'**Ordinary Member of the Committee**' means a member of the Committee who is not an officer of the Club under Rule 11 (2).

'**The Act**' means the Associations Incorporation Reform Act 2012.

'**The Regulations**' means regulations under the Act.

(2) In these Rules, a reference to the Secretary of the Club is a reference:-

(a) where a person holds office under these Rules as Secretary of the Club; and

(b) in any other case, to be the public officer of the Club.

(3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

(4) Words importing the singular number shall include the plural number and vice versa and words importing any particular gender shall include the other genders.

3. **THE PURPOSES OF THE CLUB**

(1) To provide an organisation for amateur anglers, and to advance the status and sporting interests of all amateur anglers;

(2) To protect and improve all facilities for the recreation of amateur angling, generally, and in particular, to strive to foster, retain and improve the goodwill of the general public, including especially farmers and landowners, in the interests of all amateur anglers;

(3) To ensure that only persons of unimpeachable character are allowed to become, and to remain members of the Club;

(4) To exercise supervision over members, and to frame rules and by-laws for observance by members;

(5) To encourage, and assist in the conservation of all natural resources and facilities for the preservation of fish life;

(6) To promote, and to join any other body of anglers in promoting any Act of Parliament, having in view the attainment of the above objects or any of them;

(7) To join, affiliate with, amalgamate or merge with, any other institutions, societies, clubs or associations, having objects similar to those of the Club, and which are prohibited by their constitutions from distributing their income and property among their members;

(8) To hold meetings and social gatherings of members and their friends;

(9) To purchase, lease, or rent any land or buildings to be used as a club room, lecture room, store room, or meeting place for members, or any other property real or personal for the advancement of the above objects or any of them, and to hire such rooms, or other property to other associations or to persons, and make charges for such hire;

(10) To borrow or raise money that may be required by the Club upon such terms as may be deemed advisable, and in particular by mortgage or charge of all or any part of the property of the Club;

(11) To do all other such lawful things as are incidental or conducive to the attainment of the above objects or any of them.

4. **MEMBERSHIP**

The Club shall consist of Life Members, Honorary Members, Ordinary Members, Family Members, Associate Members, Junior Members and Pensioner Members.

5. CLASSIFICATION OF MEMBERS

- (1) A **Life** Member is a Member who has been granted that status pursuant to Clause 5 (9) of this Constitution.
 - An **Ordinary** Member shall be a Member who is over the age of sixteen (16) years.
 - A **Family** Member shall include an Ordinary Member, the member's spouse and any children of the Member under the age of sixteen (16) years.
 - A member shall be deemed as a **Junior** Member if he/she has not reached his/her sixteenth birthday before the first (1st) day of July in the current financial year and shall be deemed to be a Junior for that full financial year.
 - An **Honorary** Member shall be a member granted such status as provided in sub-clause 5 (8) of this Constitution.
 - An **Associate** Member shall be a full-time student, a member residing outside of the State of Victoria, or a member so classified by the Committee.
 - A **Pensioner** Member shall be a person in receipt of a pension card.
- (2) Every application for membership shall be submitted to the Treasurer or Secretary accompanied by the appropriate Annual Subscription Fee..
- (3) A new member's membership shall commence from the date of receipt by the Treasurer or Secretary of his/her Application for Membership.
- (4) The Committee shall have the right to refuse any application for membership, and it shall not be required to give any reason for doing so.
- (5) Upon admittance of any member, his or her name, address and occupation shall be entered by the Secretary on a register of members to be kept for that purpose and the register shall be available for inspection by members.. The new member shall be provided with a copy of the Constitution and By-Laws of the Club.
- (6) Should the member be a boat owner then the name and particulars of his or her vessel shall be entered on his Application for Membership.
- (7) The Committee shall from time to time grant Honorary Membership to a person or persons for a period of time that is deemed appropriate..

In the event the Committee grants Honorary Membership to a particular person or persons, such action shall be recorded in the minutes of that Committee meeting. Honorary Membership shall not carry the right to vote nor the right to any share or interest in the assets or property of the Club, nor shall an Honorary Member be eligible to win a Club trophy or competition. The Committee may at any time cancel an Honorary Membership, and may, but shall not be obliged to, notify such member of such cancellation.
- (8) A proposal for recommendation of a **LIFE** membership submitted by a financial member must be lodged and received by the Secretary. Upon receipt of that proposal, the Committee shall investigate whether the proposal meets the following requirements:

(a). Has the member rendered outstanding and conspicuous service to the Greensborough and District Angling Club Inc, Such outstanding and conspicuous service may include, but not be limited to the following:

- Being an Office bearer of the Club;
- A Committee member for not less than 5 years;
- Performed external activities in the local community on behalf of the Club;
- Given talks at the Club;
- Conducted works voluntarily around the Club; and

(b). The nominee has been a member of the Club for not less than 15 consecutive years. Upon satisfying the above criteria and with the Committee agreeing via 2/3rds majority, they may then endorse the life membership proposal. The award of life membership is to be given at the following AGM.

A Life Member shall be exempt from Annual Subscription, but shall be allowed full entitlements as a financial member of the Club. The total number of life members approved shall not be more than two (2) in any one financial year.

Should a member awarded a life membership that was previously a Family member, the spouse, partner or his/her children under 16 years, of that member, shall only pay a future annual membership fee equivalent to the difference between a Family membership fee and that of a Senior membership.

6. RESIGNATION OF A MEMBER

- (1) A member of the Club who has paid all monies due and payable by him to the Club may resign from the Club by giving notice in writing to the Secretary of his intention to resign..
- (2) Upon receipt by the Secretary of notice of a member's intention to resign, that person shall cease to be a member and the Secretary shall immediately remove that person's name from the register of members and shall make a notation of the date of receipt of the notice.

7. EXPULSION OF A MEMBER

- (1) Subject to these rules, when evidence is received by the Committee, that a member
 - (i) has refused or neglected to comply with these rules; or
 - (ii) has been guilty of conduct unbecoming a member or prejudicial to the interest of the Club, the following process is to be followed:
- (2) A Committee meeting is to be convened within 14 days to discuss the matter, draft and pass a resolution. The Committee can:
 - (a) expel a member from the club; and
 - (b) suspend a member from the membership of the club for a specified period.
- (3) Where the Committee passes a resolution, the Secretary shall serve within 7 days on the member a notice in writing:
 - (a) setting out the resolution of the Committee and the grounds on which it is based;
 - (b) stating that the member may address the Committee at a meeting to be held not earlier than seven (7) and not later than fourteen (14) days after service of the notice;
 - (c) stating the date, place and time of that meeting;
 - (d) informing the member that he may do one or more of the following:
 - (i) attend that meeting;
 - (ii) give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
- (4) At a meeting of the Committee held in accordance with sub- clause (3), the Committee:-
 - (a) shall give to the member an opportunity to be heard;
 - (b) shall give due consideration to any written statement submitted by the member; and
 - (c) shall by resolution determine whether to confirm or revoke the resolution and
 - (d) via the Secretary, shall inform the member of the Committee's decision in writing.

8. DISPUTES AND MEDIATION

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between—
 - (a) a member and another member; or
 - (b) a member and the Club.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Club; or
 - (ii) in the case of a dispute between a member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Club can be a mediator.

- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must—
 - (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9. SUBSCRIPTIONS AND FEES

- (1) The annual subscription and any other fees shall be determined at the Annual General Meeting each year.
- (2)
 - (i) The Membership year shall commence on the first day of July each year and shall end on the thirtieth day of June the following year.
 - (ii) After determination at the Annual General Meeting, annual subscriptions shall become due and payable, in advance, on the first day of July in each year and every year.
 - (iii) A new member's first year's subscription shall be reduced proportionately for members joining after 30th September, 31st December, 31st March.

10. SUBSCRIPTIONS IN ARREARS

- (1) If any subscription due by a member remains unpaid by the 31st August of the current year, the member shall be deemed to be unfinancial, and the member's name shall be removed from the register of Club members. Any points or trophies won by a member in July or August who is deemed unfinancial as at 1 September, shall be forfeited.

11. CLUB COMMITTEE OF MANAGEMENT

- (1) The business and affairs of the Club shall be under the management of a Committee, elected at each Annual General Meeting, except as provided in para. (3) below.
- (2) The Committee, all honorary positions, shall consist of officers of the Club and ordinary members as follows:-
 - President
 - Two Vice Presidents
 - Secretary
 - Assistant Secretary
 - Treasurer
 - Social Secretary
 - Tournament Officer
 - Maintenance Officer
 - Hall Booking Officer
 - Club RecorderA maximum of five (5) ordinary Committee members.
- (3)
 - (i) The immediate Past President shall ex officio be a member of the Committee for one year only, immediately following cessation of his term as President. This appointment shall not be subject to election.
 - (ii) The immediate Past Treasurer shall ex officio be the Assistant Treasurer for one year only, immediately following cessation of his term as Treasurer. This appointment shall not be subject to election.
- (4) The duties of the office bearers are:-

- (i) The President may, and shall do, all things which he is empowered or required to do under these Rules. He will chair all meetings when present and generally supervise the activities of the club.
- (ii) The Vice President may, and shall do, all the things which the President is empowered or required to do under these Rules, when presiding in his stead.
- (iii) The Treasurer is responsible for the safe custody of all financial records of the Club. He shall:
- have custody of all funds of the Club;
 - bank, or cause to be banked, all monies received to the Club's credit at the Club's bank;
 - keep or cause to be kept, accounts of all trading, receipts and expenditure and submit a report to each meeting;
 - after approval organise the payment of accounts
 - prepare, or cause to be prepared, annually a Trading Account, Profit and Loss Account and Balance Sheet;
 - present the books of the Club and the Annual Statements for audit no later than the twenty-second of July each year;
 - present to the Club the audited Trading Account, Profit and Loss Account and Balance Sheet Prior to the 31st August;
- If any of these duties are delegated, he shall exercise such supervision as is deemed necessary to ensure the efficient and proper performance of such delegated duties.
- (iv) The Secretary is responsible for the safe custody of all documents and records of the Club other than financial records. He will:
- attend all meetings and record proceedings in a Minute Book;
 - keep a record of all Club members' names and addresses;
 - conduct all correspondence on the Club's behalf; and
 - give notice of any meetings called other than General Meetings and prepare agenda.
- If any of these duties are delegated, he shall exercise such supervision as is deemed necessary to ensure the efficient and proper performance of such delegated duties.
- The **Secretary** shall also act as Public Officer for the Club. The statutory obligations of the Public Officer are:
- (a) To notify the Registrar of his appointment (except as a result of incorporation of an incorporated association or an organisation transferring from another Act) within 14 days. Section 28(1) of the Act.
 - (b) To notify his change of address within 14 days. Section 28(2).
 - (c) To notify alterations to the statement of purposes or rules within one month. Section 22(2).
 - (d) To make application for approval of a change of name within the prescribed time. Section 13(2).
 - (e) To lodge with the Registrar the documents required by Section 30(4) in respect of the annual general meeting within one month of the date of the meeting or such further period as the Registrar may allow. Section 30.
 - (f) To produce any book to the Registrar or his authorised officer on being required to do so. Section 47(5).
 - (g) To tell the Registrar or his authorised officer where a book is at the time a request is made. Section 47(6).
 - (h) Must not hinder or obstruct the Registrar or his authorised officer whilst he is exercising powers of inspection pursuant to Section 47(1).
 - (i) Must within 14 days after the Association becomes a trustee of a trust, lodge with the Registrar, particulars of the trust and a copy of any deed or other instrument creating or embodying that trust - see S. 16(4) of the Act.
 - (j) Must within one month notify the Registrar of the passing of a special resolution by the Incorporated Association in relation to the disposal of surplus assets after winding-up in accordance with the Act.
- (v) The Assistant Secretary shall record the minutes of all meetings and assist the Secretary as required.
- (vi) The Social Secretary shall assist the President as required. He shall:

- be responsible for social and fund raising activities and any other duties allotted by the Committee; and
 - also act as host to any official guests of the Club.
- (vii) **The Immediate Past President** shall be elected automatically as a Vice President and is to act as a link with the previous administration and assist and advise the President as required.
- (viii) **The Tournament Officer** shall supervise and promote all tournaments. His duties shall include:
- advertising tournaments;
 - the collecting of deposits or fees for accommodation, if required;
 - to ensure that Trip Captains and Weigh Masters are appointed for club competitions;
 - ensure that trip nominations are called for in a timely fashion and have them recorded on trip nomination sheets displayed in the clubrooms.
- (ix) The duties of the five (5) Committee members are to render assistance to, or to perform tasks requested by the President or allotted by the Committee, in relation to Club affairs. If the workload so justifies, the Committee may appoint one or more of these members as Assistant to one or more of the foregoing Committee members.
- (x) The Maintenance Officer will report to the committee any maintenance works or services that are required to be done to or around the clubrooms or property. The Maintenance Officer will also be expected to liaise with the Co-ordinators of the Working Bees as to what work is required.
- (xi) The Hall Booking Officer will:
- Coordinate, advertise and manage the rental of the hall in accordance with the rules and rental rates specified by the Committee.
 - Maintain a register of hall hire and ensure that the rental collected is submitted to the Club Treasurer on a fortnightly basis.
 - Attend Committee meetings and report on hall rental activity, concerns and problems.
 - Identify and report any maintenance issues relating to the upkeep of the hall to the Maintenance Officer for appropriate action.
- (xii) The Club Recorder shall:
- Collate and record all points awarded for club activities, e.g competition placings, attendance at working bees and general meetings, etc; and
 - Be responsible for the purchase of all trophies and awards.

12. ELECTION OF COMMITTEE

- (1) Members of the Committee shall hold office until the next Annual General Meeting of the Club when they shall retire but shall be eligible for re-election.
- (2) Nominations for Committee shall be taken at the General Meeting held two weeks before the Annual General Meeting. Nominations are to be proposed by one and seconded by another life or ordinary member of the Club and accepted by the nominee who must be a life or ordinary member of the Club.
- (3) Associate and Honorary members may not be nominated or elected to the Committee.
- (4) Paid employees of the Club may not be nominated or elected to the Committee.
- (5) A list of all nominees, showing position for which nominated, and the names of their proposers and seconders, shall be communicated to life and ordinary members via e-mail and by placing a copy on the Club notice board at least seven (7) days prior to the Annual General Meeting.
- (6) At the Annual General Meeting, if the number of nominations is in excess of the specified number, a secret ballot shall be held under the control of the President, who shall appoint two scrutineers. Any equality in voting shall be resolved in favour of the retiring candidate, if any, for the particular position, or otherwise by lot. The President shall declare the result of the election.
- (7) If any member of the Committee shall die, resign, or otherwise become ineligible for membership thereof, the vacancy so arising shall be filled by appointment made by the remainder of the Committee until the next Annual General Meeting.

13. POWERS OF THE COMMITTEE

The Committee, in addition to the other powers conferred by this Constitution and subject to the Act and Regulations, shall have the following powers:

- (1) To enter into contracts on behalf of the Club.
- (2) To enter into agreements on behalf of the Club with caterers, cleaners or any other organisations or persons from time to time deemed necessary.
- (3) To expend the funds of the Club from time to time as may be necessary or expedient for the conduct and management of the Club. All routine expenses such as, Rates, Rents, Taxes, Interest Payments, Licence and Affiliation Fees, Gas and Electricity Charges, may be paid by the Committee as required, without referral to a Club General Meeting for approval. If an item of expenditure is in excess of \$1,000 and the proposed payment is for a special project or of a non-routine nature, then such expenditure shall require the approval of a Club General Meeting.
Cheques shall be signed by any two of the following - President, Vice President, Treasurer and Secretary.
- (4) By authority of members of the Club, under resolution passed at a Special General Meeting, to borrow monies, issue debentures, and otherwise obtain monies upon the security of the assets of the Club at one time or from time to time and in the amount so authorised and to pay interest thereon at bank rate or at any higher rate if authorised by resolution.
- (5) To make such By-Laws, and pass such resolutions as, in the opinion of the Committee, are deemed necessary for the proper control, administration and internal management of the Club 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 resolutions. Any power conferred in the foregoing shall not be deemed to include power to amend this Constitution.
- (6) To appoint Sub-Committees as required with such powers and authority as are specified by the Committee and to elect members thereto. The President shall ex officio be a member of all such Sub-Committees.
- (7) To raise funds by any method approved by the Justice Department or approved by the Raffles and Bingo Permit Board.
In all such methods, the necessary and proper permits shall be obtained by the Secretary. Each and every fund raising proposal, including proposals by Club activity groups, shall have the prior approval of the Committee.
- (8) To apply a portion of the funds of the Club to defraying any expenses on entertainment of official or distinguished visitors on behalf of members.
- (9) To repay, subject to specific approval in each instance, actual out-of-pocket expenses incurred by any member of the Committee arising from or relating to Club Affairs.
- (10) To appoint any delegate or delegates to represent the Club for any purpose with such power as may be thought fit.
- (11) To set apart any part of the Club premises, as and when decided, for any special meeting, function or other purpose, by posting up a notice of such decision in the Club, and no member or visitor shall have the right of access to such area other than for the purpose prescribed and by payment of any fee charged for such meeting, function or purpose.
- (12) To display in the Club, from time to time, a notice listing the prices to be paid for games, meals, refreshments, cigarettes and other goods and amenities provided for members.
- (13) At any time and from time to time, determine within the provisions of the Liquor Act, should the Club hold a liquor licence, the hours during which the Club shall be open to members, and to close it for such time as deemed necessary to carry out cleaning, painting, repairs and alterations.
- (14) To empower the staff to extinguish all lights at the approved hour and to report to the Committee any member who declined to leave the premises at such time.
- (15) To limit stakes of any card game or other game and to prohibit the playing of any game forbidden by law or which may considered injurious to the interests of the Club.
- (16) It shall have full control of, and superintend, all matters connected with angling competitions. It shall have power to make all by-laws, and angling competition rules, and to add to, amend or rescind, them as occasion may require; provided no by-laws or rules are opposed to the Constitution of the Club.

14. MEETINGS OF COMMITTEE

- (1) The Committee shall meet at least once in every calendar month to attend to the business and affairs of the Club. Full and accurate minutes shall be kept by the Secretary of all proceedings and business conducted by the Committee. A record shall be kept of members present,
- (2) The President, or in his absence, a Vice President, shall chair all meetings of the Committee.
- (3) All questions and matters arising at any Committee meeting shall be decided by a majority vote of members present with the President having a casting vote, in addition to his deliberate vote, if required on an equal vote.
- (4) At all meetings of the Committee, five (5) present in person shall constitute a quorum, including at least one of the President, a Vice-President or the Secretary.

15. GENERAL MEETINGS

- (1) The Annual General Meeting shall be held not later than two (2) calendar months after the end of the financial year. The business of the Annual General Meeting shall be:-
 - (i) To receive and consider the President's report, the financial statements, Balance Sheet and Auditor's Report.
 - (ii) To elect the Officers and Committee for the ensuing year.
 - (iii) To determine the subscription rate and any other applicable fees for the ensuing year.
 - (iv) To appoint an Auditor for the ensuing year.
 - (v) To receive and consider the statement submitted by the Club in accordance with Section 94 of the Associations Incorporation Reform Act 2012.
 - (vi) Any other relevant business of a policy nature may also be dealt with, providing that details of the matter, by notice of motion in writing, shall have been handed to the Secretary at least fourteen (14) days prior to the said Annual General Meeting.
- (2) A Special General Meeting may be called by the President, Committee or by requisition in writing and signed by not less than 10% life and/or ordinary members of the Club, stating the reason and objects for which the Special General Meeting is desired to be called. Discussion at a Special General Meeting shall be confined to the matters for which the meeting was called.
- (3) Notice of all Annual and Special General Meetings shall be by placing a notice of the meeting on the Club Notice board and by either notifying each ordinary member by mail or e-mail.
- (4) Ordinary General Meetings will be held at the Clubrooms at 8.00 p.m. every second Thursday, or on any other day the Committee may determine, for the purpose of transacting the business of the Club. Any change in time and/or day of Ordinary General Meetings, the Committee shall make every endeavour to communicate this change to its members.
- (5) Full and accurate minutes shall be kept by the Secretary of all proceedings and business conducted at General Meetings. A record shall also be kept of those members present.
- (6) The President or in his absence a Vice-President shall chair all General Meetings of members.
- (7) All questions arising at any General meeting shall be decided by a majority vote of members present with the President having a casting vote, as well as his deliberate vote, if required on an equal vote.
- (8) A quorum shall be twenty (20) life or ordinary members with voting rights for all Annual and Special General Meetings, and must include at least one of the President, a Vice- President or Secretary.
- (9) The authority on rules and procedures for meetings shall be the Model Rules for an Incorporated Association under the Associations Incorporation Reform Act 2012.
- (10) The accidental omission to give notice of a Special or General Meeting to a member, or the non-receipt of notice of such a meeting by a member, shall not invalidate the proceedings at any meeting.
- (11) Life Members shall be entitled to receive notices of all Special Meetings.
- (12) No member shall be entitled to vote at any meeting unless he is a current financial member of the club.

16. VOTES OF MEMBERSHIP

- (1) Every life and ordinary member of the Club present at a meeting shall be eligible to vote and shall have, on a show of hands and on ballot, one (1) vote.
- (2) Associate and Honorary members shall not have a vote.

- (3) In cases of an equal vote, the President of the meeting shall have a casting vote, as well as his deliberate vote.
- (4) There shall be no proxy or postal votes.
- (5) With respect to those members who have a family membership, both adults have an entitlement to one (1) vote each.

17. CLUB FINANCES

- (1) The financial year shall end on the thirtieth day of June in each year.
- (2) Books of accounts shall be correctly kept and shall contain the particulars usually shown in books of account of a like nature.
- (3) The Trading Account, Profit and Loss Account and Balance Sheet shall be prepared by, or by direction and under the supervision of the Treasurer, at the end of the Financial year. The Annual Statements shall be audited by a duly qualified accountant appointed at the previous Annual General Meeting.
- (4) The profits, if any, of the club and any other income of the Club, shall be applied in the promotion of its objects. Dividends shall not be paid, nor profits, income, including monies from fund raising, or property of the Club, either in cash or in kind, be distributed to or dispersed in any way amongst any of the members thereof.

18. INDEMNITY

Each and every member of the Committee of the Club shall be indemnified out of the funds and assets of the Club against all actions, suits and proceedings whatsoever which may be brought against any of them through bona fide discharge of their duties as members of the Committee of the Club unless such action, suits or proceedings shall be brought through that person's own wilful neglect or default.

19. LIABILITY

No member shall have any claim against the Club or against any officials of the Club for any injury or loss sustained when using Club facilities or when engaged in Club activities. The Club shall carry Public Liability insurance and such other insurance as may be necessary to protect members, visitors, staff and Club property.

20. PUBLICITY

All Publicity for the Club shall be approved by the Committee. A Committee member may be appointed as Publicity Officer.

21. RESOLUTION

- (1) All resolutions passed at meetings of the Club shall be binding on all members whether present or not at such meetings provided that such meetings shall have been held in conformity with the Rules of the Club.
- (2) The following resolutions submitted at Special or General Meetings, of which proper notice has been given, shall require two-thirds majority of all members present, to become effective:-
 - (i) A resolution to wind up or dissolve the affairs of the Club;
 - (ii) A resolution to dispose of any property or other assets remaining after a winding-up or dissolution of the Club under Clause 21 of the Constitution;
 - (iii) A resolution to make an addition or an amendment to the Constitution, or Rules of the Club.
 - (iv) A resolution to fix, or vary, the annual subscription (Rule 13(i)(ii)) required; or any other fees, contributions or subscriptions required from members at any time for the objects of the Constitution, and the purposes of the Club;
 - (v) A resolution to sell or purchase or otherwise dispose of or acquire any land or real estate owned by the Club.

22. DISSOLUTION OR WINDING UP

The Club may be dissolved in accordance with Part viii of the Act on the vote of a 75% majority of the life and ordinary members present at a Special General Meeting convened to consider the matter. Any assets on hand shall, after payment of all liabilities and expenses, be handed over to some

organisation or organisations having similar objects, such organisation or organisations to be determined by the members at or before the time of dissolution.

23. NOTICES

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

24. INSPECTION OF RECORDS

Except as otherwise provided for in this Constitution, all books, records and documents of the Club shall be available for inspection by members at its designated meeting place.

25. FUNDS OF THE CLUB

The funds of the Club shall be derived from annual subscriptions, donations and such other sources as the Committee determines.

26. CHEQUES

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two of the following - President, Vice President, Treasurer and Secretary..

27. ALTERATION OF STATEMENT OF PURPOSES AND RULES

The Statement of Purposes and Rules shall not be added to, repealed, altered, suspended, superseded or amended without the sanction of 75% of the eligible members present and voting at any Annual General Meeting or a Special General Meeting of the Club called for that purpose, not, in any case, unless notice of the proposed new rule, repeal, alteration, suspension, supersession or amendment shall have been exhibited on the Club notice board, by the Secretary, for at least fourteen (14) days before the date of the proposed meeting.

28. ALTERATION OF BY-LAWS

The By-Laws which follow may be added to, repealed, altered, suspended or amended, and new By-Laws added, at any time, by resolution of the Committee, provided that at all times compliance with Government Acts and Regulations is maintained.