



WOODGATE CLUB_{INC}

**WOODGATE
CLUB
INCORPORATED
CONSTITUTION**

RULES

Eight Edition 2018

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1 NAME

- (a) The name of the Incorporated Association shall be WOODGATE CLUB INCORPORATED (in these rules called “The Club”)

2 OBJECTS

The objects for which The Club is established are:-

- (a) To promote and encourage the game of bowls and provide and maintain playing areas and facilities for this purpose.
- (b) To establish, maintain and conduct a Club for the convenience and use of members of the Club and to provide a Clubhouse and other amenities, and generally afford to members all of the usual privileges, advantages and convenience of a Club.
- (c) To promote and encourage participation in healthy and legitimate sport by members.
- (d) To promote and encourage social intercourse between and entertainment of its members.
- (e) To do all such other things as are incidental or conducive to the attainment of the above objects.

3 POWERS

The powers of the Club are:-

- (a) To take over the funds and other assets and the liabilities of the present unincorporated association known as the “Woodgate Club”.
- (b) To co-operate with any other association, club or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the Club shall not subscribe to or support with its funds any club, association or organization which does not prohibit the distribution of its income and property among its members to the extent at least as great as that imposed on the Club under or by virtue of rule (30(j)).
- (c) In furtherance of the objects of the Club to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Club subject in all respects to the provisions of the Liquor Act 1912-1985 as relate to the Club.
- (d) To purchase, take on, lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which maybe requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Club: Provided that in case the Club shall take or hold any property which may be subject to any trusts the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts.

- (e) To enter into any arrangements with the Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club; To obtain from any such Government or Authority any rights, privileges and concessions which the Club may think is desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (f) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Club.
- (g) To remunerate any person or body corporate for services rendered or to be rendered.
- (h) To construct, improve, maintain, develop, work, manage, carry out, alter or control any house, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Club's interests and to contribute to subsidise or otherwise assist and take part in the construction, improvements, maintenance, developments, working, management, carrying out, alteration or control thereof.
- (i) To invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit.
- (j) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (k) To borrow or raise money in any such manner as may be thought proper and whether upon fluctuating advance account overdraft or otherwise to represent or secure any monies and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the Club's property or assets present or future and to purchase, redeem or pay-off any such securities.
- (l) To draw, make, accept, endorse, discount, execute any issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- (m) In furtherance of the objects of the Club to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club.
- (n) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, or any part of the Club's property of whatsoever kind sold by the Club, or any money due to the Club from purchasers and others.
- (o) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Club but subject always to the proviso in sub-rule 3(d).

- (p) To print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects.
- (q) To make donations for patriotic, charitable or community purposes.
- (r) To do all such other things as are incidental or conducive to the attainments of the objects and the exercise of the powers of the Club.

4 MEMBERSHIP

- (a) To be eligible to become a member of the Club an applicant must be a person of the age of eighteen (18) years at least and of good character and repute.
- (b) Subject to the provisions of these Rules, the number of such members shall be unlimited.

5 ADMISSION AND REJECTION OF MEMBERS

- (a) (i) The management committee must keep a register of members of the Club.
- (ii) The register must include the following particulars for each member –
 - (a) The full name of the member
 - (b) The postal or residential address of the member
 - (c) The date of admission as a member
 - (d) The type of member
 - (e) Any other particulars the management committee or the members at a general meeting decide.
- (iii) Prohibition on use of information on register of members
 - A Member of the Club must not
 - a. Use information obtained from the register of members of the Club to contact, or sent material to, another member of the Club for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - b. Disclose information obtained from the register to someone else knowing that the information is likely to be used to contact or send material to another member of the Club for purposes of advertising for political, religious, charitable or commercial purposes.
 - (iv) Rule (iii) does not apply if the use or disclosure of the information is approved by the Management Committee or a General Meeting of the members.
- (b) The names and addresses of the persons proposed as members (other than life and honorary members) of the Club shall be displayed in conspicuous places in the Club premises for at least a week before their election, and that an interval of not less than 2 weeks shall elapse between the proposal and the election of such members.
- (c) Every proposed member shall be nominated by two financial members of the Club who must be able to vouch for the eligibility of their nominee. Such proposal shall

be in writing and contain the full names and addresses of the nominators and nominee and signed by all three and shall be accompanied by the applicable subscription fee which shall be refunded to the nominee if the proposal for their membership is rejected.

- (d) All proposals for membership (other than life and honorary members) of the Club shall be dealt with and determined by election by the general body of members or by the Management Committee at a meeting or meetings duly convened, and that a record shall be kept in the Minutes by the Secretary of the Club of the time and date of the holding of every such meeting, the names of the members present and voting on the question of the admission or rejection of each and every person proposed as a member at such meetings and of the names of the persons so proposed and whether they are accepted as members or not.
- (e) Any proposed member who receives a majority of the vote of the members of the management committee or a majority of the general body of members whichever the case may be at a meeting or meetings duly convened shall be accepted as a member of the Club.
- (f) Upon the acceptance or rejection of an application for any class of membership, the Secretary shall forthwith give the proposed member notice in writing of such acceptance or rejection.
- (g) In relation to a vacancy in the membership of the Club, determination of a proposal may be postponed for not longer than three (3) months for the purpose of inquiring with respect to the person proposed, and that other such proposals may be dealt with and determined during that period if, but only if:-
 - (i.) The vacancy in respect of which the proposed proposal is required to be dealt with and determined is kept open during the period of postponement; and
 - (ii.) The postponed proposal is dealt with and determined forthwith upon the expiration of the period of postponement thereof and in priority to any and every proposal then subsisting or thereafter to be made.

6 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- (a) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of their intention to appeal against the decision of the Management Committee, or general body of members as the case may be.

- (b) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within three months of the date of receipt by them of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present their case and those members who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity to presenting their case. The appeal shall be determined by the vote of the members present at such meeting.
- (c) Where a person whose application is rejected, does not appeal against the decision within the time prescribed by these rules or so appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

7 SUBSCRIPTION

- (a) The Club's financial year shall end on the thirtieth day of June each year. A Half Yearly General Meeting shall be held in the month of March. The nomination fee, if any, for new members and membership subscriptions shall be fixed at this Half Yearly General Meeting and shall be the amount applicable to the financial year next ensuing subsequent to the aforesaid Half Yearly General Meeting.
- (b) The Management Committee of the Club may at any time offer to each of the Club's members the right to purchase membership subscription for life of the respective members and the amount of such membership subscription for life shall be determined from time to time by the said committee of the Club which may at any time withdraw such offer. Members availing themselves of any such offer shall be termed – Members for Life.

8 MEMBERSHIP IN ARREARS

- (a) If any member has their annual subscription in arrears for two (2) months, than the Secretary shall notify that member of such default in writing and if said subscription be not paid within one (1) calendar month of the date of such notice the member shall cease to be a member and will be deleted from the list of members provided however that the Management Committee shall have the power of extending the time for payment at its discretion for good and sufficient cause.

9 LIFE AND HONORARY MEMBERS

- (a) Life membership, exempt from the payment of subscriptions, may be conferred upon members who have rendered special services to the Club, and whose nomination for such Life Membership shall have been approved by the Management Committee and confirmed by a vote of four/fifths of the members present and voting at a General Meeting of the Club, provided however that Life Membership shall only be conferred on a member who has been a member of the

Club and/or immediate prior membership of the Woodgate Club, Woodgate Bowls Club or Woodgate Ladies Bowling Club for a continuous period of at least ten (10) years.

- (b) The privileges of honorary membership of the Club may be granted by the Management Committee to:-
- (i.) Persons who have provided services or rendered assistance to the Club in a conspicuous or gratuitous manner, or
 - (ii.) Persons who are regarded as invitees of the Club membership in general for any Club related purpose, function or activity provided however that honorary membership shall not be grounds to a person who is principally resident at Woodgate or anywhere within a radius of 20 kilometres from Woodgate. Such members shall not be eligible to vote at General Meetings of the Club or claim any share in the property of the Club on dissolution or take part in the management or conduct the Club's affairs and the Management Committee may revoke honorary membership at any time without assigning any reason for the same.
- (c) "Must provide that members of the Club entitled to vote at any meeting of the Club do not include temporary members or minors"

10 AGE OF MEMBERS

- (a) No person under eighteen (18) years of age shall be admitted a member of the Club and no liquor shall be sold or supplied to any person under (18) years of age.

11 RESIGNATION OF MEMBERS

- (a) A financial member may resign their membership at any time upon notifying the Secretary in writing to that effect and such notice unless otherwise expressed shall take effect as and from the first day of the month following receipt thereof by the Secretary, but shall not entitle any member to a refund of fees paid by them.

12 SUSPENSION AND EXPULSION OF MEMBERS

- (a) If in the opinion of the Management Committee the behaviour and/or conduct of a member is considered to be:
- injurious to the character or interests of the Club; or
 - of adverse affect to the comfort and welfare of other members; or
 - of an unacceptable standard rendering the member unfit to associate with other members;

then the Management Committee may convene an Enquiry (constituted as a meeting of the Management Committee) to consider and determine whether the member should be either suspended or expelled from membership of the club PROVIDED HOWEVER that the member shall first be given at least seven (7) clear days notice in writing by the Secretary of the proposed Enquiry and its purpose forwarded to the last known address of the member and informing the member of the right to submit a defence at the Enquiry either in person or in writing.

- (b) The Management Committee by a vote of the majority of those present and voting may after due inquiry and being satisfied of the guilt of such member suspend them for such period as the Management Committee shall in its discretion determine and during such period of suspension may prohibit the entry of the member into the premises of the Club.
- (c) The Management Committee shall have the right by a majority vote of terminating the membership of and expelling from the Club any member whose conduct after due investigation and notice as provided above shall be considered as rendering the member unfit for continued membership of the Club.
- (d) If in the opinion of the Club General Manager or the Duty Manager on Duty at the time the behavior and or conduct of a member is considered to be:
 - injurious to the character or interests of the Club; or
 - of adverse affect to the comfort and welfare of other members; or
 - of an unacceptable standard rendering the member unfit to associate with other members;

then the Manager may immediately suspend the member's membership of the Club and exclude the member from the Club for a period of 14 days or until such time as an Enquiry can be held by the Management Committee. Notice of the suspension may be given verbally at the time of the incident; however a written notice must be supplied within 24 hours.

13 VISITORS

- (a) Members other than honorary members shall have the right of introducing guests to the Club subject to the entry of such guest's names and the member's signature in a Guest Book provided for that purpose.
- (b) No member shall be permitted to introduce the same guest on more than twelve (12) occasions in any one financial year.

14 MEMBERSHIP OF MANAGEMENT COMMITTEE

- (a) The Management Committee of the Club shall consist of a President, Vice President, Secretary, Treasurer, all of whom shall be members of the Club, and any

such number of other members as the members of the Club at any General Meeting may from time to time elect or appoint.

- (b) The Club will have a two (2) year rotating term for the Management Committee.
 - (i.) At the first Annual General Meeting following the adoption and registration of the 2-year rotating term, the Returning Officer will determine by lot at least half the number of the Management Committee positions which will be elected for an initial period of one year. At the following Annual General Meeting and on alternate years thereafter, these positions will be elected for a 2 year period.

- (ii.) The remaining Management Committee positions will hold office for 2 years from the first Annual General Meeting.
 - (iii.) Rules (i) and (ii) will result in at least half the Management Committee positions being eligible for election each year.
 - (iv.) Retiring Management Committee members will be eligible for reelection.
- (c) The election of officers and other members of the Management Committee shall take place in the following manner:-
- (i.) Any two members of the Club shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
 - (ii.) The nomination, which shall be in writing and signed by the member and their proposer and seconder, shall be lodged with the Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to take place.
 - (iii.) A list of candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Club for at least seven (7) days immediately preceding the Annual General Meeting;
 - (iv.) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
 - (v.) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

15 RESIGNATION OF THE MANAGEMENT COMMITTEE

- (a) Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a General Meeting of the Club where that member shall be given the opportunity to fully present their case. The question of removal shall be determined by the vote of the members present at such a General Meeting.

16 VACANCIES OF THE MANAGEMENT COMMITTEE

- (a) The Management Committee shall have the power at any time to appoint any member of the Club to fill any casual vacancy on the Management Committee until

the next Annual General Meeting at which time a special casual vacancy election will be held and the member elected will be elected only for the remainder of the term of that vacancy.

- (b) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the management committee to that number or summoning a general meeting of the Club, but for no other purpose.

17 FUNCTIONS OF THE MANAGEMENT COMMITTEE

- (a) Except as otherwise provided by these Rules and subject to resolutions of the members of the Club carried at any General Meeting, the Management Committee:-
- (i.) shall have the general control and management of the administration of the affairs, property and funds of the Club; and
 - (ii.) shall have authority to interpret the meaning of these Rules and any matter relating to the Club on which these Rules are silent.
- (b) The Management Committee may exercise all the powers of the Club:-
- (i.) to borrow or raise or secure the payment of money in such manner as the members of the Club may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Club's property, both present and future, and to purchase, redeem or pay off any such securities;
 - (ii.) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Club and to provide and pay off any such securities; and
 - (iii.) to invest in such manner as the members of the Club may from time to time determine.

18 MEETINGS OF THE MANAGEMENT COMMITTEE

- (a) The Management Committee shall meet at least once every calendar month to exercise its functions.
- (b) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the numbers of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- (c) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- (d) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit; Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in case of equality of votes, the question shall be deemed to be decided in the negative.
- (e) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Club in which they are interested, or any matter arising thereat, and if they do so vote this vote shall not be counted.
- (f) Not less than fourteen (14) days notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- (g) The President shall preside as chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting the President is not present within ten minutes of the time appointed for holding the meeting, the Vice-President shall be chairman or if the Vice-President is not present at the meeting then the members may choose one of their number to be chairman of the meeting.
- (h) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

19 POWERS OF SUB-COMMITTEE

- (a) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Club as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- (b) A sub-committee may elect a Chairman of its meetings. If no such chairman is elected, or if at any meeting the chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairman of the meeting.
- (c) A sub-committee may meet and adjourn, as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

20. All acts done by any meeting of the Management Committee or of sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

21. A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form; each signed by one or more members of the Management Committee.

22 ANNUAL GENERAL MEETING

- (a) shall be held within six (6) months of the end date of the Club's reportable financial year.
- (b) The business to be transacted at every Annual General Meeting shall be:-
 - (i.) The receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and

securities effecting the property of the Club for the preceding financial year;

- (ii.) The receiving of the auditor's report upon the books and accounts for the preceding financial year;
- (iii.) The election of members of the Management Committee; (iv.) The appointment of an auditor.

23. The Secretary shall convene a Special General Meeting

- (a) When directed to do so by the Management Committee, or
- (b) On the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than 50 of the members of the Club. Such requisitions shall clearly state the reasons why such General Meeting is being convened and the nature of the business to be transacted thereat; or
- (c) On being given notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

24. At any General Meeting

- (a) The number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.
- (b) No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- (c) If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, if convened upon the requisition of members of the Management Committee of the Club, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- (d) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

25.

- (a) The Secretary shall convene all General Meetings of the Club by giving not less than fourteen (14) days notice of any such meeting to the members of the club. (b) The manner by which such notice shall be given shall be determined by the Management Committee. Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of their membership by the Management Committee, shall be given in writing. Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.
- (c) A notice of Motion for any General Meeting must be in the hands of the Secretary no later than fourteen (14) days prior to such a meeting.

26 Unless otherwise provided by these Rules at every General Meeting –

- (a) The President shall preside as Chairman, or if there is no President, or if the President is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting.
- (b) The chairman shall maintain order and conduct the meeting in a proper and orderly manner.
- (c) Every question, matter or resolution shall be decided by a majority of votes of the members present.
- (d) Every member present shall be entitled to one vote and in the case of an equality of votes the chairman shall have a second or casting vote: Provided that a member shall be entitled to vote at any General Meeting if their annual subscription is not more than one month in arrears at the date of the meeting;
- (e) Voting shall be by a show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The chairman shall appoint two members to conduct the secret ballot in such manner as the chairman shall determine and the result of the ballot as declared by the chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded;
- (f) A member shall vote in person and on a show of hands every person present who is a member shall have one vote and in a secret ballot every member present in person shall have one vote;
- (g) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting and

General Meeting to be entered in a book to be open for inspection at all reasonable time by any financial member who previously applies to the Secretary for that inspection. For the purposes of insuring the accuracy of the recording of such minutes, the minutes of every Management Committee Meeting shall be signed by the Chairman of that meeting or the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding General Meeting: Provided that the minutes of any General Meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding General Meeting or Annual General Meeting.

- (h) **The Returning Officer be required to appoint an independent scrutineer from the members present at any members meeting requiring a count of votes, to assist with the counting of such votes and only when that count is agreed upon by the returning officer and scrutineer should that count be deemed correct**

27 BY-LAWS

The Management Committee may from time to time, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Club and any by-law may be set aside by a General Meeting of members.

28 ALTERATION OF RULES

Subject to the provisions of the Association Incorporation Act 1981 as amended, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Under Secretary, Department of Justice, Brisbane, and the Licensing Commission, Brisbane.

29 COMMON SEAL

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall be used by the authority of the Management Committee and every instrument to which the Seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

30 FUNDS AND ACCOUNTS

- (a) The funds of the Club shall be banked in the name of the Club in such bank as the Management Committee may from time to time direct.
- (b) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Club and the particulars usually shown in books of a like nature.
- (c) All moneys shall be banked as soon as practicable after receipt thereof.
- (d) Unless otherwise authorized by the Management Committee all amounts of One Hundred Dollars or over shall be paid by cheque signed by any two of the President, Secretary, Treasurer, other member or management staff authorized from time to time by the Management Committee.
- (e) Cheques shall be crossed 'not negotiable' except those in payment of wages, allowances or petty cash recoupments which may be open.
- (f) The Management Committee shall determine the amount of petty cash, which shall be kept, on the imprest system.
- (g) All expenditure shall be approved or ratified at a Management Committee Meeting. Prior to each monthly Management Committee Meeting a stock take of all trading stock or goods owned by the Club shall be undertaken. A full Treasurer's monthly report to be made available to each Committee Member two days prior to each monthly meeting. A copy of this monthly Treasurer's Report shall be posted on the Club notice board immediately after each monthly Committee Meeting.
- (h) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:-
 - (i.) the income and expenditure for the financial year just ended; and
 - (ii.) the assets and liabilities and of all mortgages, charges and securities effecting the property of the Club at the close of that year.
- (i) All such statements shall be examined by the Auditor who shall present their report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (j) The profits, income and property of the Club whensoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by the way of dividend, bonus or otherwise by way of profit to or amongst the members of the Club have provided that nothing herein contained shall prevent the payment in faith of interest to any such member in

- respect of moneys advanced by the member to the Club or otherwise owing by the Club to the member or of remuneration to any officers or servants of the Club or to any member of the Club or other person in return for any services actually rendered to the Club provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Club or reasonable and proper rent for promises demised or let to the Club.
- (k) No member shall be entitled to any benefits or advantages from the Club, which is not shared equally by every member thereof.
 - (l) Must preclude the payment to an officer or employee of the Club of an amount by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the Club or the receipts of the Club for such liquor.

31 DOCUMENTS

The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Club.

32 FINANCIAL YEAR

The financial year of the Club shall close on the thirtieth day of June in each year.

33 DISTRIBUTION OF SURPLUS ASSETS

If the Club shall be wound up in accordance with the provisions of the “Association Incorporation Act 1981”, and there remains, after satisfaction of all its debts and liabilities, and any property whatsoever, the same shall not be paid to or distributed among the members of the Club, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club, and which shall prohibit the distribution of its or their income or property among its or their members, or to some other fund, authority or institution meeting the requirements of Section 78(1)(a) of the Income Tax Assessments Act.