

NAME

- 1 The name of the incorporated association shall be BEAUDESERT GOLF CLUB INC. [in these Rules called "the Club"].

OBJECTS

- 2 The objects for which the Club is established are:
- A The maintenance of the Golf Course and Clubhouse for the use of Members of the Club.
 - B The encouragement of the game of golf and all matters pertaining thereto.
 - C The promotion of good fellowship between the Members of the Club.

POWERS

- 3 The powers of the Club are:
- A To subscribe to, become a member of and co-operate with any other association, club or organisation, 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 organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club under or by virtue of Rule 30 (J).
 - B 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 or persons frequenting the Club's premises.
 - C 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 may be 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.
 - D To enter into any arrangements with any 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 it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
 - E To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purpose of the Club.
 - F To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Club, or in or about the Club or promotion of the Club or in the furtherance of its objects.

- G To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, 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, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- H 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.
- I To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- J In furtherance of the objects of the Club to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- K To borrow or raise money either alone or jointly with any person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys 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 and 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 according to law.
- 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 (1) or more of the objects of the Club but subject always to the proviso in sub-rule (C).
- P To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise.
- Q To print and publish newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects.
- R In furtherance of the objects of the Club to amalgamate with any one (1) or more incorporated associations having objects altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Club under or by virtue of Rule 30 (J)

- S In furtherance of the objects of the Club to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one (1) or more of the incorporated associations with which the Club is authorised to amalgamate.
- T In furtherance of the objects of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club to any one (1) or more of the incorporated associations with which the Club is authorised to amalgamate.
- U To make donations for patriotic, charitable or community purposes.
- V To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.
- W To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club.

MEMBERSHIP

- 4 A The provisions of Rule No. 10 excluded, membership of the Club shall be open to any person of good character and repute who has attained the age of eighteen (18) years, is interested in playing the game of golf, and whose membership is likely to be compatible with existing Members.
- B Every applicant for any class of membership shall be proposed by one (1) Member of the Club and seconded by another Member. The application shall be made in writing, signed by the applicant, his/her proposer and seconder, and shall be in such form as the Management Committee from time to time prescribes.

CLASSES OF MEMBERS

- 5 There shall be the following classes of Members of the Club. These Members will be unlimited in numbers.
 - a. Life Members and Lifetime Members
 - b. Ordinary Members
 - c. Temporary Members
 - d. Social Members
 - e. Junior Members

Sub-Categories of the above may, from time to time, be defined by the Committee, and approved at a General Meeting and listed in the By-Laws.

Members wishing to transfer from one class of membership to another should apply in writing to the Management Committee prior to the due date for payment of subscriptions and the Management Committee shall have discretion in approving the transfer.

LIFE MEMBERS AND LIFETIME MEMBERS

- 6 A On the recommendation of the Management Committee, Life Membership, exempt from payment of entrance fee and subscription, may be granted to any person who has rendered special service to the Club. Life Members shall be entitled to the same privileges and be bound by the same rules of the Club as Ordinary Members.

- B Lifetime Membership shall be open to any Ordinary Member who elects to pay the lump sum determined from time to time by the Club in a General Meeting. Payment of the lump sum exempts the Member from payment of annual subscriptions for his or her lifetime but does not exempt the Member from payment of such other fees, levies, or dues as may be applicable at any time. Lifetime members shall be entitled to the same privileges and be bound by the same rules of the Club as Ordinary Members.

ORDINARY MEMBERS

- 7 A Any person who is eligible for membership of the club under these rules may be elected in accordance with the provisions herein contained as an Ordinary member of the Club.
- B Notwithstanding any of the provisions contained elsewhere in these rules, members of the female gender, referred herein as "Lady Members", shall be entitled to special concessions as outlined in the following sub-clauses:
- (i) Management relating exclusively to Lady Members, shall be vested in a Committee [hereinafter called "The Ladies Committee"] drawn from Lady Members from within the club.
 - (ii) The Ladies Committee shall consist of not less than five (5) ladies, who shall be elected in accordance with Section five (5) of the By-Laws: Sub-Committees, at an Annual General Meeting, to be held once in every calendar year. The method of election of office bearers, the period for which they are elected, the filling of vacancies which may occur, and the frequency of its general meetings shall be as determined from time to time by the Ladies Committee.
 - (iii) The Ladies Committee shall have the power to arrange matches and handicaps and deal with any other matters relating exclusively to Lady Members.
- C Notwithstanding any of the provisions elsewhere in these rules, Members who are aged 50 and over (female), and aged 55 and over (male), referred herein as "Veteran Members" shall be entitled to special concessions as outlined in the following sub clauses:-
- (i) Management of all matters relating exclusively to Veteran Members shall be vested in a Committee herein after called "The Veterans Committee", drawn from Veteran Members within the club.
 - (ii) The Veterans Committee shall consist of not more than ten (10) Veterans, who shall be elected in accordance with Section five (5) of the By-laws: Sub-Committees, at an Annual General Meeting to be held once in every calendar year. The method of election of office bearers, the period for which they are elected, the filling of vacancies which may occur, and the frequency of its general meetings, shall be as determined from time to time by the Veterans Committee.
 - (iii) The Veterans Committee shall have the power to arrange matches and handicaps and deal with any other matters relating exclusively to Veteran Members.
- D All other rules of the club shall apply mutatis mutandis to both Lady and Veteran members.

TEMPORARY MEMBERS

- 8 Any person permanently residing not less than sixty (60) kilometres from the clubhouse may upon nomination of any member and subject to the approval of the Management Committee, be admitted as a Temporary Member for a period not exceeding three (3) months in any financial year. Such Temporary Member must obtain a Temporary Membership card from the Secretary, and shall not exercise his/her rights as a Temporary Member unless such fees as may from time to time be prescribed by the Management Committee shall have been paid. The Member introducing the Temporary Member to the Club shall be responsible for all fees, which shall be payable in advance. No Temporary member shall compete for any Club or Member's Trophy unless decreed otherwise by the Management Committee on or prior to the actual day of play.

SOCIAL MEMBERS

- 9 Social Members shall be entitled to use the Clubhouse facilities and must adhere to the Club's By-Laws and dress rules, but shall not use the Golf Course, except on specified occasions at the discretion of the Management Committee. Green Fees are not included in the subscription of Social Members and must be paid on playing days. Social Members shall not have voting rights and, will not be eligible to hold a position on the Management Committee.

JUNIOR MEMBERS

- 10 A Persons under the age of eighteen (18) years may be admitted as Junior Members of the Club and shall be permitted to play on the Golf Course and use the facilities of the Clubhouse. They may also participate in Club competitions upon such terms and conditions and subject to such restrictions and payment of such fees as the Management Committee may from time to time determine. Junior Members shall not have voting rights and will not be eligible to hold a position on the Management Committee.
- B A Junior Member of the Club upon attaining the age of eighteen (18) years and who has been a regular playing Member of the Club for the past two (2) years may make application to become an Ordinary Member.
- C The Management Committee shall have discretion in approving the transfer.

MEMBERSHIP FEES

- 11 A Upon completion of the application form, Members shall pay such entrance fees and thereafter such annual subscriptions, green fees [which are included in annual subscriptions, except for persons who were Ordinary Members prior to the first day of January 1990, who may elect to pay green fees separately] levies and dues as shall be determined by the Members of the Club at a General Meeting and a list of such entrance fees, annual subscriptions, green fees, levies and dues shall be set out in the annual fixture calendar of the Club.
- B. All subscriptions shall be at an annual rate and shall be due in advance on the first day of July in each year provided however that payment may be made in half-yearly instalments or, by monthly Direct Debit payments if so resolved at the General Meeting at which the said subscriptions are determined. A Member elected after the first of January in any year shall pay such proportion of the annual subscription for that year as shall be determined by the Management Committee. When half-yearly instalments are permitted, a Member elected in October/November/December or in April/May/June shall pay such proportion of the amount payable for that half-year as shall be determined by the Management Committee.

- C. At least fourteen (14) days before the first day of July in each year, the Secretary shall notify all Members of the amount of the subscription, locker fees and other charges for the ensuing year and no further notice shall be necessary. When half-yearly instalments are permitted, at least fourteen (14) days before the first day of January in the following year, the Secretary shall notify all Members who have availed themselves of the instalment facility, of the remaining amount of the subscription then due and no further notice shall be necessary.
- D. Any Member who has not paid his or her subscription, levy or other dues:-
- (i) After the expiration of one (1) calendar month from the date that such subscription, levy or other dues become due and payable, shall not be eligible to participate in Club competitions.
 - (ii) After the expiration of two (2) calendar months shall therefore ipso facto cease to be a Member of the Club and he or she shall be notified by the Secretary to that effect and his or her name shall be removed from the list of Members of the Club.

LEVIES

- 12 The Management Committee may, with the sanction of two-thirds (2/3) of the Members present and entitled to vote at a Special General Meeting of the Club, make a levy upon all or any of the classes of membership, except Life Members, and shall have power to differentiate as to the amount of such levy payable by the various categories of membership.
Rule 11 (D) (i) and (ii) shall apply if any Member shall fail to pay such levy.

APPLICATIONS FOR MEMBERSHIP

- 13 A The names and addresses of persons nominated as Members of the Club shall be displayed in a conspicuous place in the Clubhouse for a period of at least seven (7) days before consideration of their applications.
- B The Management Committee shall then consider the application(s) at its next meeting.
- C Any applicant who receives a majority of the votes of the Members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a Member to the class of membership applied for.
- D On the election of a Member the Secretary shall immediately notify him or her and at the same time furnish a copy of the Rules of the Club. Every Member shall be deemed to agree to be bound by the Rules of the Club and the payment of the Entrance Fee and Annual Subscription shall be deemed to be conclusive evidence of such agreement.
- E If an applicant shall not be elected, he/she shall be notified immediately by the Secretary and a proportion of fees paid in cash refunded, at a rate determined by the Management Committee. Cancellation of Direct Debit payments shall be the responsibility of the unsuccessful member. The Club shall not be bound to give any reason for the rejection of an application for membership.

RESIGNATION

- 14 A Member may resign from the Club at any time by giving notice in writing to the Secretary but shall continue liable for his/her annual subscription and all arrears due and unpaid at the date of his/her resignation.

RE-ENTRY

- 15 Any person who has previously resigned or otherwise forfeited membership of the Club may, at the discretion of the Management Committee, but subject to the provisions herein contained relating to membership and election, be again submitted for membership of the Club. If re-elected, the entrance fee payable shall be equal to the difference, if any, between that for the current class of membership applied for and that for the existing class when membership ceased. A Member re-entering the Club pursuant to this rule shall enjoy no privileges or priority whatsoever by virtue only of former membership.

EXPULSION

- 16 A If a Member shall infringe any of the Rules of the Club, or in the opinion of the Management Committee be guilty of any conduct it considers prejudicial to the interests of the Club, the Management Committee may call upon such Member for an explanation or to answer any complaint made against such Member, and where such Member shall fail to attend or to so explain or answer to the Management Committee's satisfaction, the Management Committee may reprimand, suspend for such period as it shall determine, or expel him or her, removing his or her name from the list of Members.
- B Any such Member who is dissatisfied with the decision of the Management Committee may, within one (1) calendar month from the day upon which the decision is communicated to him or her, by notice in writing addressed to the Secretary, appeal to the Club in a General Meeting. Upon receipt of such Notice of Appeal, the Secretary shall forthwith call a Special General Meeting of the Members to consider the appeal. The decision of the Management Committee may be set aside or varied by a resolution passed at such meeting by a vote of two-thirds (2/3) of the Members present.

REGISTER OF MEMBERS

- 17 A The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons proposed and admitted to membership of the Club and the dates of their admission, and the date of the latest payments by each Member of his or her subscription.
- B Particulars shall also be entered into - the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the Members at any General Meeting may require from time to time.
- C The Register shall be open for inspection at all reasonable times by any Member who previously applies to the Secretary for such inspection.

MANAGEMENT OF CLUB

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A MANAGEMENT COMMITTEE

- (i) The general affairs of the Club shall be managed by a Management Committee consisting of a President, two (2) Vice Presidents, Secretary, Treasurer, Greens Liaison Officer and Captain together with four (4) other elected Management Committee Members. The immediate past President shall be ex-officio with no voting rights.
- (ii) The Management Committee shall be elected by the general body of Members as hereinafter laid down in the Rules for a period of one (1) year.
- (iii) At the Annual General Meeting of the Club all Members of the Management Committee, for the time being shall retire from office, but shall be eligible upon nomination for re-election.
- (iv) The election of officers and other Members of the Management Committee shall take place in the following manner:-
 - (a) Any two (2) 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.
 - (b) The nomination, which shall be in writing and signed by the Member and his 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, provided always that if insufficient nominations are received, the Secretary may accept further nominations up to forty-eight (48) hours prior to the Annual General Meeting.
 - (c) A List of the candidates' names, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Club upon receipt of the nominations.
 - (d) Balloting lists shall be prepared [if necessary] containing the names of the candidates in alphabetical order, and each Member present shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
 - (e) 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.
- (v) All Members of the Management Committee must have been financial Members of the Club for a period of at least two (2) consecutive years immediately preceding the AGM.
- (vi) No employee of the Club nor any person having a pecuniary interest in the Club shall be eligible to hold any position on the Management Committee.

B ELECTION OF PRESIDENT

- (i) The nomination and election procedure to be followed to determine who holds the office of President is the same as that for the election of Committee Members.
- (ii) The duly elected President
 - a) holds office until he/she vacates it in accordance with Rule 18 E, or, until the close of the Annual General Meeting at which the election is held;
 - b) is also elected as a Committee Member

C ELECTION OF VICE PRESIDENT/S

- (i) The nomination and election procedure to be followed to determine who holds the office of Vice President is the same as that for the election of Committee Members.
- (ii) The duly elected Vice President/s
 - a) hold office until he/she vacates it in accordance with Rule 18 E, or, until the close of the Annual General Meeting at which the election is held;
 - b) are also elected as Committee Members

D RETIREMENT OR RESIGNATION OF MANAGEMENT COMMITTEE MEMBERS

- (i) A Member of the Management Committee may resign from the Management Committee by giving written notice of resignation to the Secretary.
- (ii) The resignation takes effect at
 - a) the time the notice is received by the Secretary; or
 - b) if a later time is stated in the notice - the later time
- (iii) The continuing Members of the Management Committee may act notwithstanding any vacancy in their body, but if the number of Management Committee Members falls below a quorum as hereinafter provided, the Management Committee shall not act except for the purposes of filling up vacancies.

- (iv) If any Member of the Management Committee shall fail to attend three (3) consecutive Management Committee Meetings without apology, his/her position shall be declared vacant by the Management Committee.
- (v) The Management Committee shall have power at any time to appoint any eligible Member of the Club to fill a casual vacancy on the Management Committee until the next Annual General Meeting

E REMOVAL OF MANAGEMENT COMMITTEE MEMBER

The Management Committee shall have power to remove from office any Member who shall, by a resolution passed by not less than two-thirds (2/3) of the Members present at a Management Committee Meeting, be declared to have been guilty of misconduct as an officer of the Club or to have done any act prejudicial to the character or interests of the Club. Before any charge against any officer is considered, the Management Committee shall cause a notice in writing to be sent to such officer's last known place of abode, specifying the charge brought against such officer and the date, place and time [not less than seven (7) days clear after the date of giving such notice] of the Management Committee Meeting at which such charge shall be inquired into, and at this meeting the officer shall be given full opportunity to defend the charges. Such officer shall have the same right of appeal as provided for persons under Rule 16(B).

F FUNCTIONS OF MANAGEMENT COMMITTEE

The Management Committee shall have full control of the affairs of the Club except as is expressly provided in these Rules, and subject to resolutions of the Members of the Club carried at any General Meeting. In particular, but without derogating from the general powers hereinbefore conferred, the Management Committee shall have power from time to time:-

- (i) To borrow or raise money in such manner at such rate of interest and upon such terms as the Management Committee shall think fit and in particular by the issue of debentures, perpetual or otherwise, and for the purpose of securing the repayment of any money so borrowed or raised, provided that the Management Committee shall not in any one (1) year be authorised or entitled, unless acting under a special resolution of the Members, to borrow or raise money or incur debts or disabilities on behalf of or in the name of the Club to a larger amount than twenty percent (20%) of the total of entrance fees and annual subscriptions raised from all classes of membership in that year.
- (ii) To cause to be opened banking accounts in the name of the Club into which all monies received shall be paid as soon as possible after receipt. If it so desires, to change its bank or to conduct accounts in more than one (1) bank.
- (iii) To invest in such manner as the Members of the Club may from time to time determine.
- (iv) To determine by whom any cheques, bills of exchange, promissory notes, deposit notes or other obligations shall be drawn, made or accepted or endorsed on behalf of the Club.

- (v) To appoint any Member of the Club as Sub Committees to act for any purpose which from time to time appears desirable and to delegate any such Sub Committees such powers as thought fit. The President shall be ex officio of all Sub Committees.
- (vi) To appoint any delegate or delegates to represent the Club for any purpose and with such powers as may be thought fit.
- (vii) To engage, control and dismiss the Club's servants and employees.
- (viii) To make, rescind, and alter any By-Laws or regulations provided such alterations are not inconsistent with the provisions of the Liquor Act 1992 and the Gaming Machine Act 1991 in respect of:-
 - (a) The arrangements and control of play, competitions and matches.
 - (b) The playing rights of various classes of Members.
 - (c) The privileges of the various classes of Members in respect of the Club's facilities.
 - (d) The upkeep and control of the Golf Course and Clubhouse.
 - (e) The enforcement of any By-Laws or regulations by suspension from the enjoyment of all or any of the privileges of membership.
 - (f) The conduct and attire of Members both on the Golf Course and in the Clubhouse.
 - (g) The management and control of caddies.
 - (h) The management, control and well-being of the Club.

Such By-Laws may be set aside by resolution at an Annual General Meeting of Members.

- (ix) The Management Committee may, at its discretion, delegate disciplinary power of reprimand to the Match and Greens Sub Committees.

G MEETINGS OF THE MANAGEMENT COMMITTEE

- (i) The Management Committee shall meet at least once every calendar month to exercise its functions.
- (ii) A special meeting of the Management Committee may be convened by the Secretary at any time on the requisition in writing signed by not less than one-third (1/3) of the Members 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.
- (iii) Not less than seven (7) days' notice shall be given by the Secretary to Members of the Management Committee of any special meeting of the Management Committee.

- (iv) At any Management Committee meeting, a simple majority of the elected membership shall form a quorum.
- (v) Questions arising at any meeting of the Management Committee shall be decided by a majority vote. In the case of equality of votes, the question is decided in the negative.
- (vi) A Member of the Management Committee shall not vote in respect of any contract or proposed contract with the Club in which he/she is interested, or any matter arising thereout, and if he/she does so vote his/her vote shall not be counted.
- (vii) The President shall preside as Chairperson at every meeting of the Management Committee, or if there is no President, or if at any meeting he/she is not present within ten (10) minutes after the time appointed for holding the meeting, a Vice President shall be Chairperson or if a Vice President is not present at the meeting then the Members may choose one (1) of their number to Chair-the Meeting.
- (viii) 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 the 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.
- (ix) All acts done by any meeting of the Management Committee or of a 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.
- (x) A resolution in writing signed by all 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 (1) or more Members of the Management Committee.

ANNUAL GENERAL MEETING

- 19 A The Annual General Meeting of the Club shall be held within three (3) months of the close of the financial year.
- B The business to be transacted at the Annual General Meeting shall be:-
- (i) The consideration and adoption of the President's Report.
 - (ii) The consideration and adoption of the Audited Balance Sheet and Statement of Accounts.
 - (iii) The determination of fees and subscriptions payable for the ensuing year unless earlier determined at a special General Meeting
 - (iv) The election of Patron, Office Bearers and Management Committee Members.
 - (v) The appointment of Auditor or Auditors.
 - (vi) Such other business as shall have been specified in the notice convening the meeting or as may be properly brought before the meeting.
 - (vii) General business as may be properly brought before the meeting.
- C Any Member who proposes that a resolution be put at an Annual General Meeting must submit the proposed resolution in writing to the Secretary at least twenty-one (21) days prior to the date of the Annual General Meeting, and such resolutions must be signed by the proposer and a seconder.
- For any other business properly brought before the meeting in accordance with this Sub-clause, written notice thereof must be given to the Secretary at least forty-eight (48) hours prior to the date of the meeting, but such business may only be discussed and not voted upon.
- D At least twenty-eight (28) clear days' notice of such meeting shall be sent to all Members entitled to receive such notices at the address shown in the Register of Members of the Club. The non-receipt of notice by, or the accidental omission to give any such notice to any of the Members of the Club shall not invalidate the proceedings at any such meeting.

SPECIAL GENERAL MEETING

- 20 The Secretary shall convene a Special General Meeting within twenty-one (21) days of:-
- A Being directed to do so by the Management Committee.
 - B Receiving a requisition in writing signed by not less than one-third (1/3) of the Members presently on the Management Committee or not less than the number of Ordinary Members of the Club which equals double the number of Members presently on the Management Committee plus one (1). Such requisition shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat.
 - C Receiving a notice of an intention to appeal against a decision of the Management Committee to terminate the Membership of any person.

PROCEEDINGS AT GENERAL MEETINGS

- 21 A At any General Meeting the number of Members to constitute a quorum shall be fifteen (15).
- 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 (i) If within half an hour from the time appointed for the commencement of a General Meeting, a quorum is not present, the meeting if convened upon a requisition of Members of the Management Committee of the Club, shall lapse.
- (ii) 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 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 Chairperson may, with the consent of any meeting at which a quorum is present [and 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 the original meeting, save as aforesaid it shall not be necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting,
- E The President shall preside as Chairperson, or if there is no President, or if he/she is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, a Vice President shall be the Chairperson or if a Vice President is not present or is unwilling to act then the members present shall elect one (1) of their number to Chair the meeting.

- F No question, matter or resolution shall be carried thereat unless two-thirds (2/3) of the Members present and qualified to vote, cast their vote in its favour.

NOTICE OF MEETINGS

- 22 A The Secretary shall convene all General Meetings of the Club by giving at least 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 termination of his/her membership by the Management Committee, the rejection of a person's application for membership, or, to hear and decide a proposed special resolution of the association and notice of the Annual General Meeting shall be given in writing.
- C Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.

MINUTES

- 23 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 times by any financial Member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting, provided that the minutes of any Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting or Annual General Meeting.

VOTING

- 24 A At any General Meeting, every question shall be decided by a show of hands. However, should one-fifth (1/5) of the Members present demand a ballot, the Chairperson shall appoint two (2) Members to conduct a secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting.
- B All eligible Members present, i.e. Life Members, Lifetime Members and Ordinary Members, shall be entitled to one (1) vote. The Chairperson shall have both a primary and a casting vote.
- C No Member whose subscription is more than two (2) months in arrears at the time of the meeting shall be entitled to attend or vote at any General Meeting of the Club.

ABSENTEE VOTING

- 25 Where it is desired to afford a Member an opportunity of absentee voting for a nomination to the Management Committee and including all resolutions, an electoral officer shall be appointed to take the vote of such Member upon such Member satisfying the electoral officer that he/she is unable to attend the Annual General Meeting.

The polling for an absentee Member is to take place within seven (7) days preceding the date of the Annual General Meeting. Such polling is to be undertaken on a strictly confidential basis to protect the right of the secret ballot.

The vote is to be placed in a locked secret ballot box to be opened by the scrutineers at the Annual General Meeting when the balloting occurs.

RULES OF DEBATE

- 26 A Members shall stand while speaking and shall address the Chair. During the time a Member is speaking all other Members shall remain seated. When the Chairperson rises to speak no one shall continue speaking nor anyone rise until the Chair has been resumed.
- B No Member shall speak except to a motion before the Chair.
- C No Member shall speak for more than five (5) minutes on any motion, but with the consent of the Chairperson of the meeting, may continue to speak for a further period not exceeding five (5) minutes but no Member except the mover of the motion shall speak more than once to the motion and have right of reply.
- D The mover and seconder shall address the meeting after and not before the motion is seconded, but with the consent of the Chairperson, the mover may address the meeting before his/her motion is seconded.
- E A member who formally seconds a motion or amendment without making a speech may speak in support at a subsequent stage of debate.
- F The mover of an original motion, but not of an amendment [unless it becomes the motion] shall have a general right of reply and after his/her reply no further discussion shall follow. When exercising his/her right of reply, the mover shall not introduce therein any new matter, but shall confine himself/herself strictly to answering arguments against the motion.
- G Any Member may address to the Chair a question upon the matter before the meeting.
- H Any Member, upon request by the Chairperson, may reply to the question.
- I Any Member during the debate may raise a point of order and the Member speaking shall sit down until the point of order has been decided. The Member rising to order shall state concisely the point of order and the Chairperson, without further discussion, shall give his/her ruling.
- J It shall be competent for any Member to move a motion of dissent from the Chairperson's ruling. The mover of the motion of dissent shall concisely state his/her point. The seconder and the Chairperson only shall speak to the motion.
- K The speaker shall not digress from the subject under discussion and imputations of improper motives and all personal reflections on Members shall be deemed disorderly.
- L No Member shall interrupt another while speaking, except on a point of order.

- M At any time during the debate any Member may, without notice, move "That the question be now put" and such motion, being duly seconded, shall then be put without debate. If carried, the question shall be put to vote; if lost, the debate shall proceed.
- N At any time after a motion has been moved and seconded, any Member may move an amendment thereto, which shall not be discussed until it has been seconded.
- O Any speaker shall have the right to indicate his/her intention to propose a further amendment to the subject under discussion.
- P No second amendment shall be taken into consideration until the previous amendment has been disposed of.
- Q The Chairperson shall put the amendment to the meeting first, and if carried, it shall be deemed to have quashed the original motion, and for all purposes of subsequent discussion, the amendment so carried shall be acted upon as the original motion. When the amendment has been decided, a further amendment may be moved, which if carried shall in turn supersede the motion, if there is no amendment the original motion shall be put after the mover has replied.
- R The Chairperson shall refuse to receive any amendment which is a direct negative, or which does not preserve the substance of the original motion.
- S When two (2) speakers have spoken in favour of a motion under discussion there shall not be further discussion unless the next speaker speaks to the contrary.
- T No resolution passed at any General Meeting of the Club shall be rescinded or amended at any subsequent General Meeting of the Club unless notice of such intended rescission or amendment is given in the notice convening the meeting at which such rescission or amendment is proposed provided that, subject to the Rules herein, upon a motion passed by a majority of the Members present, the President may, but shall not be bound to, waive such notice.

BY-LAWS

- 27 Any By-Laws or regulations made under these Rules shall come into force and have the full authority of a Rule of the Club on being posted on the Notice Board of the Clubhouse.

ALTERATION OF RULES

- 28 Subject to the provisions of the Associations Incorporation Act 1981 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 until the same shall have been registered by the Chief Executive of the Department administering the Act.

COMMON SEAL

- 29 The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only 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.

FUNDS AND ACCOUNTS

- 30 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, printed or electronic 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 money shall be banked as soon as practicable after receipt thereof.
- D All amounts of one hundred dollars (\$100.00) or over shall be paid by cheque signed by any two (2) of the President, Secretary, Treasurer, Gaming Nominee, Member, or, other person authorised from time to time by the Management Committee, or by electronic means authorised by any two (2) of the aforesaid officers.
- 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.
- H As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
- (a) the income and expenditure for the financial year just ended
 - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Club at the close of that year.
- I All such statements shall be examined by the auditor who shall present a 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 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 way of dividend, bonus or otherwise by way of profit to or amongst the Members of the Club provided that nothing herein contained shall prevent the payment in good faith of interest to any such Member in respect of moneys advanced by him/her to the Club or otherwise owing by the Club to him/her 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 that nothing herein contained shall be construed so as to prevent 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 premises demised or let to the Club.

DOCUMENTS

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

FINANCIAL YEAR

- 32 The financial year of the Club shall close 30th June in each year.

INDEMNITY OF OFFICERS

- 33 A Every Member of the Management Committee, the Secretary and every other officer or servant of the Club shall be indemnified by the Club and it shall be the duty of the Management Committee out of the funds of the Club, to pay all costs, losses and expenses which any such officer or servant, acting with the authority of the Management Committee, may incur or be liable to by reason of any contract entered into or act or deed done by him/her in the discharge of his/her duties; and the amount for which such indemnity is given shall immediately attach as a lien on the property of the Club and have priority as between Members over all other claims.
- B No Member of the Management Committee or other officer of the Club shall be liable
- (i) for the acts, receipts, neglects or defaults of any other Member of the Management Committee or officer or,
 - (ii) for the joining in any receipt or other act of conformity or,
 - (iii) for any loss or expense happening to the Club through the insufficiency or deficiency of the title to any property acquired by order of the Management Committee for or on account of the Club or,
 - (iv) for the insufficiency or deficiency of any securities in or upon which any of the moneys of the Club shall be invested or,
 - (v) for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person with whom any money, securities or effects shall be deposited or,
 - (vi) for any loss, damage or misfortune whatsoever that shall happen in the execution of the deed of his/her office or in relation thereto unless the same shall happen through his/her own wilful act, neglect or default.

DISTRIBUTION OF SURPLUS ASSETS

- 34 A If the Club shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Club, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club, and which shall prohibit the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Club under or by virtue of Rule 30 (J) such institution or institutions to be determined by the Members of the Club.
- B No Member shall be entitled to any benefit or advantage from the Club which is not shared equally by every Member thereof.

SALE OF LIQUOR

- 35 A The Club shall not sell, supply or permit liquor to be consumed on its licensed premises at any time other than on the days and during the hours as stipulated and permitted under the Liquor Act 1992.
- B The Club may sell and permit liquor to be carried away from its licensed premises on the days and during such hours as are stipulated and permitted under the provisions of the Liquor Act 1992.
- C No payment shall be made to any officer or employee of the Club by way of commission or allowance from or upon the receipts of the Club for liquor sold or supplied or from any other source whatsoever.
- D The Club shall not sell or supply liquor or permit or suffer liquor to be consumed on its licensed premises by a person under or apparently under the age of eighteen (18) years, a person in a state of intoxication, an habitual drunkard, a mentally sick person or a person reasonably suspected to be a mentally sick or prohibited person.

DAMAGE TO PROPERTY

- 36 No Member shall unlawfully take away from the Club, any article the property of the Club, and any Member destroying, breaking or otherwise damaging the property of the Club may be called upon by the Management Committee to make good such damage.

GAMING MACHINES

- 37 The Club shall comply with the provisions of the Gaming Machine Act 1991, in respect of the installation and operations of the Gaming Machines in the Clubhouse.