
NEW CONSITUTION OF HORNSBY HEIGHTS SPORTS CLUB INC



Level 6
111 Elizabeth Street
SYDNEY NSW 2000
Tel.: 02 9790 0640
Fax.: 03 9614 6676
Email: Simon.DellaMarta@pointonpartners.com.au
Ref: SDM:235403

TABLE OF CONTENTS

1.	PART 1 PRELIMINARY.....	1
	DEFINITIONS	1
	1.1 In this constitution:.....	1
	1.2 Interpretation Act 1987	2
	GENERAL.....	2
	1.3 Objectives	2
	1.4 Colours and Emblem.....	2
	1.5 Affiliation	3
2.	PART 2 MEMBERS OF ASSOCIATION	3
	2.1 Membership generally.....	3
	2.2 CATEGORY OF MEMBERSHIP	3
	2.3 Membership applications	4
	2.4 Register of members.....	5
	2.5 Fees and subscriptions.....	6
	2.6 Members’ liabilities	6
	2.7 Disciplinary action against members.....	6
	2.8 Right of appeal against disciplinary action	7
	2.9 Resolution of internal disputes.....	8
	2.10 Membership entitlements not transferable.....	8
	2.11 Member resignation	9
	2.12 Cessation of membership	9
3.	PART 3 COMMITTEE	9
	DIVISION 1 CONSTITUTION	9
	3.1 Functions of committee.....	9
	3.2 Composition of committee	9
	3.3 Election of committee members	10
	3.4 Terms of office	11
	3.5 Vacancies in office	11
	3.6 Secretary.....	12
	3.7 Treasurer.....	12
	3.8 Delegation to subcommittees	13
	DIVISION 2 PROCEDURE	13
	3.9 Committee meetings	13
	3.10 Notice of committee meeting.....	13
	3.11 Quorum.....	14
	3.12 Presiding committee member	14
	3.13 Voting.....	14
	3.14 Acts valid despite vacancies or defects	15
	3.15 Transaction of business outside meetings or by telephone or other means	15
4.	PART 4 GENERAL MEETINGS OF ASSOCIATION	15
	4.1 Annual general meetings	15
	4.2 Special general meetings	16
	4.3 Notice of general meeting	16
	4.4 Quorum.....	17
	4.5 Adjourned meetings	17

4.6	Presiding member.....	18
4.7	Voting.....	18
4.8	35 Postal or electronic ballots	19
4.9	Transaction of business outside meetings or by telephone or other means	19
5.	PART 5 ADMINISTRATION.....	19
5.1	Change of name, objects or constitution	19
5.2	Funds.....	20
5.3	Insurance	20
5.4	Non-profit status.....	20
5.5	Service of notices.....	20
5.6	Custody of records and books	21
5.7	Inspection of records and books.....	21
5.8	Financial year	22
5.9	Distribution of property on winding up.....	22
6.	AFFILIATED CLUBS.....	22
6.1	Retained Earnings	22
6.2	Guidelines for the usage of retained earnings	22
6.3	Positive or Negative financial position	23
6.4	Guidelines for the expenditure of retained earnings	23
6.5	Items of expenditure which require approval by the Office-bearers.....	24
6.6	Elections Voting and Procedures	24

CONSTITUTION of Hornsby Heights Sports Club Inc.

1. PART 1 PRELIMINARY

Definitions

1.1 In this constitution:

- (a) **Affiliated Clubs** means those clubs as set out at clause 1.5(b).
- (b) **association** or **Club** means Hornsby Heights Sports Club Inc, Registration number: Y0291439 registered on 6 July 1987.
- (c) **committee member** means an office-bearer or ordinary committee member.
- (d) **District** means the territorial district as defined by the Club from time to time but including all of the Hornsby Shire Council area;
- (e) **exercise** a function includes perform a duty.
- (f) **function** includes a power, authority or duty.
- (g) **office-bearer** means a committee member who is elected to an office referred to in clauses 3.2(a)(i)(A) - 3.2(a)(i)(C).
- (h) **ordinary committee member** means a committee member who is not an office-bearer.
- (i) **register of members** means the register of members maintained under clause 2.4.
- (j) **secretary**, of the association, means:
 - (i) the person holding office under this constitution as secretary, or
 - (ii) if no person holds that office -the public officer of the association.
- (k) **special general meeting**, of the association, means a general meeting of the association other than an annual general meeting.
- (l) **Special Resolution** means:
 - (i) a resolution passed by the association:
 - (A) at a meeting of the association of which notice has been given to its members no later than Twenty one (21) days before the date on which the meeting is held, or
 - (B) in a postal or electronic ballot conducted by the association, or
 - (C) in such other manner as the Secretary may direct,

if it is supported by at least three-quarters of the votes cast by members of the association who, under the association's constitution, are entitled to vote on the proposed resolution.

- (ii) A notice referred to in subclause 1.1(l)(i)(A) must include the terms of the resolution and a statement to the effect that the resolution is intended to be passed as a special resolution.
- (iii) A postal or electronic ballot referred to in subclause 1.1(l)(i)(B) must be conducted in accordance with the Regulations.
- (iv) A direction under subclause 1.1(l)(i)(C) may not be given unless the Secretary is satisfied that, in the circumstances, it is impracticable to require votes to be cast in the manner provided by subclauses 1.1(l)(i)(A) or 1.1(l)(i)(B).
- (m) **subcommittee** means a subcommittee established under clause 3.8.
- (n) **the Act** means the *Associations Incorporation Act 2009* (NSW).
- (o) **the Regulation** or **the Regulations** means the *Associations Incorporation Regulation 2022* (NSW).

Note: The Act and the *Interpretation Act 1987* (NSW) contain definitions and other provisions that affect the interpretation and application of this constitution.

1.2 Interpretation Act 1987

The Interpretation Act 1987 (NSW) applies to this constitution as if it were an instrument made under the Act.

Note: The Act, Part 4 deals with various matters relating to the management of associations.

General

1.3 Objectives

The objectives of the Club shall be:

- (a) To afford primarily to the children and the citizens of the District, the opportunity to participate in clean and healthy sport.
- (b) To foster and develop the various sports in the District.
- (c) To train and manage teams in the various age groups for competition and friendly games.
- (d) To inculcate in the children and the citizens of the District an appreciation of the need to observe the rules of fair play and sportsmanship.

1.4 Colours and Emblem

- (a) The colours of the Club until determined otherwise by the members of the Club by special resolution in General Meeting shall be bottle green or emerald green and orange (and for the affiliated Hornby District Cricket Club – being more yellow than orange) set in such manner as may be approved by the Executive Committee.

- (b) The emblem of the Club shall be the "Hornet" set in any manner as may be determined from time to time by the members of the Club in General Meeting.

1.5 Affiliation

- (a) The Club may at any time and from time to time as determined by the members in General Meeting as being necessary or desirable affiliate with any body so as to further advance its objectives set out in clause 1.3 and may adopt the laws of the games and, subject to these Rules, any decisions, interpretations and amendments thereof approved by the - affiliated body.
- (b) The Club is the parent body to the following affiliated clubs:
 - (i) Hornby District Cricket Club;
 - (ii) Hornby Heights Football Club; and
 - (iii) Hornby Heights Netball Club

whose relationship with the Club is set out at clause 6 to this constitution.

2. PART 2 MEMBERS OF ASSOCIATION

2.1 Membership generally

- (a) An individual is taken to be a member of the association if:
 - (i) the person applied to be a member under clause 2.3(a) and the application has been approved, or
 - (ii) the person was one (1) of the individuals on whose behalf an application for registration of the association was made under the Act, section 6(1)(a), or
 - (iii) the person was:
 - (A) for an unincorporated body registered as the association - a member of the body immediately before the registration, or
 - (B) for a registrable corporation registered as the association - a member of the corporation immediately before the registration, or
 - (C) for an association that was amalgamated to form the relevant association - a member of the existing association immediately before the amalgamation.
- (b) A person who is not an individual is not eligible to be a member of the association.

2.2 CATEGORY OF MEMBERSHIP

- (a) The Club shall recognise three (3) categories of member being:
 - (i) Members,

- (ii) Life Members; and
 - (iii) Honorary Members.
- (b) Further or different categories of membership may be established from time to time by a Special Resolution of the members of the Club in General Meeting.
- (c) A **Life Member** is any person:
- (i) who is nominated in writing by a member of the Club for election as a Life Member of the Club;
 - (ii) whose nomination is received by the Secretary of the Club not later than one (1) month prior to the Annual General Meeting at which the nomination is considered; and
 - (iii) whose nomination is approved by an ordinary resolution of the members of the Club at the Annual General Meeting.
- (d) Notice of the nomination of a person as a Life Member of the Club shall be given to members of the Club not less than seven (7) days prior to the Annual General Meeting at which the nomination is to be considered.
- (e) An **Honorary Member** is any natural person:
- (i) who is nominated by a member of the Club for election as an Honorary Member of the Club;
 - (ii) whose nomination is approved by an ordinary resolution of the members of the Club at any General Meeting.

2.3 Membership applications

- (a) An application by a person to be a Member of the association must be:
- (i) made in writing, and
 - (ii) in the form determined by the committee, and
 - (iii) lodged with the secretary.
- (b) The committee may determine that an application may be made or lodged by email or other electronic means.
- (c) The secretary must refer an application to the committee as soon as practicable after receiving the application.
- (d) The committee must approve or reject the application.
- (e) As soon as practicable after the committee has decided the application, the secretary must:

- (i) give the applicant written notice of the decision, including by email or other electronic means if determined by the committee, and
 - (ii) if the application is approved - inform the applicant that the applicant is required to pay the entrance fee and annual subscription fee payable under clause 2.5 within Twenty Eight (28) days of the day the applicant received the notice.
- (f) The secretary must enter the applicant's name in the register of members as soon as practicable after the applicant pays the entrance fee and annual subscription fee in accordance with subclause 2.5(b).
- (g) The applicant becomes a Member once the applicant's name is entered in the register.

2.4 Register of members

- (a) The secretary must establish and maintain a register of members of the association.
- (b) The register:
- (i) may be in written or electronic form, and
 - (ii) must include, for each member:
 - (A) the member's full name, and
 - (B) a residential, postal or email address, and
 - (C) the date on which the person became a member, and
 - (D) if the person ceases to be a member - the date on which the person ceased to be a member, and
 - (iii) must be kept in New South Wales:
 - (A) at the association's main premises, or
 - (B) if the association has no premises - at the association's official address, and
 - (iv) must be available for inspection, free of charge, by members at a reasonable time, and
 - (v) if kept in electronic form - must be able to be converted to hard copy.
- (c) If the register is kept in electronic form, the requirements in subclause 2.4(b)(iii) and 2.4(b)(iv) apply as if a reference to the register is a reference to a current hard copy of the register.
- (d) A member may obtain a hard copy of the register, or a part of the register, on payment of a fee of not more than \$1.00, as determined by the committee, for each page copied.
- (e) Information about a member, other than the member's name, must not be made available for inspection if the member requests that the information not be made available.

- (f) A member must not use information about a member obtained from the register to contact or send material to the member, unless:
 - (i) the information is used to send the member:
 - (A) a newsletter, or
 - (B) a notice for a meeting or other event relating to the association, or
 - (C) other material relating to the association, or
 - (ii) it is necessary to comply with a requirement of the Act or the Regulation.

2.5 Fees and subscriptions

- (a) The entrance fee to be paid to the association by a person whose application to be a member of the association has been approved is:
 - (i) \$1.00, or
 - (ii) another amount determined by the committee.
- (b) A member must pay to the association an annual subscription fee of \$2.00, or another amount determined by the committee:
 - (i) if the member becomes a member on or after the first day of the financial year of the association in a calendar year:
 - (A) in accordance with clause 2.3(e)(ii), and
 - (B) before the first day of the financial year of the association in each subsequent calendar year, or
 - (ii) otherwise - before the first day of the financial year of the association in each calendar year.
- (c) the annual subscription payable by a Life Member or an Honorary Member shall be nil.
- (d) Membership subscription are normally payable on a Club sports registration day.

2.6 Members' liabilities

The liability of a member of the association to contribute to the payment of either of the following is limited to the amount of any outstanding fees for the member under clause 2.5:

- (a) the debts and liabilities of the association,
- (b) the costs, charges and expenses of the winding up of the association.

2.7 Disciplinary action against members

- (a) A person may make a complaint to the committee that a member of the association has:

-
- (i) failed to comply with a provision of this constitution, or
 - (ii) wilfully acted in a way prejudicial to the interests of the association.
 - (b) The committee may refuse to deal with a complaint if the committee considers the complaint is trivial or vexatious.
 - (c) If the committee decides to deal with the complaint, the committee must:
 - (i) serve notice of the complaint on the member, and
 - (ii) give the member at least Fourteen (14) days from the day the notice is served on the member within which to make submissions to the committee about the complaint, and
 - (iii) consider any submissions made by the member.
 - (d) The committee may, by resolution, expel the member from the association or suspend the member's membership if, after considering the complaint, the committee is satisfied that:
 - (i) the facts alleged in the complaint have been proved, and
 - (ii) the expulsion or suspension is warranted.
 - (e) If the committee expels or suspends the member, the secretary must, within 7 days of that action being taken, give the member written notice of:
 - (i) the action taken, and
 - (ii) the reasons given by the committee for taking the action, and
 - (iii) the member's right of appeal under clause 2.8.
 - (f) The expulsion or suspension does not take effect until the later of the following:
 - (i) the day the period within which the member is entitled to exercise the member's right of appeal expires, or
 - (ii) if the member exercises the member's right of appeal within the period - the day the association confirms the resolution under clause 2.8.

2.8 Right of appeal against disciplinary action

- (a) A member may appeal against a resolution of the committee under clause 2.7 by lodging a notice of appeal with the secretary within seven (7) days of being served notice of the resolution.
- (b) The member may include, with the notice of appeal, a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (c) The secretary must notify the committee that the secretary has received a notice of appeal.

- (d) If notified that a notice has been received, the committee must call a general meeting of the association to be held within Twenty Eight (28) days of the day the notice was received.
- (e) At the general meeting:
 - (i) no business other than the question of the appeal is to be transacted, and
 - (ii) the member must be given an opportunity to state the member's case orally or in writing, or both, and
 - (iii) the committee must be given the opportunity to state the committee's case orally or in writing, or both, and
 - (iv) the members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (f) The appeal is to be determined by a simple majority of votes cast by the members.

2.9 Resolution of internal disputes

- (a) The following disputes must be referred to a Community Justice Centre within the meaning of the *Community Justice Centres Act 1983* for mediation:
 - (i) a dispute between two (2) or more members of the association, but only if the dispute is between the members in their capacity as members, or
 - (ii) a dispute between one (1) or more members and the association.
- (b) If the dispute is not resolved by mediation within three (3) months of being referred to the Community Justice Centre, the dispute must be referred to arbitration.
- (c) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

2.10 Membership entitlements not transferable

- (a) A right, privilege or obligation that a person has because the person is a member of the association:
 - (i) cannot be transferred to another person, and
 - (ii) terminates once the person ceases to be a member of the association.
- (b) A Life Member shall have all the rights and privileges of membership of the Club including the right to vote at any General Meeting of the Club.
- (c) An Honorary Member shall have all the rights and privileges of membership of the Club but shall have no right to vote at any General Meeting of the Club.

2.11 Member resignation

- (a) A member of the association may resign from being a member by giving the secretary written notice of at least one (1) month, or another period determined by the committee, of the member's intention to resign.
- (b) The member ceases to be a member on the expiration of the notice period.

2.12 Cessation of membership

A person ceases to be a member of the association if the person:

- (a) dies, or
- (b) resigns from being a member, or
- (c) is expelled from the association, or
- (d) fails to pay the annual subscription fee payable under clause 2.5(b) within one (1) month of the due date.

3. PART 3 COMMITTEE

Division 1 Constitution

3.1 Functions of committee

Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all the functions that may be exercised by the association, other than a function that is required to be exercised by the association in general meeting, and
- (c) has power to do all things that are necessary or convenient to be done for the proper management of the affairs of the association.

3.2 Composition of committee

- (a) The committee must have a minimum of three (3) members, as elected in accordance with clauses 3.2(a)(i)(A) to 3.2(a)(i)(C) and appointed because of the position they hold set out at clause 3.2(a)(i)(D), consisting of:
 - (i) the following office-bearers:
 - (A) the president,
 - (B) the secretary,
 - (C) the treasurer, and

- (D) the balance of the committee consisting of:
- (I) The chairperson, secretary and treasurer of each of the affiliated clubs;
 - (II) such other committee members of the Club as may be determined from time to time by general meeting of the Club.
- (ii) in order to be a member of the committee, in accordance with the provisions of section 28 of the *Associations Incorporation Act 2009 (NSW)* a member of the committee must be aged 18 years or more and at least three (3) of the members of the committee must be ordinarily resident in Australia.
- (iii) If any of the persons in the positions appointed by clause 3.2(a)(i)(D) above are not over the age of 18 years the person is not entitled to be a member of the committee, however, the person is entitled to attend any meetings of the committee and speak at the committee meeting but are not entitled to have a vote on any resolution by sought to be passed by the committee.

Note - The Act, section 28 contains requirements relating to membership eligibility and composition of the committee.

- (b) An office-bearer may hold up to two (2) offices.

3.3 Election of committee members

- (a) Any member of the association may be nominated as a candidate for election as an office-bearer or ordinary committee member.
- (b) The nomination must be:
- (i) made in writing, and
 - (ii) signed by at least two (2) members of the association, not including the candidate, and
 - (iii) accompanied by the written consent of the candidate to the nomination, and
 - (iv) given to the secretary at least seven (7) days before the date fixed for the annual general meeting at which the election is to take place.
- (c) If insufficient nominations are received to fill all vacancies:
- (i) the candidates nominated are taken to be elected, and
 - (ii) a call for further nominations must be made at the meeting.
- (d) A nomination made at the meeting in response to a call for further nominations must be made in the way directed by the member presiding at the meeting.
- (e) Vacancies that remain after a call for further nominations are taken to be casual vacancies.

- (f) If the number of nominations received is equal to the number of vacancies to be filled, the members nominated are taken to be elected.
- (g) If the number of nominations received is more than the number of vacancies to be filled, a ballot must be held at the meeting in the way directed by the committee.

3.4 Terms of office

- (a) Subject to this constitution, a committee member holds office from the day the member is elected until immediately before the next annual general meeting.
- (b) A member is eligible, if otherwise qualified, for re-election.
- (c) There is no limit on the number of consecutive terms for which a committee member may hold office.

3.5 Vacancies in office

- (a) A casual vacancy in the office of a committee member arises if the member:
 - (i) dies, or
 - (ii) ceases to be a member of the association, or
 - (iii) resigns from office by written notice given to the secretary, or
 - (iv) is removed from office by the association under this clause, or
 - (v) is absent from three (3) consecutive meetings of the committee without the consent of the committee, or
 - (vi) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* (Cth), or
 - (vii) is prohibited from being a director of a company under the *Corporations Act 2001* (Cth), Part 2D.6, or
 - (viii) is convicted of an offence involving fraud or dishonesty for which the maximum penalty is imprisonment for at least three (3) months, or
 - (ix) becomes a mentally incapacitated person.
- (b) The association in general meeting may, by resolution:
 - (i) remove a committee member from office at any time, and
 - (ii) appoint another member of the association to hold office for the balance of the committee member's term of office.
- (c) A committee member to whom a proposed resolution referred to in subclause 3.5(b) relates may:

- (i) give a written statement, of a reasonable length, to the president or secretary, and
 - (ii) request that the committee send a copy of the statement to each member of the association at least seven (7) days before the general meeting at which the proposed resolution will be considered.
- (d) If the committee fails to send a copy of a statement received under subclause 3.5(c)(i) to each member in accordance with a request made under subclause 3.5(c)(ii), the statement must be read aloud by the member presiding at the general meeting at which the proposed resolution will be considered.
- (e) The committee may appoint a member of the association to fill a casual vacancy other than a vacancy arising from the removal from office of a committee member.
- (f) Subject to this constitution, a member appointed to fill a casual vacancy holds office until the next annual general meeting.

3.6 Secretary

- (a) As soon as practicable after being elected as secretary, the secretary must lodge a notice with the association specifying the secretary's address.
- (b) The secretary must keep minutes of:
- (i) all elections of committee members, and
 - (ii) the names of committee members present at a meeting of the committee or a general meeting, and
 - (iii) all proceedings at committee meetings and general meetings.
- (c) The minutes must be:
- (i) kept in written or electronic form, and
 - (ii) for minutes of proceedings at a meeting -signed, in writing or by electronic means, by:
 - (A) the member who presided at the meeting, or
 - (B) the member presiding at the subsequent meeting.

3.7 Treasurer

The treasurer of the association must ensure—

- (a) all money owed to the association is collected, and
- (b) all payments authorised by the association are made, and
- (c) correct books and accounts are kept showing the financial affairs of the association, including full details of receipts and expenditure relating to the association's activities.

3.8 Delegation to subcommittees

- (a) The committee may:
 - (i) establish one (1) or more subcommittees to assist the committee to exercise the committee's functions, and
 - (ii) appoint one (1) or more members of the association to be the members of the subcommittee.
- (b) The committee may delegate to the subcommittee the exercise of the committee's functions specified in the instrument, other than:
 - (i) this power of delegation, or
 - (ii) a duty imposed on the committee by the Act or another law.

Note: The Interpretation Act 1987, section 49 deals with various matters relating to delegations.

Division 2 Procedure

3.9 Committee meetings

- (a) The committee must meet at least three (3) times in each Twelve (12)-month period at the place and time determined by the committee.
- (b) Additional meetings of the committee may be called by any committee member.
- (c) The procedure for calling and conducting business at a meeting of a subcommittee is to be as determined by the subcommittee.

Note: The Act, section 30(1) provides that committee meetings may be held as and when the association's constitution requires.

3.10 Notice of committee meeting

- (a) The secretary must give each committee member oral or written notice of a meeting of the committee at least Forty Eight (48) hours, or another period on which the committee members unanimously agree, before the time the meeting is due to commence.
- (b) The notice must describe the general nature of the business to be transacted at the meeting.
- (c) The only business that may be transacted at the meeting is:
 - (i) the business described in the notice, and
 - (ii) business that the committee members present at the meeting unanimously agree is urgent business.

3.11 Quorum

- (a) The quorum for a meeting of the committee is three (3) committee members.
- (b) No business may be transacted by the committee unless a quorum is present.
- (c) If a quorum is not present within half an hour of the time the meeting commences, the meeting is adjourned:
 - (i) to the same place, and
 - (ii) to the same time of the same day in the following week.
- (d) If a quorum is not present within half an hour of the time the adjourned meeting commences, the meeting is dissolved.
- (e) If the number of committee members is less than the number required to constitute a quorum for a committee meeting, the committee members may appoint one (1) or more members of the association as committee members to enable the quorum to be constituted.
- (f) A committee member appointed under subclause 3.11(e) holds office, subject to this constitution, until the next annual general meeting.
- (g) This clause does not apply to the filling of a casual vacancy to which clause 3.5 applies.

Note: The Act, section 28A provides for the filling of vacancies on the committee to constitute a quorum.

3.12 Presiding committee member

- (a) The following committee member presides at a meeting of the committee:
 - (i) the president,
 - (ii) if the president is absent - the secretary,
 - (iii) if both the president and secretary are absent – one (1) of the members present at the meeting, as elected by the other members.
- (b) The member presiding at the meeting has:
 - (i) a deliberative vote, and
 - (ii) in the event of an equality of votes - a second or casting vote.

3.13 Voting

A decision supported by a majority of the votes cast at a meeting of the committee or a subcommittee at which a quorum is present is the decision of the committee or subcommittee.

3.14 Acts valid despite vacancies or defects

- (a) Subject to clause 3.11(a), the committee may act despite there being a casual vacancy in the office of a committee member.
- (b) An act done by a committee or subcommittee is not invalidated because of a defect relating to the qualifications or appointment of a member of the committee or subcommittee.

3.15 Transaction of business outside meetings or by telephone or other means

- (a) The committee may transact its business by the circulation of papers, including by electronic means, among all committee members.
- (b) If the committee transacts business by the circulation of papers, a written resolution, approved in writing by a majority of committee members, is taken to be a decision of the committee made at a meeting of the committee.
- (c) The committee may transact its business at a meeting at which one (1) or more committee members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- (d) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the committee for the purposes of:
 - (i) the approval of a resolution under subclause 3.15(b), or
 - (ii) a meeting held in accordance with subclause 3.15(c).
- (e) A resolution approved under subclause 3.15(b) must be recorded in the minutes of the meetings of the committee.

Note: The Act, section 30(2) and (3) contains requirements relating to meetings held at 2 or more venues using technology.

4. PART 4 GENERAL MEETINGS OF ASSOCIATION

4.1 Annual general meetings

- (a) The association must hold the association's first annual general meeting within Eighteen (18) months of the day the association was registered under the Act.
- (b) The association must hold subsequent annual general meetings within:
 - (i) six (6) months of the last day of the association's financial year, or
 - (ii) the later period allowed or prescribed in accordance with the Act, section 37(2)(b).
- (c) Subject to the Act and subclauses 4.1(a) and 4.1(b), the annual general meeting is to be held at the place and time determined by the committee.
- (d) The business that may be transacted at an annual general meeting includes the following:

- (i) confirming the minutes of the previous annual general meeting and any special general meetings held since the previous annual general meeting,
- (ii) receiving reports from the committee on the association's activities during the previous financial year,
- (iii) electing office-bearers and ordinary committee members,
- (iv) receiving and considering financial statements or reports required to be submitted to members of the association under the Act.

Note: The Act, section 37(1) and (2) provides for when annual general meetings must be held.

4.2 Special general meetings

- (a) The committee may call a special general meeting whenever the committee thinks fit.
- (b) The committee must call a special general meeting if the committee receives a request made by at least five per cent (5%) of the total number of members.
- (c) The request:
 - (i) must be in writing, and
 - (ii) must state the purpose of the meeting, and
 - (iii) must be signed by the members making the request, and
 - (iv) may consist of more than one (1) document in a similar form signed by one (1) or more members, and
 - (v) must be lodged with the secretary, and
 - (vi) may be in electronic form and signed and lodged by electronic means.
- (d) If the committee fails to call a special general meeting within one (1) month of the request being lodged, one (1) or more of the members who made the request may call a special general meeting to be held within three (3) months of the date the request was lodged.
- (e) A special general meeting held under subclause 4.1(d) must be conducted, as far as practicable, in the same way as a general meeting called by the committee.

4.3 Notice of general meeting

- (a) (1) The secretary must give each member notice of a general meeting:
 - (i) if a matter to be determined at the meeting requires a special resolution - at least Twenty One (21) days before the meeting, or
 - (ii) otherwise - at least Fourteen days before the meeting.
- (b) The notice must specify:

-
- (i) the place and time at which the meeting will be held, and
 - (ii) the nature of the business to be transacted at the meeting, and
 - (iii) if a matter to be determined at the meeting requires a special resolution - that a special resolution will be proposed, and
 - (iv) for an annual general meeting - that the meeting to be held is an annual general meeting.
- (c) The only business that may be transacted at the meeting is:
- (i) the business specified in the notice, and
 - (ii) for an annual general meeting - business referred to in clause 4.1(d).
- (d) A member may give written notice to the secretary of business the member wishes to raise at a general meeting.
- (e) If the secretary receives a notice under subclause 4.3(d), the secretary must specify the nature of the business in the next notice calling a general meeting.

4.4 Quorum

- (a) The quorum for a general meeting is five (5) members of the association entitled to vote under this constitution.
- (b) No business may be transacted at a general meeting unless a quorum is present.
- (c) If a quorum is not present within half an hour of the time the meeting commences, the meeting:
 - (i) if called on the request of members - is dissolved, or
 - (ii) otherwise - is adjourned:
 - (A) to the same time of the same day in the following week, and
 - (B) to the same place, unless another place is specified by the member presiding at the meeting at the time of the adjournment or in a written notice given to members at least 1 day before the adjourned meeting.
- (d) If a quorum is not present within half an hour of the time an adjourned meeting commences, but there are at least three (3) members present, the members present constitute a quorum.

4.5 Adjourned meetings

- (a) The member presiding at a general meeting may, with the consent of the majority of the members present, adjourn the meeting to another time and place.

- (b) The only business that may be transacted at the adjourned meeting is the business remaining from the meeting at which the adjournment took place.
- (c) If a meeting is adjourned for at least Fourteen (14) days, the secretary must give each member oral or written notice, at least one (1) day before the adjourned meeting, of:
 - (i) the time and place at which the adjourned meeting will be held, and
 - (ii) the nature of the business to be transacted at the adjourned meeting.

4.6 Presiding member

- (a) The following member presides at a general meeting:
 - (i) the president,
 - (ii) if the president is absent - the secretary,
 - (iii) if both the president and secretary are absent – one (1) of the members present at the meeting, as elected by the other members.
- (b) The member presiding at the meeting has:
 - (i) a deliberative vote, and
 - (ii) in the event of an equality of votes - a second or casting vote.

4.7 Voting

- (a) A member is not entitled to vote at a general meeting unless the member:
 - (i) is at least Eighteen (18) years of age, and
 - (ii) has paid all money owed by the member to the association.
- (b) Each member has one (1) vote, except as provided by clause 4.6(b)(ii).
- (c) A question raised at the meeting must be decided by:
 - (i) a show of hands, or
 - (ii) if clause 4.9 applies - an appropriate method as determined by the committee, or
 - (iii) a written ballot, but only if:
 - (A) the member presiding at the meeting moves that the question be decided by ballot, or
 - (B) at least five (5) members agree the question should be determined by ballot.

- (d) If a question is decided using a method referred to in subclause 4.7(c)(i) or 4.7(c)(ii), either of the following is sufficient evidence that a resolution has been carried, whether unanimously or by a majority, or lost, using the method:
 - (i) a declaration by the member presiding at the meeting,
 - (ii) an entry in the association's minute book.
- (e) A written ballot must be conducted in accordance with the directions of the member presiding.
- (f) A member cannot cast a vote by proxy.

4.8 35 Postal or electronic ballots

- (a) The association may hold a postal or electronic ballot, as determined by the committee, to decide any matter other than an appeal under clause 2.8.
- (b) The ballot must be conducted in accordance with Schedule 2 of the Regulation.

4.9 Transaction of business outside meetings or by telephone or other means

- (a) The association may transact its business by the circulation of papers, including by electronic means, among all members of the association.
- (b) If the association transacts business by the circulation of papers, a written resolution, approved in writing by a majority of members, is taken to be a decision of the association made at a general meeting.
- (c) The association may transact its business at a general meeting at which 1 or more members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- (d) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the association for the purposes of:
 - (i) the approval of a resolution under subclause 4.9(b), or
 - (ii) a meeting held in accordance with subclause 4.9(c).
- (e) A resolution approved under subclause 4.9(b) must be recorded in the minutes of the meetings of the association.

Note: The Act, section 37(3) and (4) contains requirements relating to meetings held at 2 or more venues using technology.

5. PART 5 ADMINISTRATION

5.1 Change of name, objects or constitution

An application for registration of a change in the association's name, objects or constitution made under the Act, section 10 must be made by:

- (a) the public officer, or
- (b) a committee member.

5.2 Funds

- (a) Subject to a resolution passed by the association, the association's funds may be derived from the following sources only:
 - (i) the entrance fees and annual subscription fees payable by members,
 - (ii) donations,
 - (iii) other sources as determined by the committee.
- (b) Subject to a resolution passed by the association, the association's funds and assets must be used to pursue the association's objects in the way that the committee determines.
- (c) As soon as practicable after receiving money, the association must:
 - (i) deposit the money, without deduction, to the credit of the association's authorised deposit-taking institution account, and
 - (ii) issue a receipt for the amount of money received to the person from whom the money was received.
- (d) A cheque or other negotiable instrument must be signed by two (2) authorised signatories.

Note: The Act, section 36 provides for the appointment of authorised signatories.

5.3 Insurance

The association may take out and maintain insurance as appropriate for the association's assets and liabilities.

5.4 Non-profit status

Subject to the Act and the Regulation, the association must not conduct the association's affairs in a way that provides a pecuniary gain for a member of the association.

Note: See the Act, section 40.

5.5 Service of notices

- (a) For the purposes of this constitution, a notice may be given to or served on a person:
 - (i) by delivering the notice to the person personally, or
 - (ii) by sending the notice by pre-paid post to the address of the person, or
 - (iii) by sending the notice by electronic transmission to an address specified by the person for giving or serving the notice.

- (b) A notice is taken to have been given to or served on a person, unless the contrary is proved:
 - (i) for a notice given or served personally - on the date on which the notice is received by the person, or
 - (ii) for a notice sent by pre-paid post - on the date on which the notice would have been delivered in the ordinary course of post, or
 - (iii) for a notice sent by electronic transmission:
 - (A) on the date the notice was sent, or
 - (B) if the machine from which the transmission was sent produces a report indicating the notice was sent on a later date—on the later date.

5.6 Custody of records and books

Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:

- (a) at the association's main premises, in the custody of either of the following persons, as determined by the committee:
 - (i) the public officer,
 - (ii) a member of the association, or
- (b) if the association has no premises - at the association's official address, in the custody of the public officer.

5.7 Inspection of records and books

- (a) The following documents must be available for inspection, free of charge, by members of the association at a reasonable time:
 - (i) this constitution,
 - (ii) minutes of committee meetings and general meetings of the association,
 - (iii) records, books and other documents relating to the association.
- (b) A member may inspect a document referred to in subclause 5.7(a):
 - (i) in hard copy, or
 - (ii) in electronic form, if available.
- (c) A member may obtain a hard copy of a document referred to in subclause 5.7(a) on payment of a fee of not more than \$1.00, as determined by the committee, for each page copied.

- (d) The committee may refuse to allow a member to inspect or obtain a copy of a document under this clause:
 - (i) that relates to confidential, personal, commercial, employment or legal matters, or
 - (ii) if the committee considers it would be prejudicial to the interests of the association for the member to do so.

5.8 Financial year

The association's financial year is:

- (a) the period commencing on the date of incorporation of the association and ending on the following 30 June, and
- (b) each period of Twelve (12) months after the expiration of the previous financial year, commencing on 1 October and ending on the following 30 September.

Note: The Regulation, section 21 contains a substitute clause 5.8 for certain associations incorporated under the *Associations Incorporation Act 1984*.

5.9 Distribution of property on winding up

- (a) Subject to the Act and the Regulation, in a winding up of the association, the surplus property of the association must be transferred to another organisation:
 - (i) with similar objects, and
 - (ii) which is not carried on for the profit or gain of the organisation's members.
- (b) In this clause:
 - (i) **surplus property** has the same meaning as in the Act, section 65.

6. AFFILIATED CLUBS

6.1 Retained Earnings

At the end of each financial year, each affiliated club referred to in clause 1.5 retains their own accumulated earnings. This encourages them to budget well and build up reserves and avoids the mentality of "use it or lose it". There is an overriding provision, however, that any large expenditure (and an amount of over \$10,000.00 is considered a large expenditure) must still be controlled and approved by the committee. Retained earnings cannot be used to offset a loss. If an affiliated club presents a deficit, at the January committee meeting it will have to present to the committee its plan to return to break even or a profit.

6.2 Guidelines for the usage of retained earnings

- (a) Each of the affiliated clubs referred to in clause 1.5 should generally be able to earmark its retained earnings for a suitable specific purpose

- (b) A veto of expenditure by an affiliated club can only be made by the committee if the proposal is for something regarded as outside the spirit of how community funds should be spent for the betterment of the sport concerned in which the affiliated club is involved in.

6.3 Positive or Negative financial position

- (a) If an affiliated club referred to in clause 1.5 is in a positive cash position, any planned expenditure of retained earnings should be accompanied by a brief explanation (what, why, who, how much) in the affiliated club's annual budget submitted to the committee each year in September, prior to the new financial year. If the need for extra expenditure arises later in the period, or if plans change, the affiliated club is to notify the Treasurer before committing to the activity, outlining the same information (what, why, who, how much) so that the budget and records can be updated. Such an item will only need approval by office-bearers the office-bearers have concerns it is outside the spirit of these guidelines on expenditure.
- (b) The actual spending will be recorded in Club's accounting system for financial and auditing purposes as a current-year expense. The Treasurer will keep a separate spreadsheet tracking current-year spend against prior-year retained earnings and make an annual adjustment to give a true picture of the affiliated club's current-year profit.
- (c) If an affiliated club finds itself unexpectedly facing a financial loss in a financial year, its retained earnings may be budgeted to offset that loss without the approval of the committee. Similarly, an affiliated Club cannot adopt an annual budget that proposes a loss without the approval of the committee. In either situation, the affiliated club would be asked to review its budget and look first to other revenue sources (registration fees, fund-raising, sponsorship etc) to reverse the situation.

6.4 Guidelines for the expenditure of retained earnings

Guidelines for the expenditure of retained earnings for affiliated clubs referred to in clause 1.5 include, but is not limited to the following:

- (a) Keeping within the spirit of how community funds should be spent for the betterment of the sport supported by the affiliated club;
- (b) Adding value to the player experience (more / better coaching, equipment etc);
- (c) Striving for the addition of common assets that can be retained by the affiliated club;
- (d) Minimising fee increases rather than reducing fees per se as the latter creates ongoing expectations that the offer can be repeated;
- (e) Being aware of and examining potential conflicts of interest;
- (f) Being wary of paying individuals large sums to provide services; and
- (g) Accounting for the proposed expenditure in the affiliated club's annual budget.

6.5 Items of expenditure which require approval by the Office-bearers

As soon as practically possible after each annual general meeting, the office-bearers for the affiliated clubs referred to in clause 1.5 shall attend to annual compliance tasks, including but not limited to:

- (a) Signatory authority changes at the Club's bank;
- (b) Notify ATO's Business Register and NSW Fair Trading of changes to office-bearers;
- (c) Annual liquor license review - transfer to new president if required;
- (d) Other requirements as they become known.

6.6 Elections Voting and Procedures

- (a) The election of committee members of each of the affiliated clubs referred to clause 1.5 and term of their office, vacancies, roles of Secretary and Treasurer and delegation to sub-committees is to follow the procedures set out in clauses 3.3 to 3.8.
- (b) The procedures to be adopted by each of the affiliated clubs referred to clause 1.5 for committee meetings, notice of committee meetings, quorum, presiding committee member, voting, acts valid despite vacancies or defects and Transaction of business outside meetings or by telephone or other means is as set out in clauses 3.9 to 3.15.
- (c) The procedure and rules for holding of general meetings of each of the affiliated clubs referred to clause 1.5 is as set out in clauses 4.1 to 4.9.