

# **Mallacoota Golf and Country Club Inc**

## **Constitution**

*Effective 5<sup>th</sup> March 2014*

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## PART 1 - PRELIMINARY

### 1) Name

- a) The name of the Club is the "Mallacoota Golf and Country Club Incorporated."

### 2) Purposes

The purposes of the association are to:

- a) Provide the game of golf, a course, clubhouse, associated buildings and other facilities or activities for the promotion of golf
- b) Provide and maintain all facilities from the joint funds of the Club
- c) apply the income and property of the Club however obtained solely towards the objectives of the Club
- d) Not allow any other body or individual to gain profit from the operation of the Club other than as genuine remuneration for services actually rendered or paid as interest to a lender
- e) Ensure that all operations of the Club are conducted lawfully and are incidental or conducive to attaining the objectives of the Club and
- f) Be affiliated with the Victorian Golf Association or otherwise whichever organisation is recognized as the peak governing body for the sport of Golf in Victoria
- g) Apply for and obtain a grant of and take a transfer of and become and remain the holder of any licence or permit under the Liquor Control Act 1968 or any amendment or reenactment thereof, either by itself or its nominee, to give and take a transfer of, renew, make application for, conduct any proceedings and do all other acts, matters or things in respect of any licence or permit and to conduct the business of a licensed club and to do everything possible to retain and protect the licence and registration in respect thereof.

### 3) Financial Year

- a) The financial year of the Association is each period of 12 months ending on "31 March"

### 4) Definitions

In these Rules, unless the contrary intention appears:

- a) ***absolute majority***, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting)
- b) ***Chairperson***, of a general meeting or ***Committee*** means the Committee having management of the business of the Association
- c) ***Club*** means the Association incorporated as Mallacoota Golf and Country Club Incorporated
- d) ***committee meeting*** means a meeting of the Committee held in accordance with these Rules
- e) ***committee member*** means a member of the Committee elected or appointed under Division 3 of Part 5
- f) ***disciplinary appeal meeting*** means a meeting of the members of the Association convened under rule 23(3)
- g) ***disciplinary meeting*** means a meeting of the Committee convened for the purposes of rule 22
- h) ***disciplinary subcommittee*** means the subcommittee appointed under rule 20
- i) ***financial year*** means the 12-month period specified in rule 3

- j) **general meeting** means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting
- k) **member** means a member of the Association
- l) **member entitled to vote** means a member who under rule 13(2) is entitled to vote at a general meeting
- m) **Ordinary member of the committee** means a member of the committee who is not an officer of the Association under rule 18
- n) **special resolution** means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution
- o) **the Act** means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act
- p) **the Registrar** means the Registrar of Incorporated Associations
- q) **"The Regulations"** means regulations under the Act

## **PART 2 - POWERS OF ASSOCIATION**

### **5) Powers of Association**

- a) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes
- b) Without limiting sub rule (1), the Association may:
  - i) acquire, hold and dispose of real or personal property
  - ii) open and operate accounts with financial institutions
  - iii) invest its money in any security in which trust monies may lawfully be invested
  - iv) raise and borrow money on any terms and in any manner as it thinks fit
  - v) secure the repayment of money raised or borrowed, or the payment of a debt or liability
  - vi) appoint agents to transact business on its behalf
  - vii) enter into any other contract it considers necessary or desirable.
- c) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

### **6) Not-for-profit Organisation**

- a) The Association must not distribute any surplus, income or assets directly or indirectly to its members
- b) Sub rule (1) does not prevent the Association from paying a member:
  - i) reimbursement for expenses properly incurred by the member, or
  - ii) for goods or services provided by the member
  - iii) if this is done in good faith on terms no more favourable than if the member was not a member.

#### **Note**

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

**7) Minimum Number of Members**

- a) The Association must have at least 5 members.

**8) Who is Eligible to be a Member?**

- a) Any person who supports the purposes of the Association is eligible for membership under one of the Categories under Section 14.

**9) Application for Membership**

- a) To apply to become a member of the Association, a person must submit a written application (New Membership Application) to a committee member stating that the person
  - i) wishes to become a member of the Association and
  - ii) supports the purposes of the Association and
  - iii) agrees to comply with these Rules.
- b) The application
  - i) must be signed by the applicant, and
  - ii) must be accompanied by the applicable joining fee.

**10) Consideration of Application**

- a) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application
- b) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made
- c) If the Committee rejects the application, it must return any money accompanying the application to the applicant
- d) No reason need be given for the rejection of an application.

**11) New Membership**

- a) If an application for membership is approved by the Committee
- b) the resolution to accept the membership must be recorded in the minutes of the committee meeting, and
- c) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- d) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which -
- e) the Committee approves the person's membership, or
- f) the person pays the joining fee.

**12) Annual Subscription and Fee on Joining**

- a) The Committee of Management must in November or December of each year determine
  - i) the amount of the annual subscription (if any) for the following financial year, the joining fee and

- ii) the date for payment of the annual subscription.
- iii) **any change in fees must not exceed 25% without approval of a General Meeting.**
- b) The Association may determine that a lower annual subscription is payable by individuals or a class of members
- c) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to
  - i) the full annual subscription, or
  - ii) a pro-rata annual subscription based on the remaining part of the financial year, or
  - iii) a fixed amount determined from time to time by the Association
- d) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid
- e) The Committee shall impose a levy upon members or upon a category of members only if passed at an Annual General Meeting or Special General Meeting.

### **13) General Rights of Members**

A member of the Association who is entitled to vote has the right

- a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules, and
- b) to submit items of business for consideration at a general meeting (to the Secretary seven days prior to the meeting), and
- c) to attend and be heard at general meetings, and
- d) to vote at a general meeting, and
- e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75, and
- f) to inspect the register of members
- g) A member is entitled to vote if
  - i) the member is a “Golf” member, and
  - ii) more than 10 business days have passed since he or she became a member of the Association, and
  - iii) the member's membership rights are not suspended for any reason
- h) Honorary Members, Social Members, Temporary Members and Junior Members are neither entitled to stand for election to the Committee or Sub-committees of the Club, nor entitled to vote at the general meetings of the Club
- i) Honorary Members, Social Members, and Temporary Members are liable to have their membership cancelled by the Committee at any time and are not be entitled to take part in any discussion at any General Meeting of the Club without the permission of the Chairperson of such a meeting
- j) The Committee may, by a resolution of at least two-thirds of the members voting at a Committee meeting of which proper notice has been given, refuse, without giving reason, to accept the annual subscription of any member. The membership of such person is deemed

to have ceased on the termination of the financial year for which the previous subscription has been paid. Notice of the resolution to refuse the subscription must be given in writing to that person and to each member of the Committee at least one week prior to that meeting

- k) Subject to the provisions of Club Rules and Committee regulations, all members of the Club shall be entitled to use the clubhouse, and to be supplied with food and beverages at prices set by the Committee and Golf members shall be entitled to use the course
- l) A guest shall not be supplied with liquor in the Club premises unless in the company of a member
- m) No liquor shall be sold or supplied to any person under 18 years of age except in accordance with the liquor licensing laws
- n) No liquor shall be sold or supplied for consumption elsewhere but on the Club premises, as indicated on the Liquor License, unless such liquor is purchased and removed from the premises of the Club by a member
- o) No persons under 18 years of age, (except persons who are being trained as waiters) are allowed to serve behind the bar or be employed in the Club
- p) No more than the prescribed number of persons, being such number as the licensed premises can adequately accommodate, will be permitted on the licensed premises at any one time
- q) Members may be permitted to introduce guests to the Club. The Club shall maintain a register in which records of all guests introduced to the Club, including the names and addresses of the guests, and the signature of the member making the introduction, shall be kept.
- r) The Committee determines the conditions under which guests are permitted entry to the Club.

#### **14) Categories of Membership**

##### ***a) Honorary Life Members***

- i) Any member who has rendered outstanding service to the Club and who has, at any General Meeting, on the unanimous recommendation of the Committee, and on receiving the votes of at least two-thirds of the Members present at such meeting, been elected as an Honorary Life Member of the Club. An Honorary Life Member of the Club will have full privileges of membership without the payment of any annual subscription or levy. The number of Honorary Life Members shall not exceed seven at any one time. The names and addresses of Honorary Life Members are to be entered in the Register of Members.

##### ***b) Golf Members***

- i) Any person over the age of 18 who has been elected to the Club by a majority of the Committee for the purpose of playing golf, accompanied by the required joining fee and subscription which are to be returned in full if the application is not accepted.

The application, including the names of the two Golf Members nominating the applicant, must be displayed in the clubhouse until the following Committee meeting.



Upon election, the Secretary must notify the new member in writing. Applications for Golf Membership are to be recorded in the Committee meeting minutes and, if accepted, are to be entered in the Register of Members and membership cards issued.

Only Golf Members (not Junior Golf Members, Social Members or Country Golf Members) and Honorary Life Members are eligible to nominate applicants for golf membership, to vote at general meetings, and to stand for election to the Committee or to Sub-committees.

**c) *Junior Golf Members***

- i) Any golf player under the age of 18 years at the commencement of the financial year of membership who has been elected according to the procedure that applies to Golf Members, **except that a joining fee is not required**. Names and addresses of Junior Golf Members are to be entered in the Register of Members and membership cards issued.

**d) *Social Members***

- i) Any person over the age of 18 who has been elected to the Club by a majority of the Committee for social membership. Applications must be in writing on the Application for Membership form (and accompanied by the subscription, which is to be returned in full if the application is not accepted. The application, including the names of the two Golf Members nominating the applicant, must be displayed in the clubhouse until the following Committee meeting. Upon election, the Secretary must notify the new member in writing. Applications for Social Membership are recorded in the Committee meeting minutes. The names and addresses of Social Members are to be entered in the Register of Members and membership cards issued.

**e) *Honorary Golf Members***

- i) Any player or official affiliated with the AGU, participating in a recognised AGU golf competition. Names of such honorary members are recorded on competition forms
- ii) Any player who has been proposed and seconded as a candidate for Golf Membership in accordance with these Rules and who is awaiting election by the Committee
- iii) Any visitor who has paid current green fees and whose name is recorded on the dated receipt.

**f) *Honorary Social Members***

- i) Any person over the age of 18 attending or about to attend any social function, meeting or unofficial golf event which has been approved by the Committee and recorded in the minutes or in the official club diary. Names and addresses are to be recorded and held by the Club for the duration of the social function, golf event or meeting, on tickets, an attendance list, a competition form, or the register of temporary members
- ii) Any person over the age of 18 who is employed by the Club or provides a service for the Club and who has been approved by the Committee for social membership. The duration of the social membership shall be determined by the Committee and names and addresses held by the Club
- iii) Any person over the age of 18 who is a member of an incorporated club affiliated with the Club. Names and addresses are to be recorded and held by the Club.

**g) *Temporary Social Members***

- i) Any person over the age of 18 who signs the temporary membership register at the entrance to the clubhouse and so agrees to abide by the rules for temporary membership.

**15) Rights Not Transferable**

- a) The rights of a member are not transferable and end when membership ceases

**16) Ceasing Membership**

- a) The membership of a person ceases on resignation, expulsion or death
- b) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

**17) Resigning as a Member**

- a) A member may resign by notice in writing given to the Association
- b) A member is taken to have resigned if
  - i) the member's annual subscription is more than 12 months in arrears or
  - ii) where no annual subscription is payable
    - (1) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member and
    - (2) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

**18) Register of Members**

- i) The Secretary must keep and maintain a register of members that includes for each current member
  - ii) the member's name
  - iii) the address for notice last given by the member
  - iv) the date of becoming a member
  - v) if the member is an associate member, a note to that effect
  - vi) any other information determined by the Committee and
  - vii) for each former member, the date of ceasing to be a member.
- b) Any member may, at a reasonable time and free of charge, inspect the register of members.

**Note** - Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

## **Division 2 - Disciplinary Action**

### **19) Grounds for Taking Disciplinary Action**

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member

- a) has failed to comply with these Rules or
- b) refuses to support the purposes of the Association or
- c) has engaged in conduct prejudicial to the Association.

### **20) Disciplinary Sub-committee**

- a) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary sub-committee to hear the matter and determine what action, if any, to take against the member.
- b) The members of the disciplinary sub-committee
  - i) may be Committee members, members of the Association or anyone else; but
  - ii) must not be biased against, or in favour of, the member concerned.

### **21) Notice to Member**

- a) Before disciplinary action is taken against a member, the Secretary must give written notice to the member
- b) stating that the Association proposes to take disciplinary action against the member and
- c) stating the grounds for the proposed disciplinary action and
- d) specifying the date, place and time of the meeting at which the disciplinary sub-committee intends to consider the disciplinary action (the *disciplinary meeting*) and
- e) advising the member that he or she may do one or both of the following:
  - i) attend the disciplinary meeting and address the disciplinary sub-committee at that meeting
  - ii) give a written statement to the disciplinary sub-committee at any time before the disciplinary meeting and
- f) setting out the member's appeal rights under rule 23
- g) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

### **22) Decision of Sub-committee**

- a) At the disciplinary meeting, the disciplinary subcommittee must
  - i) give the member an opportunity to be heard and
  - ii) consider any written statement submitted by the member.
- b) After complying with sub rule (1), the disciplinary sub-committee may
  - i) take no further action against the member or
  - ii) subject to sub rule (3)
  - iii) reprimand the member or

- iv) suspend the membership rights of the member for a specified period or
- v) expel the member from the Association
- c) The disciplinary sub-committee may not fine the member
- d) The suspension of membership rights or the expulsion of a member by the disciplinary sub-committee under this rule takes effect immediately after the vote is passed.

### 23) Appeal Rights

- a) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- b) The notice must be in writing and given
  - i) to the disciplinary sub-committee immediately after the vote to suspend or expel the person is taken or
  - ii) to the Secretary not later than 48 hours after the vote
- c) If a person has given notice under sub rule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received
- d) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must
  - i) specify the date, time and place of the meeting and
  - ii) state
    - (1) the name of the person against whom the disciplinary action has been taken and
    - (2) the grounds for taking that action and
    - (3) that at the disciplinary appeal meeting, the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

### 24) Conduct of Disciplinary Appeal Meeting

- a) At a disciplinary appeal meeting
  - i) no business other than the question of the appeal may be conducted and
  - ii) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action and
  - iii) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard
- b) After complying with sub rule (1), the members present and entitled to vote at the meeting must vote by **secret ballot** on the question of whether the decision to suspend or expel the person should be upheld or revoked
- c) A member **may not** vote by proxy at the meeting
- d) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

### **Division 3 - Grievance Procedure**

#### **25) Application**

- a) The grievance procedure set out in this Division applies to disputes under these Rules between
  - i) a member and another member
  - ii) a member and the Committee
  - iii) a member and the Association
- b) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure, until the disciplinary procedure has been completed

#### **26) Parties Must Attempt to Resolve the Dispute**

- a) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

#### **27) Appointment of Mediator**

- a) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days
  - i) notify the Committee of the dispute and
  - ii) agree to or request the appointment of a mediator and
  - iii) attempt in good faith to settle the dispute by mediation
- b) The mediator must be
  - i) a person chosen by agreement between the parties or
  - ii) in the absence of agreement
  - iii) if the dispute is between a member and another member, a person appointed by the Committee or
  - iv) if the dispute is between a member and the Committee or the Association, a person appointed or employed by the Dispute Settlement Centre of Victoria
- c) A mediator appointed by the Committee may be a member or former member of the Association, but in any case, must not be a person who
  - i) has a personal interest in the dispute or
  - ii) is biased in favour of or against any party.

#### **28) Mediation Process**

- a) The mediator to the dispute, in conducting the mediation, must
  - i) give each party every opportunity to be heard and
  - ii) allow due consideration by all parties of any written statement submitted by any party and
  - iii) ensure that natural justice is accorded to the parties throughout the mediation process
- b) The mediator must not determine the dispute.

**29) Failure to Resolve Dispute by Mediation**

- a) If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

**PART 4 - GENERAL MEETINGS OF THE ASSOCIATION**

**30) Annual General Meetings**

- a) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year
- b) The Committee may determine the date, time and place of the annual general meeting
- c) The ordinary business of the annual general meeting is as follows:
  - i) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then
- d) to receive and consider
  - i) the annual report of the Committee on the activities of the Association during the preceding financial year and
    - (1) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act
    - (2) to elect the members of the Committee
    - (3) to confirm or vary the amounts (if any) of the annual subscription and joining fee
- e) The annual general meeting may also conduct any other business of which **seven days' notice** (in writing to the Secretary) has been given in accordance with these Rules.

**31) Special General Meetings**

- a) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting
- b) The Committee may convene a special general meeting whenever it thinks fit
- c) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

**Note**

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and, the majority of members at the meeting agree.

**32) Special General Meeting held at Request of Members**

- a) The Committee must convene a special general meeting if a request to do so is made in accordance with sub rule (b) by at least 10% of the total number of members
- b) A request for a special general meeting must -
  - i) be in writing
  - ii) state the business to be considered at the meeting and any resolutions to be proposed
  - iii) include the names and signatures of the members requesting the meeting
  - iv) be given to the Secretary

- c) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting
- d) A special general meeting convened by members under sub rule (b)
  - i) must be held within 3 months after the date on which the original request was made and
  - ii) may only consider the business stated in that request.
- e) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under sub rule (3).

### **33) Notice of General Meetings**

- a) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association
  - i) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - ii) at least 14 days' notice of a general meeting in any other case.
- b) The notice must
  - i) specify the date, time and place of the meeting
  - ii) indicate the general nature of each item of business to be considered at the meeting
  - iii) if a special resolution is to be proposed
  - iv) state in full the proposed resolution
  - v) state the intention to propose the resolution as a special resolution
  - vi) comply with rule 34(5)
- c) This rule does not apply to a disciplinary appeal meeting

#### **Note**

Rule 23 sets out the requirements for notice of a disciplinary appeal meeting.

### **34) Proxies**

- a) Proxies are **not allowed**

### **35) Use of Technology**

- a) A member not physically present at a general meeting may be permitted by the Committee at the members cost to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other
- b) For the purposes of this Part, a member participating in a general meeting as permitted under sub rule (a) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### **36) Quorum at General Meetings**

- a) No business may be conducted at a general meeting unless a quorum of members is present
- b) The quorum for a general meeting is the presence (physically, or as allowed under rule 35) of 10% of the members entitled to vote

- c) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting
  - i) in the case of a meeting convened by, or at the request of, members under rule 32 - the meeting must be dissolved

**Note**

If a meeting convened by, or at the request of, members is dissolved under this sub rule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 32.

- ii) in any other case -
  - (1) the meeting must be adjourned to a date not more than 21 days after the adjournment and
  - (2) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- d) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under sub rule (c)(ii), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

**37) Adjournment of General Meeting**

- a) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place
- b) Without limiting sub rule (a), a meeting may be adjourned
  - i) if there is insufficient time to deal with the business at hand or
  - ii) to give the members more time to consider an item of business
- c) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned
- d) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

**38) Voting at General Meeting**

- a) On any question arising at a general meeting
  - i) subject to sub rule (c), each member who is entitled to vote has one vote and
  - ii) members may only vote personally or pursuant to any approval under Rule 35 and
  - iii) except in the case of a special resolution, the question must be decided on a majority of votes
- b) If votes are divided equally on a question, the **Chairperson** of the meeting **has a second or casting vote**
- c) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote
- d) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.



### 39) **Special Resolutions**

- a) A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution

#### **Note**

In addition to certain matters specified in the Act, a special resolution is required:

- b) to remove a committee member from office
- c) to alter these Rules, including changing the name or any of the purposes of the Association.

### 40) **Determining Whether Resolution Carried**

- a) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been
  - i) carried or
  - ii) carried unanimously or
  - iii) carried by a particular majority or
  - iv) lost
  - 1) and an entry to that effect in the minutes of the meeting is conclusive proof of that fact
- b) If a poll (where votes are cast in writing) is demanded by three or more members on any question
  - i) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting and
  - ii) the **Chairperson** must declare the result of the resolution on the basis of the poll
- c) A poll demanded on the election of the Chairperson or on a question of an adjournment, must be taken immediately
- d) A poll demanded on any other question must be taken before the close of the meeting, at a time determined by the **Chairperson**.

### 41) **Minutes of General Meeting**

- a) The Committee must ensure that minutes are taken and kept of each general meeting
- b) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote
- c) In addition, the minutes of each Annual General Meeting must include
  - i) the names of the members attending the meeting and
  - ii) the financial statements submitted to the members in accordance with rule 30(d)(1)(i) and
  - iii) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association and
  - iv) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

## **PART 5 - COMMITTEE**

### **42) Role and Powers**

- a) The Committee of Management:
  - i) shall control and manage the business and affairs of the Club, and
  - ii) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association
- b) The Committee may:
  - (a) appoint and remove staff
  - (b) establish sub-committees consisting of members with terms of reference it considers appropriate.

### **43) Delegation**

- a) The Committee may delegate to a member of the Committee, a sub-committee or staff, any of its powers and functions other than
  - i) this power of delegation or
  - ii) a duty imposed on the Committee by the Act or any other law
- b) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate
- c) The Committee may, in writing, revoke a delegation wholly or in part.

### **44) Composition of Committee**

The Committee consists of:

- a) a President
- b) a Vice-President
- c) a Secretary
- d) a Treasurer
  - i) who form the Executive and may meet from time to time to conduct urgent business of the Association, and
- e) Five ordinary members elected under rule 53.

### **45) General Duties**

- a) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act
- b) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules
- c) Committee members must exercise their powers and discharge their duties with reasonable care and diligence
- d) Committee members must exercise their powers and discharge their duties -
  - i) in good faith in the best interests of the Association, and
  - ii) for a proper purpose

- e) Committee members and former committee members must not make improper use of
  - i) their position, or
  - ii) information acquired by virtue of holding their position
    - (1) so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

**Note**

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- f) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time-to-time by resolution at a general meeting.

**46) President and Vice-President**

- a) Subject to sub rule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings
- b) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be
  - i) in the case of a general meeting, a member elected by the other members present, or
  - ii) in the case of a committee meeting, a committee member elected by the other committee members present.

**47) Secretary**

- a) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association
- b) The Secretary must
  - i) maintain the register of members in accordance with rule 18
  - ii) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(c), all books, documents and securities of the Association in accordance with rules 72 and 75
  - iii) subject to the Act and these Rules, provide members with access to the register of members, and the minutes of Annual General meetings
  - iv) perform any other duty or function imposed on the Secretary by these Rules
- c) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

**48) Treasurer**

- a) The Treasurer must
  - i) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association
  - ii) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt
  - iii) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds and
  - iv) ensure cheques are signed by at least 2 committee members

- b) The Treasurer must
  - i) ensure that the financial records of the Association are kept in accordance with the Act
  - ii) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the Annual General Meeting of the Association
- c) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

### **Division 3 - Election of Committee Members and Tenure of Office**

#### **49) Who is eligible to be a Committee Member?**

- a) A member is eligible to be elected or appointed as a committee member if the member
  - i) is 18 years or over and
  - ii) is entitled to vote at a general meeting.

#### **50) Positions to be declared vacant**

- a) This rule applies to
  - i) the first annual general meeting of the Association after its incorporation or
  - ii) any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received
- b) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 51 to 54.

#### **51) Nominations**

- a) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position
- b) An eligible member of the Association may
  - i) nominate himself or herself or
- c) with the member's consent, be nominated by another member
- d) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

#### **52) Election of President, Vice President, Secretary, Treasurer**

- a) At the annual general meeting, separate elections must be held for each of the following positions
  - i) President;
  - ii) Vice-President
  - iii) Secretary
  - iv) Treasurer
- b) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position
- c) If more than one member is nominated, a ballot must be held in accordance with rule 54

- d) On his or her election, the new President may take over as Chairperson of the meeting.

### **53) Election of Ordinary Members**

- a) The annual general meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year
- b) A single election may be held to fill all of those positions
- c) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position
- d) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.

### **54) Ballot**

- a) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot
- b) The returning officer must not be a member nominated for the position
- c) Before the ballot is taken, each candidate may make a short speech in support of his or her election
- d) The election must be by **secret ballot**
- e) The returning officer must give a blank piece of paper to each member present in person
- f) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote
- g) If the ballot is for more than one position
  - i) the voter must write on the ballot paper the name of each candidate for whom they wish to vote
  - ii) the voter must not write the names of more candidates than the number to be elected
- h) Ballot papers **that do not comply** with sub rule (a)(ii) are not to be counted
- i) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate
- j) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes
- k) If the returning officer is unable to declare the result of an election under sub rule (j) because 2 or more candidates received the same number of votes, the returning officer must
  - i) conduct a further election for the position in accordance with sub rules (d) to (j), to decide which of those candidates is to be elected or
  - ii) with the agreement of those candidates, decide by lot, which of them is to be elected.

### **55) Term of Office**

- a) Subject to sub rule (c) and rule 56, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting
- b) A committee member may be re-elected
- c) A general meeting of the Association may

- i) by special resolution remove a committee member from office and
- ii) elect an eligible member of the Association to fill the vacant position in accordance with this Division
- d) A member who is the subject of a proposed special resolution under sub rule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association
- e) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

#### **56) Vacation of Office**

- a) A committee member may resign from the Committee by written notice addressed to the Committee
- b) A person ceases to be a committee member if he or she
  - i) ceases to be a member of the Association or
  - ii) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 67 or
  - iii) otherwise ceases to be a committee member by operation of section 78 of the Act.

#### **Note**

A Committee member may not hold the office of secretary if they do not reside in Australia.

#### **57) Filling Casual Vacancies**

- a) The Committee may appoint an eligible member of the Association to fill a position on the Committee that
  - i) has become vacant under rule 56; or
  - ii) was not filled by election at the last annual general meeting
- b) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises
- c) Rule 55 applies to any committee member appointed by the Committee under sub rule (a) or (b)
- d) The Committee **may continue to act** despite any vacancy in its membership.

### **Division 4 - Meetings of Committee**

#### **58) Meetings of Committee**

- a) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee
- b) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- c) Special committee meetings may be convened by the President or by any 4 members of the Committee.

**59) Notice of Meetings**

- a) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting
- b) Notice may be given of more than one committee meeting at the same time
- c) The notice must state the date, time and place of the meeting
- d) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted
- e) The only business that may be conducted at the meeting is the business for which the meeting is convened.

**60) Urgent Meetings**

- a) In cases of urgency, a meeting can be held of either the full Committee or the Executive without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each relevant committee member by the quickest means practicable
- b) Any resolution made at a meeting must be passed by an **absolute majority** of the Committee or the Executive
- c) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened
- d) Minutes and decisions of any Executive Meeting will be provided to the full Committee at the next ordinary meeting.

**61) Procedure and Order of Business**

- a) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee
- b) The order of business may be determined by the members present at the meeting.

**62) Use of Technology**

- a) A committee member who is not physically present at a committee meeting may if the Committee approves, participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other
- b) For the purposes of this Part, a committee member participating in a committee meeting as permitted under sub rule (a) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

**63) Quorum**

- a) No business may be conducted at a Committee meeting unless a quorum is present
- b) The quorum for a committee meeting is the presence (in person or as allowed under rule 62) of a majority of the committee members holding office
- c) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting
  - i) in the case of a special meeting, the meeting lapses

- ii) in any other case, the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 59.

**64) Voting**

- a) On any question arising at a committee meeting, each committee member present at the meeting has one vote
- b) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion
- c) Sub rule (b) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee
- d) If votes are divided equally on a question, **the Chairperson of the meeting has a second or casting vote.**
- e) Voting by proxy is **not permitted.**

**65) Conflict of Interest**

- a) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee
- b) The member
  - i) must not be present while the matter is being considered at the meeting and
  - ii) must not vote on the matter
- c) This rule does not apply to a material personal interest
  - i) that exists only because the member belongs to a class of persons for whose benefit the Association is established or
  - ii) that the member has in common with all, or a substantial proportion of, the members of the Association.

**66) Minutes of Meeting**

- a) The Committee must ensure that minutes are taken and kept of each committee meeting
- b) The minutes must record the following
  - i) the names of the members in attendance at the meeting
  - ii) the business considered at the meeting
  - iii) any resolution on which a vote is taken and the result of the vote
  - iv) any material personal interest disclosed under rule 65.

**67) Leave of Absence**

- a) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- b) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.



**68) Sub-committees**

- a) The Committee may appoint, control and regulate Sub-committees deemed necessary for the efficient administration of the Club
- b) Each Sub-committee shall consist of a Chairperson, Secretary and a committee of not more than 5 persons unless otherwise determined by the Committee
- c) There shall be standing Sub-committees for:
  - i) Men's Golf
  - ii) Ladies' Golf
  - iii) Catering and Social Functions
  - iv) Course and Grounds
- d) The Golf Sub-committees shall ensure that all golf activities organised by the Club shall conform to the rules and regulations of controlling bodies and the Club
- e) The Catering and Social Functions Sub-committee shall oversee the administration of the Club's catering and social activities and provide advice and recommendations to the Committee concerning such activities
- f) The Course and Grounds Sub-committee shall plan and oversee the development and maintenance of the Course and Grounds and provide advice and recommendations to the Committee concerning such activities
- g) The Sub-committees shall follow the guidelines as determined by the Committee.

**69) By Laws and Regulations**

- a) Subject to the provisions of the Act and these Rules, the Committee shall have the power to make, alter and repeal by-laws and regulations deemed necessary for the management of the Club including:
- b) The rules to be observed in playing of any games on the Club premises
- c) The periods during which the golf course and grounds of the Club shall be closed and play prohibited
- d) The times of opening and closing of the golf course, grounds, clubhouse and premises or any part thereof
- e) The prohibition of the playing of particular games on the Club premises whether entirely or at particular times
- f) The conduct of members of the Club on the Club premises in relation to one another and to the Club servants
- g) The setting apart of any part or parts of the Club premises for any particular purpose or purposes
- h) The imposition of fines for the breach of any rule, by-law or regulation of the Club
- i) Arrangements with any other Club for reciprocal advantages, concessions or otherwise
- j) The appointment, removal, duties, functions, powers and privileges of sub-committees of members in connection with the conduct of the affairs of the Club
- k) The employment, duties and powers of any officer, manager or employee of the Club

- l) The procedure at any General or Committee meeting
- m) Generally, all matters that are commonly the subject matter of Club rules, by-laws or regulations. The Committee shall inform members of alterations to by-laws and regulations. By-laws and regulations shall be binding on all members of the Club and may be set aside by a resolution of a General Meeting of the Club
- n) The power of Committee to borrowing money for Club purposes is subject to the Committee first obtaining the consent from the Golf Members and Honorary Life Members of the Club in a General Meeting.

## **PART 6 - FINANCIAL MATTERS**

### **70) Source of Funds**

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

### **71) Management of Funds**

- a) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited
- b) Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association
- c) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended
- d) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members
- e) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt
- f) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

### **72) Financial Records**

- a) The Association must keep financial records that
  - i) correctly record and explain its transactions, financial position and performance, and
  - ii) enable financial statements to be prepared as required by the Act
- b) The Association must retain the financial records for 7 years after the transactions covered by the records are completed
- c) The Treasurer must keep in his or her custody, or under his or her control
  - i) the financial records for the current financial year and
  - ii) any other financial records as authorised by the Committee.

**73) Financial Statements**

- a) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met
- b) Without limiting sub rule (1), those requirements include
  - i) the preparation of the financial statements
  - ii) if required, the review or auditing of the financial statements
  - iii) the certification of the financial statements by the Committee
  - iv) the submission of the financial statements to the annual general meeting of the Association
  - v) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

**74) Club Property**

- a) No member shall damage, destroy, remove or permit to be removed any property of the Club, without the prior consent of the Committee.

**PART 7 - GENERAL MATTERS**

**75) Common Seal**

- a) The Association may have a common seal
- b) If the Association has a common seal
  - i) the name of the Association must appear in legible characters on the common seal
  - ii) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members
  - iii) the common seal must be kept in the custody of the Secretary.

**76) Registered Address**

- a) The registered address of the Association is
  - i) the address determined from time to time by resolution of the Committee or
  - ii) if the Committee has not determined an address to be the registered address, the postal address of the Secretary.

**77) Notice Requirements**

- a) Any notice required to be given to a member or a committee member under these Rules may be given
  - i) by handing the notice to the member personally, or
  - ii) by sending it by post to the member at the address recorded for the member on the register of members, or
  - iii) by email or facsimile transmission
- b) Sub rule (a) does not apply to notice given under rule 60
- c) Any notice required to be given to the Association or the Committee may be given

- i) by handing the notice to a member of the Committee, or
- ii) by sending the notice by post to the registered address, or
- iii) by leaving the notice at the registered address, or
- iv) if the Committee determines that it is appropriate in the circumstances -
- v) by email to the email address of the Association or the Secretary, or
- vi) by facsimile transmission to the facsimile number of the Association.

## **78) Custody and Inspection of Books and Records**

- a) Members may on request inspect free of charge -
  - i) the register of members
  - ii) the minutes of general meetings
  - iii) subject to sub rule (2), the financial records, books, securities and any other relevant document of the Association.

### **Note**

See note following rule 18 for details of access to the register of members

- b) The Committee **may refuse to permit a member** to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association
- c) The Committee must on request make copies of these rules available to members and applicants for membership free of charge
- d) Subject to sub rule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- e) For purposes of this rule
  - (1) **relevant documents** mean the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following
    - (a) its membership records
    - (b) its financial statements
    - (c) its financial records
    - (d) records and documents relating to transactions, dealings, business or property of the Association.

## **79) Winding Up and Cancellation**

- a) The Association may be wound up voluntarily by special resolution
- b) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association
- c) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members
- d) The body to which the surplus assets are to be given must be decided by special resolution.

## **80) Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the Association.

### **Note**

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

**Constitution**  
**Mallacoota Golf and Country Club**  
**Nelson Drive Mallacoota Victoria 3892**  
**Passed at Special General Meeting 5 December 2013**