

**NORTHERN DISTRICTS LAPIDARY
CLUB
Incorporated**



CONSTITUTION

Date: 13 August 2011

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PART 1 – PRELIMINARY

1 DEFINITIONS

- 1.1 Unless the context otherwise requires, whenever used herein:
- a) **"the Act"** means the Association Incorporation Act 2009
 - b) **"the Regulation"** means the Association Incorporation Regulation 2010.
 - c) **"the Club"** means Northern Districts Lapidary Club Inc.
 - d) **"Club financial year"** means the period from 1st July in any one year to 30th June in the next year.
 - e) **"Executive"** means President, Vice President, Secretary, Treasurer
 - f) **"Officer"** means a Member of the Committee of Management of the Club.
 - g) **"Committee"** means Committee of Management.
 - h) **"Member"** includes all Members of the Club.
 - i) **"Instructor"** means a member appointed to supervise and train persons in the art of Lapidary and associated crafts and activities.
 - j) **"Full Member"** means a Member aged eighteen (18) or more years, not being a Life Member.
 - k) **"Life Member"** means a Member upon whom Life Membership has been conferred in accordance with this Constitution.
 - l) **"Junior Member"** means a Member who is less than eighteen (18) years.
 - m) **"Provisional Member"** means a person whose Application for Membership is awaiting consideration by The Committee.
 - n) **"Financial Member"** means a Member whose application has been accepted by the Committee and who has duly paid fees and subscriptions levied from time to time by the Club, or is a Life Member.
 - o) **"Cutting Room"** means the room or rooms provided by the Club in which are kept machines and equipment used by Members in connection with the arts and crafts fostered by the Club.
 - p) **"Machines"** means any grinders, sanders, polishers, saws, flat laps and other appliances (and any parts thereof) the motive power for which is supplied by a motor.
 - q) **"Equipment"** includes furnaces, tools, safety glasses, work benches, lights, show cases, library books and magazines, stocks of lapidary items, arts and crafts materials, radiators, urns, stoves and cupboards, but does not include furniture.
 - r) **"Property"** means all real and personal property including land, buildings, machines, equipment, furniture and monies.
 - s) **"Lapis"** shall be the name of the Club magazine.
 - t) **"Pecuniary Gain"** means monetary (money) gain
 - u) The singular includes the plural and vice versa.

1B NAME AND NATURE OF THE CLUB

- 1B.1 The name of the Club shall be "Northern Districts Lapidary Club Inc."
- 1B.2 The Club shall be non-political and non-sectarian and shall be a non-proprietary Club and income (if any) of the Club shall be applied to the promotion of the objects of the Club. No payment of dividends and no distribution of income shall be made by way of profit to or amongst the Members of the Club.
- 1B.3 Except as provided for in Clause 13.6 the Club shall not be a commercial organisation and shall not exist to sell or advertise the goods of any Member or Members for their pecuniary gain, nor shall any Member use the Club's property for the purpose of pecuniary gain or profit.
- 1B.4 The Club may purchase material, equipment or goods from any source the Committee finds is in the best interests of the Club.

1C OBJECTS OF THE CLUB

- 1C.1 To promote, foster and encourage amongst Members and other interested persons and organisations the study and practice of the art of lapidary and of such other arts and crafts as the Committee from time to time approves.
- 1C.2 Without in any way limiting the generality of the foregoing, the objects shall include: -
- a) the provision of accommodation and facilities for Members for the study and practice of the said arts and crafts; the organisation and conduct of teaching courses, field trips and excursions;
 - b) the organisation, conduct, supervision and participation in such activities in respect of the said arts and crafts as the Committee from time to time approves;
 - c) the organisation and conduct of social functions to promote a spirit of fellowship and mutual aid amongst Members.

PART 2 – MEMBERSHIP

2 MEMBERSHIP GENERALLY

- 2.1 Membership of the Club shall consist of:
- a) Full Members
 - b) Junior Members
 - c) Life Members
 - d) Provisional Members
- 2.2 The maximum permissible number of Full Members at any time shall be such number as shall be determined from time to time by the Members by resolution at a General Meeting after a recommendation by the Committee.
- 2.3 Visitors may attend General Meetings and/or functions of the Club but may not use machines or equipment without written authority by an officer or instructor. This authority can be withdrawn at the Committee's discretion.

2B LIFE MEMBERSHIP

- 2B.1 Members may by a majority in a secret ballot at an Annual General Meeting confer Life Membership on any Member, subject to the following:
- a) that only one (1) Life Membership may be conferred in any Club financial year;
 - b) that nominations for Life Membership must be made in writing and be signed by the nominator and the seconder, and be in the hands of the Secretary not later than thirty (30) days before the date set for the Annual General Meeting
- 2B.2 A nominated Member must meet the following criteria:
- a) Has at least ten (10) years continuous financial Club Membership.
and
 - b) Has at least five (5) years service in an official Club position eg: instructor, Committee position etc.
and
 - c) Has fulfilled at least two (2) of the following four (4) discretionary criteria
 - i) Has demonstrated a willingness to promote the Club's motto of "Share the Knowledge".
 - ii) Has promoted the Club's activities in the wider public arena eg as a Judge, delegate to Gem Council, a speaker at Clubs or Schools.
 - iii) Be a role model for new Members.
 - iv) Has contributed to the general wellbeing of the Club by constructive involvement in general Club activities and functions.
and
 - d) The Committee has agreed the above conditions have been met and has endorsed the nomination for Life Membership at a Committee meeting.
- 2B.3 The endorsed nomination shall be tabled at the Annual General Meeting for approval of the members.
- 2B.4 Life Members shall enjoy all the privileges of Membership and shall not be required to pay any Membership subscriptions or course fees.

3. NOMINATION FOR MEMBERSHIP

- 3.1 Application for Membership shall be on a form supplied by the Club. A copy of the Constitution and By-laws of the Club shall be made available to any applicant for Membership if required by the applicant.
- 3.2 Each person applying for Membership may be made a Provisional Member, in writing, by any Officer of the Club or in their absence an instructor, allowing all privileges of Membership in the Club except voting rights until the application has been accepted or declined by the Committee.
- 3.3 The amounts of the entrance fee and subscription required to accompany each Application for Membership shall be the amounts determined from time to time by the Members by resolution at a General Meeting after a recommendation by the Committee.
- 3.4 Every Application for Membership must be resolved by the Committee within three (3) calendar months after receipt of the application by the Secretary. The Committee at its absolute discretion may accept or decline any application without giving reasons. In the event of an application being declined, the entrance fee and subscription which accompanied the application must be refunded to the unsuccessful applicant.

4. CESSATION OF MEMBERSHIP

- 4.1 A person ceases to be a Member of the Club if the person:
 - a) dies, or
 - b) resigns Membership, or
 - c) is expelled from the Club, or
 - d) fails to pay the annual Membership fee under clause 8.2 within 3 months after the fee is due.
- 4.2 A Member whose Membership ceases shall within fourteen (14) days after that cessation deliver to the Secretary, or to other such Officer as the Committee may nominate, all books, papers, documents, equipment, and property of the Club which may be in that Member's possession or, under that Members control, in the possession of any other person.

5. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

- 5.1 A right, privilege or obligation which a person has by reason of being a Member of the Club terminates on cessation of the person's Membership and is not capable of being transferred to another person.

6 RESIGNATION OF MEMBERSHIP

- 6.1 If a Member of the Club ceases to be a Member and in every other case where a Member ceases to hold Membership, the secretary must make an appropriate entry in the register of Members recording the date on which the Member ceased to be a Member.

7 REGISTER OF MEMBERS

- 7.1 The Committee must establish and maintain a register of Members of the Club specifying the name and postal or residential address of each person who is a Member of the Club together with the date on which the person became a Member.
- 7.2 The register of Members must be kept in New South Wales at the main premises of the Club
- 7.3 The register of Members must be open for inspection, by any Member of the Club at any reasonable hour and place.
- 7.4 If a Member requests that any information contained on the register about the Member (other than the Member's name) not be available for inspection, that information must not be made available for inspection.
- 7.5 A Member must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Club or other material relating to the Club, or
 - b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

8 FEES AND SUBSCRIPTIONS

- 8.1 Subject to the provisions of clause 2b (3) regarding Life Members, every Full Member shall pay a joining fee, annual subscription, class fee and any other fee of such amount as shall from time to time be determined by the Members by resolution at a General Meeting after a recommendation of the Committee.
- 8.2 Annual Subscriptions shall be due and payable on 1st July in each year. A Member whose subscription is in arrears without good reason shall be deemed un-financial and the Membership of that Member shall cease in accordance with clause 4.1 (d)
- 8.3 A person admitted to Membership on or after 1st January in any Club financial year shall pay a subscription fee for that year equal to one-half ($\frac{1}{2}$) of the then current annual subscription payable by Members.
- 8.4 At the discretion of the Committee, individual subscriptions may be waived for a period not exceeding twelve (12) months.
- 8.5 It is the responsibility of each Member to ensure that he / she is at all times a financial Member.

9 MEMBERS' LIABILITY

- 9.1 The liability of a Member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the Member in respect of Membership of the Club as required by Clause 8.1.

10 RESOLUTION OF DISPUTES

- 10.1 A dispute between a Member and another Member (in their capacity as Members) of the Club, or a dispute between a Member or Members and the Club, are to be referred to a community Justice Centre for mediation under the Community Justice Centres Act 1983.
- 10.2 If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- 10.3 The Commercial Arbitration Act 1984 applies to any such dispute referred to arbitration.

11 DISCIPLINING OF MEMBERS

- 11.1 A complaint may be made to the Committee by any person that a Member of the Club:
- has refused or neglected to comply with a provision or provisions of this constitution, or
 - has willfully acted in a manner prejudicial to the interests of the Club.
- 11.2 The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- 11.3 If the Committee decides to deal with the complaint, the Committee:
- must cause notice of the complaint to be served on the Member concerned, and
 - must give the Member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint, and
 - must take into consideration any submissions made by the Member in connection with the complaint.
- 11.4 The Committee may, by resolution, expel the Member from the Club or suspend the Member from Membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- 11.5 If the Committee expels or suspends a Member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the Member of the action taken, of the reasons given by the Committee for having taken the action and of the Member right of appeal under clause 12.
- 11.6 The expulsion or suspension does not take effect
- until the expiration of the period within which the Member is entitled to appeal against the resolution concerned, or
 - if within that period the Member exercises the right of appeal, unless and until the Club confirms the resolution under clause 12, whichever is the later.

12 RIGHT OF APPEAL OF DISCIPLINED MEMBER.

- 12.1 A Member may appeal to the Club in writing against a resolution of the Committee under clause 11, within 7 days after notice of the resolution is served on the Member, by lodging with the secretary a notice to that effect.
- 12.2 The notice may, but need not, be accompanied by a statement of the grounds on which the Member intends to rely for the purposes of the appeal.
- 12.3 On receipt of a notice from a Member under sub-clause 12.1, the secretary must notify the Committee which is to convene a general meeting of the Club to be held within 28 days after the date on which the secretary received the notice.
- 12.4 At a general meeting of the Club convened under sub-clause 12.3
- no business other than the question of the appeal is to be transacted, and
 - the Committee and the Member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - the Members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 12.5 The appeal is to be determined by a simple majority of votes cast by Members of the Club.

PART 3 - THE COMMITTEE

13 POWERS OF THE COMMITTEE

- 13.1 The Committee shall be responsible for the management of the property of the Club and for the control and general management of the affairs and activities of the Club provided that, where any particular property, affair or activity of the Club is the subject of a resolution passed at a General Meeting, the Committee must comply with the terms of that resolution.
- 13.2 Without further limiting the generality of the foregoing, the Committee's functions include:
- a) Setting from time to time the information to be required from each applicant for Membership in the Club's application form and arranging printing of that form.
 - b) Approving or declining any Application for Membership.
 - c) Recommending from time to time to the Members at a General Meeting the amount of fees to be paid.
 - d) Making By-Laws compliant with this Constitution and changing or repealing the same from time to time as is deemed necessary.
 - e) Approving from time to time the arts and crafts, in addition to lapidary, which may be promoted, fostered and encouraged by the Club in accordance with the Club's objects as stated in clause 1C.1
 - f) The Committee shall keep records of the business of the Club including the rules, minutes of all meetings and a file of correspondence. These records shall be available for inspection by any Member at each General Meeting and shall be held in the custody of the Secretary.
 - g) The Committee shall ensure that that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club and present an up-to-date statement of those finances at each General Meeting.
- 13.3 Other duties of Officers shall be defined in the Club By-Laws.
- 13.4 In addition to the specific requirements of the Constitution and Club By-Laws, Officers shall respectively perform such duties as the Committee may decide.
- 13.5 The Committee shall, in connection with performing its functions:
- a) The Committee shall comply with "Disclosure of Pecuniary Interest" rules as required by the Act.
 - b) The Committee shall refer to a General Meeting for a decision on any matter which the Committee considers should be decided by the Members of the Club.
- 13.6 The Committee may, in furtherance of the Club's objects, disseminate to Members such information as the Committee considers will be of interest to Members and consistent with Clause 1B.3 of the Constitution. Such information should be restricted to commercial sources in which Members have no pecuniary interest, but may include disposal of Members goods of a lapidary nature which are surplus to their hobby activities and which have not been purchased specially for resale.
- 13.7 All Members of the Committee and any Club Member carrying out any duties assigned to them in accordance with the provisions of this Constitution and any regulation or By-Laws there-under, will be indemnified by the Club and kept indemnified by the Club, to the extent provided by the law against any claims, actions or cost which may be made, undertaken or incurred by them as a direct result of their performance of such duties.

14 COMPOSITION AND MEMBERSHIP OF THE COMMITTEE

- 14.1 The Members shall elect at each Annual General Meeting eligible nominated Members, to fill each of the following:
- a) The Executive Positions of the Club are as follows:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - b) The Committee shall consist of the Executive and the following ordinary Committee Positions.
 - Minutes Secretary
 - Editor of "Lapis"
 - Field Trips Officer
 - Education Officer
 - Cutting Room Supervisor
 - Delegate to Gem and Lapidary Council of NSW
 - c) Additional to the above Committee Members, elections will be held for the following Support Positions which shall report monthly to the Committee but will not be required to attend Committee Meetings unless requested by the Committee. Support Positions will not have voting rights on Committee.
 - d) The elected Support Positions include the following:
 - Librarian
 - Social Secretary
 - Publicity Officer
 - Membership Secretary
- 14.2 A Committee Member may hold up to 2 positions (other than two of the Executive Positions). A Committee Member holding two positions would still exercise only one vote in Committee.
- 14.3 Each Member of the Committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the Member's election, but is eligible for re-election provided that a member of the Executive may not hold the same office for more than three (3) consecutive years.

15. ELECTION OF COMMITTEE MEMBERS

- 15.1 Nominations of candidates for election as Executives, ordinary Committee Members, or Support Members:
- a) Shall be full Members or Life Members of the Club.
 - b) May be made in writing, seconded and delivered to the Secretary or a Committee Member of the Club, or posted on the Notice Board before the date fixed for the holding of the annual general meeting at which the election is to take place.
 - c) The Members shall appoint at each Annual General Meeting a Returning Officer to conduct the said elections and any Member present who will not be a nominee in the elections shall be eligible to be so appointed.
 - d) An un-financial Member, or a Member holding office in another similar Club, shall not be eligible for election to an office in the Club.
 - e) Except as hereinafter provided, any Officer of the Club who is elected to any office in another similar Club shall upon being so elected forthwith resign his/her office in the Club, provided that any Officer of the Club may be appointed by the Committee to represent the Club in any joint Committee or similar body and any representative so appointed may continue to hold office in the Club during the pleasure of the Committee.
 - f) At every election two (2) scrutineers shall be appointed from among the Full Members or Life Members present. Scrutineers shall not be eligible for any office being filled at the election.

16 SECRETARY Refer to bylaws

17. PUBLIC OFFICER

- 17.1 The Committee shall ensure that a person is appointed as Public Officer.
- 17.2 The Committee may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is eighteen (18) years of age or older and a resident of New South Wales.
- 17.3 The Public Officer shall be deemed to have vacated the position in the following circumstances:-
 - a) death
 - b) resign the office
 - c) removal by the Committee or at a General Meeting
 - d) bankruptcy or financial insolvency
 - e) mental illness
 - f) residency outside New South Wales
- 17.4 When a vacancy occurs in the position of Public Officer the Committee shall within fourteen (14) days notify the NSW Fair Trading by the prescribed form and appoint a new Public Officer.
- 17.5 The Public Officer is required to notify NSW Fair Trading by the prescribed form in the following circumstances:-
 - a) appointment within twenty eight (28) days
 - b) a change of residential address within twenty eight (28) days
 - c) a change in the Club's objects or constitution within one (1) month
 - d) of the Club's financial affairs within one (1) month after the Annual General Meeting
 - e) a change in the Club's name within one (1) month
- 17.6 The Public Officer may be a member of the Club or any other person regarded as suitable for the position by the Committee.

18. CASUAL VACANCIES ON COMMITTEE

- 18.1 In the event of a casual vacancy occurring in the Membership of the Committee, the Committee may appoint a Member of the Club to fill the vacancy and the Member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.

19. REMOVAL OF COMMITTEE MEMBERS

- 19.1 The Club in general meeting may by special resolution remove any Member of the Committee from their Position(s) before the expiration of the Member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the Member so removed.
- 19.2 If a Member of the Committee to whom a proposed resolution referred to in sub-clause (19.1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the Members of the Club, the Secretary or the President may send a copy of the representations to each Member of the Club or, if the representations are not so sent, the Member is entitled to require that the representations be read out at the meeting at which the resolution is considered.
- 19.3 If any Officer is absent from three (3) consecutive monthly meetings of the Committee without leave of absence, the office occupied by that Officer shall automatically become vacant and that Officer shall not be eligible for re-election to that office for the duration of the then current Club financial year.

20. COMMITTEE MEETINGS AND QUORUM

- 20.1 The Committee shall meet at least once in each calendar month except December at such time and place as the Committee decides fit.
- 20.2 A majority in number of Committee Members shall constitute a quorum. Failing a quorum being formed within fifteen (15) minutes after the notified time of the meeting, another meeting shall be called by the Chairperson.
- 20.3 A committee meeting may be held at 2 or more venues using any technology that gives each of the committee members a reasonable opportunity to participate (clause 30.2 of the Act).

21. DELEGATION BY COMMITTEE TO SUB-COMMITTEE

- 21.1 The Committee may appoint any Member or Members of the Club to act individually or as a sub-Committee for any specific or auxiliary purpose consistent with the Club's objects and may terminate that appointment at any time. A Member or Members so appointed shall be expected to perform such duties and render such report(s) in respect there-of as may be specified by the Committee. Any Member so appointed may form a sub-Committee to carry out the duties specified by the Committee.

22. VOTING AND DECISIONS

- 22.1 Questions arising at a meeting of the Committee or of any sub-Committee appointed by the Committee are to be determined by a majority of the votes of Members of the Committee or sub-Committee present at the meeting.
- 22.2 Each Member present at a meeting of the Committee or of any sub-Committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

PART 4 - GENERAL MEETINGS

23 ANNUAL GENERAL MEETINGS

- 23.1 The Annual General Meeting shall be held within three (3) months of the end of the Club financial year.
- 23.2 Every Member shall be furnished, at least seven (7) days prior to the said Annual General Meeting, with:-
 - a) A notice of meeting.
 - b) A copy of the agenda, including any specific notice(s) of motion(s).
 - c) A copy of the annual report prepared by the Committee and including Officer's reports.
 - d) A copy of the financial statement and balance sheet of the Club for the preceding Club financial year.
- 23.3 Un-financial Members shall be excluded from Annual General Meetings.

24 ANNUAL GENERAL MEETINGS - calling of and business at

- 24.1 The annual general meeting of the Club is, subject to the Act and to clause 23, to be convened on such date and at such place and time as the Committee thinks fit.
- 24.2 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - a) to confirm the minutes of the last annual general meeting and of any special general meeting held since that meeting,
 - b) to receive from the Committee reports on the activities of the Club during the last preceding financial year,
 - c) to elect Executive Officers and the Committee Members and the Support Position Members of the Club.
 - d) to receive and consider any financial statement or report required to be submitted to Members under the Act.
- 24.3 An annual general meeting must be specified as such in the notice convening it.

25 SPECIAL GENERAL MEETINGS

- 25.1 A Special General Meeting of Members shall be called by the Secretary:-
 - a) When required by the President.
 - b) When required by requisition signed by at least twenty (20) Members.
 - c) When required by Committee.

26 SPECIAL RESOLUTIONS AND NOTICE REQUIRED

- 26.1 A special resolution must be passed by a General Meeting of the Club to effect the following changes:
 - a) a change of the Club's name;
 - b) a change of the Club's Constitution;
 - c) a change of the Club's objects;
 - d) an amalgamation with another Incorporated Club;
 - e) to voluntarily wind up the Club and distribute its property;
 - f) to apply for registration as a Company or a Co-operative.
- 26.2 A special resolution shall be passed in the following manner:
 - a) a notice must be sent to all Members entitled to vote advising that a General Meeting is to be held to consider a special resolution;
 - b) the notice must give details of the proposed special resolution and give at least twenty-one (21) days notice of the meeting;
 - c) a quorum must be present at the meeting;
 - d) at least three-quarters ($\frac{3}{4}$) of those present must vote in favour of the resolution.

27 QUORUM FOR GENERAL MEETINGS

- 27.1 A General Meeting of Members shall be held in each calendar month except December and January on such days as shall be determined by Committee
- 27.2 At least fourteen (14) days' notice of all General Meetings shall be given to Members.
- 27.3 In the case of General Meetings where a special resolution is to be proposed, notice of the meeting shall be given to Members at least twenty-one (21) days before the Meeting.
- 27.4 Notice of meeting shall be published in the Club's magazine "Lapis".
- 27.5 At any General, Annual General or Special General Meetings fifteen (15) Members shall constitute a quorum and shall consist of Full Members and Life Members.
- 27.6 Failing a quorum being formed within fifteen (15) minutes after the notified time of the meetings, such meeting shall be postponed to a time, place, and date to be fixed by the Committee.

28 PRESIDING MEMBER

- 28.1 The President shall preside as Chairperson at meetings.
- 28.2 In the absence of the President, the Chairperson shall be the Vice-President or a Member chosen by the Members present, with priority in that order.

29. ADJOURNMENT Refer to clause 20.2 and clause 27.6

30 MAKING DECISIONS

- 30.1 All meetings shall be conducted in an orderly, business-like manner.
- 30.2 A time limit of five (5) minutes shall be imposed on the mover of a motion and on any other speaker in respect of that motion and the mover shall be allowed three (3) minutes in reply, provided that the Chairperson may allow an extension in any of the said time limits.
- 30.3 Where a motion is, in the opinion of the Chairperson, of prime importance to the Club, that motion shall be deferred until the next General Meeting and shall be changed by the mover into a notice of motion. Members shall be given at least seven (7) days' notice of the proposed motion. Notice shall be sent by prepaid post or electronic communication to the address of each Member eligible to vote.

31 SPECIAL RESOLUTIONS Refer Clause 26

32 VOTING AT A GENERAL MEETING.

- 32.1 On any question arising at a general meeting of the Club a Member has one vote only.
- 32.2 The only Members entitled to vote shall be those who are Full Members and Life Members.
- 32.3 The Chairperson shall have a deliberative vote and, in the event of a tie, may cast a deciding vote.

33 PROXY VOTES

- 33.1 No proxy votes shall be allowed at any meeting.

34. POSTAL BALLOTS

- 34.1 The Club may, at the discretion of the Committee, hold a postal ballot to determine any issue or proposal (other than an appeal under clause 12).
- 34.2 A postal ballot is to be conducted in accordance with Schedule 3 to the Regulation.

PART 5 MISCELLANEOUS

35 INSURANCE

35.1 The Club may effect and maintain insurance.

36 FINANCIAL AFFAIRS

36.1 The financial affairs of the Club shall be administered by the Committee.

36.2 The funds of the Club shall be derived from the fees and subscriptions of Members, donations, grants, and such other sources approved by the Club.

36.3 The Club may acquire and dispose of property both real and personal for any purpose consistent with the objects of the Club.

36.4 All monies received by the Club shall be deposited to the credit of a bank account or investment in the name of the Club.

36.5 An annual financial statement of receipts and expenditure and a balance sheet shall be prepared and be presented to the Annual General Meeting of the Club.

36.6 The President and any other Member(s) may respectively be provided with a monetary advance account for use in the performance of duties on behalf of the Club and the amount and purposes for each monetary advance account shall be determined by the Committee, and recorded in the minutes of the Committee Meeting.

36.7 No Member shall incur any debts in the Club's name without prior approval of the Committee.

37 FUNDS - MANAGEMENT

37.1 Subject to any resolution passed by the Club in general meeting, the funds of the Club are to be used in pursuance of the objects of the Club in such manner as the Committee determines.

37.2 All cheques drawn on the bank account or withdrawals from investment accounts of the Club shall be signed by any two of the President, Secretary, Treasurer, Vice-President, and Public Officer jointly.

38 CHANGE OF NAME, OBJECTS AND CONSTITUTION

38.1 An application to the Director-General for registration of a change in the Club's name, objects or constitution in accordance with Section 10 of the Act is to be made by the Public Officer or a Committee Member.

39 CUSTODY OF BOOKS ETC

39.1 Except as otherwise provided by this constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

40 INSPECTION OF BOOKS ETC

40.1 The following documents must be open to inspection, free of charge, by a Member of the Club at any reasonable hour:

- a) records, books and other financial documents of the Club,
- b) this constitution,
- c) minutes of all Committee meetings and general meetings of the Club

41 SERVICE OF NOTICES

41.1 For the purpose of this constitution, a notice may be served on or given to a person:

- a) by delivering it to the person personally, or
- b) by sending it by pre-paid post to the address of the person, or
- c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.

41.2 For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:

- a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
- b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and

42 FINANCIAL YEAR

42.1 The financial year of the Club is each period of 12 months commencing on 1 July and ending on the 30 June.

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