

Arncliffe Scots Baseball Club Incorporated

Rules & Constitution

CONSTITUENTS

1. The name of the Club shall be "Arncliffe Scots Baseball Club Incorporated".
2. The Club may be an affiliate outdoor sporting subsidiary of the Arncliffe Scots Sports and Social Club Limited ACN 000 346 690.
3. The colours of this Club shall be red, yellow and black or such additional or replacement colours as the Committee may determine from time to time.
4. The objects of the Club shall be:
 - (a) the promotion of the sport of baseball by:
 - (i) affiliation of any of its teams with any junior and/or senior associations;
 - (ii) organising trials and other approved matches as necessary throughout the year;
 - (iii) upholding all existing laws and regulations of baseball as defined by the Australian Baseball Federation with every alteration and/or addition agreed to from time to time by the Baseball NSW Incorporated; and
 - (iv) abiding by all local by-rules of junior and senior associations with which the Club is affiliated;
 - (b) at all times, acting on behalf of and in the interests of the members and baseball;
 - (c) using and protecting the intellectual property of the Club;
 - (d) applying the property and capacity of the Club towards the fulfilment and achievement of these objects;
 - (e) pursuing commercial arrangements, including sponsorship and marketing opportunities as are appropriate and to further the interests of the Club;
 - (f) encouraging members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in baseball competition; and
 - (g) encouraging and promoting performance-enhancing drug free competitions.

INTERPRETATION

5. Throughout this Constitution unless the subject or context otherwise requires:
 - (a) **Act** means the Associations Incorporation Act 2009 (NSW).
 - (b) **Club** means Arncliffe Scots Baseball Club.
 - (c) **Committee** means the duly elected committee of the Club at the time.
 - (d) **Director-General** means the Director-General of the Department of Services, Technology and Administration.
 - (e) **Month** means calendar month.
 - (f) **Regulation** means the Association Incorporation Regulation (NSW).

- (g) **Secretary** shall mean the duly elected secretary of the Club at the time. The Secretary shall also be the Public Officer of the Club.
 - (h) **Assistant Secretary** shall mean the duly elected assistant secretary of the Club at the time.
 - (i) **special general meeting** means a general meeting of the Club other than an annual general meeting.
 - (j) **President** shall mean the duly elected president of the Club at the time.
 - (k) **Publicity Officer** shall mean the duly elected publicity officer of the Club at the time.
 - (l) **Treasurer** shall mean the duly elected treasurer of the Club at the time.
6. In this Constitution:
- (a) a reference to a function includes a reference to a power, authority and duty;
 - (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, reference to the exercise of the power or authority or the performance of the duty;
 - (c) words importing the singular include the plural and vice versa;
 - (d) words importing any gender include the other gender;
 - (e) headings are inserted for convenience and do not affect the interpretation of this Constitution;
 - (f) where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings;
 - (g) a reference to a statute, regulation, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, enactments or replacements of any of them whether of the same or any legislative authority having jurisdiction; and
 - (h) a reference to 'writing' shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.
7. If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read down for the purpose of that jurisdiction, if possible, so as to be valid and enforceable. If the rule or phrase cannot be so read down, it shall be severed to the extent of the invalidity or unenforceability. Such severance shall not affect the remaining provisions of this Constitution or affect the validity or enforceability of any provision in any other jurisdiction.
8. Except where the contrary intention appears, in this Constitution, an expression that deals with a matter dealt with by a particular provision of the Act, has the same meaning as that provision of the Act.

MEMBERSHIP

Application for Membership of the Club

9. A person is qualified to be a member of the Club if they are a natural person and:
 - (a) the Club has received an application for membership in accordance with clause 10 in respect of that person; and
 - (b) the application for membership has been approved by the Committee.
10. An application of a person for membership of the Club shall be:
 - (a) made by the person in writing in the form approved by the Committee from time to time; and
 - (b) lodged with the Secretary.
11. As soon as practicable after receiving the application for membership, the Secretary shall refer the application to the Committee which shall determine whether to approve or reject the application.
12. Where the Committee approves the application for membership, the Secretary shall:
 - (a) notify the applicant of that approval; and
 - (b) enter the applicant's name in the register of members.

Upon being entered in the register of members the applicant becomes a member of the Club.

13. A person ceases to be a member of the Club if the person:
 - (a) dies;
 - (b) resigns their membership;
 - (c) is determined by the Committee to have ceased attendance at any of the activities of the Club for a period exceeding one (1) year; or
 - (d) is expelled from the Club.
14. Where a person ceases to be a member of the Club, the Secretary shall make an appropriate entry on the register of members recording the date on which the person's membership ceased.
15. A person ceasing to be a member of the Club, whether by resignation or otherwise, shall:
 - (a) forfeit ipso facto all rights to or claim upon the Club and its property; and
 - (b) remain liable for, and shall pay to the Club, all money outstanding at the time the person ceased to be a member, provided always that the Committee may in its discretion remit the whole or any part of such money which may have been due by the person and may refund to the person the whole or any part of any fee already paid in respect of player registration.

Register of Members

16. The Secretary shall establish and maintain a register specifying the name and address of each member with the date on which membership commenced.
17. The register of members shall be kept by the Secretary, and shall be available for inspection, by any member, at any reasonable hour.
18. Any information contained on the register about a member (other than the member's name) is not to be available for inspection, other than to the Committee, unless the member provides written authorisation for that information to be made available.
19. 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) a purpose necessary to comply with a requirement of the Act or the Regulation.

MEMBERS LIABILITY

20. The liability of a member to contribute towards the payment of debts and liabilities of the Club or the cost, charges and expenses of the winding up of the Club is limited to the sum of one dollar (\$1.00).

THE COMMITTEE

Powers of the Committee

21. Subject to the Act, the Regulation and this Constitution and to any resolution passed by the Club in general meeting, the Committee:
 - (a) is to control and manage the affairs of the Club,
 - (b) may exercise all such functions as may be exercised by the Club, other than those functions that are required by this Constitution to be exercised by a general meeting of members of the Club, and
 - (c) has power to perform all such acts, set such policies, rules or regulations and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

Without limiting clauses (a) to (c) the powers of the Committee include the power to:

- (d) purchase or otherwise acquire for the Club any baseball equipment, uniforms, rights or privileges which the Club is authorised to acquire at such price and generally on such terms and conditions as it thinks fit;
- (e) institute, conduct, defend, mediate, arbitrate, compound or abandon any legal proceedings by or against the Club;
- (f) have full power to institute rules for its procedure which shall remain valid until revoked provided it is not in the Constitution;
- (g) investigate any reported breach of the Club rules and Constitution, rules of baseball or competition rules by Committee Members, Life Members, team captains, coaches, managers, scorers or members;

- (h) notify the junior and senior baseball association with which the Club is affiliated and the Baseball NSW Incorporated of any disqualification, expulsion or suspension imposed by the Club on any of its members; and
- (i) adopt and implement policies in relation to the use of social media, sexual harassment, equal opportunity, equity, drugs in sport, health, safety, infectious diseases, junior programs and such other matters as determined by the Committee.

Composition and membership of committee

- 22. The Committee is to consist of the office-bearers of the Club each of whom is to be elected at the annual general meeting of the Club.
- 23. The office-bearers of the Club are as follows:
 - (a) Patron;
 - (b) President;
 - (c) Vice-president;
 - (d) Secretary / Public Officer;
 - (e) Assistant Secretary;
 - (f) Treasurer;
 - (g) Publicity Officer;
 - (h) Gear Steward;
 - (i) Uniform Steward;
 - (j) Junior Co-Ordinator;
 - (k) Junior Recorder;
 - (l) Senior Co-Ordinator;
 - (m) two (2) Junior Delegates;
 - (n) two (2) Senior Delegates; and
 - (o) such additional or replacement offices as determined by the Committee from time to time.
- 24. A Committee member may hold more than 1 office (other than the offices of both President and Vice-President).
- 25. 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.

Election of committee members

- 26. Nominations of candidates for election as office-bearers of the Club may be made:
 - (a) in writing, signed by two (2) members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); or
 - (b) on the nomination of two (2) members of the Club at an annual general meeting.
- 27. If insufficient nominations are received, any vacant positions remaining on the Committee are taken to be casual vacancies.

Note: Under clause 32 the Committee may appoint a member of the Club to fill the casual vacancy until the next annual general meeting.

28. If the number of nominations received in respect of an office:
 - (a) is equal to the number of vacancies to be filled, the persons nominated are taken to be elected to that office; and
 - (b) exceeds the number of vacancies to be filled, a ballot must be held.
29. The ballot for the election of members of the Committee is to be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.
30. A person nominated as a candidate for election must be a member of the Club.

Duties of the Office bearers

31. The office bearers shall have the duties set out below and such other duties as the Committee may determine from time to time. The duties of the:
 - (a) President shall be to act:
 - (i) as chairperson of all annual general meetings, special general meetings and Committee meetings; and
 - (ii) on behalf of the Club in urgent matters;
 - (b) Vice-President shall be to act in all capacities of the President in their absence;
 - (c) Treasurer shall be to:
 - (i) ensure that all money due to the Club is collected and received and that all payments authorised by the Club are made,
 - (ii) keep correct books and accounts showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club;
 - (iii) submit to each general meeting a financial report containing a statement of receipt and payment together with a list of unfinancial Club members with their amounts owing; and
 - (iv) prepare a financial statement and balance sheet each year for auditing and incorporation into the annual report for submission to the Committee;
 - (d) Secretary shall be to:
 - (i) carry out all clerical duties relating to Club administration;
 - (ii) maintain a register containing names and addresses of Committee members, Life Members, Gold Members and all players;
 - (iii) keep in safe custody all property, other than playing equipment, of the Club; and
 - (iv) submit a report on the correspondence received/sent on behalf of the Club at each Committee meeting and annual general meeting and special general meeting;
 - (e) Assistant Secretary shall be to:

- (i) maintain a record of the minutes of Club meetings;
 - (ii) maintain separate books for minutes of annual general meetings and special general meetings;
 - (iii) provide a record of attendance for each meeting; and
 - (iv) assist the Secretary in any of their duties;
- (f) Publicity Officer shall be to:
- (i) preparation of information bulletins;
 - (ii) arrange advertising;
- (g) Co-Ordinators shall be to report to the Committee as to the conduct of the relevant competition;
- (h) Registrars shall be to:
- (i) provide to Secretary a list of players and teams to be registered in the relevant competition; and
 - (ii) collect and pass to the Treasurer the registration fees for all players in the relevant competition and issue receipts as appropriate;
- (i) Recorders shall be to receive all results from all teams in the relevant competition and forward them in the appropriate manner to the relevant association's recorder;
- (j) Delegates shall be to represent the Club at the relevant association and report the details to the subsequent meeting of the Committee;
- (k) Gear Stewards shall be to:
- (i) maintain a register of all playing equipment;
 - (ii) issue to and recover from coaches Club playing equipment; and
 - (iii) purchase as required playing equipment upon Committee approval;
- (l) Uniform Stewards shall be to:
- (i) Maintain a register of uniforms issued and returned;
 - (ii) To supply all players with the appropriate Club uniform in accordance with the Club's policies and rules; and
 - (iii) Purchase as required Club uniforms upon Committee approval.

Casual vacancies

32. If there is 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 shall hold office, subject to this Constitution, until the conclusion of the annual general meeting next following the date of the appointment.
33. A casual vacancy in the office of a member of the Committee occurs if the member:
- (a) dies, or
 - (b) ceases to be a member of the Club, or

- (c) becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
- (d) resigns office by notice in writing given to the secretary, or
- (e) is removed from office under clause 34, or
- (f) becomes a mentally incapacitated person, or
- (g) is absent without the consent of the Committee from 3 consecutive meetings of the Committee, or
- (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
- (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.

Removal of Committee members

- 34. The Club in general meeting may by resolution remove any member of the Committee from the office 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.
- 35. If a member of the Committee to whom a proposed resolution referred to in clause 34 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.

Committee meetings and quorum

- 36. The Committee must meet at least 4 times in each period of twelve (12) months at such place and time as the Committee may determine.
- 37. Additional meetings of the Committee may be convened by the President or by any member of the Committee.
- 38. Oral or written notice of a meeting of the Committee must be given by the Secretary to each member of the Committee at least 48 hours (or such other period as may be agreed on by the members of the Committee) before the time appointed for the holding of the meeting.
- 39. Notice of a meeting given under clause 37 must specify the general nature of the business to be transacted at the meeting and no business other than the business specified is to be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
- 40. At a meeting of the Committee:
 - (a) the President or, in the President's absence, the Vice-President shall act as chairperson, or

- (b) if the President and the Vice-President are absent or unwilling to act, such one of the remaining members of the Committee as may be chosen by the members present at the meeting to act as chairperson.
41. Any 5 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
 42. No business is to be transacted by the Committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week or such other date as may be determined by the chairperson.
 43. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

Delegation by Committee to sub-committee

44. The Committee may, by resolution, delegate to one or more sub-committees (consisting of such member or members of the Club as the Committee determines) the exercise of such of the functions of the Committee as are specified in the resolution, other than:
 - (a) this power of delegation, and
 - (b) a function which is imposed on the Committee by the Act or by any other law and which cannot be delegated.
45. A function the exercise of which has been delegated to a sub-committee under clause 44 may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
46. A delegation under clause 44 may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
47. Despite any delegation under clause 44, the Committee may continue to exercise any function delegated.
48. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under clause 44 has the same force and effect as it would have if it had been done or suffered by the Committee.
49. The Committee may revoke wholly or in part any delegation under this clause 44.
50. A sub-committee may meet and adjourn as it thinks proper.

Voting and decisions

51. 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.
52. Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the chairperson at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the chairperson may exercise a second or casting vote.

53. Subject to clause 40, the Committee may act despite any vacancy on the Committee.
54. Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-committee appointed by the Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

LIFE MEMBERS

55. Any member of the Club who has rendered distinguished service to the Club or the game for a period of ten (10) years, or such other period as the Committee may determine, may be nominated for election as a Life Member.
56. Any member of the Club who has rendered distinguished service to the Club or the game for a period of twenty five (25) years may be nominated for election as a Scots Gold Member. Any notice of nomination for life membership or gold membership may be made:
 - (a) by the Committee; or
 - (b) in writing by two (2) or more members of the Club and provided to the Secretary no later than fourteen (14) days before any annual general meeting.
57. Nominations made pursuant to clause 56(b) must be first submitted to the Committee which will make any recommendation to the annual general meeting.
58. An approved nomination must then secure the consent of three-fourths (3/4) of the members voting at such meeting.
59. All voting for election to life membership or gold membership shall be by secret ballot conducted by the returning officers.
60. Only one (1) Life Membership shall be awarded in each year, except in exceptional circumstances.
61. Life Members shall be awarded a Club jacket suitably embroidered.
62. Only one (1) Gold Membership shall be awarded in each year, except in exceptional circumstances.

PLAYER REGISTRATIONS

63. Any member may make application for registration to play baseball with the Club
64. All applications or nominations for registration must contain an acknowledgment from the player that they have no outstanding commitments with any other baseball club.
65. The Committee may, in absolute and unfettered discretion:
 - (a) accept or reject an application for player registration; or
 - (b) cancel a player registration .
66. Every application to play baseball must be made on the registration form prescribed by the Committee.
67. The Committee shall not be responsible for any signature or information completed by the applicant appearing on the registration form.

68. Player registration fees are to be determined by the Committee.
69. All players may be required to sign a playing agreement with the Club containing such conditions and rules as determined by the Committee.
70. Any player who fails to pay registration fees within the time determined by the Committee shall not play in any game until arrangements for payment satisfactory to the Committee have been made.

RESOLUTION OF DISPUTES

71. A dispute between a member and another member (in their capacity as members) of the Club, or a dispute between a member and the Club, may be referred for mediation to a community justice centre under the Community Justice Centres Act 1983 or such other form of mediation as the Committee may determine from time to time.
72. If a dispute is not resolved by mediation within 3 months of the referral the dispute is to be referred to arbitration.
73. The Commercial Arbitration Act 1984 applies to any such dispute referred to arbitration.

DISCIPLINING OF MEMBERS

Complaints against members

74. A complaint may be made to the Committee by any person that a member of the Club:
 - (a) has refused or neglected to comply with a provision or provisions of this Constitution, or
 - (b) has wilfully acted in a manner prejudicial to the interests of the Club.
75. The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
76. If the Committee decides to deal with the complaint, the Committee:
 - (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) 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
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
77. The Committee may, by resolution take any of the following disciplinary action (**Disciplinary Action**):
 - (a) expel the member from the Club;
 - (b) suspend the member from membership of the Club; or
 - (c) cancel or suspend a player's registrationif, 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 Disciplinary Action under this clause is warranted in the circumstances.

78. If the Committee takes Disciplinary Action under clause 77 against a member, the Secretary must, within 7 days after the resolution is made, cause written notice to be given to the member of the Disciplinary Action taken under clause 77, of the reasons given by the Committee for having taken that action and of the member's right of appeal.
79. A Disciplinary Action under clause 77 does not take effect:
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the Club confirms the resolution,
- whichever is the later.

Right of appeal of disciplined member

80. A member may appeal to the Club in general meeting against a resolution of the Committee under clause 77, within 7 days after notice of the Disciplinary Action is given to the member, by lodging with the Secretary a notice to that effect (**Appeal Notice**).
81. The Appeal 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.
82. On receipt of an Appeal Notice from a member within the time limited but not otherwise the Secretary must notify the Committee which is to convene a general meeting of the Club to be held within twenty eight (28) days after the date on which the Secretary received the Appeal Notice.
83. At a general meeting of the Club convened under clause 82:
- (a) no business other than the question of the appeal is to be transacted,
 - (b) the Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
84. The appeal is to be determined by a simple majority of votes cast by members of the Club.

MEETINGS

Annual general meetings-holding of

85. The Club must hold its annual general meetings:
- (a) within six (6) months after the close of the Club's financial year, or
 - (b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

Annual general meetings-calling of and business at

86. The annual general meeting of the Club is, subject to the Act and to clause 85, to be convened on such date and at such place and time as the Committee thinks fit.

87. 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 preceding 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 preceding financial year,
 - (c) to elect office-bearers of the Club, and
 - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
88. An annual general meeting must be specified as such in the notice convening it.

Special general meetings-calling of

89. The Committee may, whenever it thinks fit, convene a special general meeting of the Club.
90. The committee must, on the requisition in writing of at least five per cent (5%) of the total number of members, convene a special general meeting of the Club.
91. A requisition of members for a special general meeting:
- (a) must state the purpose or purposes of the meeting,
 - (b) must be signed by the members making the requisition,
 - (c) must be lodged with the Secretary, and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
92. If the Committee fails to convene a special general meeting to be held within one (1) month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than three (3) months after that date.
93. A special general meeting convened by a member or members as referred to in clause 92 must be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee.

Notice

94. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least fourteen (14) days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
95. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the Secretary must, at least twenty one (21) days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause 94, the intention to propose the resolution as a special resolution.

96. No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 87.
97. A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

Quorum for general meetings

98. No item of business is to be transacted at a general meeting unless a quorum of members entitled under this Constitution to vote is present during the time the meeting is considering that item.
99. Nine (9) members present (being members entitled under this Constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
100. If within thirty (30) minutes after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved, and
 - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the chairperson at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
101. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least three (3)) are to constitute a quorum.

Presiding member

102. The President or, in the President's absence, the Vice-President, is to preside as chairperson at each general meeting of the Club.
103. If the President and the Vice-President are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

Adjournment

104. The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
105. If a general meeting is adjourned for fourteen (14) days or more, the Secretary must give written or oral notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
106. Except as provided in clauses 100(b) and 105, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

Making of decisions

107. A question arising at a general meeting of the Club is to be determined by either:

- (a) a show of hands, or
- (b) if on the motion of the chairperson or if five (5) or more members present at the meeting decide that the question should be determined by a written ballot, a written ballot.

108. If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

109. If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

Special resolutions

110. A special resolution may only be passed by the Club in accordance with section 39 of the Act.

Voting

111. On any question arising at a general meeting of the Club a member has one (1) vote only.

112. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

113. A member is not entitled to vote at any general meeting of the Club unless all money due and payable by the member to the Club has been paid or arrangements for such payment satisfactory to the Committee have been made by the member and the member is, at the date of the meeting, complying with that arrangement.

114. A member is not entitled to vote at any general meeting of the Club if the member is under 18 years of age.

Proxy votes not permitted

115. Proxy voting must not be undertaken at or in respect of a general meeting.

Postal ballots

116. The Club may hold a postal ballot to determine any issue or proposal (other than an appeal under clause 80).

117. A postal ballot is to be conducted in accordance with Schedule 3 to the Regulation.

FUNDS

118. Funds of the Club may be expended or invested or its assets disposed of as recommended by the Committee or approved by a general meeting.

119. Funds of the Club shall be held in the name of the Club by the Treasurer for and on behalf of the Club.

120. Any two (2) authorisations out of four (4) shall be responsible for authorising payment out of the funds of the Club. The Committee members authorised shall be from within the ranks of President, Vice-President, Secretary and Treasurer.

121. The books of the Club shall be closed on the last day of February in each year.

ACCOUNTS

122. The Committee shall direct true accounts to be maintained for all income and expenditure of the Club.

123. Subject to any reasonable restriction as to time and manner which may be imposed by the Committee all books of account belonging to the Club may be inspected by any member provided that permission for inspection shall have been granted by a general meeting or the Committee.

124. All books of account shall be retained in the custody of the Treasurer.

AWARDS

125. The Committee may from time to time determine awards to be provided during each season

126. Annual Perpetual Trophies will be awarded as determined by the Committee.

127. An unfinancial member shall, at the discretion of the Committee, be ineligible for any team or Club award.

MISCELLANEOUS

Insurance

128. The Club may effect and maintain insurance.

Change of name, objects and Constitution

129. 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.

Custody of books etc

130. 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.

Service of notices

131. 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.

132. 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
- (c) in the case of a notice sent by facsimile transmission, email or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent at a later date, that date specified in that report,