



COOMA GOLF CLUB LIMITED

ABN 96 042 134 215

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Table of contents

1	Definitions and interpretation	1
1.1	Replaceable Rules	1
1.2	Definitions	1
1.3	Interpretation	2
2	Name and structure	2
2.1	Name of the Club	2
2.2	Company Limited by Guarantee	2
3	Registered club matters	2
3.1	Registered Clubs Act	2
3.2	Liquor & gaming	2
4	Objects	3
4.1	General objects	3
4.2	Interpretation	3
5	Income and property	3
5.1	Objects	3
5.2	Board and committees	3
5.3	Permitted payments	3
6	Winding up	4
6.1	Limited liability of members	4
6.2	Distribution of Property	4
7	Membership	4
7.1	Membership	4
7.2	Membership limitations	5
7.3	Ordinary members	5
7.4	Eligibility for Ordinary membership	5
7.5	Election of Ordinary members	6
7.6	Reciprocal Clubs	7
7.7	Transfer of Ordinary membership	7
7.8	Life members	7
7.9	Provisional Members	7
7.10	Honorary members	7
7.11	Temporary members	8
7.12	Rights of members	8
7.13	Cessation of Membership	8
8	Entrance fees, subscriptions and levies	9
9	Addresses of members	9
10	Registers	9
11	Disciplinary Proceedings	10
11.1	Disciplinary decisions	10
11.2	Procedure	10
12	Non voluntary exclusion	11
12.1	Grounds and procedure for exclusion	11
12.2	Club policies	12
13	Patrons	12
14	Guests	12
15	Board of Directors	12
15.1	The Board	12
15.2	Eligibility	12

15.3	Election of the Board	13
	OR If 2 YEAR TERM IS REQUIRED (delete (a) or (b) as the case may require	13
15.4	Vacancies on the Board	14
16	Operation of the Company	15
16.1	Powers and duties of the Board	15
16.2	Property	15
16.3	By-laws	15
16.4	Committees	16
16.5	Sections	16
17	Proceedings of the Board	16
17.1	Board Meetings	16
17.2	Notice of Board Meeting	17
17.3	Continuing Directors	17
17.4	Voting	17
17.5	Written Resolution	17
17.6	Attendance of Non-Directors	17
17.7	Procedure at Board Meetings	17
18	Director's duties and interests	18
18.1	Duty to disclose Material Personal Interests	18
18.2	Effect of Director having a Material Personal Interest	18
18.3	Standing disclosure	18
18.4	Accountability Code	18
19	Secretary	18
20	General Meetings	18
20.1	The Annual General Meeting	18
20.2	General Meetings	19
20.3	Notice	19
20.4	Quorum	19
20.5	Proceedings	20
20.6	Voting	21
21	Accounts and audit	21
21.1	Financial year	21
21.2	Keeping accounts	21
21.3	Right of Access	21
21.4	Financial Report	21
21.5	Audit	21
22	Executing documents	21
22.1	Common Seal	21
22.2	Signing documents.....	22
23	Notices	22
23.1	Giving a notice	22
23.2	When notice is given	22
24	Indemnity	22
24.1	Indemnity	22
24.2	Insurance	23
24.3	Former Officers	23
25	Amendments to constitution.....	23
26	Links	23

1 Definitions and interpretation

1.1 Replaceable Rules

All of the replaceable rules set out in the Corporations Act which the Club is entitled to displace, are displaced by the rules set out in this constitution.

1.2 Definitions

The following definitions apply in this constitution:

- (a) **Authority** means the Independent, Liquor & Gaming Authority, or any authority which replaces it or exercises its functions;
- (b) **Board** means the board of Directors of the Club;
- (c) **Business Day** means a day that is not a Saturday, a Sunday or a public holiday or bank holiday in Sydney, New South Wales;
- (d) **Club** means Cooma Golf Club Limited ABN 96 042 134 215;
- (e) **Club Licence** means a club licence held by the Club under section 10 of the Liquor Act;
- (f) **Corporations Act** means the *Corporations Act 2001* (Cth);
- (g) **Director** means a member of the Board;
- (h) **Full member** means a person who is an Ordinary member or a Life member;
- (i) **Gaming Machines Act** means the *Gaming Machines Act 2001* (NSW);
- (j) **Financial Member** means a member who has paid all money owed to the Club by the due date;
- (k) **Licensed Premises** means the premises of the Club to which a Club Licence relates;
- (l) **Liquor Act** means the *Liquor Act 2007* (NSW);
- (m) **Material Personal Interest** means a material personal interest for the purposes of the Corporations Act;
- (n) **Month** means calendar month
- (o) **Ordinary member** means a member of the Club other than a Life member, Honorary member, Temporary member or Provisional member;
- (p) **Office** means the registered office for the time being of the Club;
- (q) **Registered Clubs Act** means the *Registered Clubs Act 1976* (NSW);
- (r) **Returning Officer** means the returning officer appointed by the Board to conduct a Board election;
- (s) **Seal** means the common seal of the Club;
- (t) **Secretary** means any person appointed to perform the duties of the Secretary of the Club;
- (u) **Senior Employee** means the senior employee of the Club on duty at the relevant time; and
- (v) **Special Resolution** has the meaning defined in the Corporations Act.

1.3 Interpretation

The following rules apply in interpreting this constitution:

- (a) words importing the singular include the plural and vice versa;
- (b) words importing a gender include any gender;
- (c) words or expressions defined in the Corporations Act, the Registered Clubs Act, the Liquor Act or the Gaming Machines Act have those meanings unless the context requires otherwise;
- (d) headings are for convenience only, and do not affect interpretation;
- (e) the table of contents is for convenience only and does not form part of this constitution; and
- (f) a reference to any legislation includes legislation varying, consolidating or replacing that legislation and includes all regulations or other instruments issued under that legislation.

2 Name and structure

2.1 Name of the Club

The name of the Club is Cooma Golf Club Limited.

2.2 Company Limited by Guarantee

The Club is a non-proprietary club, and is limited by guarantee and the liability of its members is limited as provided in this constitution.

3 Registered club matters

3.1 Registered Clubs Act

- (a) Subject to section 10(6) and section 10(6A) of the Registered Clubs Act and any other applicable provision of the Registered Clubs Act, a member of the Club, whether or not the person is a Director, or member of any committee of the Club, shall not be entitled, under the rules of the Club or otherwise, to derive, directly or indirectly, any profit, benefit or advantage from the Club that is not offered equally to every Full member.
- (b) Only the Club and its members are entitled to derive directly or indirectly, any profit, benefit or advantage from the ownership or occupation of the Club's Licensed Premises, subject to section 10(1) (j) and section 10(7) of the Registered Clubs Act any other applicable provision of the Registered Clubs Act.
- (c) An employee of the Club must not vote at any meeting of the Club or of the Board, or at any election of the Board, or hold office as a Director.

3.2 Liquor & gaming

- (a) Liquor must not be sold, supplied, or disposed of on the Licensed Premises to any person, other than a member, except on the invitation and in the company of a member. This rule does not apply in respect of the sale, supply or disposal of liquor to any person at a function in respect of which an authority is granted to the Club under Section 23 of the Registered Clubs Act.
- (b) Liquor must not be sold, supplied or disposed of on the Licensed Premises to any person under 18 years of age.

- (c) A person under 18 years of age must not use or operate gaming machines on the Licensed Premises.

4 Objects

4.1 General objects

The Club has the following objects:

- (a) To conduct a golf club and provide a golf course, a clubhouse and associated facilities for the use of members and visitors.
- (b) To promote, encourage and foster the playing of the game of golf and any other sporting activities determined by the Board from time to time, and to provide all things incidental to the attainment of these objects;
- (c) To operate and maintain the golf course and its environs in accordance with good business and environmental practices;
- (d) To do all such other things as are necessary to foster and promote the game of golf and other sporting activities.
- (e) To establish and carry on a club for the use and benefit of its members and to afford to its members the usual privileges, advantages, conveniences and accommodation of a club.
- (f) To carry on the business of a registered club, and, to hold such licences for (either by itself or its employees, agents or nominees), and provide all such things, as are commonly or conveniently consumed in a club.
- (g) To promote and advance social, cultural, educational, charitable, sporting and community activities, subject to any other provision of this constitution.
- (h) To give, sell, mortgage, exchange, hire, lease or otherwise dispose of the property of the Club or any part of it, subject to the Liquor Act and the Registered Clubs Act.

4.2 Interpretation

The meaning and effect of any object shall not be restricted by any other object, and, each object will be interpreted and have effect as an independent power. This rule 4 is to be interpreted so as to widen and not restrict the powers of the Club.

5 Income and property

5.1 Objects

The Club will apply its income and property solely towards promoting the objects of the Company as stated in rule 4. Subject to rule 5.3, no part of the Club's income or property may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member.

5.2 Board and committees

Subject to rule 5.3, no Director or member of any committee of the Club will be appointed to any salaried office of the Club or any office of the Club paid by fees while still a Director or member of that committee.

5.3 Permitted payments

Nothing in this constitution prevents the payment in good faith:

- (a) of an honorarium in respect of special honorary services rendered or the repayment of out-of-pocket expenses;
- (b) of interest on money lent to the Club by a member or otherwise owing by the Club to a member;
- (c) of remuneration to any officers or employees of the Club or to any member in return for services actually rendered to the Club;
- (d) for goods supplied to the Club; or
- (e) rent for premises leased to the Club.

6 Winding up

6.1 Limited liability of members

Each member of the Club undertakes to contribute to the assets of the Club in the event of the same being wound up during the time that they are a member or within 1 year thereafter for payment of the debts and liabilities of the Club contracted before the time at which they cease to be a member and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories amongst themselves such amount as may be required not exceeding \$2.

6.2 Distribution of Property

- (a) If the Club is wound up or dissolved, any property remaining after the satisfaction of the debts and liabilities of the Club must not be paid to or distributed among the members. Any such remaining property will be given or transferred to an institution or institutions nominated by the members which, at or before the time of such winding up or dissolution:
 - (i) has similar objects to the Club for the predominant purpose of the encouragement of a game or sport; and
 - (ii) restricts the distribution of its income and property to its members to an extent at least as great as is imposed on the Club under this constitution.
- (b) If effect cannot be given to rule 6.2(a), then the remaining property shall be given or transferred to some charitable object nominated by the members at or before the time of such winding up or dissolution.

7 Membership

7.1 Membership

- (a) The members of the Club are:
 - (i) those persons who at the date of the Special Resolution adopting this Constitution are entered in the Club's register of Full members, who shall at the date of adoption of this constitution retain the class of membership shown in the register; and
 - (ii) those persons who are afterwards admitted to membership in accordance with this constitution.
- (b) A person must not be admitted to membership except as a Full member, Honorary member, Temporary member or Provisional member.

7.2 **Membership limitations**

The number of Playing members of the Club must not exceed one thousand (1,000) at any one time or such greater number as the Board may from time to time determine.

All classes of membership are gender neutral.

A person who is under 18 years will not be admitted to any category of Ordinary membership other than to a category of Junior membership

7.3 **Ordinary members**

Unless and until otherwise determined by the Board, Ordinary membership consists of the following classes:

- (a) Playing Member
- (b) Country/City Member
- (c) Honorary Member
- (d) Life Member
- (e) Junior Member
- (f) Intermediate Member
- (g) Social Member
- (h) Introductory Member
- (i) Corporate Member
- (j) International Member

7.4 **Eligibility for Ordinary membership**

The requirements for eligibility of persons for election and/or transfer to the following classes of Ordinary membership are:

- (a) Playing Member

Any person over the age of 18 years elected to membership.
 - (b) Country/City Member

Any person over the age of 18 years whose place of residence is more than 300 km from the Club and who resides in a City. - Any person over the age of 18 years whose place of residence is more than 40 km in radius from the Cooma Golf Club elected to membership.
 - (c) Life Membership

Persons proposed by the Committee in recognition of past services to the Club and subsequently elected as Life Members by a two thirds majority at an Annual General Meeting the notice of which stated that the proposal would be put.
-

- (e) Junior Member
Person under the age of 18 years on the following 1st January elected to membership.
- (f) Intermediate Member
Any person over the age of 18 years but under the age of 25 years or transferred by the Board from Junior membership to Intermediate membership.
- (g) Social Member
Persons who have attained the age of 18 years and are elected as Social members or transferred by the Board from another class of Ordinary membership to Social membership. Social Members do not have the right to attend and vote at general meetings of the club or vote at the annual election of the Board of Directors of the club.
- (h) Introductory Member
For a period of not less than one year ending at the end of the following financial year of the Club for any person who has not been a member of a golf club in the previous five years.
- (i) Corporate Member
Any company and its nominated golf playing staff, with the level of Corporate Membership and the relevant number of golf playing staff employees to be decided by the Committee from time to time.
- (j) International Member
Any person whose normal place of residence is outside Australia, and who wishes to join Cooma Golf Club for 3 months or less.

7.5 Election of Ordinary members

- (a) A person must not be admitted as an Ordinary member unless that person is elected to membership at a meeting of the Board, or a duly appointed election committee of the Club, the names of whose members present and voting at that meeting being recorded by the Secretary. The Board or election committee may reject any application for membership without giving any reason.
- (b) An application for Ordinary membership must be lodged with the Secretary in a form prescribed by the Board, including the full name and address of the candidate and a statement that the candidate, if admitted, will be bound by the constitution.
- (c) As soon as practicable after the Secretary receives an application for Ordinary membership in accordance with this constitution, the Secretary will cause the name and address of the candidate to be displayed on the Club notice board or in some other conspicuous place in the Licensed Premises for a continuous period of not less than 1 week before the election of the candidate as a member of the Club. An interval of at least 2 weeks must elapse between the proposal of a candidate for election and the candidate's election.
- (d) A person elected to membership must pay the entrance fee (if any) and first subscription to become an Ordinary member of the Club. If the entrance fee and subscription is not paid within 1 month after the date of election to membership, the Board may at its discretion cancel the election of the person to membership.

7.6 Reciprocal Clubs

- (a) A reciprocal club is one which has signed an agreement with the Club to allow members the privileges of membership at the reciprocal club, for short duration visits.
- (b) Persons transferring from a reciprocal club may only assume the class of membership to which they would be entitled having regard to the length of time and class of membership that they have enjoyed as members of the reciprocal club.
- (c) On acceptance, the applicant will be required to pay any fees the board may determine, and as agreed within any terms of agreement between the reciprocal clubs.
- (d) The Board may at its own discretion limit the number of reciprocal members admitted to the club at any one time.

7.7 Transfer of Ordinary membership

The Board may transfer an Ordinary member to another class of Ordinary membership for which they are eligible, on the written request of the member. The Board may require the member to pay the difference between the entrance fee (if any) and subscription applicable to that other class of membership and the member's present class of membership.

7.8 Life members

Members who have rendered outstanding service to the Club may be elected to Life membership by resolution of the members in General Meeting carried by a two thirds majority of those members who are present and entitled to vote at that meeting, following the submission to the meeting of an appropriate recommendation from the Board.

Not more than one (1) members will be made Life members in any one financial year of the Club, and there will be not more than ten (10) Life members at any one time, unless otherwise determined by the members at a General Meeting.

7.9 Provisional Members

- (a) Any person who has lodged a duly completed application for Ordinary membership in accordance with this constitution and pays the subscription appropriate to the class of membership sought, may be granted Provisional membership while awaiting the decision of the Board in relation to their application.
- (b) If a Provisional member is not elected as an Ordinary member within 6 weeks from the date of lodging the application, or that person's application for Ordinary membership is rejected (whichever is the earlier), that person will immediately cease to be a Provisional member and the subscription must be repaid.

7.10 Honorary members

The following persons may be admitted as Honorary members in accordance with procedures established by the Board:

- (a) the Patron or Patrons for the time being of the Club; or
- (b) any prominent citizen or local dignitary visiting the Club;

7.11 Temporary members

- (a) The following persons may be admitted as Temporary members in accordance with procedures established by the Board:
 - (i) a person whose permanent place of residence in New South Wales is at least 5 kilometres from the Club's Licensed Premises or such greater distance as may be determined by the Board by by-law;
 - (ii) a full member (as defined in the Registered Clubs Act) of another registered club which has objects similar to those of the Club;
 - (iii) a full member (as defined in the Registered Clubs Act) of any registered club or any interstate club who, at the invitation of the Board or of a Full member, attends on any day at the Licensed Premises for the purpose of participating in an organised sport or competition to be conducted by the Club on that day, from the time on that day when the person so attends the Licensed Premises until the end of that day;
 - (iv) an interstate or overseas visitor.
- (b) A person may be admitted as a Temporary member for a period of up to 7 consecutive days (or a longer period approved by the Authority in writing). A person admitted under this rule 7.11(b) is only required to sign the register on the first day when they enter the Licensed Premises during that period.

7.12 Rights of members

- (a) The rights of members to use the facilities and amenities of the Club shall be as determined by the Board.
- (b) A majority of Full members must have the right to vote at the election of the Board.
- (c) Only financial members in the classes of Playing, Country and Life Members are entitled to:
 - (i) attend and to vote at General Meetings;
 - (ii) vote at the election of the Board; and
 - (iii) be nominated for, elected to and hold office on the Board.
- (d) Social members are entitled to those facilities and amenities of the Club as determined by the Board from time to time, and are not entitled to attend or vote at any General Meeting, vote at the election of the Board, or be nominated for, elected to, or hold office on, the Board.
- (e) Junior members are entitled to those privileges as the Board may determine from time to time, and are not entitled to attend or vote at any General Meeting, vote at the election of the Board, or be nominated for, elected to, or hold office on, the Board .
- (f) Provisional members, Honorary members and Temporary members are entitled only to those facilities and amenities of the Club as determined by the Board from time to time, and are not entitled to attend or vote at any General Meeting, vote at the election of the Board, or be nominated for, elected to, or hold office on, the Board or any office of the Club, or participate in the management, business and affairs of the Club in any way.

7.13 Cessation of Membership

- (a) A person will immediately cease to be a member if:

- (i) they resign by notice in writing to the Club, and such resignation takes effect on the date the notice is given to the Club;
 - (ii) they return their membership card to the Club and state (verbally or in writing) that such return constitutes their resignation as a member, and such resignation takes effect on the date the card is given to the Club;
 - (iii) they die; or
 - (iv) they have not paid the subscription or any other money owed to the Club within 1 month (or such longer period as may be determined by the Board) from the date upon which it falls due for payment.
- (b) The Board, the Secretary, or the Senior Employee, may terminate the membership of any Honorary member or Temporary member at any time without notice and without being required to give any reason.
- (c) A person who ceases to be a member for any reason, immediately forfeits all rights as a member of the Club. The person remains liable for any money due and unpaid at to the Club at the date of cessation of that person's membership, and, any other money for which that person is or may become liable under this constitution.

8 Entrance fees, subscriptions and levies

- (a) Members subscriptions shall be paid annually or, if the Board so resolves, by quarterly, half-yearly or monthly instalments and in advance or for more than 1 year in advance.
- (b) The Board may make charges and levies on Ordinary members for general or special purposes.
- (c) The entrance fees, subscriptions, levies, charges and other amounts payable by members will be as prescribed by the Board, provided that the annual subscription payable by Ordinary members must not be less than the minimum amount prescribed by the Registered Clubs Act.
- (d) A Temporary member is not required to pay an entrance fee or subscription.
- (e) The Board may exempt Honorary members from paying an entrance fee or subscription.
- (f) The Board may prescribe the time and manner of payment and all other matters not set out in this constitution.

9 Addresses of members

A member must advise the Secretary of any change in their address, or any electronic address they have nominated for service of notices.

10 Registers

The Club must keep the following registers in accordance with the Registered Clubs Act:

- (a) A register of Full members
- (b) A register of Honorary members.
- (c) A register of Temporary members.

- (d) A register of persons of at least 18 years of age who enter the Licensed Premises as guests of members.

11 Disciplinary Proceedings

11.1 Disciplinary decisions

If a member refuses or fails to comply with this constitution or the by-laws or is, in the opinion of the Board, guilty of any conduct prejudicial to the interests of the Club, conduct which is unbecoming of a member or which shall render the member unfit for membership then the Board may (subject to the natural justice procedure set out in rule 11.2):

- (a) reprimand the member;
- (b) suspend the member from all or any privileges of membership for such period as it considers fit;
- (c) expel the member; or
- (d) accept the resignation of the member.

11.2 Procedure

- (a) The Club must give the member written notice of any charge against them under this rule 11 at least 14 days before the meeting at which the charge is to be heard. The notice must set out the facts, matters and circumstances giving rise to the charge.
- (b) The member is entitled to attend the meeting to answer the charge or may answer the charge in writing, and is entitled to call witnesses in their defence.
- (c) If the member attends the meeting:
 - (i) After the Board has considered the evidence, it must come to a decision as to the member's guilt or innocence in relation to the charge.
 - (ii) If found guilty, member must be given an opportunity to address the Board in relation to the penalty appropriate to a charge, before the Board determines the penalty to be imposed.
- (d) If the member fails to attend the meeting, the charge may be heard and dealt with and the Board may decide on the evidence before it, and determine any penalty, in the member's absence.
- (e) Any decision of the Board at the meeting or any adjournment of it, is final and the Board is not required to give any reason.
- (f) The Secretary or Senior Employee may assist the Board but must not vote.
- (g) If a notice of charge is issued to a member under rule 11.2(a), the Board, the Secretary, or the Senior Employee, may immediately suspend that member from all or any privileges of the Club by giving written notice to the member, which may be included in the notice of charge. Any such suspension may be until the charge is determined or until the finalisation of any appeal as the case may require.
- (h) The powers of the Board under this rule 11 may be exercised by a disciplinary committee of at least 3 Directors. A quorum of the disciplinary committee is 3 Directors.
- (i) A member has the right to appeal any penalty, suspension or expulsion imposed for disciplinary matters by requesting such to the Secretary within 14 days of receiving notification of a disciplinary hearing.

- (j) Appeals for such will be reviewed by an Appeals Committee whose composition will be determined by the board. The Appeals Committee must not include any members of the Board associated with the disciplinary procedure for which the appeal relates.
- (k) The Appeals Committee must convene a meeting and determine an appeal outcome within 30 days of receiving the request for an appeal.
- (l) The Appeals Committee must notify the member with the outcome of the appeal meeting within 7 days of the determination of the appeal.
- (m) A member appealing penalty, suspension or expulsion will be entitled to attend the Appeals Committee meeting in the same capacity as outlined in rule 11.2 (b).
- (n) The Appeals Committee may determine an appeal in accordance with rule 11.2 (d), if the member fails to appear at the Appeals Committee meeting.

12 Non voluntary exclusion

12.1 Grounds and procedure for exclusion

- (a) The Secretary, the Senior Employee or any other authorised person (as defined in the Liquor Act) may refuse to admit to, remove from, or require to leave, the Licensed Premises or any other property owned or occupied by the Club any person who:
 - (i) is at the time intoxicated, violent, quarrelsome, disorderly or indecent;
 - (ii) whose presence on the Licensed Premises or such other property (as the case may be) renders the Club or the Secretary liable to any penalty under any applicable law;
 - (iii) who smokes, within the meaning of the *Smoke-free Environment Act 2000* (NSW), while on any part of the Licensed Premises or such other property (as the case may be) that is a smoke-free area within the meaning of that Act;
 - (iv) who uses, or has in their possession, while on any part of the Licensed Premises or such other property (as the case may be) any substance suspected of being a prohibited plant or a prohibited drug; or
 - (v) whom the Club or the Secretary, under the conditions of the Club Licence or according to a term (of the kind referred to in section 134 or section 136D of the Liquor Act) of a local liquor accord, is authorised or required to refuse access to the Licensed Premises; or
 - (vi) is a member, and whose conduct, in the opinion of the Secretary, Senior Employee or other authorised person (as the case may be) may be prejudicial to the interests of the Club, unbecoming of a member, or which may render the member unfit for membership.
- (b) If a member is refused admittance to, removed from, or required to leave the Licensed Premises or any other property owned or occupied by the Club under rule 12.1(a) the Secretary or Senior Employee may immediately suspend that member from any or all privileges of membership for up to 6 weeks or until any charge issued under rule 11.2(a) is heard and determined by the Board or disciplinary committee (whichever is earlier). A report of such suspension must be made to the Board or its disciplinary committee.
- (c) Nothing in this Rule limits section 77 of the Liquor Act.
- (d) The rules of natural justice do not apply to rule 12.1(a) or rule 12.1(b).

12.2 Club policies

The Board, the Secretary, or the Senior Employee may at any time organise and enforce the exclusion from the Licensed Premises of any member or other person in accordance with the Club's responsible service of alcohol policy or responsible conduct of gambling policy.

13 Patrons

The members in General Meeting may appoint a Patron or Patrons upon a recommendation being made by the Board to the meeting.

14 Guests

- (a) A member may introduce guests to the Club, provided that a Temporary member may only introduce guests who are under 18 years of age and in relation to whom the Temporary member is a responsible adult.
- (b) A member must not introduce as a guest any person who has been expelled from the Club or who is suspended from membership.
- (c) A guest must at all times remain in the reasonable company of the member who has introduced them to the Club, and must not remain on the Licensed Premises any longer than that member.
- (d) A member must ensure that the Club's register of guests is duly completed in relation to any guest they introduce to the Licensed Premises (except if the guest is under 18 years of age).
- (e) A member is responsible for the conduct of their guests.
- (f) The Board, the Secretary, or the Senior Employee, may refuse a guest admission to, or require the guest to leave, the Licensed Premises or any other property owned or occupied by the Club at any time without notice and without being required to give any reason.
- (g) The Board may make by-laws regulating the terms and conditions on which guests may be admitted to the Club.

15 Board of Directors

15.1 The Board

- (a) The Board shall consist of nine Directors, comprising a President, Vice President, Captain, Treasurer, Secretary and four (4) other Directors.
- (b) The Board shall consist of a minimum of one female Directors.
- (c) The Board shall consist of up to nine Directors elected under Clause 15.3 and up to three Directors appointed under Clause 15.3(xv). Appointed Directors may not hold any of the office bearer positions in Clause 15.1 (a).

15.2 Eligibility

- (a) A member is not eligible to be nominated for or elected to the Board if that member:
 - (i) has been found guilty of a charge in disciplinary proceedings under this constitution within the period of 2 years immediately prior to the date

determined for the Annual General Meeting in that Board election year under rule 15.3;

- (ii) is a former employee of the Club whose services were terminated by the Club for misconduct;
- (iii) has at any time been convicted of an indictable offence;
- (iv) fails to disclose in accordance with the Corporations Act the nature of any Material Personal Interest in a matter that relates to the affairs of the Club;
- (v) is a director of any other registered club at the time the Authority appointed an administrator to that registered club pursuant to section 57H(2)(h) of the Registered Clubs Act, at any time within the last 6 years;
- (vi) has been removed from office as a director or secretary of any other registered club by the Authority, at any time within the last 6 years;
- (vii) has been disqualified from holding a liquor licence or being the manager of liquor licensed premises, at any time within the last 6 years; or
- (viii) has been declared by the Authority to be ineligible to stand for election or to hold office in the position of secretary or director of any other registered club, at any time within the last 6 years.

15.3 Election of the Board

- (a) The Board shall be elected annually in accordance with this Constitution.
 - (b) The election of Directors will take place in the following manner:
 - (i) Nominations must be made in writing in the form prescribed by the Board, and be signed by 2 eligible Life members or financial 7 Day Playing, 6 Day Playing or 5 Day Playing members and by the nominee (who must signify their consent to the nomination).
 - (ii) Nominations must be made separately, and a ballot (if required) separately held, for the office of President, Vice President, Captain and Ordinary Director.
 - (iii) Completed nominations must be delivered to the Secretary or the Returning Officer by 6 pm on a date fixed by the Board which must be not less than 21 days before the day fixed for the Annual General Meeting.
 - (iv) The Returning Officer may determine if any member is eligible to be nominated for the Board or to vote in the Board election, and the Returning Officer's decision is final.
 - (v) If the number of candidates duly nominated does not exceed the number required to be elected, the candidate or candidates nominated must be declared elected at the Annual General Meeting.
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- (vi) If insufficient nominations are received for the number required to be elected, nominations may, with the consent of the nominee, be made verbally at the Annual General Meeting for the remaining vacancies. If the number of candidates so nominated exceeds the number required to be elected, a ballot must be held at the Annual General Meeting.
- (vii) If the number of candidates nominated exceeds the number required to be elected, a ballot must be held.
- (viii) The ballot shall be conducted in the clubhouse between the date when the nominations close and two days prior to the date of the Annual General Meeting and on such days and between such times on those days as determined by the Board from time to time.
- (ix) Ballot papers will be printed showing the names of the candidates for each office separately. The Returning Officer shall determine the order in which names appear on the ballot by lot.
- (x) Members shall place their ballot papers in the ballot box provided at the Clubhouse and the Returning Officer shall supervise the safe custody of ballot papers returned.
- (xi) Members shall record their vote in such a manner as may be prescribed by the Returning Officer from time to time. Failure to comply with those requirements shall render the vote invalid. The decision of the Returning Officer as to the validity of any vote shall be final.
- (xii) If there is an equal number of votes for candidates for the last vacancy on the Board to be filled in a Board election, then the Returning Officer shall determine by lot the candidate elected, at the Annual General Meeting.
- (xiii) The Returning Officer may determine whether a voter's clear intention has been shown in determining whether a vote is validly cast. The Returning Officer's decision is final.
- (xiv) The Board may make by-laws not inconsistent with this constitution concerning, or otherwise determine, the procedure as to nominations and the conduct and declaration of the election.
- (xv) The Board may at any time appoint a Director pursuant to section 30(1)(b1) of the Registered Clubs Act, provided that the total number of Directors must not exceed any maximum prescribed in accordance with Section 10(1)(k1) of the Registered Clubs Act.

15.4 Vacancies on the Board

- (a) Subject to this constitution, the members in General Meeting may by ordinary resolution remove any Director or Directors before the expiration of their period of office, in accordance with the Corporations Act, and may by ordinary resolution appoint another eligible member or members in their place. Any member so appointed will hold office only during such time as the Director in whose place they are appointed would have held the same if they had not been so removed.
- (b) In addition to the circumstances in which the office of a Director becomes vacant by law or under this constitution, the office of a Director becomes vacant if the Director:
 - (i) dies;
 - (ii) is absent from meetings of the Board for a continuous period of 3 months or from 3 successive meetings of the Board, without leave of absence from the Board;
 - (iii) resigns by notice in writing to the Secretary;

- (iv) becomes of unsound mind or physically or mentally incapable of performing the duties of that office as resolved by the Board;
 - (v) fails to disclose in accordance with the Corporations Act the nature of any Material Personal Interest in a matter that relates to the affairs of the Club;
 - (vi) becomes an employee of the Club;
 - (vii) ceases to be a financial member of the Club;
 - (viii) ceases to be a member eligible to hold office on the Board;
 - (ix) ceases to be a member of the Club;
 - (x) is a director of any other registered club at the time the Authority appointed an administrator to that registered club pursuant to section 57H(2)(h) of the Registered Clubs Act, at any time within the last 6 years;
 - (xi) has been removed from office as a director or secretary of any other registered club by the Authority, at any time within the last 6 years;
 - (xii) has been disqualified from holding a liquor licence or being the manager of liquor licensed premises, at any time within the last 6 years; or
 - (xiii) has been declared by the Authority to be ineligible to stand for election or to hold office in the position of secretary or director of any other registered club, at any time within the last 6 years.
- (c) The Board may at any time appoint any eligible member to the Board to fill a casual vacancy. Any member so appointed shall hold office during such time as the person in whose place he or she was appointed would have held office.

16 Operation of the Company

16.1 Powers and duties of the Board

- (a) The business of the Club is to be managed by or under the direction of the Board.
- (b) Except as otherwise required by the Corporations Act, any other applicable law, or this constitution, the Board:
 - (i) has the power to manage the business and affairs of the Club; and
 - (ii) may exercise every right, power or capacity of the Club not by law or by this constitution otherwise required to be exercised by the Club in a General Meeting.

16.2 Property

The Board may sell, exchange, lease, licence, demise, or otherwise dispose of, all or any of the land or other property or rights to which the Club may be entitled, subject to compliance with the Registered Clubs Act.

16.3 By-laws

- (a) The Board may make any by-laws not inconsistent with this constitution as in the opinion of the Board are necessary or desirable for the proper control, administration and management of the Club's finances, affairs, interests, effects and property and for the convenience, comfort and well-being of the members.
- (b) The Board may at any time amend or rescind any such by-laws.

- (c) Any by-laws made under this constitution will come into force and have the full authority of a by-law of the Club on being posted upon the Club noticeboard.

16.4 Committees

- (a) The Board may constitute committees comprised of at least 1 Director and including other persons suitable to assist and advise the Board in the discharge of its functions. Board committees will be constituted and act in accordance with resolutions of the Board.
- (b) The President has the right to be ex officio a member of all such committees.
- (c) A committee may meet and adjourn as it thinks proper. Questions arising at any meeting of a committee shall be determined by a majority of votes of the members present and the chairperson will have a deliberative vote only. The meetings and proceedings of any committee consisting of 2 or more members will be governed by the provisions of this constitution for regulating the meetings and proceedings of the Board so far as they are applicable and are not superseded by any resolution of the Board.

16.5 Sections

- (a) The Board may create sections and committees for the conduct, management and control of all or any games, sporting or other activities in which the Club is engaged or interested.
- (b) The Board may determine the financial members eligible to participate in such sections and committees, and fix or approve any supplemental subscription or any charge (whether annual or special) for such participation.
- (c) The Board may empower any such section or committee to open and operate an account in the name of the section in such bank or financial institution as the Board approves, provided that the persons eligible to operate upon any such account must be approved by the Board, which may also remove and replace any such person.
- (d) Subject to the absolute control and supervision of the Board, each such section or committee created shall manage its own affairs but must make regular reports to the Board (or otherwise as may be required by the Board). The minutes and records of the section or committee must also be produced regularly and promptly for inspection by or on behalf of the Board.
- (e) Subject to this rule 16.5, the constitutions and rules or by-laws of each such section created under this constitution may be amended by ordinary resolution of the members of such section at a general meeting of such members either annually or at a meeting convened specifically for such purpose, provided that no amendment will have effect unless and until it has been approved by the Board.
- (f) The Board may pass by-laws for the control and regulation of such sections and committees and also terminate and dissolve any such sections or committees or reconstitute them on a similar or different basis.

17 Proceedings of the Board

17.1 Board Meetings

- (a) The Board may meet together for the dispatch of business and adjourn and otherwise regulate its meetings as the Board thinks fit. The Board must meet at least once in each calendar month and minutes of all resolutions and proceedings of the Board must be entered in a minute book provided for that purpose.
- (b) The President may at any time, and the Secretary must on the requisition of 3 Directors, convene a Board meeting.

- (c) The quorum for meetings of the Board is a majority of the Directors.
- (d) A Board meeting may be called or held using any technology consented to by all the Directors. The consent may be a standing one. A Director may only withdraw their consent within a reasonable period before the meeting.
- (e) The President is entitled to be the chairperson of Board meetings, but if the President is absent or unable or unwilling to act then the Vice President will chair the Board meeting. If both the President and the Vice President are absent or unable or unwilling to act, the Directors present must elect one of their number to chair the Board meeting.
- (f) All acts done by any meeting of the Board or by any person acting as a Director shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such Director or person so acting, or that the Directors or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Director.

17.2 **Notice of Board Meeting**

Each Director must be given reasonable notice of each Board meeting. Actual non-receipt of notice by a Director does not result in a Board meeting being invalid, provided such notice was given.

17.3 **Continuing Directors**

If there is a vacancy or vacancies in the office of a Director or offices of Directors the remaining Directors may act, but if the number of remaining Directors is not sufficient to constitute a quorum at a Board meeting they may act only:

- (a) for the purpose of requesting the members to appoint additional Directors;
- (b) to convene a General Meeting; or
- (c) to fill casual vacancies on the Board.

17.4 **Voting**

Subject to this constitution, a resolution at a Board meeting must be passed by a majority of the votes cast by the members present and entitled to vote on the resolution. The chairperson will have a deliberative vote only.

17.5 **Written Resolution**

- (a) The Board may pass a resolution without a Board meeting being held if all the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. The resolution is passed when the last Director signs. An electronic signature by a Director will be acceptable for this purpose unless otherwise provided by law.
- (b) Separate copies of a document may be used for signing by Directors if the wording of the resolution and statement is identical in each copy.

17.6 **Attendance of Non-Directors**

The President or a majority of the Directors may request the attendance at any Board meeting of any person who in their opinion may be able to assist the Board in any matter under consideration.

17.7 **Procedure at Board Meetings**

Subject to this constitution and the Corporations Act, the procedure to be followed at a Board meeting will be as the Board decides.

18 Director's duties and interests

18.1 Duty to disclose Material Personal Interests

- (a) For the purposes of this rule 18, a Director has a Material Personal Interest in a matter that relates to the affairs of the Club if that Director would be considered to have a Material Personal Interest under the Corporations Act.
- (b) Unless the Corporations Act says otherwise, a Director who has a Material Personal Interest in a matter that relates to the affairs of the Club must, at a Board meeting as soon as practicable after the Director's appointment or after the Director becomes aware of their interest in the matter (whichever is later), give the other Directors notice of the interest which must include details of:
 - (i) the nature and extent of the interest;
 - (ii) the relation of the interest to the affairs of the Club; and
 - (iii) any other information the Director is required to disclose under the Corporations Act.
- (c) A Director does not need to give notice of an interest under rule 18.1(b) if he or she is not required to do so under the Corporations Act however this does not affect the Director's obligations under the Registered Clubs Act and Registered Clubs Accountability Code.
- (d) A Director who is required to disclose a Material Personal Interest to the Club under this constitution or the Corporations Act must ensure that the nature and extent of the interest is tabled at a Directors' meeting and recorded in the minutes of that meeting.

18.2 Effect of Director having a Material Personal Interest

Each Director must comply with the Corporations Act in relation to being present, and voting, at a Board meeting that considers a matter in which the Director has a Material Personal Interest.

18.3 Standing disclosure

A Director may disclose a Material Personal Interest in the form of a standing notice to the other Directors with ongoing effect in accordance with the Corporations Act.

18.4 Accountability Code

Directors must comply with the Registered Clubs Accountability Code as amended from time to time in accordance with the Registered Clubs Act.

19 Secretary

Only 1 Secretary will be appointed by the Board at any time, and the Secretary will hold office on such terms and conditions (including as to remuneration) as the Board determines.

20 General Meetings

20.1 The Annual General Meeting

A General Meeting called the Annual General Meeting must be held at least once in every calendar year at such time and place as may be determined by the Board but within 5 months of the end of the Club's financial year. All General Meetings other than Annual General Meetings shall be called General Meetings.

20.2 General Meetings

- (a) The Board may convene a General Meeting whenever it considers fit.
- (b) The members may request the Board to call a General Meeting in accordance with Section 249D of the Corporations Act.
- (c) The members may call a General Meeting only in accordance with Section 249E or Section 249F of the Corporations Act.
- (d) A General Meeting convened by the Board may be postponed or cancelled at any time before the day of the meeting by the Board as it may determine.
- (e) A General Meeting called by the Board on the request of the members may be cancelled by the Board at any time before the day of the meeting, on the request of those members. Those members must pay the expenses of the cancellation unless the Board determines otherwise.
- (f) A General Meeting called by the members in accordance with the Corporations Act, may be cancelled by those members so notifying the Club in writing at least 14 days prior to the date for which the General Meeting has been called. Those members must pay the expenses of the cancellation unless the Board determines otherwise.

20.3 Notice

- (a) At least 21 days' notice specifying the place, day and hour of a General Meeting and in the case of special business the general nature of that business must be given to all members entitled to attend and vote at that General Meeting.
- (b) A General Meeting will not be invalidated by reason only of the accidental omission to give notice of the meeting to or the non-receipt of the notice of the meeting by any member, unless the Court on application of the member concerned or any other member entitled to attend the meeting, or the Australian Securities and Investments Commission, declares proceedings at the meeting invalid.

20.4 Quorum

- (a) No business shall be conducted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. A quorum is:
 - (i) for a General Meeting which is called by, or upon the request of, members, not less than twenty (20) members who are present and entitled to vote; and
 - (ii) for any other General Meeting and the Annual General Meeting, not less than twenty (20) members who are present and entitled to vote.
- (b) If within 30 minutes from the time appointed for any General Meeting a quorum is not present:
 - (i) If the meeting has been convened upon by or the request of members, the meeting is dissolved.
 - (ii) In any other case the meeting will stand adjourned to:
 - (A) the same day in the next week at the same time and place; or
 - (B) to another day, time and place determined by the Board, but such period shall be less than 1 month.
- (c) If a quorum is not present at a General Meeting resumed after an adjournment under rule 20.4(b)(ii), the members who are present will be a quorum and may transact the business for which the meeting was called.

20.5 Proceedings

- (a) The business of the Annual General Meeting may include any of the following, even if not referred to in the notice of Annual General Meeting:
 - (i) the consideration of the annual financial report, Directors' report and auditor's report;
 - (ii) the election of Directors;
 - (iii) the appointment of the auditor; and
 - (iv) the fixing of the auditor's remuneration.
- (b) The President is entitled to be the chairperson at every General Meeting. If the President is not present within 15 minutes after the time appointed for holding the meeting or is unwilling or unable to act, then the Vice President will act as chairperson. If the Vice President is not present within 15 minutes after the time appointed for holding the meeting or is unwilling or unable to act, then the members present will elect a Director or 1 of their number to be chairperson of the meeting.
- (c) Every question submitted to a General Meeting will be decided by a show of hands (unless a poll is demanded by the chairperson or by not less than 5 members) and the chairperson of the meeting shall have a deliberative vote only .
- (d) At any General Meeting (unless a poll is demanded), a declaration by the chairperson that a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority and an entry to that effect in the book containing the minutes of the proceedings of the Club, shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution.
- (e) A poll demanded on a matter other than the election of a chairperson or the question of an adjournment must be taken when and in the manner the chairperson directs. A poll on the election of a chairperson or on the question of an adjournment must be taken immediately. A demand for a poll may be withdrawn.
- (f) The chairperson of a General Meeting may with the consent of the meeting at which a quorum is present (and must if so directed by the meeting), adjourn the meeting from time to time and from place to place. When a General Meeting is adjourned:
 - (i) only unfinished business is to be transacted at a General Meeting resumed after an adjournment;
 - (ii) a resolution passed at a General Meeting resumed after an adjournment will be deemed to be passed on the date when it was in fact passed, and will not be deemed to have been passed on any earlier date; and
 - (iii) new notice of the resumed meeting must be given only if the General Meeting is adjourned for 1 month or more.
- (g) Minutes of all resolutions and proceedings at General Meetings must be entered within 1 month of the meeting in the book provided for that purpose. Such minutes must be signed by the chairperson of the meeting to which it relates or by the chairperson of the next meeting. A minute that is so recorded and signed is evidence of the proceeding, resolution or declaration to which it relates, unless the contrary is proved.
- (h) Any member who wishes to bring before an Annual General Meeting any business not relating to the ordinary business of the meeting must give notice in writing to the Secretary not later than the fifteenth day of February in each year, and no such business shall come before the meeting unless such notice has been given.

20.6 Voting

- (a) Each member who is entitled to vote shall have 1 vote.
- (b) Voting by proxy is not allowed:
 - (i) at any election of the Board;
 - (ii) at any meeting of the Board or of a committee of the Board; or
 - (iii) at any General Meeting.
- (c) A challenge by a member to another member's right to vote at a General Meeting:
 - (i) may only be made at the meeting; and
 - (ii) must be determined by the chairperson, whose decision is final.

21 Accounts and audit

21.1 Financial year

The financial year of the Club shall commence on the first day of January and end on the last day of December in each year or, subject to the Corporations Act, be for such other period as the Board may determine.

21.2 Keeping accounts

The Board must cause the Club to keep written financial records that:

- (a) correctly record and explain its transactions and financial position and performance;
- (b) would enable true and fair financial statements to be prepared and audited.

21.3 Right of Access

A Director has a right of access to financial records of the Company at all reasonable times and after providing reasonable notice.

21.4 Financial Report

If required by the Corporations Act, the Board must cause the Club to prepare a financial report and a Directors' report that comply with the Corporations Act and must report to the members in accordance with the Corporations Act.

21.5 Audit

If required by the Corporations Act, the Board must cause the Club's financial report for each financial year to be audited and obtain an auditor's report.

22 Executing documents

22.1 Common Seal

- (a) The Club will not have a common seal unless the Board resolves to adopt one. Any common seal adopted by the Board may only be used with the authority of the Board.
- (b) The fixing of the common seal, or any duplicate seal, to a document must be witnessed:
 - (i) by 2 Directors;

- (ii) by 1 Director and the Secretary; or
- (iii) by any other way resolved by the Board.

22.2 Signing documents

- (a) The Club may execute a document (including a deed) without using the common seal if that document is signed by:
 - (i) 2 Directors; or
 - (ii) 1 Director and the Secretary.
- (b) Nothing in this rule 22 limits the manner in which a document may be lawfully executed by or on behalf of the Club.

23 Notices

23.1 Giving a notice

A notice may be given by the Club to any member either:

- (a) personally;
- (b) by sending the notice by post to the address of the member recorded for that member in the register;
- (c) by sending the notice to the electronic address (if any) nominated by the member; or
- (d) by notifying the member that the notice is available and how it may be accessed (if the member has nominated electronic means by which the member may be notified that a notice is available and an electronic means by which the member may access the notice).

23.2 When notice is given

- (a) Where a notice is sent by post it is taken to be given:
 - (i) in the case of a notice convening a meeting, on the day after the day on which the notice was posted; or
 - (ii) in any other case, 3 days after the notice was posted.
- (b) Where a notice is sent by electronic means, the notice is taken to have been given on the business day after it was sent.
- (c) Where notice is given under rule 23.1(d), the notice is taken to be given on the business day after the day on which the member is notified that the notice is available.

24 Indemnity

24.1 Indemnity

Subject to the Corporations Act, the Club must, to the extent the person is not otherwise indemnified, indemnify every officer (as defined in the Act) of the Club against a liability incurred by that person as an officer of the Club:

- (a) to a person other than the Club (including a liability incurred as a result of appointment or nomination of the Club or subsidiary as a trustee or as an officer of another corporation) unless the liability arises out of conduct involving a lack of good faith or is for a pecuniary penalty order or compensation under the Corporations Act; and

- (b) for costs and expenses incurred by the officer in defending civil or criminal proceedings except as prohibited under section 199A of the Corporations Act or otherwise by law.

24.2 Insurance

Subject to the Act, the Club may enter into and pay premiums on a contract of insurance in respect of any person, to the fullest extent permitted by the Corporations Act.

24.3 Former Officers

The indemnity in favour of officers under rule 24.1 is a continuing indemnity. It applies in respect of all acts done by a person while an officer of the Club, even if the person is not an officer at the time the claim is made.

25 Amendments to constitution

This Constitution may be amended only by a Special Resolution passed by a two thirds majority of members eligible to vote and who are present at a General Meeting, being a meeting of which at least 21 days written notice specifying the intention to propose the resolution as a Special Resolution has been given in accordance with the Act.

26 Links

NSW Legislation

<https://www.legislation.nsw.gov.au/#/>

Registered Clubs Act

<https://legislation.nsw.gov.au/#/view/act/1976/31>

Corporations Act

<https://www.legislation.gov.au/Details/C2018C00131>

Liquor Act

<https://www.legislation.nsw.gov.au/#/view/act/2007/90>

Gaming Machine Act

<https://www.legislation.nsw.gov.au/#/view/act/2001/127>

Smoke-free Environment Act

<https://www.legislation.nsw.gov.au/#/view/act/2000/69>