



HINTERLAND DISTRICT NETBALL ASSOCIATION INC.

CONSTITUTION

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INTRODUCTORY PROVISIONS AND DEFINITIONS

In this constitution:

- a. **act** means *Association Incorporation Act 1981 (Qld)*;
- b. **association** means Hinterland District Netball Association Incorporated;
- c. **constitution** means the associations rules, as defined in the Act;
- d. **by-laws** mean the Hinterland District Netball Association By-Laws;
- e. **HDNA** means Hinterland District Netball Association Incorporated;
- f. **Executive** means a member or members duly elected to the identified Executive Committee position/s within the association;
- g. **club** means an affiliated club member of the association, with status of affiliation defined as:
 - I. fully affiliated member club being so registered financially and comprising at least three netball team;
 - II. social affiliated club being so registered financially and comprising of one or more netball teams
- h. **NA** means Netball Australia
- i. **NQ** means Netball Queensland
- j. **badged umpire** means an umpire duly qualified according to the rules of and recognised by Netball Australia;
- k. **team** a netball team comprising of not fewer than seven registered playing members.

HINTERLAND DISTRICT NETBALL ASSOCIATION INC.**CONSTITUTION****1. NAME OF THE ASSOCIATION**

The name of the association shall be the "Hinterland District Netball Association (HDNA) Incorporated".

2. OBJECTS OF ASSOCIATION

The objects for which the Association is established are the fostering, promotion and control of Netball in the Mudgeeraba district and surrounding Gold Coast and Hinterland areas in accordance with the laws, rules and policy of the official controlling body of Netball Queensland.

3. GENERAL

Location

The location of HDNA shall be at Firth Park, Somerset Drive, Mudgeeraba, Queensland, with a postal address of PO Box 124, Mudgeeraba. Qld. 4213

4. THE POWERS OF THE ASSOCIATION ARE:

- (1) To subscribe to become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 28 (10).
- (2) In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises.
- (3) To purchase, take or lease or in exchange, hire and otherwise acquire any lands, building, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association: Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- (4) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions, which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (5) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and

other persons as may be necessary or convenient for the purposes of the Association.

- (6) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects.
- (7) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidize or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carry out, alteration or control thereof:
- (8) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit.
- (9) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (10) In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate, to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- (11) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities.
- (12) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (13) In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.
- (14) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others.
- (15) To take any gift or property whether subject to any special trust or not, for any one or more of the objects of the Associations but subject always to the proviso in sub-rule (4).
- (16) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise.

- (17) To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
- (18) In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 28 (10).
- (19) In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- (20) In furtherance of the objects of the Association to transfer all or any part of the property assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- (21) To make donations for patriotic, charitable or community purposes.
- (22) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.
- (23) To do all such things as are incidental or conducive to the attainment of the objectives and the exercise of the powers of the Association.

5. CLASSES OF MEMBERSHIP

- (1) The membership of the Association shall consist of ordinary members, and any of the following classes of members: -
 - (a) Non-playing Members:

Non-playing Members shall be those people who have an interest in netball. Non- playing Members shall affiliate directly with the Hinterland District Netball Association Inc. on the appropriate form, at a fee to be fixed by the Executive Committee each year. Non-playing Members shall have the right to attend meetings but shall not be entitled to vote at any such meetings.
 - (b) Life Members:
 - a) Election
 - i) Life Members are those elected by the Hinterland District Netball Association Inc. at an Annual General Meeting in recognition of service to the Association. They are to be nominated in writing by two members of the Hinterland District Netball Association Inc. and accepted by a three-quarters majority of members at the Annual General Meeting and who are entitled to vote. Such nominations to be in the hands of the secretary at least 21 days prior to the Annual General Meeting.

ii) On receipt of a nomination which in order, the Secretary will include an appropriate item on the agenda for the Annual General Meeting for consideration at that meeting. The item should indicate the names of the nominees, proposer and seconder together with, if possible, a brief outline of the contribution made by the nominee.

iii) No more than 3 persons may be elected in any one calendar year. Election to membership is subject to approval by at least three quarters ($\frac{3}{4}$) of the members present – eligible to vote at the Annual General Meeting at which the nomination is considered. Life Members shall be entitled to attend all General Meetings of the association and shall be entitled to vote at any such meetings.

b) Privileges

i) Life Members may attend and vote at HDNA meetings provided they have been deemed active in the past twelve (12) months.

ii) A Life Member will be deemed active if they have attended four (4) meetings in the past two (2) years or participated in HDNA activities and events in the past twelve (12) months as noted by the Executive Committee.

iii) Life Members shall be exempt from payments and fees.

(c) Honorary Members:

i) Honorary Members are those members invited to join the Hinterland District Netball Association Inc. in the interest of netball for such period as may be determined by the members in General Meetings provided that they are nominated by at least two members of the Executive Committee and their nomination is approved by three- quarters of the Executive Committee. Honorary Members shall be entitled to attend all General Meetings of the Association but shall not be entitled to vote at any such meetings.

ii) The number of Honorary Members shall be unlimited.

iii) Honorary Members shall be exempt from payments and fees.

(d) Patron:

HDNA may, at its discretion, appoint a Patron/s or Vice Patron/s of HDNA, with any such appointment to be made at any General Meeting. Such Patron/s or Vice Patron/s shall not be eligible to vote unless they are current members of HDNA under another category of membership.

(e) Fully Affiliated Member Club:

A fully affiliated member club is a member club comprised of three (3) or more teams participating in competitions conducted by HDNA; a financial member for a full 12 months paying the full member club fee set by HDNA; can attend HDNA meetings, and has voting rights at any HDNA meeting (one (1) vote per club).

(f) Social Member Club:

A social member club is a member club of one (1) or more teams participating in competitions conducted by HDNA; a financial member for a full 12 months paying the social member club fee set by HDNA; and can attend HDNA meetings but shall not be entitled to vote at any such meetings.

(g) Junior Members:

A Junior Member is a person under the age of 18 years who is registered with the Hinterland District Netball Association Inc. and is not entitled to vote.

(2) The number of members in each class shall be unlimited.

6. MEMBERSHIP FEES

- (1) The membership fees for each class of membership shall be such sum as the members shall from time to time at any General Meeting so determine.
- (2) The membership fees for each class of membership shall be payable at such time and in such manner as the Executive Committee shall from time to time determine.

7. ADMISSIONS AND REJECTION OF MEMBERS

- (1) At the next meeting of the Executive Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Executive Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- (2) Any applicant who receives a majority of the votes of the members of the Executive Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership being applied for.
- (3) Upon the acceptance or rejection of an application for any class of membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection. The Executive Committee shall not be obliged to give reasons for a rejection of membership.

8. TERMINATION OF MEMBERSHIP

- (1) A member may resign from the association at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- (2) If a member: -
 - (a) is convicted of an indictable offence; or
 - (b) fails to comply with any of the provisions of the rules; or
 - (c) has membership fees in arrears for a period of two months or more; or
 - (d) conducts him/herself in a manner considered to be injurious or prejudicial to the character or interests of the Association. The Executive Committee shall consider whether his/her membership shall be terminated.

- (3) The member concerned shall be given a full and fair opportunity of presenting his/her case and if the Executive Committee resolves to terminate his/her membership it shall instruct the Secretary to advise the member in writing accordingly.

9. APPEALS AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- (1) A person whose application for membership has been rejected or whose membership has been terminated may within 21 days of receiving written notification thereof, lodge with the Secretary written notice of his/her intention to appeal against the decision of the Executive Committee.
- (2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within one month of the date of receipt by him/her of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his/her case and the Executive Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.
- (3) Where a person, whose application is rejected, does not appeal against the decision of the Executive Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

10. REGISTER OF MEMBERS

- (1) The Executive Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- (2) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatement of membership and any further particulars as the Executive Committee or the members at any general meeting may require from time to time.
- (3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.
- (4) A member of HDNA must not –
 - (i) Use information obtained from the register of members of HDNA to contact, or send material to, another member of HDNA for the purpose of advertising for political, religious, charitable or commercial purposes: or
 - (ii) Disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of HDNA for the purpose of advertising for political, religious, charitable or commercial purposes.

11. MEMBERSHIP OF EXECUTIVE COMMITTEE

- (1) The Executive Committee of the Association shall consist of a President, Vice- President, Secretary, Treasurer and Umpires Convenor, all of whom shall be members of the Association, and such number of other members as the members of the Association at any general meeting may from time to time elect or appoint.
- (2) No club shall be represented by more than two representatives on the Executive at any one time; each representative having the right to one vote.
- (3) Irrespective of a club already having two elected representatives on the Executive; if any position is still vacant other persons from that club may nominate.
- (4) At the Annual General Meeting of the Association, all members of the Executive Committee holding positions that are due to fall vacant shall retire from office but shall be eligible upon nomination for re-election.
 - (i) No person shall be eligible to nominate for President and/or Secretary unless they have served one (1) full term as a General Member. If positions are unable to be filled on this basis, the current Executive Committee will determine by majority vote, if there shall be an exception based on nominee/s submissions.
 - (ii) For the first AGM elections following the acceptance of this constitution the positions will be elected for the following terms:

President – 2 years
Vice President – 1 year
Treasurer – 2 years
Secretary – 1 year
Umpires Convenor – 1 year
 - (iii) For all other AGM elections following the acceptance of this constitution the positions will be elected for a 2-year term as they fall vacant.
- (5) The election of officers and other members of the Executive Committee shall take place in the following manner:
 - (a) Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Executive Committee.
 - (b) The nomination, which shall be in writing and signed by the member and the proposer and a seconder, shall be lodged with the Secretary at least fourteen days before the Annual General Meeting at which the election is to take place.
 - (c) A list of candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of a meeting of the Association for at least seven days immediately preceding the Annual General Meeting.
 - (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the Annual General Meeting shall

be entitled to vote for any number of such candidates not exceeding the number of vacancies.

- (e) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
- (f) The President of the Association may not simultaneously serve as President of any other affiliated netball body.

12. RESIGNATION

Any member of the Executive Committee may resign from membership of the Executive Committee at any given time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice when it shall take effect on that later date, or such member may be removed from office at a General Meeting of the Association, where that member shall be given the opportunity to fully present his/her case.

The question of removal shall be determined by the vote of the members present at such a General Meeting.

13. VACANCIES ON EXECUTIVE COMMITTEE

- (1) The Executive Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Executive Committee until the next Annual General Meeting.
- (2) The continuing members of the Executive Committee may act notwithstanding any casual vacancy in the Executive Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Executive Committee, the continuing member or members may act for the purposes of increasing the number of members of the Executive Committee to that number or of summoning a General Meeting of the Association, but for no other purpose.

14. FUNCTIONS OF THE EXECUTIVE COMMITTEE

- (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any General Meeting the Executive Committee:
 - (a) shall have the general control and management of the administration of the affairs, property and funds of the Association: and
 - (b) shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
- (2) The Executive Committee may exercise all the powers of the Association:
 - (a) to borrow or raise or secure the payment of money in such manner as the members of

the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities:

- (b) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities: and
- (c) to invest in such manner as the members of the Association may from time to time determine.

15. MEETINGS OF EXECUTIVE COMMITTEE

- (1) The Executive Committee shall meet at least once every calendar month to exercise its functions.
- (2) A special meeting of the Executive Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Executive Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- (3) At every meeting of the Executive Committee a simple majority of a number equal to the number of members elected and/or appointed to the Executive Committee as at the close of the last General Meeting of the members, shall constitute a quorum.
- (4) Subject as previously provided in this rule, the Executive Committee may meet together and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Executive Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- (5) A member of the Executive Committee shall not vote in respect of any contract or proposed contract with the Association in which he/she has an interest, or any matter arising thereout, and if he/she does so vote his/her vote shall not be counted.
- (6) Not less than fourteen days' notice shall be given by the Secretary to members of the Executive Committee of any special meeting of the Executive Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- (7) The President shall preside as Chairman at every meeting of the Executive Committee, or if there is no President, or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting, the Vice President shall be Chairman or if the Vice President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.

- (8) If within half an hour from the time appointed for the commencement of an Executive Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Executive Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Executive Committee may Determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

16. SUB-COMMITTEES

- (1) The Executive Committee may delegate any of its power to a sub-committee consisting of such members of the Association as the Executive Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Executive Committee.
- (2) A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their numbers to be Chairman of the meeting.
- (3) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of equality of votes, the question shall be deemed to be decided in the negative.

17. EXECUTIVE COMMITTEE ACTS

All acts done by any meeting of the Executive Committee or of a sub-committee or by any person acting as a member of the Executive Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Executive Committee or persons acting as aforesaid, or that the members of the Executive Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Executive Committee.

18. EXECUTIVE COMMITTEE RESOLUTIONS IN WRITING

A resolution in writing signed by all the members of the Executive Committee for the time being entitled to receive notice of a meeting of the Executive Committee shall be as valid and effectual as if it had been passed at a meeting of the Executive Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more of the Executive Committee.

19. GENERAL MEETINGS

The first General Meeting shall be held at such time, not being less than one month, nor more than three months, after the incorporation of the Associations and at such place as the Executive Committee may determine.

20. ANNUAL GENERAL MEETINGS

- (1) The Annual General Meeting shall be held within three months of the close of the financial year.
- (2) The business to be transacted at every Annual General Meeting shall be:
 - a. the receiving of the Executive Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year.
 - b. the receiving of the Auditor's report upon the books and accounts for the preceding financial year.
 - c. the election of members of the Executive Committee;
 - d. the appointment of the Auditor.

21. SPECIAL GENERAL MEETINGS

The secretary shall convene a Special General Meeting:

- (1) when directed to do so by the Executive Committee; or
- (2) on the requisition in writing signed by not less than one-third of the members presently on the Executive Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Executive Committee plus one. Such requisition shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat; or
- (3) on being given a notice in writing of an intention to appeal against the decision of the Executive Committee to reject an application for membership or to terminate the membership of any person.

22. QUORUMS

- (1) At any General Meeting the number of members required to constitute a quorum shall be the number equivalent to the current Executive Committee plus one.
- (2) A motion may be carried by a simple majority of delegates present and entitled to vote unless otherwise provided in the Constitution.
- (3) If within half an hour from the time appointed for the commencement of a General Meeting, a quorum is not present, the meeting, if convened upon the requisition of members of the Executive Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Executive Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- (4) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more,

notice of the adjourned meeting shall be given as in case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

23. NOTICE OF MEETINGS

- (1) The secretary shall convene all General Meetings of the Association by giving not less than 14 days' notice of any such meeting to the members of the Association.
- (2) The manner of which such notice shall be given shall be determined by the Executive Committee: Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of his/her membership by the Executive Committee, shall be given in writing. Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.

24. GENERAL MEETING ORDER AND VOTING

Unless otherwise provided by these Rules, at every General Meeting:

- 1) The President shall preside as Chairman, or if there is no President, or if he/she is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice President shall be the Chairman or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting;
- 2) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner;
- 3) Every question, matter or resolution shall be decided by a majority of votes of the members present;
- 4) Each Fully Affiliated Member Club shall be entitled to be represented at any General Meeting of the Association by one (1) delegate who is registered with that club, whom may vote by casting one vote - namely one vote per Fully Affiliated Member Club. Proxy votes will not be accepted;
- 5) Each member of the Executive shall attend all General Meetings of the Association and shall be entitled to move, second and/or speak upon, any motion thereat, but no member of the Executive save the President or Vice -President actually occupying the chair thereat shall be entitled to vote. The Chairperson at any General Meeting shall have a casting vote only;
- 6) Voting at all General Meetings shall be by show of hands unless a ballot is required by the Constitution or By-Laws or demanded by at least three-quarters of the delegates present and entitled to vote;
- 7) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive Committee meeting and General Meetings to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Executive Committee Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Executive Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting; Provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or Annual General Meeting.

25. BY-LAWS.

The Executive Committee may from time to time make, amend, or repeal By-Laws, not inconsistent with these Rules, for the internal management of the Association and any By- Law may be set aside by a General Meeting of members.

26. ALTERATION OF RULES.

- (1) Subject to the provisions of the Associations Incorporation Act, these Rules may be amended, rescinded or added to from time to time by a special resolution at any General Meeting; Provided that no such amendment, rescission or addition shall be valid only if it is registered by the Chief Executive of the department administering the Act.
- (2) Notice of such special resolution setting out in full the proposed amendment, rescission or addition shall be given to the secretary of each affiliated club not less than three weeks nor more than five weeks prior to the meeting.
- (3) No such amendment, rescission or addition shall be effective unless it is carried by a majority of three - quarters of members present and entitled to vote.

27. COMMON SEAL.

The Executive Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Executive Committee and every instrument to which the seal is affixed shall be signed countersigned by the Secretary or by a second member of the Executive Committee or by some other person appointed by the Executive Committee for the purpose.

28. FUNDS AND ACCOUNTS.

- (1) The funds of the Association shall be deposited in the name of the Association in such Bank or Permanent Building Society as the Executive Committee may from time to time direct.
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (3) All moneys shall be deposited as soon as practicable after receipt thereof.
- (4) All accounts of one hundred dollars or over shall be paid by electronic banking / cheque signed by President and Treasurer (in absent of President, the Vice President), or other Executive member authorized by President of Executive Committee.
- (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- (6) The Executive Committee shall determine the amount of petty cash which shall be kept on the premises in the secured safe.

- (7) All expenditure shall be approved or ratified at an Executive Committee Meeting.
- (8) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing the particulars of;
- (a) the income and expenditure for the financial year just ended: and
 - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (9) All such statements shall be examined by the Auditor who shall present his report upon such audit to the secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (10) The income and property of the Association whence so ever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him/her to the Association or otherwise owing by the Association to him/her or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

29. DOCUMENTS.

The Executive Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

30. FINANCIAL YEAR.

The financial year of the Association shall close on the 30th September in each year.

31. DISTRIBUTION OF SURPLUS ASSETS.

If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981-1990, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of rule 28 (10), such institution or institutions to be determined by the members of the Association.

I hereby certify that this is a true copy of the Rules adopted by the members at the Annual General Meeting on 9 December 2020, and duly registered with the Office of Fair Trading.