

HOWRAH BOWLS CLUB INCORPORATED

CONSTITUTION

This Constitution was adopted with effect from 16 March 1994 and shall remain in force until repealed, altered, amended or added to as herein provided.

Reprinted 5th June, 2010 with accepted alterations, amendments and additions as at 5th June. 2010

Rule 1 : Name

The name of the Association shall be the Howrah Bowls Club Incorporated.

Rule 2 : Definitions

2.1 Unless the contrary intention appears -

Club - means the Howrah Bowls Club Incorporated.

Club Member - means a person, regardless of gender, who has been accepted for Full Membership of the Club.

Life Member - means a person regardless of gender who has been accepted for Life Membership of the Club.

Junior Member - means a person, regardless of gender, who is less than eighteen years of age as at 31 December in the membership year and has been accepted for Junior Membership of the Club.

Social Member (Playing) - means a person, regardless of gender, who has been accepted for Social Membership (Playing) of the Club.

Social Member (Non Playing) - means a person, regardless of gender who has been accepted for Social Membership (Non Playing) of the Club.

Casual Member - means a person, regardless of gender, who is a full member (however designated) of another bowls club and has been accepted for casual membership of the Club.

Member - includes Club, Life, Junior, Social (Playing), Social (Non Playing) and Casual Members of the Club.

Committee - means the Committee of Management of the Club.

General Meeting - means a general meeting of members convened in accordance with sub-rule 9.11.

Committee member - means a member of the Committee to whom sub rule 10.8 relates.

2.2 Expressions referring to writing shall unless the contrary expression appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form.

2.3 Words or expressions in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1931 as in force on the date these rules were adopted by the Club.

2.4 Reference to the Male gender shall include the Female gender.

Rule 3 : Registered Office

The Office of the Club shall be at 11 Howrah Road, Howrah or at such other place as the Committee may determine from time to time.

Rule 4 : Objects and Purposes

4.1 The primary object of the Club is to promote and foster the game of lawn bowls for the enjoyment of the members.

4.2 In addition to the primary object, the objects and purposes shall include the -

- .1 purchase, taking on lease or exchange, or otherwise acquiring any real or personal property ;
- .2 buying, selling, supplying of and dealing in goods of all kinds ;
- .3 construction, maintenance and alteration of buildings and works ;
- .4 acceptance of any gift, whether subject to a special trust or not ;
- .5 taking of such steps as are necessary for obtaining contributions to the funds of the Club whether by way of donations, subscriptions or otherwise ;
- .6 printing and publishing of newspapers, periodicals, books, leaflets and other documents for the promotion of the Club ;
- .7 borrowing and raising of money in such manner and on such terms as the Committee may think fit or as may be approved or directed by resolution passed at a general meeting ;
- .8 investment of any moneys of the Club, subject to the provisions of the Trustee Act 1898 ;
- .9 making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which paragraph (a) of section 78 of the Income Tax Assessment Act 1936 of the Commonwealth refers ;
- .10 establishment and support or aiding in the establishment or support of associations, institutions, funds, trusts and schemes calculated to benefit servants or past servants of the Club and their dependants, and the granting of pensions, allowances or other benefits to servants of the Club and their dependants and the making of payments towards insurance in relation to any of those purposes ;
- .11 establishment and support or aiding in the establishment and support, or the purchase or acquisition of all or any part of the property, assets and liabilities, of any other association formed for any of the objects and purposes of the Club ; and
- .12 doing of all such other lawful things as are incidental to the attainment of the objects and purposes of the Club.

4.3 Non-Profit -
The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

Rule 5 : Membership & Entitlements

5.1 A person who is nominated and approved for membership as provided in these rules is to become a member on payment of the annual subscription.

5.2 A person who is not a member at the time of incorporation shall not be admitted to membership -

- .1 unless they are nominated as prescribed in sub-rule 5.3 ; and
- .2 their admission as a member is approved by the Committee.

5.3 Nomination of a person for membership shall -

- .1 be made in writing, signed by two Club Members and accompanied by the nomination fee required by sub-rule 11.4 ;
- .2 carry the written consent of the nominee ; and
- .3 be lodged with the Secretary.

5.4 Before forwarding the nomination to the Committee, the Secretary will display it publicly for fourteen days (14) to allow for members objections.

5.5 Upon the nomination being approved by the Committee, the Secretary shall notify the nominee in writing that they have been approved for membership and upon receipt of the sum payable by or on behalf of the nominee as their first years subscription, shall enter the nominees name in a register of members to be kept by the Secretary, whereupon that nominee becomes a member.

5.6 In the event of a nomination not being accepted for any reason, the Secretary shall notify the nominee in writing. The Committee's decision shall be final and not subject to appeal.

5.7 A member in good financial standing may resign at any time by delivery or sending by post to the Secretary a written notice of resignation.

5.8 Upon receipt of a notice under sub-rule 5.7, the Secretary shall remove the name of the member by whom the notice was given from the register of names of members whereupon that member ceases to be a member.

5.9 A right, privilege or obligation of a person by virtue of their membership -

- .1 is not capable of being transferred or transmitted to another person ; and
- .2 terminates upon the cessation of their membership whether by death, resignation or otherwise.

5.10 Club members are entitled to use the facilities of the Club, to represent the Club in competitions of any description, to compete for Club championships, to become Office Bearers /Committee members and to attend and vote at general meetings on all matters affecting the Club.

5.11 Junior members are entitled to use the facilities of the Club, to represent the Club in competitions of any description and to compete for Club championships. They are not entitled to become Office Bearers/Committee members. They may attend general meetings but are not entitled to vote on any matter affecting the Club.

5.12 Social Members -

.1 Social Members (Playing) are only entitled to use the facilities of the Club and to compete in social events organised by the Club.

They are not entitled to represent the Club (unless no Club or Junior member is available and they have been requested specifically to do so by the selectors) in competitions of any description, to compete for Club championships or to become Office Bearers/Committee members. They may attend general meetings but are not entitled to vote on any matter affecting the Club ; and

.2 Social Members (Non Playing) are only entitled to use the facilities of the Club and not compete in any bowls events organised by the Club. They are not entitled to become Office Bearers/Committee Members.

They may attend General Meetings but are not entitled to vote on any matter affecting the Club.

5.13 Casual members are only entitled to use the facilities of the Club and to compete in social events organised by the Club. They are not entitled to represent the Club in competitions of any description to compete for Club championships, to become Office Bearers/Committee members or to attend general meetings of the Club.

5.14 Life members are those who have rendered long service or special service to the Club and may on the recommendation of the Executive Committee at an Annual General Meeting or Special General Meeting, on receiving the votes of at least a two thirds majority of members present thereat, be elected a Life Member of the Club, with full privileges without payment of an annual subscription. A Life Member shall not be relieved of any other financial obligation.

Rule 6 : Winding Up & Dissolution

6.1 Winding Up -

In the event of the Club being wound up, every member and every person who within the period of twelve months immediately preceding the commencement of the winding up was a member, is liable to contribute to the payment of the debts and liabilities and for the costs, charges and expenses of the winding up such sum not exceeding \$5.00 as may be required, but a former member is not liable so to contribute in respect of any debt or liability contracted after they ceased to be a member.

6.2 Dissolution -

In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

Rule 7 : Income, Property and Books of Accounts

7.1 The income and property of the Club however derived shall be applied solely towards the promotion of the objects and purposes and no portion thereof shall be paid to or transferred directly or indirectly by dividend, bonus or otherwise to any member.

7.2 The Club shall not, unless approved by a constituted general meeting -

- .1 appoint a person who is a member of the Committee to any office, to the holder of which there is payable any remuneration by way of salary, fees or allowances ; or
- .2 pay any such person any remuneration or other benefit in money or moneys worth (other than the repayments of out-of-pocket expenses).

7.3 Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Club of -

- .1 remuneration for services actually rendered by the servant or member or for goods supplied by the servant or member in the ordinary course of business ;
- .2 interest at a rate to be determined by the Committee from time to time ; or
- .3 a reasonable and proper sum by way of rent for premises let to the Club by the servant or member.

7.4 True Accounts -

- .1 shall be kept of all sums of money received and expended and of the matter in respect of which the receipt or expenditure takes place and of the property, credits and liabilities ; and
- .2 subject to any reasonable restrictions as to the time and manner of inspecting them that may be imposed by the Committee, those accounts shall be open to the inspection of the members.

7.5 The Treasurer shall faithfully keep all general records of receipts and expenditure connected with the operations and business of the Club in such form, and manner as the Committee may direct.

7.6 The accounts, books and records referred to in sub-rules 7.4 and 7.5 shall be kept at the Club office or at such other place as the Committee may decide.

7.7 The Treasurer shall -

- .1 receive all money paid to the Club ; and
- .2 issue official receipts for it.

7.8 The Committee shall open with such bank as they select, a bank account in the name of the Club into which all money received shall be paid by the Treasurer as soon as possible after receipt.

7.9 The Committee may receive from their bank or bankers for the time being, the cheques drawn by the Club on any of its accounts with the bank or bankers and may release and indemnify the bank or bankers from and against all claims, actions, suits or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Club.

7.10 Except with the authority of the Committee, no payment of a sum exceeding \$200 shall be made otherwise than by cheque drawn on the Clubs bank account, but the Committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Committee may impose.

7.11 No cheque shall be drawn except for the payment of expenditure that has been authorised by the Committee with the exception of that specified in sub-rule 7.10.

7.12 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer or, in his absence, by such other member or members of the Committee as the Committee may nominate for that purpose, and shall be countersigned by the Secretary or such other member of the Committee as the Committee may nominate.

Rule 8 : Auditor

8.1 At each annual general meeting the members present shall appoint a person as the auditor.

8.2 The person so appointed shall hold office until the annual general meeting next after that at which they were appointed, and is eligible for reappointment.

8.3 The first auditor may be appointed by the Committee before the first annual general meeting, and if so appointed, shall hold office until the first annual general meeting, unless previously removed by a resolution of the members at a general meeting, in which case the members at that meeting may appoint an auditor to act until the first annual general meeting.

8.4 If an appointment is not made at an annual general meeting the Committee shall appoint an auditor for the then current financial year.

8.5 Except as provided in sub-rule 8.3, the auditor may only be removed from office by special resolution.

8.6 If a casual vacancy occurs in the office of auditor during the course of a financial year, the Committee may appoint a person as the auditor and the person so appointed shall hold office until the next annual general meeting.

8.7 Once at least in each financial year the accounts shall be examined by the auditor.

8.8 The auditor shall certify as to the correctness of the accounts and shall report thereon to the members present at the annual general meeting.

8.9 In this report, and in certifying to the accounts, the auditor shall state -

- .1 whether they have obtained the information required by them ;
- .2 whether in their opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position according to the information at their disposal and the explanations given to them and as shown by the books ; and
- .3 whether the rules relating to the administration of the funds have been observed.

8.10 The Secretary shall cause to be delivered to the auditor a list of all the accounts, books and records.

8.11 The auditor -

- .1 has a right of access to the accounts, books, records, vouchers and documents ;
- .2 may require from the servants of the Club such information and explanation as may be necessary for the performance of their duties as auditor ;
- .3 may employ persons to assist him in investigating the accounts ; and
- .4 may, in relation to the accounts, examine any member of the Committee or any servant of the Club.

Rule 9 : Meetings

9.1 The Club shall hold an annual general meeting each year.

9.2 The annual general meeting shall be

- .1 held on such day (being not later than three months after the close of the financial year of the Club) as the Committee may determine ;
- .2 in addition to any other general meetings that may be held in the same year ; and
- .3 specified as such in the notice convening it.

9.3 The ordinary business of the annual general meeting shall be to -

- .1 confirm the minutes of the last preceding annual general meeting;
- .2 receive from the Committee, auditor and servants of the Club reports upon the transactions during the last preceding financial year ;
- .3 elect the officers of the Club ;
- .4 to appoint the auditor and determine their remuneration ; and
- .5 to determine the remuneration of servants of the Club.

9.4 The annual general meeting may transact special business of which notice is given in accordance with these rules.

9.5 All general meetings other than the annual general meeting shall be called special general meetings.

9.6 The Committee may whenever it thinks fit, convene a special general meeting.

9.7 The Committee shall on the requisition in writing of not less than ten members, convene a special general meeting.

9.8 A requisition for a special general meeting shall state the object of the meeting and shall be signed by the requisitionists and deposited at the office of the Club and may consist of several documents in like form, each signed by one or more of the requisitionists.

9.9 If the Committee does not cause a special general meeting to be held within twenty one days from the date on which a requisition is deposited at the office of the Club the requisitionists, or any of them, may convene the meeting; but the meeting so convened shall not be held after three months from the date of the deposit of the requisition.

9.10 A special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee, and all reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring them.

9.11 The Secretary shall, at least fourteen days before the date fixed for holding a general meeting, insert in The Mercury newspaper published in this State, an advertisement specifying the place, day and time for the holding of the meeting, and the nature of the business to be transacted.

9.12 All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business.

9.13 No item of business shall be transacted at the general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.

9.14 Fifteen members personally present (being members entitled under these rules to vote) constitute a quorum for the transaction of the business of a general meeting.

9.15 If within one hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time and (unless another place is specified by the President at the time of adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

9.16 The President, or in his absence a Vice President shall preside at every general meeting.

9.17 If the President or Vice Presidents are absent from the general meeting, the members present shall elect one of their number to preside as Chairman.

9.18 The Chairman of a general meeting may with the consent of the meeting at which a quorum is present, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

9.19 Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.

9.20 Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

9.21 All questions arising at a general meeting shall be determined on a show of hands and unless before or on the declaration of the result of the show hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show hands, been carried, or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minute book is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

9.22 Upon any question arising at a general meeting of the Club, a member has one vote only and all votes shall be given personally.

9.23 In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.

9.24 If at a meeting a poll on any question is demanded it shall be taken in such manner as the Chairman may direct, and the result of the poll shall be the resolution of the meeting on that question.

9.25 A poll that is demanded on the election of a Chairman, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.

Rule 10 : Committee of Management

10.1 The affairs of the Club shall be managed by a Committee of Management constituted as provided in sub-rule 10.7.

10.2 The Committee -

.1 shall control and manage the business and affairs of the Club ;

.2 may, subject to these rules, exercise all such powers and functions as may be exercised by the Club, other than those powers and functions that are required by these rules to be exercised by general meetings of member ; and

.3 subject to the Act and these rules, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Club.

10.3 The officers of the Club shall be -

.1 President ;

.2 Vice President Ladies ;

.3 Vice President Men's ;

.4 Treasurer ; and

.5 Secretary, who shall be the Public Officer

10.4 The provision of sub-rules 10.11, 10.12 and 10.13, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-rule 10.3.

10.5 Each officer shall hold office until the annual general meeting next after their date of election but is eligible for re-election.

10.6 In the event of a casual vacancy in any office mentioned in sub-rule 10.3, the Committee may appoint one of its members to the vacant office up to and including the conclusion of the annual general meeting next following the date of that appointment.

10.7 The Committee shall consist of -

.1 the officers in sub-rule 10.3 ; and the

following ordinary committee members;

.2 Assistant Secretary/Treasurer ;

.3 Chairman of the Marketing committee ;

and

.4 Chairman of the Green's committee

The ordinary committee members under 10.7.2, 10.7.3 and 10.7.4 shall be elected as required at the annual general meeting.

10.8 Each ordinary committee member shall, subject to these rules, hold office until the annual general meeting next after their date of election, but is eligible for re-election.

10.9 In the event of a casual vacancy occurring in the office of ordinary committee member, the committee shall appoint a Club member to fill such vacancy :

The members so appointed shall hold office subject to these rules until the conclusion of the annual general meeting next following their date of appointment.

10.10 Nominations of candidates for election as officers -

.1 shall be made in writing signed by two Club members and accompanied by the written consent of the candidate which may be endorsed on the form of nomination ; and

.2 shall be delivered to the Secretary at least seven days before the date fixed for the holding of the annual general meeting.

10.11 If insufficient nominations are received to fill all the vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.

10.12 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

10.13 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

10.14 The ballot for the election of officers and ordinary committee members shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.

10.15 For the purposes of these rules, the office of a member of the Committee becomes vacant if the member -

- .1 dies ;
- .2 becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his creditors or makes any assignment of his estate for their benefit ;
- .3 becomes of unsound mind ;
- .4 resigns from office by writing, under their hand, and addressed to the Committee ;
- .5 ceases to be a resident in the State ;
- .6 fails, without leave granted by the Committee, to attend three consecutive meetings of the Committee ;
- .7 ceases to be a member of the Club ;
- .8 fails to pay all arrears of subscription due by them within fourteen days after receiving a notice in writing signed by the Secretary that they have ceased to be a financial club member, or
- .9 becomes a member to whom either sub-rule 5.11 or 5.12.1, 5.12.2 or 5.13 is applicable.

10.16 The Committee shall meet at least once in each month at such place and times as the Committee may determine, unless the Committee shall decide otherwise.

10.17 Special meetings of the Committee, may be convened by the President or any four of its members.

10.18 Notice shall be given to members of the Committee of any special meeting, specifying the general nature of the business to be transacted, and no other business shall be transacted at such meeting.

10.19 Any five members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.

10.20 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting, in which case it lapses.

10.21 At meetings of the Committee -

- .1 the President or in his absence a Vice President shall preside ; or
- .2 if the President and the Vice Presidents are absent, the members present shall elect one of themselves to preside as Chairman.

10.22 Questions arising at meetings of the Committee or at any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.

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

10.24 Written notice of each Committee meeting shall be served at a reasonable time on each member of the Committee by -

- .1 delivering it to them before the meeting;
- .2 sending it by post in a prepaid letter addressed to them at their usual or last-known place of abode in time to reach them in due course of post before the date of the meeting ; or
- .3 placing a notice on the Club notice board.

10.25 A member of the Committee who is interested in any contract or arrangement made or proposed to be made with the Club shall disclose their interest at the first meeting of the Committee at which the contract or arrangement is first taken into consideration, if their interest then exists, or, in any other case, at the first meeting of the Committee after the acquisition of their interest.

10.26 If a member of the Committee becomes interested in a contract or arrangement after it is made or entered into they shall disclose their interest at the first meeting of the Committee after they become so interested.

10.27 No member of the Committee shall vote as a member of the Committee in respect of any contract or arrangement in which they are interested and if they do so vote, the vote shall not be counted.

10.28 The Committee may at any time appoint a sub-committee from the Committee as it may think fit and shall prescribe the powers and functions thereof.

10.29 The Committee may co-opt as members of a sub-committee such persons as it thinks fit, whether or not those persons are members of the Club, but a person so co-opted is not entitled to vote.

10.30 Three appointed members of the sub-committee constitute a quorum at a meeting of a sub-committee.

10.31 The Secretary is responsible for calling meetings of a sub-committee.

10.32 Written notice of each sub-committee meeting shall be served at a reasonable time on each member of the sub-committee by -

- .1 delivering it to them before the meeting ;
- .2 sending it by post in a prepaid letter addressed to them at their usual or last-known place of abode in time to reach them in due course of post before the date of the meeting ; or
- .3 placing a notice on the Club notice board.

10.33 A standing Ladies and Men's Sub-committee will be responsible for running the ladies and men's bowls respectively. The Chairman of each sub-committee will be the respective Ladies and Men's Vice President. The committee shall prescribe the powers and functions thereof.

10.34 The President, Vice President Ladies, Vice President Men's, Treasurer, Secretary shall constitute an executive committee which may issue instructions to the Secretary and servants of

the Club in matters of urgency; and where any such instructions are issued they shall be reported on at the next meeting of the Committee.

Rule 11 : Subscriptions and Fees

11.1 Until otherwise fixed pursuant to sub-rule 11.2 the annual subscription payable shall be -

.1 for Club members an amount to be determined at each Annual General Meeting;

.2 a pro-rata of this amount (a maximum of 50%) payable under sub-rule 11.1.1 shall apply where a new Club member, who has not been a registered bowler for the past three (3) years, is accepted for part of the Club financial year;

.3 where a new Club member has not previously played bowls fifty percent of the amount payable under sub-rule 11.1.1 shall apply in the first year ;

.4 for Junior members, an amount equal to fifty percent of the amount payable under sub-rule 11.1.1 unless that Junior Member is less than sixteen years of age at the 31st December in the membership year the Committee may determine that an amount of less than fifty percent apply ;

.5 for Social Members (Playing) an amount equal to fifty percent of the amount payable under sub-rule 11.1.1 ;

.6 where a new Social Member (Playing) has not previously played bowls twenty five percent of the amount payable under sub-rule 11.1.1 shall apply in the first year ;

.7 for Social Members (Non Playing) an amount equal to fifteen percent of the amount payable under sub-rule 11.1.1 ; and

.8 for Casual members, an amount equal to twenty-five percent of the amount payable under sub-rule 11.1.1.

11.2 The amount of the annual subscription may be altered from time to time by the members by special resolution.

11.3 The annual subscription of a member is due and payable on or before the first day of the financial year of the Club, or at a date to be determined by the Committee.

11.4 A non-refundable nomination fee of \$20 or such other amount as the Committee shall determine from time to time, shall be payable but no further fee shall be required if a member changes their membership classification.

Rule 12 : Financial Year

The financial year of the Club is the period beginning on the first of April in each year and ending on the thirty-first of March next following.

Rule 13 : Notices

A notice may be served by or on behalf of the Club upon any member either personally or by sending it through the post in prepaid letter addressed to the member at their usual or last known place of abode.

Rule 14 : Expulsion of Member

14.1 Subject to this rule, the Committee may expel a member from the Club if, in the opinion of the Committee the member has been guilty of conduct detrimental to the interests of the Club.

14.2 The expulsion of a member pursuant to sub-rule 14.1 does not take effect -

- .1 until the expiration of fourteen (14) days after the service on the member of a notice under sub-rule 14.3 ; or
- .2 if the member exercises their right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal, whichever is the later date.

14.3 Where the Committee expels a member the Secretary shall, without undue delay, cause to be served on the member a notice in writing -

- .1 stating that the Committee has expelled the member ;
- .2 specifying the grounds for expulsion ; and
- .3 informing the member that if they so desire they may, within fourteen (14) days after service of the notice, appeal against the expulsion as provided in this rule.

14.4 A member on whom a notice under sub-rule 14.3 is served may appeal against the expulsion to a special general meeting by delivering or sending by post to the Secretary, within fourteen (14) days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purpose of hearing their appeal.

14.5 Upon receipt of a requisition under sub-rule 14.4 the Secretary shall forthwith notify the Committee of its receipt and the Committee shall thereupon cause a special general meeting of members to be held within twenty-one (21) days after the date on which the requisition is received by the Secretary.

14.6 At a special general meeting convened for the purpose of this rule -

- .1 no business other than the question of the expulsion shall be transacted ;
- .2 the Committee may place before the meeting details of the grounds and the reasons for the expulsion ;
- .3 the expelled member shall be given an opportunity to be heard ; and
- .4 the members present shall vote by secret ballot on the question whether the expulsion should be lifted or confirmed.

14.7 If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue their membership of the Club.

14.8 If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect, and the expelled member ceases to be a member of the Club.

Rule 15 : Seal of the Club

15.1 The seal of the Club shall be in the form of a rubber stamp, inscribed with the name of the Club encircling the word 'seal'.

15.2 The seal shall not be affixed to any instrument except by the authority of the Committee, and the affixing thereof shall be attested by the signatures either of two members of the Committee or of one member of the Committee and the Secretary or such other person as the

Committee may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by authority of the Committee.

15.3 The seal shall remain in the custody of the Secretary at all times.

Rule 16 : Disputes

16.1 Subject to this rule, on a dispute between a member of the Club in his capacity as a member, and the Club shall be determined by arbitration in accordance with the provisions of the Arbitration Act 1892.

16.2 Nothing in this rule affects the operation or effect of rule 14.

Rule 17 : By-Laws & Standing Orders

17.1 The Committee shall have power to make such By-Laws or Standing Orders as are not inconsistent with these Rules as may from time to time be deemed necessary by it for the conduct of the Club.

17.2 Such By-Laws or Standing Orders shall be displayed on the Club notice board for fourteen (14) days at the expiration of which time they shall have effect from the date shown thereon.

Rule 18 : Alterations to Rules

18.1 These Rules shall not be repealed, rescinded, altered, amended or added to unless approved by a special general meeting of members.

18.2 Any change proposed shall be displayed on the Club notice board for at least fourteen (14) days prior to the date of the meeting at which the proposed change is to be dealt with.

18.3 Any proposed change shall not be approved unless carried by a two-thirds majority of the members present at that special general meeting.
