

**Constitution of
Coastal Community Dog Training Club
Incorporated**

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Contents

1. Name.....	1
2. Definitions and Interpretations.....	1
3. Objects.....	1
4. Powers.....	2
5. Membership.....	2
5.1 Eligibility, Application and Approval of Membership.....	2
5.2 Annual Subscription and Joining Fee.....	3
5.3 Categories of Membership.....	3
5.4 Register of Members.....	4
5.5 Privileges of Membership.....	4
5.6 Discipline and Expulsion of a Member.....	5
6. Committee of Management.....	6
7. Election of the Committee.....	7
8. Committee Meetings.....	7
9. Duties of Office Bearers.....	8
10. Annual General Meeting.....	10
11. Special General Meetings.....	10
12. Proceeding at all Meetings of Members.....	11
13. Changes to the Constitution.....	12
14. Rules.....	12
15. Addresses and Services.....	12
16. Finance.....	12
17. Common Seal.....	13
18. Property.....	13
19. Winding up of the club.....	13

Constitution of Coastal Community Dog Training Club Inc.

1. Name(a)

The name of the Club is Coastal Community Dog Training Club Inc. referred to hereafter as the "Club".

2. Definitions and Interpretations

In this Constitution:

- (a) "**the Club**" means the Coastal Community Dog Training Club Inc.
- (b) "**the Association**" means the South Australian Canine Association Inc. or any governing body or association with which the Club becomes affiliated;
- (c) "**the ACT**" means the Associations Incorporation Act 1985 as amended;
- (d) "**Special Resolution**" means a resolution of the Club passed at a meeting of the Club of which notice specifying the intention to propose the resolution as a special resolution has been duly given at least 21 days before the meeting and which is passed by a majority of at least three quarters of the members present at the meeting and voting in person;
- (e) "**ANKC**" means the Australian National Kennel Council;
- (f) "**Club Financial Year**" shall mean the twelve calendar months as prescribed in Clause 16(a);
- (g) "**Office Bearers**" shall mean:the President, Vice President, Treasurer and Secretary of the Club;
- (h) any doubt as to meaning of any term in this Constitution is to be decided on by a vote at the Annual General Meeting or a Special General Meeting of the Club.

3. Objects

The objects of the Club are:

- (a) to promote public interest in responsible dog ownership through rewards-based training across a range of dog sports and activities,in a respectful, safe, inclusive and family-friendly environment, with a focus on the welfare of dogs;
- (b) to promotedog training and the improvement thereof in a manner consistent with the Association and to obtain such licences and permits from the Association as are necessary or conducive to the attainment of this object;
- (c) to educate and encourage members, exhibitors and judges to abide by the requirements of and standards for dog training approved by the Club and the Association;
- (d) to develop, adopt and implement such policies and rules as may be deemed necessary by the Committee of the Club, including (as relevant and applicable) member protection, child protection, health and safety, animal welfare, and such other matters as may arise in the development and administration of the Club;
- (e) to use and protect all intellectual property appropriately;
- (f) to promote the health and safety of members and all participants;
- (g) to promote good fellowship among those interested in dog training;
- (h) to hear and determine any objections, protests or complaints made by any member or participant arising out of or in connection with training conducted by the club or its other activities;

- (i) to otherwise conduct itself in accordance with and observe the provisions of the Constitution of the Club and abide by any directions lawfully given by any governing body or association with which the Club becomes affiliated.

4. Powers

The Club shall have the power to:

- (a) acquire, hold, deal with and dispose of any real or personal property; and
- (b) administer any property on trust; and
- (c) open and operate accounts with banks or other financial institutions; and
- (d) invest its moneys:
 - i. in any security in which trust moneys may, by Act of Parliament, be invested; or
 - ii. in any other manner authorised by the rules of the Club; and
- (e) borrow money upon such terms and conditions as the Club thinks fit; and
- (f) give such security for the discharge of liabilities incurred by the Club as the Club thinks fit; and
- (g) appoint agents to transact any business of the Club on its behalf; and
- (h) enter into any other contract it considers necessary or desirable.

The Club shall not be conducted or operated for profit and no part of profit or residue from any dues or donations to the Club shall be of benefit to any member or individual.

5. Membership

5.1 Eligibility, Application and Approval of Membership

- (a) Any person owning or responsible for the care of a dog registered with the Dog and Cat Management Board of South Australia or such other state or local government authority or council as is responsible for managing dog registrations, who supports the objects of the Club, is eligible to apply for membership.
- (b) An application for membership of the Club shall be made to the Committee and shall be:
 - i. made in writing;
 - ii. signed by the applicant;
 - iii. identify the category of membership for which the applicant is applying;
 - iv. be in such form as the Committee shall prescribe from time to time; and
 - v. be accompanied by such joining fee and annual subscription as may be prescribed from time to time.
- (c) Applications for membership will be considered by the Committee of the Club and may be subject to a trial period of assessment.
- (d) The Committee may defer consideration of any application for membership for such period as it considers appropriate and may refuse an application without assigning any reason therefor. In the event that an application is refused, the joining fee and annual subscription tendered by the applicant shall be returned to the applicant.
- (e) The Committee of the Club may grant membership on being satisfied that the application is consistent with the objects, aims and principles of the Club and upon payment by the applicant of a joining fee and annual membership fee.

- (f) An application for membership shall be in such form as the Committee provides and shall be signed by the applicant or applicant's guardian if under 18 years of age accompanied by the fees prescribed in section 5.2.
- (g) Each new member must provide a current vaccination certificate for their dog and shall be required to provide an updated vaccination certificate annually or according to the vaccination schedule prescribed by a veterinary surgeon.
- (h) Upon application being approved by the Committee, the Registrar shall enter the applicant's details into the Register of Members and the applicant shall be deemed a member.
- (i) A member may within thirty days after the Club's end of Financial Year, make application to the Club for re-admission as a member upon payment of their annual subscription and shall be deemed for all intents and purposes to have been re-admitted as such a member.
- (j) Should a member fail to pay their subscription within thirty days after the Club's end of financial year, they will be considered to have left the club and should they wish to continue participating in club training and activities, they must pay the joining fee and join the club as a new member.
- (k) Each member will receive a copy of the Club Rules and Members Code of Conduct and will be held responsible by the Committee for any actions that are deemed by the Committee of the Club to be in breach of the Club Rules or Members Code of Conduct.
- (l) All new members will be required to attend an introductory session before attending any training classes, where they will be issued a member badge to wear in class for health and safety purposes, a copy of the Club Rules and Members Code of Conduct and any other information as the Committee considers appropriate.

5.2 Annual Subscription and Joining Fee

- (a) The annual membership fees for each class of membership and the joining fee shall be such sum as the Club shall determine from time to time at the Annual General Meeting.
- (b) Any member who joins after the first 9 months of the Club financial year shall pay the joining fee plus 50 per cent of the subscription applicable to the appropriate class of membership.

5.3 Categories of Membership

There shall be the following categories of Club membership:

- i. Single Ordinary Member
 - ii. Family Member
 - iii. Junior Member
 - iv. Life Member
 - v. Honorary Member
- (a) A Single Ordinary Member is classified as one person and one or multiple dogs residing at one address.
 - (b) A Family Member is classified as multiple people and one or multiple dogs residing at one address. Family Members residing at the same address shall be entitled to a single vote per family only at Annual General Meetings and Special General Meetings of the Club.
 - (c) Children over ten years of age and under eighteen years of age shall be eligible for membership as a Junior Member. A Junior Member shall not be eligible to vote at meetings or hold any elected positions but shall be eligible for all other privileges of membership in accordance with this Constitution.

- (d) The Committee of the Club may confer Honorary Membership on any person considered worthy thereof for a period not exceeding one year. An Honorary Member shall have all the rights and privileges of an ordinary member including the right to vote at meetings of the Club.
- (e) The Club may by Special Resolution passed at an Annual General Meeting or Special General Meeting of the Club appoint any person as a Life Member of the Club in recognition of service rendered to the Club consistent with and directed to attaining or furthering the objects for which the Club was established and who otherwise meets any criteria for Life Membership established by the Club in its Rules. A Life Member shall have all the rights and privileges of an ordinary member including the right to vote at meetings of the Club.
- (f) All appointed Club Instructors (with the exception of Aspiring Instructors) will be accorded ordinary membership and all rights and privileges associated with such membership; however, they shall be exempt from paying subscription fees in recognition of their service to the Club.
- (g) Membership is not transferable.
- (h) No person shall be exempt from payment of the ordinary subscription for membership of the Club other than Life Members, Honorary Members and Instructors as defined in this Constitution.

5.4 Register of Members

Subject to the Act, confidentiality considerations and privacy laws:

- (a) The Club must keep and maintain a Register of Members which shall contain at least:
 - i. the full name, address, contact phone number, category of membership, details of the dog(s) who will be participating in Club activities, and date of entry to membership of each member and Committee Member; and
 - ii. where applicable, the date of termination of Membership of each lapsed member.
- (b) The Register may contain such other information as the Committee considers appropriate.
- (c) Members must provide the Club with the details required by the Club to keep the Register complete and up to date.
- (d) Members shall provide notice of any changes in required details to the Club within one month of such change.

5.5 Privileges of Membership

Subject to the restrictions and limitations of the Club, upon payment of fees and admittance and/or election, each member shall:

- (a) receive a copy of the Club Rules and Members Code of Conduct;
- (b) be accorded the right to attend and vote at all Annual General Meetings and Special General Meetings of the Club;
- (c) be accorded the right to submit themselves as a candidate for any office of the Club and/or Committee position subject to the conditions of section 12;
- (d) receive any publications issued by the Club upon payment of a fee, if any is applicable; and
- (e) be eligible to compete for prizes (including trophies) available for members of the club when competing at any events supported by the Club.

5.6 Discipline and Expulsion of a Member

- (a) Any member who is convicted of a felony shall be automatically expelled from and cease to be a member of the Club immediately upon conviction.
- (b) The Committee may expel from the Club or otherwise penalise or punish any member:
 - i. whose conduct is in the opinion of the Committee discreditable or injurious to the character, reputation or interests of the Club;
 - ii. who fails to comply with any proper and reasonable request or direction of the Committee or Instructors within a reasonable time;
 - iii. who fails to observe any direction or decision of an official or judge at a competition or event convened by the Club; or
 - iv. is otherwise guilty of any contravention, evasion or attempted evasion of this Constitution, and/or the Club Rules.
- (c) Before any member is expelled, or otherwise penalised or punished, the Committee shall conduct an inquiry into the conduct complained of and the member shall be given an opportunity to be heard and to present a defence and justify or explain the alleged conduct and/or breach.
- (d) Particulars of any complaint or charge against a member shall be given to the member by certified mail not less than 21 days before the meeting of the Committee at which the matter is to be determined.
- (e) Should a member fail to appear at any inquiry after notice has been given in accordance with clause 5.6(d), the Committee may proceed with its inquiry in that member's absence or adjourn the inquiry as it sees fit. In the event that the inquiry is adjourned, the Committee shall give notice to the member by certified mail.
- (f) The Committee is not bound by the rules of evidence and shall act without undue formality and may inform itself on any matter that arises in the course of its inquiry in such manner as it deems fit, provided however that it shall always act in accordance with the principles of natural justice.
- (g) If the majority of the Committee which meets to determine the matter is of the opinion that the member is guilty of the conduct complained of it may:
 - i. expel the member;
 - ii. suspend the membership for such period as it considers appropriate;
 - iii. fine the member such sums as it considers appropriate;
 - iv. require the member to pay to the Club the reasonable cost for any reparation; or
 - v. impose such other punishment or penalty as it considers appropriate.
- (h) In any case in which the Committee conducts an inquiry into the conduct of a member of the Club, it shall forward a report in writing to the Executive Officer of any governing body or association with which the Club is affiliated within seven days of the conclusion of the hearing outlining the nature of the complaint, the finding of the Committee and any penalty imposed, if such a requirement to report exists.
- (i) Any member of the Club who is also a member of any governing body or association with which the Club is affiliated and is aggrieved by a determination of the Committee made pursuant to this clause may appeal to the Appellate Committee of such Association which shall hear and determine such appeal in accordance with the Constitution of the Association.

6. Committee of Management

- (a) The business and affairs of the Club shall be managed and controlled exclusively by a Committee which:
- i. in addition to any powers and authority conferred on it by this Constitution may exercise all such powers and do all such things as are required to attain or further the objects of the Club and are not required by the Act or this Constitution to be done by the Club in a general meeting; and
 - ii. may make such rules as may be considered necessary or desirable in order to attain or further the objects of the Club; and
 - iii. may accept donations and gifts in accordance with the objectives of the Club; and
 - iv. may print and publish any information by any media including newsletter, articles, leaflets, webpage or other social media for promotion of the Club; and
 - v. may provide gifts and prizes in accordance with the purpose of the Club; and
 - vi. may organise social events for members and the promotion of the Club; and
 - vii. may do all such acts and things as are or may be incidental or conducive to the attainment or furtherance of any of the objects or the exercise of any of the powers of the Club; and
 - viii. shall observe and ensure that it and the Club comply with all of their respective obligations under the Constitution of any governing body or association with which the Club is affiliated.
- (b) The Committee shall comprise the following office bearers and members:
- i. President;
 - ii. Vice President;
 - iii. Secretary;
 - iv. Treasurer;
 - v. Registrar;
 - vi. Head Instructor;
 - vii. Sponsorship & Fundraising Co-ordinator;
 - viii. Media & Marketing Co-ordinator;
 - ix. Social Activities Co-ordinator;
 - x. Competition and Trials Officer;
- all of whom, apart from the Head Instructor, shall be elected at the Annual General Meeting in the manner hereafter provided. The Head Instructor shall be elected by and shall be one of the Team of Instructors appointed by the Club in accordance with its rules. All members of the Committee shall hold their positions on an honorary basis.
- (c) All members of the Committee must:
- i. be financial members of the Club; and
 - ii. be financial members of any governing body or association with which the Club is affiliated or become financial members of such Association within 21 days of being elected, where such a requirement exists.
- (d) The Committee shall appoint from among its office bearers or Committee members, a Public Officer who will fulfil the obligations of the Public Officer role as specified in the Act until such time as the Public Officer resigns from this role or is otherwise replaced by a new Public Officer duly appointed by the Committee. The Committee shall advise the

relevant government authority of any change in Public Officer and the Public Officer shall inform the relevant government authority of any change in his/her residential address.

- (e) No office bearer or Committee member shall be elected to hold office for a period greater than twelve calendar months from the date of election but upon retiring at the expiration of that period, any such office bearer or Committee member shall be eligible for re-election to the office previously held or any other office.
- (f) Any Committee member absent from three consecutive Committee meetings without leave of absence having first been approved by the Committee shall cease to be a member of the Committee and the vacancy thereby created shall be a casual vacancy and shall be filled accordingly.
- (g) The Committee may appoint any member of the Club other than a Junior member to fill any casual vacancy on the Committee and a member so appointed shall hold office until the next Annual General Meeting of the Club at which time that member shall be eligible for reappointment.

7. Election of the Committee

- (a) The first Committee shall be appointed by the founding members of the Club and shall hold office until the first Annual General Meeting after incorporating at which time all members of the Founding Committee shall retire and an election shall be held in accordance with the provisions of this clause.
- (b) The retiring Committee shall call for nominations for the Committee at the time of giving notice for the Annual General Meeting of the Club.
- (c) Members of the retiring Committee shall be eligible for re-election.
- (d) A nomination for a position of Committee Member, including office bearers, shall:
 - i. be in writing on the prescribed form and signed by the nominee and two other members as a proposer and seconder respectively and delivered to the Secretary not later than seven days prior to the Annual General Meeting at which the election is to be held; or
 - ii. may be proposed and seconded respectively by two members present at the Annual General Meeting provided that the nominee is present at the meeting and accepts the nomination or has accepted the nomination in writing and such nomination is tabled at the meeting.
- (e) If only the required number of persons are nominated to fill each office bearer and Committee position, the Secretary shall report accordingly to the Annual General Meeting and the Chairperson shall declare each person duly elected.
- (f) In the event that there is contest for a position as office bearer or Committee member, that contest shall in either case shall be decided by secret ballot of members present and voting at the Annual General Meeting of the Club and counting of the ballot shall be conducted by two or more scrutineers appointed by members personally present at the meeting.

8. Committee Meetings

- (a) The Committee shall meet as often as may be necessary in order to properly conduct the business of the Club and in any event:
 - i. within fourteen days of the conclusion of the Annual General Meeting; and
 - ii. no less than six times in each Club Financial year.

- (b) The President or Secretary or four members of the Committee shall have the power to call a meeting of the Committee upon not less than seven days' notice in writing to other members of the Committee.
- (c) The President of the Club shall chair all Committee meetings. In the absence of the President, the Vice President shall take the chair. In the absence of the Vice President, the Committee shall elect one of its number to take the chair.
- (d) Notice of each Committee meeting shall be given in writing and delivered by hand, by electronic mail, or by ordinary post to all members of the Committee not less than seven days before the date of such meeting.
- (e) Decisions arising at any meeting shall be determined by a majority of votes and in the event of equality of votes, the Chairperson shall have a casting vote in addition to a deliberative vote.
- (f) Subject to the Constitution of the Club, the Committee shall have the power to adjourn its meetings from time to time and otherwise regulate them as it sees fit.
- (g) A quorum for a meeting of the Committee shall be greater than 50 per cent of the total Committee members and include at least two Executive members.
- (h) A member of the Committee having pecuniary interest in a contract or any other business with or involving the Club, must disclose that interest to the Committee as required by the Act and shall not vote on any issue or matter with respect to that contract or business. All disclosed interests must be recorded in the minutes of the relevant meeting and also disclosed to the next Annual General Meeting in accordance with the Act.
- (i) The Committee shall have the power to delegate any of its powers to deal with any particular matter or matters to sub-committees and may make such delegation upon such terms as the Committee considers appropriate. The President and Secretary shall be ex-officio members of each sub-committee.
- (j) A resolution in writing, signed or assented to by email, facsimile or other form of visible or electronic communication by all Committee members for the time being present in Australia shall be as valid and effectual as if had been passed at a meeting of the Committee duly convened and held. Notwithstanding, the Committee may resolve that a matter can only be put at a meeting of the Committee.

9. Duties of Office Bearers

- (a) The President shall:
 - i. provide leadership and direction to the Club and its Committees;
 - ii. promote the fulfillment of the Objects of the Club as specified in this Constitution;
 - iii. ensure the Committee acts with due diligence in governance of the Club;
 - iv. oversee the development of relevant policies, rules and management plans;
 - v. chair all meetings of the Club and its Committees;
 - vi. ensure that decisions of the Committee and resolutions passed by general meetings of Club members are applied and implemented in accordance with the intent of the Committee and/or voting members as appropriate;
 - vii. act as a signatory for the Club in legal and financial matters, as authorised by the Committee; and
 - viii. foster positive relationships within and outside of the Club.

- (b) The Vice President shall:

- i. assist the President in the performance of the President's duties;
 - ii. deputise for the President when the President is absent or unable to act in that role;
 - iii. be an alternate or additional signatory for the Club in legal and financial matters, as authorised by the Committee; and
 - iv. work with the President to foster positive relationships within and outside of the Club.
- (c) The Secretary shall carry out the duties of that office under the direction of the Committee and:
- i. keep a true record of all meetings of the Club and its Committees and file minutes of all meetings of the Committee and members in a book(s) or folder(s) designed for this purpose;
 - ii. attend to all correspondence in accordance with the decisions of the Committee;
 - iii. issue notices of meetings and distribute meeting agenda prior to meetings;
 - iv. ensure that a current copy of the Constitution, Rules and Policies of the Club are available to members at training sessions, meetings and Club events;
 - v. ensure that a current copy of the Constitution, Rules and such other documents as may be required by any governing body or association with which the Club is affiliated are available for perusal by members, competitors, judges and officials at any approved competition, trial or exhibition conducted by the Club; and
 - vi. keep such other records and perform such other duties as are ordinarily done by a Secretary and as the Committee may direct from time to time in accordance with legal requirements.
- (d) The Treasurer shall:
- i. receive and provide a receipt for all monies due to the club and pay the same into a bank account of the Club;
 - ii. present a report on finances of the Club to each Committee meeting and at each Annual General Meeting of the Club;
 - iii. keep proper books of account of all monies received and dispersed on behalf of the Club;
 - iv. develop annual budgets of income and expenditure in consultation with the Committee;
 - v. assist the Registrar of the Committee to maintain a Register of Members of the Club and monitor the payment of membership fees as and when these fall due; and
 - vi. generally perform all such duties usually performed by a Treasurer and such additional duties as the Committee may direct from time to time.
- (e) All books, accounts, meeting minutes and correspondence of the Club shall be produced by the Secretary and the Treasurer at Committee Meetings and at each Annual General Meeting and any Special General Meetings of the Club and shall be;
- i. delivered to the Committee upon demand and otherwise on the retirement of the office bearer concerned; and
 - ii. produced to the Council of any governing body or association with which the Club is affiliated as it may require from time to time.

10. Annual General Meeting

- (a) The first Annual General Meeting of the Club shall be held within 18 months after incorporation under the Act.
- (b) The Club shall thereafter each calendar year and within two months of the end of each Club financial year, convene an Annual General Meeting of its members.
- (c) The Annual General Meeting shall be held on such date and time and at such venue as the Committee determines.
- (d) The notice convening the Annual General Meeting shall be posted at the Club training grounds no less than thirty days before the meeting is to be held, and shall be accompanied by a form of nomination for Committee of Management positions, including office bearers. A further copy of the Notice of Meeting shall be posted on the Club website and such other social media as the Club uses and on the Club notice board where such a notice board exists. The Notice of Meeting may also be published in the official journal or other publication of any governing body or association with the Club is affiliated.
- (e) The Notice of Meeting shall set out:
 - i. the date, time and place the meeting shall be held; and
 - ii. particulars of the nature and order of business to be dealt with at the meeting.
- (f) The Annual Report of the Club and its audited balance sheet or financial statements shall be submitted to members at the Annual General Meeting.
- (g) The election of Office Bearers, the Committee and the Auditor for the Club for the ensuing twelve calendar months shall take place at the Annual General Meeting.

11. Special General Meetings

All general meetings other than the Annual General Meeting shall be called Special General Meetings.

- (a) The President or Secretary of the Club, any four members of the Committee or any ten financial members (not being junior members) of the Club may by notice in writing call a Special General Meeting of the Club and the Committee shall convene such a meeting for the purpose of considering the matters that are the subject of the proposed meeting within thirty days of the date of such a notice.
- (b) Every request for a Special General Meeting shall be signed by the members making the request and shall state:
 - i. the name, and the address of each of the persons making the request;
 - ii. the purpose of the meeting; and
 - iii. the content of any resolution which is to be proposed.
- (c) Not less than 21 days prior to the Special General Meeting, notice shall be given to members and the notice calling such meeting shall set out:
 - i. the date, the time and the place at which the meeting is to be held; and
 - ii. particulars and nature and order of the business to be dealt with at the meeting.
- (d) No business other than that set out in the Notice of Meeting shall be dealt with at the Special General Meeting.
- (e) Notice of a Special General Meeting shall be given to the members in the same manner as the Annual General Meeting except the period of notice, which shall be not less than 21 days.

- (f) If a Special General Meeting is not convened within thirty days of the date of the request those members requesting the meeting may convene it and the Committee shall ensure that they are supplied with the particulars of all those entitled to receive notice of the Special General Meeting and shall have the Club pay the reasonable expenses of convening and conducting the meeting incurred by those who requested it.

12. Proceeding at all Meetings of Members

- (a) Every person who is a financial member of the Club during the Club Financial Year immediately preceding the Annual General Meeting or Special General Meeting shall be entitled to vote at the Annual General Meeting or Special General Meeting, with the exception of Junior Members who shall not be entitled to vote and holders of Family memberships who shall be entitled to one vote only per family residing at the same address.
- (b) No person who became a financial member of the Club after the last day of the Club Financial Year immediately preceding the Annual General Meeting shall be entitled to vote at the Annual General Meeting.
- (c) The President of the Club shall chair all meetings. Should the President not be present within 10 minutes after the time appointed for the holding of the meeting then the Vice President shall chair the meeting. If the Vice President is not present, then those members present shall elect one of their own to chair the meeting.
- (d) The quorum at:
- i. an Annual General meeting shall be 15 financial members entitled to vote and present in person;
 - ii. a Special General Meeting shall be 10 financial members entitled to vote and present in person.
- (e) If within 30 minutes after the time appointed for the meeting, a quorum of members is not present:
- i. a Special General Meeting convened in accordance with section 11 shall lapse; and
 - ii. an Annual General Meeting shall be adjourned for a period of 14 days (to the same time and place where practicable) and if at such adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting, the meeting shall lapse.
- (f) The Chairperson shall adjourn the Annual General Meeting for a period of 14 days (to the same time and location where practicable) if:
- i. the Annual Report of the Club and its Audited balance sheet or financial statements are not available at the meeting; or
 - ii. there are insufficient nominations for the office bearer positions and such other ordinary members of the Committee as are necessary to constitute a quorum of the Committee;
- and if these defects are not remedied at such adjourned meeting, the meeting shall lapse.
- (g) The Chairperson 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.
- (h) At any meeting a resolution put to a vote shall be decided on a show of hands unless otherwise required by this Constitution or requested by a majority of those present.

- (i) The Chairperson's decision on points of order shall be final.
- (j) The Chairperson shall have a casting vote in addition to that person's deliberative vote at all meetings.
- (k) Proper minutes of all proceedings at meetings shall be entered into the minute books of the Club within one month after the conclusion of the relevant meeting and shall be signed by the Chairperson of the meeting at which the proceedings took place or by the Chairperson of the next meeting.

13. Changes to the Constitution

The Committee of the Club may propose such changes to the Constitution as it deems necessary for the proper administration of the Club by Special Resolution passed at an Annual General Meeting or Special General Meeting but such changes have no effect unless and until:

- (a) notice of intention to propose such repeal or amendment is given in writing by the member proposing such repeal or amendment to the Secretary no later than one month prior to the date of the Annual General Meeting or Special General Meeting at which it is to be included as an item of business;
- (b) such repeal or amendment is proposed as a Special Resolution at an Annual General Meeting or Special General Meeting; and
- (c) such repeal or amendment is thereafter approved by any governing body or association with which the Club is affiliated where such a requirement exists, and Consumer and Business Services or such other government authority responsible for approval of Constitutions in accordance with the Act.

14. Rules

The Committee of the Club may by majority decision, formulate, issue, adopt, interpret and amend Rules for the proper advancement, management and administration of the Club as it considers appropriate. Such rules must be consistent with the Act, this Constitution, and the Constitution and Rules of any governing organisations with which the Club is affiliated.

15. Addresses and Services

Each member shall register his or her address and any change of address from time to time with the Secretary of the Club and all notices properly addressed and posted to the member by ordinary prepaid mail, (certified mail where so required) or electronic mail at the member's last registered address, shall unless otherwise required by this Constitution be deemed duly served.

16. Finance

- (a) The Financial year of the Club shall be from 1st of January to the 31st of December in the same calendar year.
- (b) All monies of the Club shall be paid into the account or accounts of the Club in the name of the Club at such bank, banks or financial institutions as the Committee shall from time to time direct.
- (c) No monies shall be drawn from an account of the Club save by cheques signed by two signatories previously authorised by the Committee, at least one of whom shall be the President, Secretary or Treasurer for the time being. No cheque shall be signed, or money

withdrawn unless such withdrawal has been authorised by the Committee or in case of urgency by the President and Secretary.

- (d) In the event that electronic banking arrangements are approved by the Club Committee and the bank or financial institution with which the Club holds an account, the authorisation arrangements for withdrawal or transfer of funds from the Club's account must be equivalent to those for withdrawal using a cheque, i.e. authorisation is required from two office bearers of the Committee at least one of whom shall be the President, Secretary or Treasurer for the time being.
- (e) The books and accounts of the Club shall be audited annually by an auditor appointed by the Club for that purpose and an audited copy of the annual balance sheet or financial statement shall be submitted to any governing body or association with which the Club may become affiliated no later than 14 days after the date of the Annual General Meeting of the Club where such a requirement exists.
- (f) All monies payable to the Club whether as a joining fee, annual subscription, fine, damages or otherwise shall be due and payable within the time provided in this Constitution or, where no time is specified in this Constitution, within the time limit determined by the Committee, or 14 days and if not paid, shall be recoverable from the member as a debt due to the Club.

17. Common Seal

The Club may have a common seal which shall:

- (a) clearly show the name of the Club in legible characters;
- (b) be used only with the authority of the Committee of the Club and if so used, the sealing must be witnessed by the signatures of two office bearers of the Club; and
- (c) be kept in the safe custody of the President.

18. Property

The property, assets and income of the Club howsoever derived shall be applied towards the attainment and furtherance of the objects of the Club and no portion thereof shall be paid or transferred either directly or indirectly by way of dividend, bonus or otherwise to members of the Club; however, payment in good faith may be made of remuneration to any officer or servant of the Club or any member in return for services actually rendered on behalf of the Club or costs incurred and the Club may pay a commercial rate of interest to any member of the Club from whom it borrows money from time to time.

19. Winding up of the club

The Club may be wound up in a manner and for the reasons provided in the Act.