



The Constitution
of
Gold Coast District Cricket Club
Inc.

Current as at 30 June 1998

Contents

1. Name	4
2. Objects	4
3. Affiliation	4
4. Powers	4
5. Membership	6
5.1 Membership - Classes	6
5.2 Membership classes - numbers.....	6
5.3 Ordinary Members	6
5.4 Junior Members	7
5.5 Social Members	7
5.6 Life Members	7
5.7 Honorary Members	7
5.8 Temporary Members	8
5.9 Membership - term.....	8
5.10 Membership - admission and rejection.....	8
5.11 Membership fees	9
5.12 Membership - resignation	9
5.13 Membership - discipline	9
5.14 Membership· termination or rejection - appeal	10
5.15 Membership Register.....	10
6. Management Committee	11
6.1 Management Committee - officer bearers and members.....	11
6.2 Management Committee - nomination and elections	12
6.3 Management Committee - functions and powers	14
6.4 Management Committee-selectors, coaches, managers & captains	17
7. General Meetings	17
7.1 The Annual General Meeting.....	17
7.2 Special General Meetings.....	18
7.3 General Meetings - Procedures.....	19
8. The Secretary - Minutes of Meetings	22
9. Assets & Accounts	22
9.1. Funds	22
9.2 Cheques.....	23
9.3 Expenditure.....	23
9.4 Financial Statements	23
9.5 Remuneration	23
9.6 Income & Property	24
10. Financial Year	24
11. Playing Colours	24

The Constitution of Gold Coast District Cricket Club Inc.

12. Distribution of Surplus Assets	24
13. Amendment of the Constitution	25
14. Liability of Members	25

The Constitution
of
Gold Coast District Cricket Club Inc.

1. Name

The name of the incorporated Association is Gold Coast District Cricket Club Incorporated ("the Association").

2. Objects

The objects are:

- 2.1 to foster, develop and promote the game of cricket.
- 2.2 to provide social activities for members.
- 2.3 to coordinate the activities of the Association throughout the Gold Coast and District area both in domestic matters and with other cricket organisations.
- 2.4 to adopt the laws of the game of cricket and the rules of competition of the Queensland Cricket Association Limited.

3. Affiliation

The Association is an affiliated member of the Queensland Cricket Association Limited and will be of such bodies as the Management Committee determines.

4. Powers

The powers of the Association are:

- 4.1 to manage the funds, assets and liabilities of the Association.
- 4.2 to become a member of, and co-operate with, any association, club or organisation whose objects are similar to those of the Association. The Association will not

- subscribe to nor provide funds to any club, association or organisation which does not limit the distribution of its income and property as provided by Clause 9.6.1.
- 4.3 to form and conduct an association of a non-political and non-sectarian character for the good of the members of the Association and their guests, and to provide facilities and the usual privileges and advantages of a sporting club.
- 4.4 to formulate rules and by-laws, or to appoint a committee for that purpose, for the conduct of any association formed under clause 4 .3. Such rules and by-laws are to provide for membership, office bearers, elections, sub-committees and meetings.
- 4.5 to acquire and dispose of real and personal property, and rights or privileges which may be required to advance the objects of the Association. The property includes property subject to trusts and leasehold property.
- 4.6 to be responsible for the hire and termination of employees and other persons who may contribute to the good of the Association.
- 4.7 to borrow or raise money by a loan jointly or solely either on advance account or overdraft; to secure loans by notes secured or unsecured, by mortgage, charge or other security upon the Association's property; to purchase or redeem such securities.
- 4.8 to hold mortgages, liens or charges as security for the purchase price of any part of the Association's property.
- 4.9 in promotion of the objects of the Association: to amalgamate with other incorporated associations having objects similar to those of the Association and which limit the distribution of income and property among members as provided by clause 9.6.1.
- 4.10 to effect registration under the Liquor Act and Acts for the purpose of conducting art unions and raffles.
- 4.11 to do all things to attain the objects and to exercise the powers of the Association.

5. Membership

5.1 Membership - Classes

Membership of the Association consists of the following classes of members:

- Ordinary Members
- Junior Members
- Social Members
- Life Members
- Honorary Members
- Temporary Members

5.2 Membership classes - numbers

5.2.1 The number of members in each of the following classes is unlimited: Ordinary Members, Junior Members, Social Members, Life Members and Honorary Members.

5.2.2 The number of Temporary Members is determined by the Management Committee.

5.3 Ordinary Members

5.3.1 The following persons are eligible to be Ordinary Members:

- a) present and past players of the Association, 18 years of age and over at the date of acceptance of membership
- b) a voting member of a like cricket club
- c) a person who has an immediate family member playing for the Association
- d) a person who, in the opinion of the Management Committee, is or will be of benefit to the Association

5.3.2 Application for Ordinary Membership must be in writing to the Secretary on the prescribed form and be accompanied, when required, by a financial clearance from the club of which the applicant was previously a member.

5.3.3 Ordinary Membership is subject to approval by the Management Committee.

5.3.4 An Ordinary Member is entitled to vote at any General Meeting of the Association.

5.4 Junior Members

- 5.4.1 A Junior Member is a player under 18 years of age at the date of acceptance of membership.
- 5.4.2 Application for Junior Membership must be made in writing to the Secretary on the prescribed form and be accompanied, when required, by a financial clearance from the club of which the applicant was previously a member.
- 5.4.3 A Junior Member is not entitled to vote at any General Meeting of the Association.

5.5 Social Members

- 5.5.1 A Social Member is any person wishing to participate in the social activities of the Association or wishing to support the objects of the Association
- 5.5.2 Application for Social Membership must be in writing to the Secretary on the prescribed form.
- 5.5.3 A Social Member is not entitled to vote at any General Meeting of the Association.

5.6 Life Members

- 5.6.1 A person who has given distinguished service to the Association may be elected as a Life Member at an Annual General Meeting. The Management Committee may nominate a person for a Life Membership at an Annual General Meeting. The election of a Life Member requires at least a three quarters (3/4) majority of the members present at an Annual General Meeting.
- 5.6.2 A Life Member will receive a Life Member's badge which will admit the holder to any match under the control of the Association.
- 5.6.3 A Life Member is entitled to vote at any General Meeting.

5.7 Honorary Members

- 5.7.1 A person who has given distinguished service to the Association during the preceding financial year may be elected as an Honorary Member at an Annual General Meeting. The Management Committee may nominate a person to be an Honorary Member at

an Annual General Meeting. The election of an Honorary Member requires at least a three quarters (3/4) majority of the members present at an Annual General Meeting.

5.7.2 Honorary Membership commences at the close of the Annual General Meeting at which the Honorary Member is elected and expires on 31 August of the subsequent year.

5.7.3 An Honorary Member will receive an Honorary Member's card which will admit the holder to any match under the control of the Association.

5.7.4 An Honorary Member is not entitled to vote at any General Meeting of the Association.

5.8 *Temporary Members*

5.8.1 A Temporary Member is a person who is a visitor to the club for one day at a time.

Upon entry to the club a Temporary Member must enter his or her name and address in the appropriate Register.

5.8.2 A Temporary Member is not entitled to vote at any club meeting.

5.9 *Membership - term*

5.9.1 The Membership Term is the twelve (12) month period which commences on 1 September of each year and expires on 31 August of the subsequent year.

5.10 *Membership - admission and rejection*

5.10.1 The Management Committee will determine the admission or rejection of a membership application at the next Management Committee Meeting following the receipt of the application.

5.10.2 Acceptance of a membership application is by the vote of a majority of the members of the Management Committee present at a Management Committee Meeting.

5.10.3 On the acceptance or rejection of a membership application, the Secretary will advise the applicant in writing of the decision and, if a rejection, provide information about appeal procedures.

5.11 Membership fees

- 5.11.1 The Members at the Annual General Meeting will determine the membership fees for each class of membership.
- 5.11.2 The Management Committee will determine the time and manner of the payment of membership fees for each class of membership.
- 5.11.3 On payment of the membership fees the member is deemed a financial member for the membership term for which the fees apply.

5.12 Membership - resignation

- 5.12.1 A member may resign from the Association by giving notice in writing to the Secretary. The resignation will take effect on the date specified in the notice, or if not specified, on the date received by the Secretary.

5.13 Membership - discipline

- 5.13.1 The Management Committee may fine, suspend, expel or otherwise deal with any member of the Association guilty of any breach of this Constitution, the laws of the game, or the by-laws of the Association, or for misconduct or conduct likely to bring the Association into disrepute.
- 5.13.2 A member affected by clause 5.13.1 has the right of appeal to a Special General Meeting of the Association as provided in clause 7.2.1(c). The decision of the Management Committee will remain in force until the appeal is determined at a Special General Meeting.
- 5.13.3 The Management Committee will consider the termination of membership, if a member:
- (i) is convicted of an indictable offence,
 - (ii) fails to comply with a provision of this Constitution,
 - (iii) has membership fees in arrears for a period of two months or more, or
 - (iv) conducts him or herself in a manner considered to be injurious or prejudicial to the character or interests of the Association.

A member subject to a termination consideration will be given a full and fair opportunity to present his or her case.

5.13.4 If the Management Committee resolves to terminate a membership, the Secretary will advise the member in writing of the decision.

5.14 *Membership termination or rejection - appeal*

5.14.1 A person ("the appellant") may lodge a Notice of Intention to Appeal ("appeal notice") against a decision to reject a membership application or to terminate a membership. The appeal notice must be lodged with the Secretary within seven (7) days of the appellant's receipt of written notice of rejection or termination.

5.14.2 Within three months of receipt of the appeal notice, the Secretary will convene a Special General Meeting to determine the appeal. At the meeting the appellant and members of the Management Committee will be given the opportunity to present their cases. The appeal will be determined by the vote of the majority of members present at the meeting.

5.14.3 The Secretary will refund any fee to a person whose membership application is rejected.

5.15 *Membership Register*

5.15.1 The Management Committee will maintain a Register of members' names, addresses and dates of admission.

5.15.2 The Register will also record deaths, resignations, terminations and reinstatements of membership and other particulars required by the Management Committee or the members at a General Meeting.

5.15.3 After giving notice to the Secretary, members may inspect the Register at all reasonable times.

6. Management Committee

6.1 *Management Committee - officer bearers and members*

6.1 .1 The Management Committee will manage the affairs of the Association.

6.1 .2 The Ordinary and Life members of the Association will elect the office bearers and other members of the Management Committee at each Annual General Meeting.

The office bearers and other members of the Management Committee must be Ordinary or Life members of the Association. The Management Committee will comprise:

- President
- Vice-President
- Secretary
- Treasurer
- Players' Representative
- A maximum of eight other members

6.1.3 The following will be elected at the Annual General Meeting:

- Patrons
- Honorary Solicitor
- Honorary Auditor

6.1.4 At each Annual General Meeting of the Association, all office bearers and other members of the Management Committee will retire from office, but will be eligible for re-election upon nomination.

6.1.5 Office bearers of the Management Committee will hold the office in the Association which he or she holds in the Management Committee.

6.2 Management Committee - nomination and elections

- 6.2.1 Two (2) members, Ordinary or Life members, of the Association, as proposer and seconder, may nominate any other Ordinary or Life member to serve as an office bearer of the Association or member of the Management Committee.
- 6.2.2 The nomination signed by the proposer, the seconder and nominee must be lodged with the Secretary at least seven (7) days before the Annual General Meeting at which the election is to be held.
- 6.2.3 The Secretary will post a list of the candidate's names in alphabetical order, each with the names of the proposer and seconder, in a conspicuous place in the office or usual place of meeting of the Association for at least seven (7) days immediately preceding the Annual General Meeting.
- 6.2.4 **Ballot**
- If necessary the Secretary will prepare balloting lists containing the names of the candidates in alphabetical order.
- 6.2.5 Each ordinary member and life member present at the Annual General Meeting is entitled to vote for any number of the candidates not exceeding the number of vacancies.
- 6.2.6 Should there be an insufficient number of candidates nominated at the commencement of the Annual General Meeting, nominations may be taken from the floor of the meeting.
- 6.2.7 **Removal and resignation, vacancy**
- An office bearer or other member of the Management Committee may resign from the Management Committee at any time by giving notice in writing to the Secretary. The resignation will take effect on the date specified in the notice, or if not specified, on the date received by the Secretary.
- 6.2.8 An office bearer or other member of the Management Committee may be removed from office at a General Meeting of the Association. At such General Meeting the

office bearer or member of the Management Committee will be given the opportunity to present his or her case and the question of removal will be determined by the vote of the members present at the meeting.

- 6.2.9 The Management Committee will not remove a person from office unless three-quarters (3/4) of the members of the Management Committee present at a Special Meeting of the Management Committee so determine.
- 6.2.10 A member affected by clause 6.2.8 has the right of appeal to a Special General Meeting of the Association as provided in clause 7.2.1 (c), The decision of the Management Committee will remain in force until the appeal is determined at a Special General Meeting.
- 6.2.11 If an office of the Association becomes vacant because of resignation, removal, retirement, death or other cause, the vacancy may be filled by nomination and subsequent election at the next meeting of the Management Committee. The appointment will stand until the next Annual General Meeting.
- 6.2.12 The Management Committee may act even if it has a casual vacancy. But if the membership of the Management Committee is reduced below the number fixed by this Constitution for a quorum, (see clause 6.1.7), the continuing member or members may act only for the purpose of increasing the number of members of the Management Committee to the minimum prescribed number or of convening a General Meeting of the Association.
- 6.2.13 The office bearers and other members of the Management Committee and members of sub-committees will normally hold office until the next Annual General Meeting unless removed as otherwise provided.
- 6.2.14 Should any member of the Management Committee or subcommittee be absent from three consecutive meetings of the Management Committee, or a sub-committee, without reasonable cause, the position will be declared vacant and the Management

Committee will have the power to fill the vacancy under the provisions of this Constitution.

6.3 Management Committee - functions and powers

6.3.1 The Management Committee has the following functions and powers:

- (i) to control and manage the administration of the affairs, property and funds of the Association.
- (ii) to interpret the meaning of this Constitution and any matter relating to the Association on which this Constitution is silent.

6.3.2 The Management Committee may exercise all the powers of the Association.

6.3.3 Meetings

The Management Committee will meet at least once each calendar month at the time, place and on the day appointed by Management Committee or the Secretary. The Secretary will notify the members of the committee by notice in writing giving not less than seven (7) clear days prior to the meeting.

6.3.4 Management Committee Quorum

A quorum of the Management Committee is constituted by more than one half of the number elected to the Management Committee.

6.3.5 The Management Committee may regulate its proceedings as it thinks fit. The questions arising at a Management Committee Meeting will be decided by a majority of votes except as otherwise provided and, in the case of equality of votes, the Chair may exercise a casting vote as well as a deliberative vote and no other member will exercise more than one (1) vote.

6.3.6 A member of the Management Committee will not vote in respect of any contract or proposed contract with the Association in which he or she has an interest or any nexus with a contract, and if he or she does vote the vote will not be counted.

6.3.7 The President will preside as Chair at every meeting of the Management Committee, or if there is no President or if the President is not present within fifteen (15) minutes

after the time appointed for holding the meeting, the Vice-President will be Chair. If the Vice-President is not present at the meeting then the members may choose one of their number to be Chair.

- 6.3.8 If within one half hour from the time appointed for the commencement of the Management Committee a quorum is not present, the meeting, if convened upon the requisition of the members of the Management Committee, will lapse; in any other case the meeting will stand adjourned to the same day in the next week at same time and place, or to such other time and place as the Management Committee determines. If that adjourned meeting does not have a quorum present within one half an hour of the appointed time, the meeting will lapse.
- 6.3.9 Voting at meetings of the Management Committee will be by a show of hands unless the meeting otherwise decides, or in the case of elections where this Constitution directs a ballot to be held.
- 6.3.10 The Management Committee may admit any member of the Association or other visitors to a meeting and the Chair may permit such members or visitors to address the meeting.
- 6.3.11 **Special meetings**
- On the requisition in writing signed by not less than one third of the members of the Management Committee, the Secretary will convene a special meeting of the Management Committee. The requisition will clearly state the nature of the business and the reasons for the special meeting.
- 6.3.12 The Secretary will give to the members of the Management Committee not less than fourteen (14) days' notice of a special meeting of the Management Committee. The notice will clearly state the nature of the business to be discussed at the special meeting.
- 6.3.13 **Sub-committees**

The Management Committee may delegate any of its powers to a sub-committee consisting of members of the Association and the sub-committee will conform to regulations that may be imposed on the sub-committee by the Management Committee.

6.3.14 The sub-committee may elect a Chair at its meeting and if no Chair is elected, or if at a meeting the Chair is not present within fifteen (15) minutes after the time appointed for the meeting, the members may choose one of their number to be Chair of the meeting. A sub-committee may meet and adjourn as it thinks fit and questions arising at any meeting will be determined by a majority of votes of the members present. In the case of an equality of votes the Chair may exercise a casting vote as well as a deliberate vote and no other person will exercise more than one vote.

6.3.15 General powers

All acts done by a meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee will be valid even if it is afterwards discovered that a member was disqualified or there was a defect in the appointment.

6.3.16 A resolution in writing signed by all members of the Management Committee being entitled to receive notice of a meeting of the Management Committee is as valid as if it had been passed at a meeting of the Management Committee and any such resolution may consist of several documents each signed by one or more members of the Management Committee.

6.3.17 The Management Committee may formulate amend or repeal by-laws for the internal management of the Association. Any by-law may be set aside by a General Meeting of members.

6.3.18 Common seal, books

The Management Committee will provide for a Common Seal and its safe custody.

The Common Seal will only be used by the authority of the Management Committee

and every instrument to which the seal is affixed will be signed by a member of the Management Committee and countersigned by the Secretary or a second member of the Management Committee, or by some other person appointed by the Management Committee for the purpose.

6.3.19 The Management Committee will provide for the safe custody of books, documents, instruments of title and securities of the Association.

6.4 *Management Committee-selectors, coaches, managers & captains*

6.4.1 The Management Committee will appoint selectors, coaches, managers and captains of each team of the Association not less than seven (7) days prior to the commencement of the playing season.

7. General Meetings

The procedures for the two categories of general meetings, Annual General Meetings and Special General Meetings, are as follows.

7.1 *The Annual General Meeting*

7.1.1 The Annual General Meeting will be held within three (3) months of the close of the financial year.

7.1.2 The business of every Annual General Meeting will be:

- Attendance sheet and apologies;
- The acceptance of the minutes of the previous Annual General Meeting;
- The receiving of the Management Committee's Annual Report;
- The receiving of 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;
- The receiving of the Auditor's report upon the books and accounts for the preceding financial year;
- Notices of Motion ;

- Election of office bearers and other members of the Management Committee and the appointment of an auditor, solicitor and patrons;
- Election of Life Members and Honorary members (as appropriate); and
- General business.

7.1.3 A Notice of Motion must be in the hands of the Secretary twenty-one (21) days prior to the date of the Annual General Meeting. The Annual General Meeting will not discuss a motion unless it has been placed on notice.

7.1.4 In the election of office bearers and other members of the Management Committee, voting will be by secret ballot, or by a show of hands if decided by the Annual General Meeting. In a secret ballot the scrutineers will declare informal any ballot paper which contains more or less than the correct number of names nominated for election.

7.2 *Special General Meetings*

7.2.1 The Secretary will convene a Special General Meeting in the following circumstances:

- a) by direction of the Management Committee; or
- b) on the written requisition signed by:
 - Members of the Management Committee, but not less than one third of its current members; or
 - Ordinary members, but not less than double the number of members currently on the Management Committee plus one (1).

The requisition will clearly state the nature of the business and the reasons for the Special General Meeting.

- c) On receipt of written notice of an intention to appeal against:
 - a decision of the Management Committee
 - a decision of the Management Committee to reject an application for membership
 - a decision of the Management Committee to terminate a membership

- d) A Notice of Appeal must be lodged with the Secretary within seven (7) days of the date of the decision appealed against. For an appeal against a decision of the Management Committee the notice must be accompanied by a fee of \$50.00 which will be retained by the Association if the appeal proves frivolous.

7.2.2 A Special General Meeting will transact only business for which the meeting is called.

7.3 General Meetings - Procedures

7.3.1 Quorum

A quorum of Ordinary and Life members for any General Meeting will be double the number of Ordinary and Life members currently on the Management Committee plus one (1).

7.3.2 For the purposes of this Clause 7.3, "member" includes a person attending as a proxy or as representing a corporation which is a member.

7.3.3 No business will be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.

7.3.4 A General Meeting will lapse if a quorum is not present within half an hour of the time appointed for the commencement of the meeting if the meeting had been convened upon the requisition of the members of the Management Committee or the Association. In any other case the General Meeting will be adjourned to the same day in the next week at the same time and place, or as the Management Committee may determine otherwise. If at the adjourned meeting a quorum is not present within one half hour of the appointed time for the meeting, the members present will constitute a quorum.

7.3.5 With the consent or at the direction of the meeting at which a quorum is present, the Chair may adjourn the meeting to a time and place, but no business will 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 (30) days or

more, notice of the adjourned meeting will be given as prescribed for an original meeting. A notice of the adjourned meeting is not otherwise required.

7.3.6 Notice of meeting

The Secretary will convene all General Meetings of the Association by giving not less than fourteen (14) days' notice to the members of the Association. The notice will clearly state the nature of the business to be discussed at the meeting.

7.3.7 The Management Committee will determine the manner by which the notice is given. The notice will be in writing for a meeting convened to hear and determine the appeal of a member against the rejection or termination of membership by the Management Committee.

7.3.8 Chair

At every General Meeting the President will preside as Chair. If there is no President or if the President is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President will be Chair. If the Vice-President is not present or is unwilling to act then the members present will elect one of their number to be Chair of the meeting.

7.3.9 The Chair will maintain order and conduct the General Meeting in a proper and orderly manner. Any decision or ruling by the Chair may be dissented from and over-ruled by the majority of the voters present. The motion to dissent from the Chair's ruling will not be spoken to except by the Chair and by the proposer of the motion who will be limited to five (5) minutes.

7.3.10 Voting

At every General Meeting every question, matter or resolution will be decided by a majority of votes of the members present and entitled to vote except for the election of Life Members (Clause 5.61) and Honorary Members (Clause 5.71).

7.3.11 Every ordinary member and life member at a General Meeting will be entitled to one (1) vote. In the case of an equality of votes the Chair will have a second or casting

vote. At every General Meeting voting will be by a show of hands or a division of members, except where this Constitution directs that a secret ballot be held.

7.3.12 At every General Meeting a member may vote by a show of hands in person or by proxy. Every member present and entitled to vote or a representative of a member will have one (1) vote, and in secret ballot every member present in person or by proxy will have one (1) vote. A person may not hold proxies from members greater in number than two percent (2%) of the number of members entitled to vote.

7.3.13 If one-fifth of the members present in person or by proxy and entitled to vote demand a ballot, the vote will be by secret ballot. The Chair will appoint two (2) members to act as scrutineers to conduct the secret ballot and the result declared by the Chair will be the resolution of the meeting.

7.3.14 At every General Meeting the instrument appointing a proxy will be in writing in the prescribed form under the hand of the appointer or his or her attorney duly authorised in writing or, if the appointer is a corporation either under the seal or under the hand of an officer or attorney duly authorised. A proxy must be a member entitled to vote and the instrument appointing a proxy will be deemed to confer authority to demand or join in demanding a secret ballot.

7.3.15 For every General Meeting the instrument appointing a proxy will be deposited with the Secretary prior to the commencement of the General Meeting or adjourned meeting at which the person named in the instrument proposes to vote.

7.3.16 The instrument appointing a proxy will be in the following form or a form as near as circumstances permit:

GOLD COAST DISTRICT CRICKET CLUB INCORPORATED

I _____ of, _____

being a member of the above named Association, hereby appoint

_____ of _____, or failing him

or her, _____ of _____, as my proxy

to vote for me on my behalf at the General Meeting of the Association,
to be held on the _____ day of _____ 19__, and at any
adjournment thereof.

Signed this _____ day of _____ 19_____

Signature _____

This form is to be used *in favour of/ *against the resolution, or in the election of
candidates as provided by Clause 6.

**Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote
as he or she thinks fit) .*

8. The Secretary - Minutes of Meetings

- 8.1 The Secretary will cause full and accurate minutes of all questions, matters,
resolutions and other proceedings of every Management Committee Meeting and
every General Meeting to be entered in a book to be opened for inspection
at all reasonable times by any member who previously applies to the Secretary for that
inspection.
- 8.2 The minutes of every Management Committee Meeting will be signed by the Chair of
that meeting or the Chair of the next succeeding Management Committee Meeting
verifying the accuracy of the minutes.
- 8.3 The minutes of a General Meeting will be signed by the Chair of the meeting or the
Chair of the next succeeding General Meeting.

9. Assets & Accounts

9.1. Funds

- 9.1.1 Proper books of account will be kept recording accurately the financial affairs of the
Association and the particulars usually kept in financial records.

9.1.2 The funds of the Association will be banked in the name of the Association in a bank approved by the Management Committee.

9.1.3 All money will be banked as soon as practicable after receipt.

9.2 *Cheques*

9.2.1 The Association will pay all amounts by cheque signed by any two of the President, Secretary or Treasurer or other member authorised to sign.

9.2.2 Cheques will be crossed "Not Negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.

9.3 *Expenditure*

9.3.1 The Management Committee will determine the amount of petty cash which will be kept on the imprest account.

9.3.2 The Management Committee at its meeting will approve or ratify all expenditure. The Chair of the meeting will initial all accounts submitted at the meeting.

9.4 *Financial Statements*

9.4.1 As soon as practicable after the end of each financial year the Treasurer will cause to be prepared statements containing particulars of:

- the income and expenditure for the financial year just ended; and
- the assets and liabilities of the Association and all mortgages, charges and securities affecting the property of the Association at the close of the financial year just ended;
- an annual budget for the current financial year showing estimated revenue, expenditure and cash flow.

9.4.2 The auditor will examine the statements referred to in clause 9.4.1 and present an auditor's report to the Secretary prior to the next Annual General Meeting.

9.5 *Remuneration*

9.5.1 The Association will pay no officer or employee of the Association an amount by way of commission or allowance calculated by reference to the quantity of liquor sold or

supplied by the Association by reference to the receipts of the Association for such liquor.

9.6 *Income & Property*

9.6.1 The income and property of the Association will be used and applied solely in the promotion of its objects and in the exercise of its powers.

10. Financial Year

The financial year of the Association is the 12 month period which commences on 1 April of each year and expires on 31 March of the subsequent year.

11. Playing Colours

The playing colours of the Association are sky blue and gold.

12. Distribution of Surplus Assets

If the Association is wound up in accordance with the provisions of the Associations Incorporation Act 1981, the assets of the Association will be distributed as follows:

- 12.1 Firstly in satisfaction of all debts and liabilities of the Association.
- 12.2 The remaining assets will be given or transferred to some other institution or institutions having objects similar to the objects of the Association and which limit the distribution of income and property among members as provided by clause 9.6.1. The members of the Association will determine the institutions which will receive the distribution. No assets will be paid to or distributed among the members of the Association.

13. Amendment of the Constitution

- 13.1 These rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting. No amendment, rescission or addition will be valid until submitted to and approved by the Director General, Department of Justice, Brisbane.
- 13.2 Notice of the special resolution to amend this Constitution must be lodged with the Secretary at least twenty-one (21) days prior to the date of an Annual General Meeting, or Special General Meeting convened for the purpose of dealing with the resolution.
- 13.3 Notice of the special resolution must state the specific resolution to be moved and the names of the proposer and the seconder.
- 13.4 The Management Committee may also give notice of a special resolution to amend the Constitution.

14. Liability of Members

- 14.1 No member will be personally liable for any debt, liability or act of the Association, or for the costs and expenses of winding up the Association.