

# **CONSTITUTION**

of

## ***Cammeray Croquet Club Incorporated***

Approved at the Annual General Meeting 9<sup>th</sup> February 2008

### **1. PRELIMINARY**

Cammeray Croquet Club Inc. ( 'the Club') is an incorporated association in accordance with the Associations Incorporation Act 1984, and the Associations Incorporation Regulation 1999. Incorporation was in July 1990, No Y1026211.

The Model Rules for incorporated associations under the Act will apply in cases where this Constitution makes no provision.

The management and operation of the Cammeray Croquet Club is defined by:

Associations Incorporation Act 1984 ('The Act')  
Associations Incorporation Regulation 1999  
Model rules for incorporated associations ('The Model Rules')  
This Constitution  
The By-Laws of the Cammeray Croquet Club Inc ('The By-Laws')

### **2. NAME**

The name of the club shall be **CAMMERAY CROQUET CLUB INCORPORATED** ('The Club').

### **3. OBJECTIVES**

The objectives of the Club shall be –

- (a) To promote the game of croquet
- (b) To provide rights, privileges and facilities to enable members of the Club to play the game of croquet and engage in social activities of the Club.
- (c) To acquire such property and material as may be necessary for the above aims.

### **4. MEMBERSHIP**

#### **Membership Classifications**

Members are classified as full, life, and social members ('Members').

- (i) A Full Member shall be such person, who having applied for membership, has been nominated by two existing Members has been accepted by the committee and has paid full fees. Prior to acceptance, the nomination must have appeared on the Club notice board for a period of 4 days.
- (ii) A Life Member shall be a Member who has rendered meritorious service to the Club and has been elected at an Annual General Meeting of the Club by a seventy five percent majority of Members present. Life Members are entitled to all rights and privileges of the Club. Only one Member may be elected to Life Membership in any one year. References to Full Members in this Constitution are deemed to include Life Members.
- (iii) A Social Member shall be a person who is interested in the social life of the Club, but who does not play croquet. Social Members may participate in social events. They shall have no voting rights and cannot hold office. Full Members may opt to become Social Members. Other candidates for Social Membership require nomination by two Members and approval by the committee.

The Committee may, at its discretion, create additional non-voting membership classifications which will be identified in the by-laws.

## **5. DISCIPLINING OF MEMBERS**

The procedure for disciplining and expulsion of Members will be as set out in the Act.

## **6. MANAGEMENT**

The Management of the Club shall be vested in a committee ('The Committee') consisting of no less than six Members and no more than fifteen Members, including the president, at least one vice president, a secretary, and a treasurer. The size of the committee and the responsibilities of its members (other than president, secretary and treasurer) will be defined in the By-Laws

The Committee shall meet at least once a month on such date and place as may be decided.

## **7. POWERS OF COMMITTEE**

The Committee shall have power to:

- make by-laws and regulations,
- authorise expenditure,
- appoint sub-committees,
- engage or dismiss employees and servants,
- acquire lease or exchange property and goods.
- accept legacies or donations and to use and turn the same to account for the benefit of the Club.

- to close Club premises and lawns at its discretion for any period
- and in all things manage and control the business of the Club.

## **8. EXECUTIVE**

Should business of an urgent nature arise requiring urgent attention, the President, the Secretary and two Committee members shall constitute an Executive with power to deal only with the emergency matter. Any action taken by this Executive must be reported to the next Committee Meeting.

## **9. DUTIES OF OFFICERS**

### **President**

The President (or his/her representative) shall preside at all Club Meetings and functions.

No Member shall hold the office of President for more than three consecutive years. An Ex-President may stand for President after an interval of one year.

### **Secretary**

The Secretary shall keep necessary records and correspondence appertaining to the affairs of the Club, and in conjunction with the President and the Office-bearers be responsible for the general running of the Club. The Secretary shall keep a copy of the Constitution and By-laws, and maintain a list of the names, addresses and handicaps of all Club Members. The Secretary shall present an agenda to the President at all Meetings and take minutes.

### **Treasurer**

The Treasurer shall receive and disburse the moneys of the Club as authorised by the Committee. The Treasurer shall keep a correct account of all transactions and shall lodge at an approved Bank all moneys received by the Club. The account at such Bank shall be in the name of the Club and the cheques drawn thereon shall be countersigned by either the President or the Secretary.

The Treasurer shall be responsible for maintaining appropriate insurance for the Club. The Treasurer will also supply to the Committee a statement of accounts at least once each quarter.

## **10. AUDITOR**

The Auditor shall audit the Club's Accounts and submit a report to the Annual General Meeting. The Club's Accounts must be in the Auditor's possession at least 7 days prior to the Annual General Meeting.

## **11. VOTING**

Elections at Annual General or Special Meeting shall be by ballot. A Returning Officer shall be appointed. The Returning Officer shall not be a candidate and he/she shall decide the method of voting and how the ballot shall be conducted. The Returning Officer must appoint a Scrutineer to assist

in counting the votes and conducting the ballot. In the event of a tie, the President or Chairperson shall have an additional casting vote.

## **12. CANDIDATES FOR OFFICE**

Candidates for office must give their written consent and have their nomination form signed by a proposer and seconder.

## **13. COMMITTEE VACANCIES**

The Committee has power to fill vacancies on the Committee.

## **14. NON ATTENDANCE**

If a Committee member fails to attend three consecutive Meetings and does not send an apology, his/her position may be declared vacant.

## **15. ANNUAL GENERAL MEETING**

The Annual General Meeting of the Club shall take place in the first quarter of each year and written notice of such meeting shall be given to each Member at least 14 days prior to the date of such meeting. The order of business of the Meeting shall be –

- (a) Minutes of last Annual General Meeting
- (b) President's Report
- (c) Annual Report. The Secretary shall submit to the meeting the report of the Committee for the past twelve months, including as an addendum a summary of policy motions adopted by the Committee which may not have been mentioned in the Annual Report.
- (d) A Statement of Accounts and Balance Sheet for the past twelve months shall be presented to the meeting by the Treasurer.
- (e) Other Committee reports.
- (f) Election of officers to the Committee
- (g) Appointment of:
  - (i) Auditor who will not be a member of the Committee
  - (ii) Public Officer. A change of Public Officer must be notified to the Director General of Department of Fair Trading. The Public Officer is responsible for the submission to the Director General of the Department of Fair Trading of a financial statement in accordance with section 27 of the Act.

- (h) Motions on notice. Such motions in writing and signed by the Mover and a Secunder must be in the hands of the Secretary at least 21 days before the Meeting and must appear on the Notice Paper calling the Meeting.

## **16. QUORUMS**

At Annual General Meetings and Special Meetings 25% of Full Members shall constitute a quorum. At Committee Meetings 50% of the committee is a quorum.

If within 15 minutes of the time appointed for a Meeting, whether Committee, Annual or Special, a quorum is not present, the Meeting/s shall stand adjourned to the same day and time in the next week. If at the adjourned Meeting a quorum is not present within 15 minutes of the time appointed, the Members present shall be a quorum.

## **17. SPECIAL MEETINGS**

A Special Meeting of all Members may be called by the Committee at any time. The Secretary on receiving a written request signed by at least ten Members, must call such a Meeting. The time and place of such Meeting, which must take place within 28 days of the request being received, shall be decided by the President and Secretary after consultation. A letter or email stating the reason for such a Meeting shall be sent to all Members at least 7 days before the date of the Meeting. No other business except the business appearing on the Notice Paper shall be discussed.

## **18. FINANCES**

- (a) The funds of the Club shall be derived from entrance fees and annual subscriptions of Members, donations and such other sources as the Committee determines.
- (b) All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's Bank Account.
- (c) The Club shall, as soon as practicable after receiving cash payments, issue an appropriate receipt.

The assets and income of the Club shall be applied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to the members except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.

The financial year of the Club shall be the calendar year.

## **19. COMMON SEAL**

- (1) The Common Seal of the Club shall be kept in the custody of the Public Officer.
- (2) The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or one member of the Committee and of the Public Officer or Secretary.

## **20. CUSTODY OF BOOKS ETC.**

Except as otherwise provided by the Constitution, the Public Officer shall be responsible for the safe custody of records, books and other documents relating to the Club.

## **21. INSPECTION OF BOOKS ETC**

The records, books and other documents of the Club shall be open to inspection, free of charge, by a Member of the Club at any reasonable hour by prior arrangement.

## **22. ALTERATION OF CONSTITUTION**

This Constitution may be altered, rescinded or added to only by a Special Resolution at a General Meeting. (i.e. the Annual General Meeting, or a Special Meeting). A Special Resolution requires a majority of at least three quarters of such Members of the Club present at the meeting as are entitled to vote.

The Public Officer will notify the Director General of the Department of Fair Trading of any such change.

## **23. ALTERATION OF BY-LAWS**

The By-laws may be changed by a majority vote at a committee meeting.

## **24. WINDING UP OF THE CLUB**

Surplus property of the Club after winding up will be distributed in accordance with a Special Resolution of the Club. In the absence of such a resolution, the property will revert to North Sydney Council.

## **24. MEMBERS' LIABILITIES**

The liability of a Member of the Club to contribute towards the payment of the debts and liabilities of the Club or the cost, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the Member in respect of membership of the Club.