

THE GREENVALE SPORT AND GAME FISHING CLUB INCORPORATED  
CONSTITUTION

**1. NAME**

1. The name of the Incorporation is "Greenvale Sport and Game Fishing Club Incorporated" here by known as the club.

**2. DEFINITIONS**

2. (1.) In these rules unless the contrary intention appears:-
  - (a) "COMMITTEE" – means the Executive Committee of the club.
  - (b) "FINANCIAL YEAR" – means the year ending on the 30<sup>th</sup> of June.
  - (c) "GENERAL MEETING" – means the monthly meetings of members held at the clubs premises on the 1<sup>st</sup> Wednesday of the month for the purpose of transacting the ordinary business of the club in accordance with Rule 11.
  - (d) "SPECIAL GENERAL MEETING" – means the special General Meeting of members convened under Rule 15.
  - (e) "ANNUAL GENERAL MEETING" – means the Annual General meeting convened under rule 12.
  - (f) "MEMBER" – means a member of the club in accordance with Rule 3.
  - (g) "THE ACT" – means the Associations Incorporation's Act 1981.
  - (h) "THE REGULATIONS" – means the regulations under the Act.
  - (i) "APPENDIX 1" – means membership renewal/ application form.
  - (j) "THE LIQUOR LICENSING ACT" means the Liquor Licensing Act 1998, its amendments and any other legislation that may come into force to replace or supplement this Act, and shall form part of these Rules.
2. (2) In these rules a reference to the secretary of the club is a reference to :-
  - (a) Where a person holds office under these rules is a Secretary of the club, as Rule 8 clauses(1-4).
2. (3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

**RULE 3. MEMBERSHIP.**

3. (1) A person who is nominated and approved for membership as provided by these rules is eligible to be a member of the club upon payment of the joining fee and annual subscription payable under these rules.
3. (2) A person who is not a member of the club at the time of the Incorporation of the club ( or who was a member at the time, but has ceased to be a member), shall not be admitted to membership:-
  - (a) unless that person is nominated as provided in clause (3) and
  - (b) That person's admission as a member is approved by the committee.

3. (3) A nomination of a person for membership of the club shall be moved and seconded by two financial or life members and:-
  - (a) shall be made in writing in the form set out in "Appendix1" and,
  - (b) Shall be lodged with the Secretary of the club accompanied by a joining fee and annual subscription determined by the committee of the said year.
3. (4) The nomination of a person for membership as provided in clause (3) shall be read out at the first available monthly general meeting.
3. (5) The nomination of a member shall be subject to review for the first three months and the committee may during that period cancel such nomination and determine the membership of the nominee returning a proportion of the fee paid which shall be based pro-rata on the term of such membership.
3. (6) The Secretary shall upon the payment of the subscription fee enter the elected nominee's name in the register of members.
3. (7) The age of the nominee's for membership shall be 18 years of age or over, excepting juniors sponsored by members who may be admitted to the club at the age of 4 years as junior members.
3. (8) The committee shall have the power to refuse to receive or renew the subscription of any member of the club without furnishing a reason. The member whose subscription has been refused shall have the right to appeal to an Annual General Meeting or a Special General Meeting of the club, provided that the matter in question gives written notice of appeal to the secretary with 7 days of the time the member's subscription was refused.
3. (9) Where after investigation the committee has found any member/s guilty of infringing the rules or by-laws of the club or infringing the Fisheries Act in Force in the State or guilty of conduct unbecoming a member or prejudicial to the interests of the club that member shall be expelled or suspended as provided in Rule 6 sub – clause (6f).
3. (10) The committee may recommend that a member be granted a life membership for services rendered to the club, the life member shall not be required to pay an annual subscription but shall retain all membership rights and be entitled to vote in respect of all business arising at meetings of the club.
3. (11) Any member retiring from the club or ceasing from any cause to be a member, shall not be entitled to, or have any claim upon any portion whatever of the property of the club.
3. (12) Where the President and or Chairman of a meeting is of the opinion that a member's behaviour within the club's premises is improper the President or Chairman may request that the member immediately retire from the club's premises for the remainder of the meeting.

3. (13) All resolutions passed at the meetings of the club shall be conclusive and binding of all members of the club whether they have been present at such meetings or not, provided such meetings have been held in conformity with the rules of the club.
3. (14) Members who have not paid their subscriptions by the 21<sup>st</sup> day of July of each year will not be financial, and will not be eligible to vote or compete in any competition until their subscription is paid. If the subscription of any member remains unpaid by the 21<sup>st</sup> day of July, that member shall be notified of same and should each subscription be in arrears on the first ( 1<sup>st</sup> ) Wednesday of September that member shall cease to be a member of the club.
3. ( 15) The grounds of which the office of a member of the committee shall become vacant:-
  - (a) The death of a member.
  - (b) The resignation of a member.
3. (16) Whether members are entitled to vote by proxy at general meetings:-
  - (a) All votes shall be taken personally not by proxy.

#### **RULE 4. REGISTER OF MEMBERS**

4. The Secretary shall keep and maintain a register of members in which shall be entered the full name, address, and date of entry of the name of each member, and the register shall be available for inspection by members at the club premises on Wednesday meetings or at the address of the Secretary.

#### **RULE 5. MEMBER'S FEE'S**

- 5.(1) The Joining Fee is \$20.00
- 5.(2) The annual subscription for members shall be a fee determined by the committee of the year. In the case of any person joining as a member after the 1<sup>st</sup> January in each year, the member shall pay a subscription of 50% of the determined annual fee.

#### **RULE 6. EXECUTIVE COMMITTEE**

- 6.(1) Subject to section 23 of the Act, the Executive Committee shall consist of:-
  - (a) President
  - (b) Vice President
  - (c) Secretary
  - (d) Treasurer
  - (e) Three (3) or more committee members.
- 6.(2a) The nominations of members for the positions of the executive committee shall be called for at the 2 General meetings preceding the Annual General Meeting that is 60 days and 30 days prior to the Annual General Meeting. All financial and life members are eligible.

- 6.(2b) Nominations may be moved and seconded verbally at the meetings 60 days and 30 days prior to the Annual General Meeting provided that the member nominated be present at the meeting at which the nomination is made. In the event of a nominee being absent at the meetings 60 days and 30 days prior to the annual general meeting and the nominee is prepared to stand for a particular office or offices the nominee must give written consent to stand for a particular office or offices and lodge that consent with the secretary on or before the meeting 7 days prior to the general meeting.
- 6.(2c) A Committee member shall cease to be a committee member:-
- (a) If the committee member is absent without reasonable excuse from two consecutive committee meetings.
  - (b) The committee member is removed from office by a special resolution passed by a majority of not less than three-fourths of such members as being entitled under the Rules of the club to do so, vote in person at a special general meeting called by written notice for that purpose.
  - (c) The President , Vice President, Secretary and Treasurer shall be ex-officio members of all committees unless otherwise provided by these rules.
- 6.(3) Each office bearer of the club, shall hold office until Annual General Meeting after the date of election but is eligible for re-election.
- 6.(4) In the event of a casual vacancy in any office referred to in Rule 6 clause 6(1), a member shall be elected to fill such vacancy at any ensuing meeting of the club after the meeting at which notice of such vacancy was given.
- 6.(5) The Nomination of a member to fill a casual vacancy in any office referred to in Rule 6 clause 6(1), may be moved and seconded verbally at a general meeting provided that the nomination is made, unless the nominee has lodged a written consent to stand for the vacant office with the Secretary prior to the meeting.
- 6.(6a) The committee shall have the power to make By-Laws, and to alter, amend, rescind, the same as occasion may require and such by-laws shall have the same effect and shall not be opposed to the rules. A book containing the by-laws shall be kept on the club's premises. The current by-laws prior to the date of incorporation shall remain in force.
- 6.(6b) The Executive Committee shall govern the finances of the club.
- 6.(6c) The committee shall draw up the syllabus for the competitions of the club to be held in the year and the syllabus shall be presented to the members during the general meeting for approval or amendment.
- 6.(6d) The committee shall receive nominations for membership of the club in accordance with Rule 3. The acceptance of nominations, and review of members nominations shall be in accordance with Rule 3 clause (3), (4) and (6).
- 6.(6e) The committee shall have the power to refuse to receive or renew the subscription of any member without furnishing a reason as provided in rule 3 clause (8).

- 6.(6f) Where after investigation the committee is of the opinion that a member:-
1. Has refused or neglected to comply with the rules or by-laws of the club.
  2. Has infringed the provisions of the Fisheries Act in force in the state.
  3. Has been guilty of conduct unbecoming a member or prejudicial to the interests of the club, the committee may by resolution expel a member from the club, for a specified period.
  4. The member who has been expelled from membership of the club shall have a right to appeal to an annual general meeting or a special general meeting of the club. Provided that the member in question gives written notice of appeal to the secretary with 7 days of the date of being notified of the committee's resolution.
  5. Any member expelled from the club as provided in these rules shall forfeit all claims to any trophies won by that member during the year.
- 6.(6g) The committee may recommend that a member be granted a life membership for services rendered to the club in accordance with Rule 3 clause (10).
- 6.(6h) The committee may recommend that any Honorary membership be granted to person/s for services rendered to the club and such recommendation may then be approved by members in general meetings. An honorary membership does not include the right to vote at meetings.

#### **RULE 7. COMMITTEE MEETINGS**

- 7.(1) Committee meetings shall be held at such times and such places as the committee may determine.
- 7.(2) Any 4 members of the committee may constitute a quorum.
- 7.(3) At committee meetings all discussions shall be subject to the ordinary rules of debate all questions arising shall be decided by a majority of votes , and in the event of an equality of votes the chairman may exercise a second or casting vote.
- 7.(4) The secretary must record and maintain full and accurate records of committee meeting

#### **RULE 8. SECRETARY.**

- 8.(1) The Secretary shall keep full and accurate minutes of all proceedings at committee meetings with a record of the names of the persons present at the committee meetings.
- 8.(2) The Secretary shall receive all competition, entrance fee's subscriptions and other monies and the issue of their receipt shall be a sufficient discharge.
- 8.(3) All monies received by the secretary shall be handed to the Treasurer.
- 8.(4) The secretary shall make record of all monies transacted at committee meetings.

**RULE 9. TREASURER**

- 9.(1) The Treasurer shall receive all monies from the Secretary and promptly deposit these monies to the credit of the club's banking account.
- 9.(2) The Treasurer shall pay all accounts owing after such accounts have been passed for payment at a committee meeting of the club.
- 9.(3) The Treasurer shall keep correct accounts and books showing the financial affairs of the club with full details of all receipts and expenditure of the club.
- 9.(4) The accounts and books referred to in clauses 9(2) and 9(3) shall be available for inspection by members at the club's premises at general meetings.

**RULE 10. AUDITOR.**

- 10.(1) One member of the club shall be appointed as auditor at each Annual general meeting and shall remain in office during the currency of their term unless removed by a special general meeting.
- 10.(2) The auditor shall have the power to call at any time for a special audit, also for the production of all books, papers and other documents relating to the affairs of the club.
- 10.(3) The accounts shall be audited every 12 months and the audited statement produced at the first General meeting following such audit.

**RULE 11. QUORUM & PROCEDURE AT GENERAL MEETINGS.**

- 11.(1) General meetings shall be held at the club's premises on the 1st Wednesday of each month, except for a recess during January for the Christmas holidays period.
- 11.(2) The President or Vice president shall preside as chairman and in the event both office bearers are absent the members shall elect one of their member to chair the meeting.
- 11.(3) The business to be conducted will be, confirmed of the minutes of the previous meeting, correspondence, accounts, nomination of new members, entries and results of competitions, angling reports, questions on angling in general and other ordinary matters affecting the club.
- 11.(4) All discussions shall be subject to the ordinary rules of debate, all questions arising shall be decided by a majority of votes except on discussions dealing with starting times, and weigh-in times for club trips which shall be decided by a majority of members going on respective trips. In the case of an equality of votes the chairman may exercise a second or casting vote.
- 11.(5) Any 5 members present at a general meeting shall constitute a quorum.
- 11.(6) Financial members and life members are entitled to vote at all General, Annual General and Special meetings.
- 11.(7) The secretary shall record and maintain minutes of general meetings.

**RULE 12. QUORUM & PROCEDURE AT ANNUAL GENERAL MEETING.**

- 12.(1) The annual general meeting of the club shall be held on or before the 21<sup>st</sup> day of July in each year. Members to receive a written agenda of the business to be conducted at the annual general meeting of which at least 30 days notice shall be given.
- 12.(2) The President or Vice president shall preside as chairman and in the event both office bearers are absent the members shall elect one of their number to chair the meeting.
- 12.(3a) The business to be conducted will be normal business as referred to in rule 11 clause(3), the annual reports of the president, Secretary, Treasurer, Auditors, The presentation of annual accounts and balance sheet, the election of office bearers and any special business of which written notice has been given to the President or Secretary at least 30 days prior to the date of the annual general meeting.
- 12.(3b) Where special business is to be conducted at an annual general meeting and is required to be passed by a majority of not less than three fourth's of such members as being entitled under the rules of the club to do so, vote in person written notice of the special business to be conducted shall be given to the members at least 21 days prior to the date of the annual general meeting.
- 12.(4) All discussion shall be subject to the ordinary rules of debate all questions other than special business shall be decided by a majority of votes in the case of an equality of votes the chairman may exercise a second or casting vote.
- 12.(5) A question arising at a general, annual general or a special general meeting shall be determined by a show of hands unless a poll is demanded and a declaration by the chairman that a resolution has been carried on a show of hands or carried by a particular majority or lost and an entry to show that effect in the minute book of the club is evidence of the fact.
- 12.(6) Any 25 members present at an annual general meeting shall constitute a quorum.
- 12.(7) Financial and life members are entitled to vote at all general, annual general, and special general meetings.

**RULE 13. FUNDS**

- 13.(1) The funds of the club shall be derived from joining fee's annual subscriptions, fishing competitions, donations and other sources as the committee determines
- 13.(2) The Executive Committee of the club shall govern the finances of the club.
- 13.(3) The Executive Committee shall be authorised signatories to operate a bank account or accounts and the signatures of any 2 shall be sufficient authority of this purpose.
- 13.(4) The Executive Committee may from time to time deposit funds as interest bearing deposits and withdraw funds as the circumstances may require.

- 13.(5) That income and property of the club whence so ever derived shall be applied solely towards the promotion of the purposes or objects of the club and no portion shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the persons who at any time are, or who have been members of the club.
- 13.(6) If upon winding up or dissolution of the club there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the club, but shall be given to or transferred to some other institution having purposes, or objects substantially similar to the purposes or objects of the club.

**RULE 14. NOTICES**

- 14.(1) General meetings are to be held on the 1<sup>st</sup> Wednesday of each month as referred to in Rule 11 and no notice of the meeting is required.
- 14.(2) Annual general meetings are to be held on or before the 21<sup>st</sup> day of July in each year as referred to in Rule 12, with written notice of at least 14 days.
- 14.(3) Special general meetings may be held at any time with written notice of at least 21 days.

**RULE 15. SPECIAL GENERAL MEETINGS.**

- 15.(1) The President and secretary may at any time call a special general meeting and shall give written notice of at least 21 days stating the nature or purpose of the special business.
- 15.(2) The President and secretary shall call a special general meeting upon requisition of 10 financial or life members.
- 15.(3) A question arising at a special general meeting shall be determined by a majority of not less than three-fourth's of such members as being entitled under the rules of the club to do so, vote in person and declaration by the chairman that the resolution has been carried and an entry in the minute book of the club is evidence of the fact.
- 15.(4) Financial and life members are entitled to vote at all general, annual general, and special general meetings
- 15.(5) The business to be conducted will be normal business as referred to in rule 11 clause (3), the annual reports of the president, secretary, treasurer, auditors, the presentation of annual accounts and balance sheet, any special business
- 15.(6) Any 20 members present at a special general meeting shall constitute a quorum.



**RULE 16. ALTERATION OF STATEMENT OF PURPOSES.**

- 16.(1) Alteration to the statement of purposes of the club shall only be made with the passing of a special resolution by a majority of not less than three fourths of such members as being entitled under the rules of the club so to do, vote in person, at a special general meeting or an annual general meeting of which at least 21 days written notice has been given to members, stating the nature of the proposed alteration to the statement of purposes.
- 16.(2) Members proposing an alteration to the statement of purposes shall give written notice to the President or Secretary and if the proposed alteration is to be considered at an annual general meeting, the written notice shall be given to the President or the secretary at least 30 days prior to the date of the annual general meeting.

**RULE 17. ALTERATION OF THE RULES.**

- 17.(1) The alteration to, the rescinding of the rules or the making of new rules shall only be made with the passing of a special resolution by a majority of not less than three fourth's of such members as being entitled under the rules of the club to do so, vote in person, at a special general meeting or annual general meeting of which at least 21 days written notice has been given to members, stating the nature of the proposed alteration to , the rescinding of the rules or proposed new rules.
- 17.(2) Members proposing the alteration of, the rescinding of the rules or the making of new rules, shall give written notice to the President or Secretary at least 30 days prior to the date of the annual general meeting.

**RULE 18. COMMON SEAL..**

- 18.(1) The common seal of the club shall be kept in the custody of the Secretary.
- 18.(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 of 2 members of the committee.

**RULE 19. CUSTODY OF BOOKS.**

19. Except as otherwise provided by these rules, the secretary shall keep in his custody or under his control all books, documents and securities of the club.

**RULE 20. INSPECTION OF BOOKS AND DOCUMENTS.**

- 20.(1) The register of members shall be available for inspection by members of the club as provided in Rule 4.
- 20.(2) The books and accounts of the club shall be available for inspection by the members of the club provided in Rule 9 clause 4.

**RULE 21. DISPOSITION OF ASSETS.**

- 21.(1) As provided in the statement of purposes, if upon winding up or dissolution of the club there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the club, but shall be given to or transferred to some other institution having purposes, or objects substantially similar to the purposes or objects of the club.
- 21.(2) In the proper course of management of the business and affairs of the club all property shall be and remain under the control of the Executive Committee and they shall not dispose of any of the property of the club unless authorised to do so by a special resolution passed by three fourth's majority of such members as being entitled under the rules of the club to do so, vote in person, at a special general meeting of which at least 21 days written notice has been given stating the nature of the purpose of the special business.

**RULE 22. SUPPLY OF LIQUOR.**

- 22.(1) The club committee shall appoint and maintain an Approved Manager for the purposes of observing liquor licensing requirements and regulations.
- 22.(2) The club shall be open for sale of liquor only during days and hours as specified on the Liquor licence. Events held with the supply liquor outside of nominated days or hours shall be subject to application approval by the state authority.
- 22.(3) The club precludes the payment of any amount to committee or members of the club by way of commissions or allowance from the receipts of the club for the sale and disposal of liquor.
- 22.(4) Visitors or Guests of members must not be supplied with liquor unless they are a guest signed in the guest register and in the company of a member.
- 22.(5) No liquor shall be supplied to any member or visitor/guest under the age of 18 years of age.
- 22.(6) The consumption of liquor is not permitted outside of the main building walls or foyer as specified on the liquor licence.
- 22.(7) Smoking is not permitted inside the club premises.

**RULE 23. VISITORS/GUESTS.**

- 23.(1) Any member of the club shall be at liberty to invite guests to the club, the number of guests shall not exceed number as contained in the Liquor Licensing Act 1998.
- 23.(2) A record of guests attending the club is required to be maintained. The record of guests shall include the guest's name, address and the member's name. The record of guests shall be kept open for inspection.
- 23.(3) A guest must observe and maintain the conduct of members.
- 23.(4) A guest is not entitled to vote in respect of all business arising of the club.

**APPENDIX 1**

Appendix 1- Membership form Attachment