

Constitution

Date: 23 June 2019

Denmark Surf Life Saving Club

DRAFT

TABLE OF CONTENTS

| | | |
|-----|--|----|
| 1. | NAME OF THE CLUB | 4 |
| 2. | DEFINITIONS AND INTERPRETATIONS | 4 |
| | 2.1 Definitions | 4 |
| | 2.2 Interpretation | 5 |
| | 2.3 Severance | 6 |
| | 2.4 The Act | 6 |
| 3. | OBJECTS | 6 |
| | 3.1 Objects | 6 |
| 4. | POWERS OF THE CLUB | 7 |
| 5. | INCOME AND PROPERTY OF THE CLUB | 7 |
| | 5.1 Sole Purpose | 7 |
| | 5.2 Payments to Members | 7 |
| 6. | STATUS AND COMPLIANCE OF CLUB | 7 |
| | 6.1 Constitution of the Club | 7 |
| | 6.2 SLSWA | 7 |
| | 6.3 Amendment of the Constitution | 7 |
| 7. | MEMBERSHIP | 8 |
| | 7.1 Minimum number of Members | 8 |
| | 7.2 Categories of Members | 8 |
| | 7.3 Life Members | 8 |
| | 7.4 Application for Membership | 8 |
| | 7.5 Discretion to Accept or Reject Application | 9 |
| | 7.6 Renewal of Membership | 9 |
| | 7.7 Deemed Membership | 9 |
| | 7.8 General | 10 |
| | 7.9 Limited Liability | 10 |
| 8. | EFFECT OF MEMBERSHIP | 10 |
| 9. | FEES AND SUBSCRIPTIONS | 11 |
| 10. | REGISTERS | 11 |
| | 10.1 Club to Keep Register | 11 |
| | 10.2 Inspection of Register | 11 |
| | 10.3 Use of Register | 12 |
| 11. | DISCONTINUANCE OF MEMBERSHIP | 12 |
| | 11.1 Notice of Resignation | 12 |
| | 11.2 Expiration of Notice Period | 12 |
| | 11.3 Resignation by failure to pay subscription | 12 |
| | 11.4 Discontinuance for Failure to Renew | 12 |
| | 11.5 Forfeiture of Rights | 12 |
| 12. | DISCIPLINE OF MEMBERS | 13 |
| | 12.1 Establishing a Disciplinary Sub Committee | 13 |
| | 12.2 Provisional Suspension | 13 |
| | 12.3 Disciplinary Sub Committee Members | 13 |
| | 12.4 Notice of Alleged Breach | 13 |
| | 12.5 Determination of Disciplinary Sub Committee | 14 |
| | 12.6 Appeal | 14 |

| | | |
|-------|---|----|
| 13. | GRIEVANCE PROCEDURE | 14 |
| 14. | GENERAL MEETINGS..... | 15 |
| 14.1 | Annual General Meeting | 15 |
| 14.2 | Power to convene General Meeting | 15 |
| 14.3 | Notice of General Meeting | 15 |
| 14.4 | No other business..... | 16 |
| 14.5 | Cancellation or postponement of General Meeting | 16 |
| 14.6 | Written notice of cancellation or postponement of General Meeting | 16 |
| 14.7 | Contents of notice postponing General Meeting | 16 |
| 14.8 | Number of clear days for postponement of General Meeting | 16 |
| 14.9 | Business at postponed General Meeting..... | 16 |
| 14.10 | Non-receipt of notice | 17 |
| 14.11 | No proxy voting..... | 17 |
| 14.12 | Postal voting | 17 |
| 15. | PROCEEDINGS AT GENERAL MEETING | 17 |
| 15.1 | Number for a quorum | 17 |
| 15.2 | Requirement for a quorum..... | 17 |
| 15.3 | Quorum and time – Special General Meetings..... | 17 |
| 15.4 | Quorum and time – Annual General Meetings | 17 |
| 15.5 | Chair to preside over General Meetings..... | 17 |
| 15.6 | Conduct of General Meetings | 18 |
| 15.7 | Adjournment of General Meeting..... | 18 |
| 15.8 | Notice of adjourned meeting..... | 18 |
| 15.9 | Questions decided by majority | 18 |
| 15.10 | Equality of votes | 19 |
| 15.11 | Declaration of results | 19 |
| 15.12 | Poll..... | 19 |
| 15.13 | Objection to voting qualification | 19 |
| 15.14 | Chair to determine any poll dispute | 19 |
| 15.15 | Minutes | 20 |
| 16. | VOTES OF MEMBERS | 20 |
| 17. | OFFICERS | 20 |
| 17.1 | Composition of the Committee | 20 |
| 17.2 | Transitional Arrangements | 20 |
| 17.3 | Remuneration of Officers..... | 21 |
| 18. | ELECTED OFFICERS..... | 21 |
| 18.1 | Nomination for Committee..... | 21 |
| 18.2 | Form of Nomination | 21 |
| 18.3 | Elections | 21 |
| 18.4 | Term of Appointment | 22 |
| 19. | APPOINTED OFFICERS..... | 22 |
| 19.1 | Appointment of Appointed Officers | 22 |
| 20. | VACANCIES ON THE COMMITTEE..... | 22 |
| 20.1 | Casual Vacancies | 22 |
| 20.2 | Grounds for Termination of Officer | 22 |
| 20.3 | Committee May Act | 23 |
| 21. | POWERS AND DUTIES OF OFFICERS..... | 23 |
| 21.1 | Officers to manage the Club..... | 23 |
| 21.2 | Specific powers of Officers | 23 |

| | | |
|-------|--|----|
| 21.3 | Time, etc..... | 24 |
| 21.4 | Code of Conduct..... | 24 |
| 21.5 | Delegate of Club..... | 24 |
| 22. | PROCEEDINGS AT COMMITTEE MEETINGS | 24 |
| 22.1 | Committee meetings..... | 24 |
| 22.2 | Questions decided by majority | 24 |
| 22.3 | Chair's casting vote | 24 |
| 22.4 | Quorum..... | 25 |
| 22.5 | Convening meetings..... | 25 |
| 22.6 | Election of Chair | 25 |
| 22.7 | Circulating resolutions | 25 |
| 22.8 | Validity of acts of Officers | 25 |
| 22.9 | Officers' interests | 25 |
| 22.10 | Minutes | 26 |
| 23. | TELECOMMUNICATION MEETINGS OF THE CLUB | 26 |
| 23.1 | Telecommunication meeting..... | 26 |
| 23.2 | Conduct of telecommunication meeting | 26 |
| 24. | SUB COMMITTEES | 27 |
| 24.1 | Sub Committees | 27 |
| 24.2 | Powers delegated to Sub Committees | 27 |
| 24.3 | Sub Committee meetings | 27 |
| 25. | BY-LAWS | 27 |
| 25.1 | Making and amending By-Laws | 27 |
| 25.2 | Effect of By-Laws..... | 27 |
| 26. | KEEPING AND INSPECTION OF RECORDS | 28 |
| 26.1 | Records | 28 |
| 26.2 | Inspection of Records..... | 28 |
| 27. | ACCOUNTS | 28 |
| 27.1 | Records Kept in Accordance with Act | 28 |
| 27.2 | Committee to Submit Accounts | 29 |
| 27.3 | Transactions | 29 |
| 27.4 | Auditor | 29 |
| 28. | SERVICE OF DOCUMENTS..... | 29 |
| 28.1 | Document includes notice | 29 |
| 28.2 | Methods of service on a Member | 29 |
| 28.3 | Methods of service on the Club | 29 |
| 28.4 | Post | 29 |
| 28.5 | Electronic transmission..... | 30 |
| 29. | INDEMNITY | 30 |
| 30. | DISSOLUTION | 30 |
| 30.1 | Contributions of Members and Excess Property on Dissolution..... | 30 |
| 31. | COMMON SEAL..... | 31 |
| 32. | SOURCE OF FUNDS..... | 31 |
| 33. | REGISTERED ADDRESS..... | 31 |
| 34. | TRANSITIONAL ARRANGEMENTS | 31 |

1. NAME OF THE CLUB

The name of the incorporated association is Denmark Surf Life Saving Club Inc (**Club**).

Club colours are Teal Green and Gold and subject to approval by SLSWA.

2. DEFINITIONS AND INTERPRETATIONS

2.1 Definitions

In this Constitution unless the context requires otherwise:

Act means the *Associations Incorporation Act 2015 (WA)*.

AGM or Annual General Meeting means the annual General Meeting of the Club required to be held by the Club in each calendar year.

Annual Subscription means the annual fees payable by each category of Member in advance as determined by the Committee under **clause 9(a)**.

Appointed Officer means an Appointed Officer appointed under **clause 19**.

Committee or Officers means the body consisting of the Officers under **clause 17.1**.

By-Laws mean a by-law made under **clause 25**.

Chair means the person elected under **clause 22.6**.

Committee means a committee established under **clause 24**.

Constitution means this Constitution as amended from time to time, and a reference to a particular clause is a reference to a clause of this Constitution.

Officer means an Elected Officer of the Club

Elected Officer means an Officer of the Club elected under **clause 18**.

Executive Committee means the Committee members as specified under clause 21.2

Financial Year means the year commencing 1 May in any calendar year.

General Meeting means a general meeting of Members and includes the Annual General Meeting and any Special General Meeting.

ILS means the international federation for Life Saving – the International Life Saving Federation.

Individual Member means a registered, financial Active Member of the Club as specified in the SLSWA regulations and SLSA regulations from time to time.

Intellectual Property means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Club or any activity of or conducted, promoted or administered by the Club.

Junior Member means a registered Member of the Club who is younger than 15 years of age.

Life Member means a Member admitted to the Club under **clause 7.3**.

Local Area means the geographical area in which the Club operates as determined by SLSWA.

Member means a member of the Club under **clause 7**.

Objects mean the objects of the Club in **clause 3.1**.

Register means the register of Members kept in accordance with **clause 10.1**.

Special General Meeting means a General Meeting other than an Annual General Meeting.

Special Resolution has the same meaning as that given to it in the Act.

SLSA means Surf Life Saving Australia Limited, the national sporting organisation for Surf Life Saving in Australia.

SLSWA means Surf Life Saving Western Australia Incorporated, the State Centre for Surf Life Saving in Western Australia.

Voting Member means those Members of the Club entitled to vote in General Meeting as set out under **clause 7.2**.

2.2 Interpretation

In this Constitution unless the context requires otherwise:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) references to persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes Regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (h) a reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

2.3 Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution.

2.4 The Act

- (a) In this Constitution, unless the context requires otherwise, an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.
- (b) The model rules created under the Act are displaced by this Constitution and accordingly do not apply to the Club.

3. OBJECTS

3.1 Objects

The Club is established solely for the Objects. The Objects are to:

- (a) To study and practice the methods of surf lifesaving as specified by SLSA;
- (b) participate as a member of SLSWA so surf lifesaving can be conducted, encouraged, promoted, advanced and administered throughout the Local Area;
- (c) affiliate and otherwise liaise with the SLSWA, SLSA and ILS;
- (d) encourage, conduct, promote, advance and control surf lifesaving, its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment;
- (e) co-operate with SLSWA in the conduct of research and development of improvements in surf lifesaving and surf lifesaving equipment and in all ways to improve and safeguard the use of the aquatic environment;
- (f) promote the involvement and importance of surf lifesaving standards, techniques, awards and education to bodies involved in surf lifesaving;
- (g) strive for and maintain government, commercial and public recognition of the Club as the authority on surf lifesaving in the Local Area;
- (h) promote the health and safety of Members and all other users of the aquatic environment;
- (i) To promote social interaction between members of the Club and their friends and to provide conveniences, facilities, premises and accommodation with all the usual privileges and advantages of a Club;
- (j) represent the interests of its Members and of surf lifesaving generally in any appropriate forum;
- (k) have regard to the public interest in its operations;
- (l) promote uniformity of laws for the control and regulation of the aquatic environment;

- (m) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these Objects.

4. POWERS OF THE CLUB

- a) To purchase, sell, hold, lease or rent or otherwise acquire real or personal property.
- b) To borrow, raise or secure the payment of money to secure the repayment or performance of any debt, liability, contract or guarantee incurred or to be entered into by the Club.
- c) To enter into any arrangements with any government or local government authority or instrumentality.
- d) To employ, appoint, hire, engage, pay, dismiss or suspend any officer, manager, clerk, secretary, instructor, coach, workman or any other person.
- e) To invest the monies of the Club
- f) To receive and make gifts and to give prizes.
- g) To amalgamate or associate with any other surf lifesaving Club or association or any other sporting Club or association.
- h) To procure any permits and licenses from time to time required by the Liquor Act 1970 as amended.
- i) To do all such other things as are incidental or conducive to the attainment of the objects of the Club.

5. INCOME AND PROPERTY OF THE CLUB

5.1 Sole Purpose

The income and property of the Club shall be applied solely towards the promotion of the Objects of the Club.

5.2 Payments to Members

No part of the income or property of the Club may be paid or otherwise distributed, directly or indirectly, to any Member except for payments to a Member in good faith in the promotion of the Objects.

6. STATUS AND COMPLIANCE OF CLUB

6.1 Constitution of the Club

This Constitution reflects the objects of SLSWA and SLSA and conforms to the constitution of SLSWA, subject always to the Act.

6.2 SLSWA

The Club must not resign, disaffiliate or otherwise seek to withdraw from SLSWA without approval by Special Resolution.

6.3 Amendment of the Constitution

No addition, alteration or amendment shall be made to this Constitution unless the same has been approved by Special Resolution of the Club.

7. MEMBERSHIP

7.1 Minimum number of Members

The Club must have at least 6 Voting Members.

7.2 Categories of Members

The Members of the Club shall consist of:

- (a) Life Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, debate and vote at General Meetings;
- (b) Individual Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, debate and vote at General Meetings;
- (c) Junior Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present and debate but not vote at General Meetings; and
- (d) new or other categories of Members as may be established by the Committee. Any new category of Member established by the Committee cannot be granted voting rights without the approval of the Club in General Meeting.

7.3 Life Members

- (a) The Committee may recommend to the Annual General Meeting that any member who has rendered special and outstanding service to the Club and has completed at least 10 years consecutive membership from at least the age of 15 years be appointed as a Life Member.
- (b) A resolution of the Annual General Meeting to confer Life Membership (subject to clause 7.3(c)) on the recommendation of the Committee must be a Special Resolution.
- (c) A person must accept or reject the Club's resolution to confer Life Membership. Upon acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member.
- (d) At the time of adoption of this Constitution, the Life Members of the Club shall be those persons currently recognised by the Club as Life Members.

7.4 Application for Membership

- (a) Subject to this Constitution, to be eligible for membership as a Member, except as a Life Member which is governed by clause 7.3, the applicant must be a natural person and meet any other criteria set by the Committee from time to time or defined in the By-Laws
- (b) Subject to this Constitution or any procedures set by the Committee from time to time, an application for membership as a Member except a Life Member must be:
 - (i) in writing on the form prescribed from time to time by the Committee (if any), from the applicant or their nominated representative and lodged with the Club; and

- (ii) accompanied by the appropriate fee (if any).

7.5 Discretion to Accept or Reject Application

- (a) The Committee may accept or reject an application, irrespective of whether:
 - (i) the applicant is a new applicant making an application under clause 7.4 or an expiring Member reapplying under clause 7.6; or

- (ii) the applicant has complied with the requirements in clause 7.4 or not.

The Committee is not required or compelled to provide any reason for such acceptance or rejection.

- (b) Where the Committee accepts an application, the applicant shall become a Member/ Membership shall be deemed to commence upon acceptance of the application by the Committee. The Register shall be amended accordingly as soon as practicable.
- (c) Where the Committee rejects an application, it shall refund any fees forwarded with the application and the application shall be deemed rejected by the Club.
- (d) There is no right of appeal where the Committee rejects an application for membership, whether a new application or a renewal application.

7.6 Renewal of Membership

- (a) Membership of the Club (other than Life Membership) expires annually at the conclusion of each Financial Year at registration day which is set by the committee
- (b) Members (other than Life Members) must reapply for membership of the Club each season and in accordance with the procedures set down by the Committee from time to time.
- (c) The Committee may accept or reject a reapplication for membership in accordance with clause 7.5.
- (d) Upon reapplication a Member must provide details of any change in their personal details, and any other information reasonably required by the Committee.

7.7 Deemed Membership

- (a) All persons who are, prior to the approval of this Constitution under the Act, Members of the Club shall be deemed Members from the time of approval of this Constitution under the Act.
- (b) Any Members of the Club, prior to approval of this Constitution under the Act, who are not deemed Members under clause 7.7(a) shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

7.8 General

- (a) No Member whose membership ceases has any claim against the Club or the Officers for damages or otherwise arising from cessation or termination of membership.
- (b) Membership is personal to each Member. No Member shall, or purport to, assign the rights comprising or associated with membership to any other person and any attempt to do so shall be void.
- (c) Members must treat all staff, contractors and representatives of the Club and all other Members with respect and courtesy at all times.
- (d) Members must not act in a manner unbecoming of a Member or prejudicial to the Objects and/or interests of the Club, SLSWA or surf lifesaving.

7.9 Limited Liability

Members have no liability except as set out in clause 30.1(b).

8. EFFECT OF MEMBERSHIP

- (a) Members acknowledge and agree that:
 - (i) this Constitution constitutes a contract between each of them and the Club and that they are bound by this Constitution, the By-Laws, the SLSWA constitution and the SLSA constitution and regulations;
 - (ii) they shall comply with and observe this Constitution, the By-Laws and the SLSWA constitution, the SLSA constitution and any determination, resolution or policy which may be made or passed by the Committee or any duly authorised committee;
 - (iii) by submitting to this Constitution and the By-Laws they are subject to the jurisdiction of the Club;
 - (iv) this Constitution is made in pursuit of a common purpose, namely for the mutual and collective benefit of the Club, the Members and surf lifesaving;
 - (v) this Constitution and By-Laws are necessary and reasonable for promoting the Objects and particularly the advancement and protection Surf Lifesaving
 - (vi) neither membership of the Club nor this Constitution gives rise to:
 - (A) any proprietary right of Members in, to or over the Club or its property or assets;
 - (B) any automatic right of a Member to renewal of their membership of the Club;
 - (C) subject to the Act and the Club acting in good faith, the right of Members to natural justice unless expressly provided for in this Constitution; and

- (vii) they are entitled to the relevant benefits, advantages, privileges and services of their Club membership.

9. FEES AND SUBSCRIPTIONS

- (a) The Committee must determine from time to time:
 - (i) the amount (if any) payable by an applicant for membership;
 - (ii) the amount of the annual membership fee payable by each Member, or any category of Members;
 - (iii) any other amount to be paid by each Member, or any category of Members, whether of a recurrent or any other nature; and
 - (iv) the payment method and due date for payment.
- (b) The Committee is empowered to prevent any Member whose Annual Subscription or any other fees are in arrears from exercising the whole or any of the rights or privileges of membership of the Club, including but not limited to the right to vote at General Meetings.

10. REGISTERS

10.1 Club to Keep Register

The Club shall keep and maintain a Register in accordance with the Act in which shall include (as a minimum):

- (a) the full name, one or more of the residential or postal or email address, category of membership, and date of entry of each Member including Life Members;
- (b) the full name, one or more of the residential or postal or email address and date of entry to office of each Officer, person who is authorised to use the common seal of the Club and any person appointed to act as trustee on behalf of the Club; and
- (c) where applicable, the date of termination of membership of any Member.

Members, Officers and any person referenced in this **clause 10.1** shall provide notice of any change and required details to the Club within 28 days of such change.

10.2 Inspection of Register

- (a) Having regard to the Act and subject to this **clause 10.2**, the Register shall be available for inspection and copying by Members, upon reasonable request to the Committee. A Member may also in writing request the Committee provide the Member with a copy of the Register.
- (b) Where a Member wishes to copy, or wishes to receive a copy, of the Register, the Member must first provide to the Committee a statutory declaration setting out the purpose for which the copy is required and declaring the purpose is connected with the affairs of the Club.
- (c) Subject to the Act, the Committee may determine a reasonable charge for the cost of complying with a request under **clause 10.2(a)**.

10.3 Use of Register

Subject to the Act, confidentiality considerations and privacy laws:

- (a) the Committee may use the Register to further the Objects, in such manner as the Committee considers appropriate; and
- (b) a Member must only use or disclose information in the Register for a purpose that is in good faith, is directly connected with the affairs of the Club or that is related to the administration of the Act.

11. DISCONTINUANCE OF MEMBERSHIP

11.1 Notice of Resignation

Any Member who has paid all monies due and payable to the Club may resign from the Club by giving 30 days' notice in writing to the Committee of such intention to resign. Upon the expiration of that period of notice, the Member shall cease to be a member.

11.2 Expiration of Notice Period

Upon the expiration of a notice given under **clause 11.1**, an entry, recording the date on which the Member who gave notice ceased to be a Member, shall be recorded in the Register.

11.3 Resignation by failure to pay subscription

- (a) Subject to **clause 11.4**, a Member is taken to have resigned if:
 - (i) the Member's Annual Subscription is outstanding more than one month after the due date determined by the Committee in accordance with **clause 9(a)(iv)**; or
 - (ii) no Annual Subscription is payable:
 - (A) the Committee has made a written request to the Member to confirm that he or she wishes to remain a Member; and
 - (B) the Member has not, within one month after receiving that request, confirmed in writing that he or she wishes to remain a Member.
- (b) Should a sufficient explanation be made to the Committee for the failure to pay subscription or reason for not responding to a request, the Committee shall have the power to restore the Membership upon payment of the amount due (if any).

11.4 Discontinuance for Failure to Renew

Membership of the Club (except Life Membership) is automatically discontinued if a Member (except a Life Member) has not reapplied for membership of the Club before 31st December.

11.5 Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all right in and claim upon the Club and its property.

12. DISCIPLINE OF MEMBERS

12.1 Establishing a Disciplinary Sub Committee

Where the Committee is advised of an allegation (not being vexatious, trifling or frivolous) or considers that a Member has allegedly:

- (a) breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws or any resolution or determination of the Committee or any duly authorised Committee; or
- (b) acted in a manner unbecoming of a Member or prejudicial to the Objects and the interests of the Club and/or surf lifesaving, or another Member; or
- (c) brought themselves, another Member, the Club or surf lifesaving into disrepute,

the Committee may by resolution and in accordance with **clause 24**, establish a Disciplinary Sub Committee to convene to hear a matter against any Member and to determine what action, if any, to take against that Member (**Disciplinary Hearing**), and that Member, will be subject to, and submits unreservedly to the jurisdiction, disciplinary procedures and penalties and the appeal mechanisms (if any) in this Constitution.

12.2 Provisional Suspension

- (a) Upon establishing a Disciplinary Sub Committee in accordance with **clause 12.1** the Committee may by resolution provisionally suspend the Member subject to the Disciplinary Hearing until such time as the Disciplinary Sub Committee makes a finding.
- (b) The Disciplinary Sub Committee may lift a provisional suspension prior to making a finding at the Disciplinary Hearing.

12.3 Disciplinary Sub Committee Members

The members of the Disciplinary Sub Committee:

- (a) may be Members or anyone else as deemed appropriate by the Committee;
- (b) must include, as a minimum, one Committee member
- (c) must not be biased against, or in favour of, the Member concerned.

12.4 Notice of Alleged Breach

- (a) Where a Disciplinary Sub Committee is established the Club shall serve on the Member not earlier than 28 days and not later than 14 days before the Disciplinary Hearing is to be held, a notice in writing:
 - (i) setting out the alleged breach of the Member and the grounds on which it is based;
 - (ii) stating that the Member may address the Disciplinary Sub Committee at the Disciplinary Hearing;
 - (iii) stating the date, place and time of that Disciplinary Hearing; and

- (iv) informing the Member that he or she may do one or more of the following:
 - (A) attend that Disciplinary Hearing; and
 - (B) give the Disciplinary Sub Committee prior to or at that meeting a written statement regarding the alleged breach.

12.5 Determination of Disciplinary Sub Committee

- (a) The Disciplinary Sub Committee shall ensure the Disciplinary Hearing accords with the principles of natural justice by ensuring that:
 - (i) the Member has the opportunity to be heard and to call witnesses; and
 - (ii) due consideration is given to any written statement submitted by the Member or a witness,before determining whether the alleged breach occurred.
- (b) If the Disciplinary Sub Committee determines there was a breach under **clause 12.1**, it will determine what penalty (if any) shall be given to the Member, and give notice of this to the Committee.
- (c) Penalties able to be given to the Member by the Disciplinary Sub Committee include being able to:
 - (i) expel a Member from the Club; or
 - (ii) suspend a Member from membership of the Club or accessing certain privileges of membership for a specified period; or
 - (iii) fine a Member; or
 - (iv) impose such other penalty, action or educative process as the disciplinary Committee sees fit.

12.6 Appeal

An appeal against a decision of a Disciplinary Sub Committee will be governed by SLSA Regulation 5.2 (as amended from time to time).

13. GRIEVANCE PROCEDURE

- (a) The grievance procedure set out in this clause applies to disputes relating to this Constitution between a Member and:
 - (i) another Member; or
 - (ii) the Club.
- (b) The parties to the dispute must meet (which may, if agreed by the parties, take place by using any technology that allows the parties to clearly and simultaneously communicate with each other) and discuss the matter in

dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.

- (c) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties may, within 10 days, refer the dispute to the Western Australian State Administrative Tribunal (or such other similar body in circumstances where the Western Australian State Administrative Tribunal is no longer in existence) for resolution.
- (d) The Committee may prescribe additional grievance procedures in By-Laws consistent with this **clause 13**.

14. GENERAL MEETINGS

14.1 Annual General Meeting

Annual General Meetings of the Club are to be held:

- (a) at least once in each calendar year and within two (2) months after the end of the Financial Year; and
- (b) otherwise as determined by the Committee (including date and venue).

14.2 Power to convene General Meeting

- (a) The Officers may convene a General Meeting when they think fit and must do so if required by the Act.
- (b) The Officers must on the requisition in writing of at least 20 percent (20%) of the Voting Members convene a General Meeting.

14.3 Notice of General Meeting

- (a) Notice of a General Meeting of Members must be given:
 - (i) to all Members, the Officers, and the auditor of the Club; and
 - (ii) in accordance with **clause 28** and the Act.
- (b) At least 28 days prior to the proposed date of the AGM, the Committee will request from Voting Members notices of motions, which must be received no less than 21 days prior to the AGM.
- (c) At least 14 days' notice of the time and place of a General Meeting or 21 days in the case of a General Meeting where there is a proposed Special Resolution be must be given, together with:
 - (i) all information required to be included in accordance with the Act;
 - (ii) in the case of a proposed Special Resolution, the intention to propose the Special Resolution and the terms of the proposed Special Resolution;
 - (iii) where applicable, any notice of motion received from any Voting Member or Officer; and
 - (iv) where applicable, a list of all nominations received for positions to be elected at the relevant General Meeting.

14.4 No other business

No business other than that stated in the notice of meeting may be transacted at a General Meeting.

14.5 Cancellation or postponement of General Meeting

Where a General Meeting (including an AGM) is convened by the Officers they may, if they think fit, cancel the meeting or postpone the meeting to a date and time they determine. However, this clause does not apply to a General Meeting convened by:

- (a) Voting Members according to the Act;
- (b) the Officers at the request of Members;
- (c) the Commissioner; or
- (d) a Court.

14.6 Written notice of cancellation or postponement of General Meeting

Notice of the cancellation or postponement of a General Meeting must state the reasons for doing so and be given to:

- (a) each Member; and
- (b) each other person entitled to notice of a General Meeting under this Constitution or the Act,

at least seven (7) days prior to the date of the General Meeting.

14.7 Contents of notice postponing General Meeting

A notice postponing a General Meeting must specify:

- (a) the new date and time for the meeting;
- (b) the place where the meeting is to be held, which may be either the same as or different from the place specified in the notice originally convening the meeting; and
- (c) if the meeting is to be held in two or more places, the technology that will be used to hold the meeting in that manner.

14.8 Number of clear days for postponement of General Meeting

The number of clear days from the giving of a notice postponing a General Meeting to the date specified in that notice for the postponed meeting must not be less than the number of clear days' notice of that General Meeting required to be given by **clause 14.6**.

14.9 Business at postponed General Meeting

The only business that may be transacted at a postponed General Meeting is the business specified in the notice originally convening the meeting.

14.10 Non-receipt of notice

The non-receipt of a notice convening, cancelling or postponing a General Meeting by, or the accidental omission to give a notice of that kind to, a person entitled to receive it, does not invalidate any resolution passed at the General Meeting or at a postponed meeting or the cancellation or postponement of the meeting.

14.11 No proxy voting

Proxy voting is not permitted at General Meetings of the Club.

14.12 Postal voting

Postal voting or voting by electronic communication at General Meetings of the Club may be permitted from time to time in such instances as the Officers may determine and shall be conducted in accordance with procedures prescribed by the Officers.

15. PROCEEDINGS AT GENERAL MEETING

15.1 Number for a quorum

The number of Voting Members who must be present and eligible to vote for a quorum to exist at a General Meeting is 20 percent (20%) of Voting Members.

15.2 Requirement for a quorum

An item of business may not be transacted at a General Meeting unless a quorum is present and remains throughout the General Meeting.

15.3 Quorum and time – Special General Meetings

If within 30 minutes after the time appointed for a Special General Meeting, or at any other time during the meeting, a quorum is not present, the meeting:

- (a) if convened by, or on requisition of, Members is dissolved; and
- (b) in any other case stands adjourned to such other day, time and place as the chair determines.

15.4 Quorum and time – Annual General Meetings

- (a) If within 30 minutes after the time appointed for an Annual General Meeting, or at any other time during the meeting, a quorum is not present, the Annual General Meeting stands adjourned to such other day, time and place as the chair determines.
- (b) Where an Annual General Meeting has been adjourned under **clause 15.4(a)**, such Voting Members as are represented by their appointed, authorised representative on the adjourned date shall constitute a quorum.

15.5 Chair to preside over General Meetings

- (a) The President or in the absence of the President, the Vice President shall preside as Chair at General Meetings.

- (b) If a General Meeting is convened and there is no Chair, or the Chair is not present within 15 minutes after the time appointed for the meeting or is unable or unwilling to act, the following may preside as chair (in order of entitlement):
 - (i) an Officer (or other person) chosen by a majority of the Officers present;
 - (ii) the only Officer present; or
 - (iii) a Voting Member chosen by a majority of the Voting Members present.

15.6 Conduct of General Meetings

- (a) The Chair of a General Meeting:
 - (i) has charge of the general conduct of the meeting and of the procedures to be adopted;
 - (ii) may require the adoption of any procedure which in his or her opinion is necessary or desirable for proper and orderly debate or discussion or the proper and orderly casting or recording of votes; and
 - (iii) may, having regard where necessary to the Act or the *Corporations Act 2001* (Cth), terminate discussion or debate on any matter whenever he or she consider it necessary or desirable for the proper conduct of the meeting.
- (b) A decision by the Chair under this **clause 15.6** is final.

15.7 Adjournment of General Meeting

- (a) The Chair may with the consent of any General Meeting at which a quorum is present, and must if so directed by the meeting, adjourn the meeting or any business, motion, question, resolution, debate or discussion being considered or remaining to be considered by the meeting.
- (b) The adjournment may be either to a later time at the same meeting or to an adjourned meeting at any time and place agreed by vote of the members present.
- (c) Only unfinished business is to be transacted at a meeting resumed after an adjournment.

15.8 Notice of adjourned meeting

- (a) It is not necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting unless a meeting is adjourned for 30 days or more.
- (b) In that case, at least the same period of notice as was originally required for the meeting must be given for the adjourned meeting.

15.9 Questions decided by majority

- (a) Subject to the requirements of the Act (if any) and except in the case of a Special Resolution, a resolution is carried if a simple majority of the votes cast on the resolution are in favour of it.

- (b) In the case of a Special Resolution it is passed if 75% of the votes cast are in favour of it.

15.10 Equality of votes

Where an equal number of votes are cast in favour of and against a resolution, that resolution is not carried. For the avoidance of doubt the Chair does not have a casting vote where voting is equal.

15.11 Declaration of results

- (a) At any General Meeting a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is properly demanded and the demand is not withdrawn.
- (b) A declaration by the Chair that a resolution has, on a show of hands, been carried or carried unanimously or by a particular majority, or lost and an entry to that effect in the minutes of the meetings of the Club, is conclusive evidence of the fact.
- (c) Neither the Chair nor the minutes need state, and it is not necessary to prove, the number or proportion of the votes recorded for or against the resolution.

15.12 Poll

- (a) If a poll is properly demanded in accordance with the *Corporations Act 2001* (Cth) or by the Chair of the meeting, it must be taken in the manner and at the date and time directed by the Chair, and the result of the poll is the resolution of the meeting at which the poll was demanded. On a poll each Voting Member will have the number of votes fixed under **clause 16**.
- (b) A poll demanded on the election of a chair or on a question of adjournment must be taken immediately.
- (c) A demand for a poll may be withdrawn.
- (d) A demand for a poll does not prevent the General Meeting continuing for the transaction of any business other than the question on which the poll was demanded.

15.13 Objection to voting qualification

- (a) An objection to the right of a person to attend or vote at a General Meeting (including an adjourned meeting):
 - (i) may not be raised except at that meeting; and
 - (ii) must be referred to the Chair, whose decision is final.
- (b) A vote not disallowed under the objection is valid for all purposes.

15.14 Chair to determine any poll dispute

If there is a dispute about the admission or rejection of a vote, the Chair must decide it and the Chair's decision made in good faith is final.

15.15 Minutes

- (a) The Committee must ensure that minutes are taken and kept of each General Meeting.
- (b) The minutes must record:
 - (i) the business considered at the meeting;
 - (ii) any resolution on which a vote is taken and the result of the vote; and
 - (iii) the names of persons present at all meetings.
- (c) In addition, the minutes of each Annual General Meeting must include:
 - (i) the financial statements submitted to the Members in accordance with the Act; and
 - (ii) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

16. VOTES OF MEMBERS

- (a) At a General Meeting, on a show of hands and on a poll, each Voting Member shall have one vote.
- (b) No Members other than Voting Members are entitled to vote at General Meetings.

17. OFFICERS

17.1 Composition of the Committee

The Committee shall consist of:

- (a) Nine Elected Officers – President, Vice President, Secretary, Treasurer, Club Captain, Junior Officer, Youth Officer, Education Officer and Competition & Coaching Officer - all of whom will be elected under **clause 18.3**.

17.2 Other Officers

Other officers as mentioned from time to time in the By-Laws may be appointed;

No person shall be an officer of the Club unless that person is a financial, honorary or life member of the Club.

The Club shall also appoint a Patron, Vice Patron and a Medical Advisor.

17.2 Transitional Arrangements

- (a) Notwithstanding any other clause of this Constitution, the transitional arrangements set out at **clause 34(b)** shall apply from the date of adoption of this Constitution.

- (b) Should any adjustment to the term of Elected Officers elected under this Constitution be necessary to ensure rotational terms in accordance with this Constitution, this shall be determined by the Committee. If the Committee cannot agree, retirements will be determined by lot. For the avoidance of doubt any part of a term shall be deemed a full term for the purposes of **clause 18.4**.

17.3 Remuneration of Officers

An Officer must not be paid for services as an Officer but, with the approval of the Officers and subject to the Act, may be:

- (a) where approved by resolution of the General Meeting, paid by the Club for services rendered to it other than as an Officer; and
- (b) reimbursed by the Club for their reasonable travelling, accommodation and other expenses when:
 - (i) travelling to or from meetings of the Officers, a Committee or the Club; or
 - (ii) otherwise engaged on the affairs of the Club.

18. ELECTED OFFICERS

18.1 Nomination for Committee

Nominations for Elected Officers shall be called for by the Committee at least 28 days prior to the General Meeting at which the election is to be held (usually the Annual General Meeting).

18.2 Form of Nomination

Nominations must be:

- (a) in writing on the prescribed form (if any);
- (b) signed by a Voting Member;
- (c) certified by the nominee expressing their willingness to accept the position for which they are nominated; and
- (d) delivered to the Club not less than 21 days before the date fixed for the holding of the General Meeting.

18.3 Elections

- (a) If the number of nominations received for positions on the Committee is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Committee, then those nominated shall only be declared elected if they are elected by a simple majority of. If after the poll, a simple majority has not been achieved, the positions will be deemed casual vacancies under **clause 20.1**.
- (b) If there are insufficient nominations received to fill all vacancies on the Committee, the positions will be deemed casual vacancies under **clause 20.1**.

- (c) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in order drawn by ballot, for each vacancy on the Committee.
- (d) The voting shall be conducted in such manner and by such method as may be determined by the Committee from time to time.

18.4 Term of Appointment

- (a) Subject to this Constitution, and in particular **clauses 17.2** and Error! Reference source not found., Elected Officers shall be elected in accordance with this Constitution for a term of one (1) years which shall commence from the conclusion of the General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following.

19. APPOINTED OFFICERS

19.1 Appointment of Appointed Officers

The Elected Officers may appoint Appointed Officers in accordance with **clause 17.2**.

20. VACANCIES ON THE COMMITTEE

20.1 Casual Vacancies

- (a) Any casual vacancy that occurs in the position of an Elected Officer may be filled by the remaining Elected Officers from among appropriately qualified member.
- (b) Any casual vacancy may only be filled for the remainder of the vacating Officers term under this Constitution.
- (c) Any period served under this **clause 20.1** counts as a full term for the purposes of **clause** Error! Reference source not found..

20.2 Grounds for Termination of Officer

In addition to the circumstances in which the office of an Officer becomes vacant by virtue of the Act, the office of an Officer becomes vacant if the Officer:

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with their creditors generally;
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- (d) resigns their office in writing to the Club;
- (e) is absent without the consent of the Committee from meetings of the Committee held during a period of three months or a total of four meetings in one season without reasonable excuse;
- (f) is an employee of the Club;
- (g) is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of their interest;

- (h) after reasonable consideration by the Committee it determines the Officer:
 - (i) has acted in a manner unbecoming or prejudicial to the Objects and/or interests of the Club and/or surf lifesaving; or
 - (ii) has brought himself or herself, the Club or surf lifesaving into disrepute, provided the Officer is first given the opportunity to make written or oral submissions to the Committee before a determination is made;
- (i) is removed by Special Resolution; or
- (j) would otherwise be prohibited from sitting on the Committee under the Act or from being an officer of a corporation under the *Corporations Act 2001* (Cth).

20.3 Committee May Act

In the event of a casual vacancy or vacancies in the office of an Officer or Offices, the remaining Officers may act but, if the number of remaining Officers is not sufficient to constitute a quorum at a meeting of the Committee, they may act only for the purpose of increasing the number of Officers to a number sufficient to constitute such a quorum or to convene a General Meeting.

21. POWERS AND DUTIES OF OFFICERS

21.1 Officers to manage the Club

The Officers are to manage the Club's business and may exercise those of the Club's powers that are not required, by the Act or by this Constitution, to be exercised by the Club in General Meeting.

21.2 Specific powers of Officers

Without limiting **clause 21.1**, the Officers may exercise all the Club's powers to manage the Club's funds, to borrow or raise money, to charge any property or business or to give any other security for a debt, liability or obligation of the Club or of any other person.

All payments shall be approved by any two of the following:

- (i) the President
- (ii) the Vice President;
- (ii) the Secretary; or
- (iii) the Treasurer.

The accounts shall be open to inspection by any member upon giving reasonable notice to the Treasurer at a time and place convenient to the Treasurer.

No member shall have the authority to commit the Club to any expense unless approved jointly by any two of the officials nominated in clause 19.5 above.

No Club officer, as defined in Section 4 of the By-laws, can commit the Club to any expenditure, beyond a budget amount approved annually by the Management Committee, unless approved by resolution passed by the Management Committee.

21.3 Time, etc.

Subject to the Act, where this Constitution requires that something be done by a particular time, or within a particular period, or that an event is to occur or a circumstance is to change on or by a particular date, the Officers may in their absolute discretion extend that time, period or date as they think fit.

21.4 Code of Conduct

The Officers must:

- (a) adopt a code of conduct for Officers ; and
- (b) periodically review the code of conduct in light of the general principles of good corporate governance.

21.5 Delegate of Club

- (a) The Committee shall appoint a delegate to attend meetings and events on the Club's behalf from time to time. This shall include, but is not limited to, representing the Club at general meetings of SLSWA.
- (b) The Club's delegate must be:
 - (i) an Individual Member over the age of 18 years;
 - (ii) be a current financial Member of the Club;
 - (iii) be empowered by the Committee to make decisions and vote in proceedings at meetings of SLSWA on the Club's behalf; and
 - (iv) not be a delegate for more than one member club of SLSWA.
- (c) The Committee shall advise SLSWA prior to a relevant meeting or event of who its delegate will be. If the Club does not provide notification to SLSWA, the Chair of the Club shall be deemed to be the delegate. The Club shall advise SLSWA within seven days of any change to its nominated delegate.

22. PROCEEDINGS AT COMMITTEE MEETINGS

22.1 Committee meetings

- (a) Subject to **clause 22.1(b)**, the Officers may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.
- (b) The Officers must meet at least ten (10) times in each calendar year.

22.2 Questions decided by majority

A question arising at an Officers' meeting is to be decided by a majority of votes of the Officers present in person and entitled to vote. Each Officer present has one vote on a matter arising for decision by Officers.

22.3 Chair's casting vote

The chair of the meeting will not have a casting vote.

22.4 Quorum

Five (5) Officers present in person constitutes a quorum.

22.5 Convening meetings

- (a) An Officer may convene a Committee meeting.
- (b) Unless all Officers agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced in writing or by their presence) not less than two days written notice of a Committee meeting shall be given to each Officer.
- (c) Written notice of each Committee meeting, specifying the general nature of the time, date and place of the Committee meeting and the business to be transacted, shall be served on each Officer by:
 - (i) delivering it to that Officer personally; or
 - (ii) sending it in writing, by facsimile or other means of electronic communication (subject to receiving appropriate confirmation that the notice has been effectively dispatched),in accordance with the Officer's last notified contact details.
- (d) Notice may be given of more than one Committee meeting at the same time.

22.6 Election of Chair

- (a) The President is the Chair of the Committee Meeting or in the absence of the President, the Vice President will Chair the meeting. If both are absent the Officers present will elect a Chair for the meeting.

22.7 Circulating resolutions

- (a) The Officers may pass a resolution without a Committee meeting being held if the required majority of the Officers who are entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document.
- (b) Separate copies of the document may be used for signing by the Officers if the wording of the resolution and statement is identical in each copy.
- (c) The resolution is passed when the last Officer required to achieve the required majority signs.

22.8 Validity of acts of Officers

Everything done at a Committee meeting, or by a person acting as an Officer, is valid even if it is discovered later that there was some defect in the appointment, election or qualification of any of them or that any of them was disqualified or had vacated office.

22.9 Officers' interests

- (a) An Officer shall declare to the Committee at the relevant Committee meeting and to the Members at the next Annual General Meeting of the Club, that Officer's interest in any matter in which any material personal interest or related party transaction arises as defined by the *Corporations Act 2001* (Cth); and that Officer

must absent himself or herself from discussion of such matter and shall not be entitled to vote in respect of such matter.

- (b) In the event of any uncertainty in this regard, the issue shall immediately be determined by a vote of the Officers or, if this is not possible, the matter shall be adjourned or deferred to the next meeting.
- (c) The Committee shall maintain a register of declared interests.

22.10 Minutes

- (a) The Officers must cause minutes of meetings to be made and kept according to the Act and the *Corporations Act 2001* (Cth).
- (b) The minutes of Officers meetings shall be available as per **clause 26.2**.

23. TELECOMMUNICATION MEETINGS OF THE CLUB

23.1 Telecommunication meeting

- (a) A General Meeting or a Committee meeting may be held by means of a telecommunication meeting, provided that:
 - (i) the number of Members or Officers (as applicable) participating is not less than a quorum required for a General Meeting or Committee meeting (as applicable); and
 - (ii) the meeting is convened and held in accordance with the Act and this Constitution.
- (b) All provisions of this Constitution relating to a meeting apply to a telecommunication meeting in so far as they are not inconsistent with the provisions of this **clause 23**.

23.2 Conduct of telecommunication meeting

The following provisions apply to a telecommunication meeting of the Club:

- (a) all persons participating in the meeting must be linked by telephone, audio-visual or other instantaneous means for the purpose of the meeting;
- (b) each of the persons taking part in the meeting must be able to hear and be heard by each of the other persons taking part at the commencement of the meeting and each person so taking part is deemed for the purposes of this Constitution to be present at the meeting;
- (c) at the commencement of the meeting each person must announce his or her presence to all other persons taking part in the meeting;
- (d) a person may not leave a telecommunication meeting by disconnecting his or her telephone, audio-visual or other communication equipment unless that person has previously notified the Chair;

- (e) a person may conclusively be presumed to have been present and to have formed part of a quorum at all times during a telecommunication meeting unless that person has previously notified the chair of leaving the meeting; and
- (f) a minute of proceedings of a telecommunication meeting is sufficient evidence of the proceedings and of the observance of all necessary formalities if the minute is certified to be a correct minute by the chair.

24. SUB COMMITTEES

24.1 Sub Committees

The Officers may by written instrument delegate any of their powers to Sub Committees consisting of such persons they think fit (including Officers, individuals and consultants), and may vary or revoke any delegation.

24.2 Powers delegated to Sub Committees

- (a) A Sub Committee must exercise the powers delegated to it according to the terms of the delegation and any directions of the Officers. A Sub Committee is responsible to and reports to the Committee.
- (b) Powers delegated to and exercised by a Sub Committee are taken to have been exercised by the Officers.

24.3 Sub Committee meetings

Sub Committee meetings are governed by the provisions of this Constitution dealing with Committee meetings, as far as they are capable of application.

25. BY-LAWS

25.1 Making and amending By-Laws

- (a) The Officers may from time to time make, adopt, amend and/or interpret By-Laws which in their opinion are necessary or desirable for the control, administration and management of the Club's affairs and surf lifesaving in the Local Area and may amend, repeal and replace those By-Laws.
- (b) Interpretation of the By-Laws is solely the responsibility of the Officers.

25.2 Effect of By-Laws

A By-Law:

- (a) is subject to this Constitution;
- (b) must be consistent with this Constitution; and
- (c) when in force, is binding on all Members and has the same effect as a provision in this Constitution.

26. KEEPING AND INSPECTION OF RECORDS

26.1 Records

- (a) The Committee shall establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of the Club and the Committee and shall produce these as appropriate at each Committee meeting or General Meeting.
- (b) The Officers will cause the Club records to be kept for a period of seven (7) years from their creation.

26.2 Inspection of Records

- (a) Members may on request inspect free of charge:
 - (i) the minutes of general meetings; and
 - (ii) subject to **clause 26.2(b)**, the financial records, books, securities, this Constitution and any other relevant document of the Club.
- (b) The Committee may refuse to permit a member to inspect records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club or where the Committee reasonably considers the member seeking to inspect the records is not doing so in good faith.
- (c) The Committee must on request make copies of these rules available to Members and applicants for membership free of charge.
- (d) Subject to **clause 26.2(b)**, a Member may make a copy of any of the other records of the Club referred to in this clause and the Club may charge a reasonable fee for provision of a copy of such a record.
- (e) For the purposes of this clause:

relevant documents mean the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Club and includes the following:

- (i) its financial statements;
- (ii) its financial records;
- (iii) this Constitution; and
- (iv) records and documents relating to transactions, dealings, business or property of the Club.

27. ACCOUNTS

27.1 Records Kept in Accordance with Act

Books, documents, securities and proper accounting and other records shall be kept in accordance with the Act, generally accepted accounting principles and/or any applicable code of conduct. All such records and the books of account shall be kept in the care and control of the Committee.

27.2 Committee to Submit Accounts

The Committee is responsible for the management of the Club's funds and shall submit to the Annual General Meeting the accounts of the Club in accordance with the Act and will distribute copies of financial statements as required by the Act.

27.3 Transactions

All cheques, promissory notes, bankers' drafts, bills of exchange, other negotiable instruments, electronic transactions, and all receipts for money paid to the Club, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Officers determine from time to time.

27.4 Auditor

- (a) A properly qualified auditor or auditors shall be appointed by the Officers and the remuneration of such auditor or auditors fixed and duties regulated in accordance with the *Corporations Act 2001* (Cth).
- (b) Members may remove an auditor from office by resolution made at a General Meeting in accordance with the Act.

28. SERVICE OF DOCUMENTS

28.1 Document includes notice

In this **clause 28**, document includes a notice.

28.2 Methods of service on a Member

The Club may give a document to a Member:

- (a) personally;
- (b) by sending it by post to the address for the Member in the Register or an alternative address nominated by the Member; or
- (c) by sending it to a fax number or electronic address nominated by the Member.

28.3 Methods of service on the Club

A Member may give a document to the Club:

- (a) by delivering it to the Club's registered office;
- (b) by sending it by post to the Club's registered office; or
- (c) by sending it to a fax number or electronic address nominated by the Club.

28.4 Post

A document sent by post:

- (a) if sent to an address in Australia, may be sent by ordinary post; and

- (b) if sent to an address outside Australia, or sent from an address outside Australia, must be sent by airmail,

and in either case is taken to have been received on the second business day after the date of its posting.

28.5 Electronic transmission

If a document is sent by any form of electronic transmission, delivery of the document is taken to:

- (a) be effected by properly addressing and transmitting the electronic transmission; and
- (b) have been delivered on the business day following its transmission.

29. INDEMNITY

- (a) Every Officer, officer, auditor and employee of the Club shall be indemnified out of the property or assets of the Club against any liability incurred by him/her in his/her capacity as Officer, auditor or employee in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favour or in which he or she is acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Act, granted to him or her by the Court.
- (b) The Club shall indemnify its Officers, auditors and employees against all damages and costs (including legal costs) for which any such Officers, auditor or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:
 - (i) in the case of an Officer or officer, performed or made whilst acting on behalf of and with the authority, express or implied of the Club; and
 - (ii) in the case of an employee, performed or made in the course of, and within the scope of his or her employment by the Club.

30. DISSOLUTION

30.1 Contributions of Members and Excess Property on Dissolution

- (a) The Association may be wound up voluntarily by Special Resolution.
- (b) If the Association is wound up, the liability of the Member shall be limited to any outstanding monies due and payable to the Association, including the amount of the Annual Subscription payable in respect of the current Financial Year. No other amount shall be payable by the Member.
- (c) If upon winding up or dissolution of the Association or upon revocation of its endorsement as a deductible gift recipient (whichever occurs first), there remains after satisfaction of all its debts and liabilities any surplus assets or property as follows:
 - (i) gifts of money or property for the objects of the organisation;
 - (ii) contributions made in relation to an eligible fundraising event held for the objects of the organisation; or

- (iii) money received by the organisation because of such gifts and contributions; then

such surplus assets or property shall not be paid to or distributed amongst the Members but shall be given or transferred to some organisation(s):

- (iv) having objects similar to the Objects; and
- (v) which prohibits the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Association by this Constitution; and
- (vi) which is charitable at law and to which income tax deductible gifts can be made.

Such organisations(s) will be determined by the Members at or before the time of dissolution, and in default thereof by such judge of the Supreme Court of Western Australia or other Court as may have or acquire jurisdiction in the matter.

31. COMMON SEAL

- (a) If the Club has a common seal it shall:
 - (i) be kept in the custody of the Secretary; and
 - (ii) 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 President and signatures of two Officers.
- (b) An Officer may not sign a document to which the seal of the Club is fixed where the Officer is interested in the contract or arrangement to which the document relates.

32. SOURCE OF FUNDS

The funds of the Club may be derived from annual membership subscriptions, fees and levies payable by Members, donations, grants, sponsorships and such other sources as the Officers determine. Such funds will be managed by the Committee in the best interests of the Club and the Members subject always to the Act and this Constitution.

33. REGISTERED ADDRESS

The registered address of the Club is:

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address, the postal address of the one of the Officers.

34. TRANSITIONAL ARRANGEMENTS

- (a) Notwithstanding any other clause of this Constitution, the transitional arrangements set out in this **clause 34** shall apply from the date of adoption of this Constitution.

- (b) The Officers in place immediately prior to approval of this Constitution under the Act shall continue in those positions until the next Annual General Meeting following such approval, at which time all existing Officers will resign and new Elected Officers will be elected. Thereafter, the positions of the Officers shall be filled, vacated and otherwise dealt with in accordance with **clause 18.4** of this Constitution.
- (c) All by-laws and regulations of the Club in force at the date of the approval of this Constitution insofar as such by-laws and regulations are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be By-Laws under this **clause 34**.
- (d) All individuals who are, prior to the approval of this Constitution, Members of the Club shall be deemed Members of the Club from the time of approval of this Constitution under the Act. All such Members shall provide the Club with such details as may be required by the Club under this Constitution within one (1) month of the approval of this Constitution under the Act.