

SAINTS CRICKET CLUB INC.

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RULES OF THE SAINTS CRICKET CLUB INC.

1. NAME

1.1 The name of the Incorporated Club shall be Saints Cricket Club Inc.

2. OBJECTS

2.1 The objects of for which the Club is established are:

- (a) to foster and develop the game of amateur cricket in the Townsville District;
- (b) organising and managing teams and entering these teams in the fixtures / competitions as organised by Townsville Cricket Incorporated.

2.2 To support the objects of the James Cook University Student Association.

3. POWERS

3.1 The powers of the Club are:

- (a) To take over the funds and other assets and the liabilities of the present unincorporated Club known as the "Estates Cluden Cricket Club";
- (b) To subscribe to become a member of and co-operate with any other Club, Association or Organization, whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the Club shall subscribe to or support with its funds any Club, Club or Organization which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club under or by virtue of Rule 28 (10);
- (c) In furtherance of the objects of the Club to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Club or persons frequenting the Club's premises;
- (d) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Club: Provided that in case the Club shall take or hold any property which may be subject to any trusts the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- (e) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club; to obtain from any such Government or Authority any rights, privileges and concessions which the Club may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (f) To appoint, employ remove or suspend such managers, clerks, secretaries servants, workmen and other persons as may be necessary or convenient for the purposes of the Club;
- (g) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Club, or in or about the incorporated Club or promotion of the Incorporated Club or in the furtherance of its objects;
- (h) To construct improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Club's interests, and contribute to, subsidise or otherwise assist and take part in

the construction, improvements, maintenance, development, working, management, carrying out, alteration or control thereof;

- (i) To invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit;
- (j) Take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- (k) In furtherance of the objects of the Club to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- (l) To borrow money or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrow or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage charge, lien or other security upon the whole or any part of the incorporated Club's property or assets present or future and to purchase, redeem or pay-off any such securities;
- (m) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- (n) In furtherance of the objects of the Club to sell improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club;
- (o) To take or hold mortgages, liens or charges, to secure payment of purchase price, or any unpaid balance of the purchase price, of any part of the Club's property whatsoever kind sold by the Club, or any money due to the Club from purchasers and others;
- (p) To take any gift or property whether subject to any special trust or not, for any one or more of the objects of the Clubs but subject always to the proviso in sub-rule (4);
- (q) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise;
- (r) To print and publish any newspapers, periodicals book or leaflet that the club may think desirable for the promotion of its objects;
- (s) In furtherance of the objects of the Club to amalgamate with any one or more incorporated clubs having objects altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as that imposed upon the Club under or by virtue of Rule 28 (10);
- (t) In furtherance of the objects of the Club to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and Clubs with which the Club is authorised to amalgamate;
- (u) In furtherance of the objects of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club to any one or more of the incorporated clubs with which the Club is authorised to amalgamate;
- (v) To make donations for patriotic, charitable or community purposes;
- (w) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;

- (x) To do all such other things as are incidental or conducive to the attainment of the objectives and the exercise of the powers of the Club.

4. CLASSES OF MEMBERS

- 4.1 The membership of the Club shall consist of ordinary members, and any of the following classes of members:
- (a) Ordinary Member – all registered Cricketers. Ordinary Members under the age of eighteen (18) years of age are unable to vote at any meetings.
 - (b) Associate Members – all adult members of a Junior Club registered with the Club, or any accredited Coach, Umpire or adult not being a member of a registered club, recommended by two Associate Members.
 - (c) Life Member – any member of the above deemed by the Management Committee to have contributed outstanding service to the club during his or her membership of the Club. There will not be more than one (1) Life Membership granted in any financial year.
 - (d) Honorary Members – granted to any person outside the Club (not having been a member of the Club, as above) deemed by the Management Committee to have contributed outstanding service or help to the Club. There will not be more than one (1) Honorary Membership granted in any financial year. Honorary Members do not have any voting rights.
- 4.2 The number of members in each class shall be unlimited.

5. MEMBERSHIP

- 5.1 Every person who at the date of the incorporation of the Club was a member of the unincorporated Club and who on or before the day of incorporation agrees in writing to become a member of the Club shall be admitted by the Management Committee to the same class of membership of the Club as that member held in the unincorporated club, and shall not be required to pay any further subscription until the next due date for payment of that subscription.
- 5.2 Every applicant for any class of membership of the Club (other than the members of the unincorporated Club referred to in sub rule (1)) shall be proposed by one member of the Club and seconded by another member. The application for membership shall be made in writing, signed by the applicant and his proposer and seconder and shall be in such form as the Management Committee from time to time prescribes.

6. MEMBERSHIP FEES

- 6.1 The membership fees for each class of membership shall be such sum as the members from time to time at any general meeting so determine.
- 6.2 The membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

7. ADMISSION AND REJECTION OF MEMBERS

- 7.1 At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.

- 7.2 Any applicant who receives a majority of votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- 7.3 Upon the acceptance or rejection of an application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

8. TERMINATION OF MEMBERSHIP

- 8.1 A member may resign from the Club at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the secretary; unless a later date is specified in the notice when it shall take effect on that later date.
- 8.2 If a member:
- (a) is convicted of an indictable offence; or
 - (b) fails to comply with any of the provisions of these Rules; or
 - (c) has membership fees in arrears for a period of two months or more; or
 - (d) Conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Club, the Management Committee shall consider whether his membership shall be terminated.
- 8.3 The member concerned shall be given a full and fair opportunity of presenting his case and if the Management Committee resolves to terminate his membership it shall instruct the Secretary to advise the member in writing accordingly.

9. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 9.1 A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of his intention to appeal against the decision of the Management Committee.
- 9.2 Upon receipt of a notification of attention to appeal against rejection or termination of membership the Secretary shall convene, within three months of the date of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his case and the Management Committee or those members thereof who rejected the application for membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of members present at such meeting.
- 9.3 Where a person, whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

10. REGISTER OF MEMBERS

- 10.1 The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Club and the dates of their admission.
- 10.2 Particulars shall also be entered into the Register of deaths, resignation, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.

- 10.3 The Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

11. MEMBERSHIP OF MANAGEMENT COMMITTEE

- 11.1 The Management Committee of the Club shall consist of President, Vice President, Secretary, Treasurer, and Sponsorship Co-ordinator. All shall be members of the Club – and such number of other members as the members of the Club at any general meeting may from time to time elect or appoint.
- 11.2 At the Annual General Meeting of the Club, the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.
- 11.3 The election of officers and other members of the Management Committee shall take place in the following manner:
- (a) Any two (2) members of the Club shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
 - (b) The nomination, which shall be in writing and signed by the member and his/her proposer and seconder, shall be lodged with the secretary at least fourteen (14) days before the Annual General Meeting at which the election is to take place.
 - (c) A list of candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Club or on the Club's website for at least seven (7) days immediately preceding the Annual General Meeting.
 - (d) Balloting lists shall be prepared (if necessary) containing the names of candidates in alphabetical order, and each member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of such candidates not exceeding the number of vacancies;
 - (e) Should, at the commencement of such meeting there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

12. RESIGNATION FROM MANAGEMENT COMMITTEE

- 12.1 Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary, but such resignation shall take place effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Club where that member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the members present at such general meeting.

13. VACANCIES ON MANAGEMENT COMMITTEE

- 13.1 The Management Committee shall have power at any time to appoint any member of the Club to fill any casual vacancy on the Management Committee until the next Annual General Meeting.
- 13.2 The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Club, but for no other purpose.

14. FUNCTIONS OF THE MANAGEMENT COMMITTEE

14.1 Except as otherwise provided by these Rules and subject to resolutions of the members of the Club carried at any general meeting the Management Committee:

- (a) Shall have the general control and management of the administration of the affairs, property and funds of the Club; and
- (b) Shall have authority to interpret the meaning of these Rules and any matter relating to the Club on which these Rules are silent.

14.2 The Management Committee may exercise all the powers of the Club:

- (a) To borrow or raise or secure the payment of money in such manner as the members of the Club may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or of the Club's property, both present and future, and to purchase, redeem or pay off any such securities.
- (b) To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts of money lent, whether the term of the loan be short or long, and to mortgage and charge its property or part thereof and to issue debentures and other securities, whether outright or as the Club, and to provide and pay off any such securities.
- (c) To invest in such manner as the members of the Club may from time to time determine.
- (d) Admission or rejection of applications by Clubs for affiliation.
- (e) Admission or rejection of applications by persons for registration as players.
- (f) Admission or rejection of entry of a team in any competition.
- (g) Approval or refusal of any player's application for transfer or regrading.
- (h) The suspension and expulsion of any Club, team or player from participation in any competition or any matches under the jurisdiction of the Club.
- (i) The imposition of fines on any Club or player in accordance with the Constitution's Playing Rules and By Lays.
- (j) The administering of Rules and By Laws introduced at Annual General Meetings, General Meetings and Special General Meetings.
- (k) The suspension or expulsion of any Club official, Club member, team coach, team manager or other person from participation in the Club's affairs where such person is deemed guilty of ungentlemanly conduct considered prejudicial to the interests of the Club.
- (l) The control and management of all competitions or matches conducted or authorised by the Club.
- (m) The determination of competitions to be conducted and the grading of teams where no special grading committee is appointed.
- (n) The allocation or new allocation of points for competition matches.
- (o) Function as the Protests and Disputes Committee.

15. MEETINGS OF MANAGEMENT COMMITTEE

- 15.1 The Management Committee shall meet at least once every calendar month to exercise its functions.
- 15.2 A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one – third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- 15.3 At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and / or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- 15.4 Subject as previously provided in this, the Management Committee may meet together and regulate its proceedings as it thinks fit; provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- 15.5 A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Club in which he is interested, or any matter arising there out, and if he does vote his vote shall not be counted.
- 15.6 Not less than fourteen (14) days' notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee Such notice shall clearly state the nature of the business to be discussed thereat.
- 15.7 The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President or if at any meeting he is not present within ten (10) minutes after the time appointed for holding the meeting, the Vice President shall be Chairman or if the Vice President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- 15.8 If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon requisition of members of the Management Committee shall lapse. In any other case, it shall stand adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the meeting shall lapse.

16. DELEGATION BY MANAGEMNT COMMITTEE TO SUB-COMMITTEE

- 16.1 The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Club as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- 16.2 A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.
- 16.3 A sub-committee may meet and adjourn, as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and, in the case of an equality of voted, the question shall be deemed to be decided in the negative.

17. ACTION OF COMMITTEE MEMBERS

All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there

was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

18. RESOLUTIONS BY MANAGEMENT COMMITTEE

A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one members of the Management Committee.

19. GENERAL MEETINGS

- 19.1 The first general meeting shall be held at such time, not being less than one (1) month nor more than three (3) months after the incorporation of the Club, and at such place as the Management Committee may determine.
- 19.2 At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.
- 19.3 No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purpose of this rule "member" includes a person attending as a proxy or as representing a corporation which is a member.
- 19.4 If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Club, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- 19.5 The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting.), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting save as aforesaid it shall not be necessary to give any notice of an adjourned meeting.
- 19.6 The Secretary shall convene all general meetings of the Club by giving not less than fourteen (14) days' notice of any such meeting.
- 19.7 The manner by which such notice shall be given shall be determined by the Management Committee. Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection of termination of his membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.
- 19.8 Every question, matter or resolution shall be decided by a majority or votes of the members present.
- 19.9 Every member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote. Provided that no member shall be entitled to vote at any general meeting if his/her annual subscription is more than one (1) month in arrears at the date of the meeting. No minors will be permitted to vote.
- 19.10 Voting shall be the show of hands or a division of members, unless no less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two (2) members to conduct the secret ballot in such manner as he/she shall determine the

result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.

- 19.11 A member may vote in a person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one vote.
- 19.12 The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer or of his/her attorney duly authorised in writing or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy may but need not be a member of the Club. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret.
- 19.13 Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:

SAINTS CRICKET CLUB INC.

I, _____ of _____, being a member of the abovenamed Club, hereby appoint _____ of _____, or failing him/her, _____ of _____, as my proxy to vote for me on behalf at the (Annual) General Meeting of the Club, to be held on the _____ day _____ of 2_____, and at any adjournment thereof:

Signed this _____ day of _____ 2_____.

Signature.

This form to be used * in favour of _____ * against _____ the resolution

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

- 19.14 The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- 19.15 The Secretary shall cause full and accurate Minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes; the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the Minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting. Provided that the Minutes of any general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting or Annual General Meeting.

20. ANNUAL GENERAL MEETING

- 20.1 The Annual General Meeting shall be held within three (3) months of the close of the financial year.
- 20.2 The business to be transacted at every Annual General Meeting shall be:
- (a) The receiving of the Management Committee's report and the Statement Of Income And Expenditure, assets and liabilities and mortgages charges and securities affecting the property of the Club for the preceding financial year;
 - (b) The receiving of the auditor's report upon books and accounts for the preceding financial year;

- (c) The election of members of the Management Committee; and
- (d) The appointment of an auditor.

21. SPECIAL GENERAL MEETING

- 21.1 The Secretary shall convene a Special General Meeting:
- (a) When directed to do so by the Management Committee; or
 - (b) On the requisition in writing signed by not less than one – third of the members presently on the Management Committee or not less than the number of ordinary members of the Club which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat; or
 - (c) On being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

22. BY- LAWS

The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Club and by-laws may be set aside by a general meeting of members.

23. ALTERATION OF RULES

Subject to the provisions of the *Clubs Incorporation Act 1981*, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting. Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Under Secretary, Department of Justice, Brisbane.

24. COMMON SEAL

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be counter signed by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

25. FUNDS AND ACCOUNTS

- 25.1 The funds of the Club shall be banked in the name of the Club in such bank as the Management Committee may from time to time direct.
- 25.2 Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Club and the particulars usually shown in books of a like nature.
- 25.3 All moneys shall be banked as soon as practicable after receipt thereof.
- 25.4 All amounts of twenty dollars or over shall be paid by either:

- (a) by cheque signed by any two (2) of the Presidents, Secretary, Treasurer or other member authorised from time to time by the Management Committee; or
- (b) by electronic funds transfer with authorisation by any two (2) of the Presidents, Secretary, Treasurer or other member authorised from time to time by the Management Committee.

- 25.5 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- 25.6 The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- 25.7 All expenditure shall be approved or ratified at a Management Committee meeting.
- 25.8 As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing the particulars of:
- (a) the income and expenditure for the financial year just ended; and
 - (b) the assets and liabilities and of all mortgages, charges and securities effecting the property of the Club at the close of that year.
- 25.9 All such statements shall be examined by the auditor who shall present his/her report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- 25.10 The income and property of the Club whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by the way of profit or amongst the members of the Club provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him/her to the Club or otherwise owing by the Club to him/her or of remuneration to any officers or servants of the Club to any member of the Club or other person in return for any services actually rendered to the Club provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Club or reasonable and proper rent for premises demised or let to the Club.

26. DOCUMENTS

The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Club.

27. FINANCIAL YEAR

The financial year of the Club shall close on 30th April, in each year.

28. DISTRIBUTION OF SURPLUS ASSESTS

If the Club shall be wound up in accordance with the provisions of the *Clubs Incorporation Act 1981*, and there remains, after satisfaction of all its debits and liabilities, any property whatever, the same shall not be paid to or distributed among the members of the Club, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit 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 Club under or by virtue of Rule 28 (10), such institution or institution to be determined by the members of the Club.

29. RECIPROCAL CLUBS

There are no Reciprocal Clubs rights attached to the Club.

I hereby certify that this is a true and correct copy of the Rules adopted by the members of the incorporated association.

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SECRETARY

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DATE