



Constitution of The Beagle Club of NSW Inc.

Affiliated with Dogs New South Wales

Dated: 14 February 2017

*An incorporated association.
Incorporation Number Y0816132*

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CONSTITUTION OF THE BEAGLE CLUB OF N.S.W. INC.

1. There is hereby constituted a Canine Club with a Constitution and membership as herein provided which is herein called "the Club".
2. The name of the Club shall be THE BEAGLE CLUB OF N.S.W. INC.

DEFINITIONS

3.

Act	refers to the <i>Associations Incorporation Act (NSW) 2016</i>
ANKC Ltd	Australian National Kennel Council Limited
Application for Membership	includes application for re-admission to membership.
Associate Member	in the case of an obedience training club means a person who has been admitted as such a member or being a Junior Member attains the age of sixteen (16) years, and who: <ol style="list-style-type: none">(a) shall be eligible at any time after the expiration of three months of the date of becoming such a member to apply to become a Member;(b) shall not be entitled to hold office or to vote at a General Meeting of the Club but shall otherwise be entitled to enjoy all other privileges of membership.
Authorised Signatories	means the Public Officer, President, Secretary and Treasurer of the Club. The Rescue Co-ordinator and Assistant Rescue Co-ordinator shall be additional authorized signatories on the bank account operated for the purposes of Beagle Rescue NSW only.
Body	means where the context reasonably admits, a Club, Agricultural or other Society or Association, Company or Group of persons.
Club (The)	means The Beagle Club of NSW Inc.
Constitution	means the Constitution for the time being of the Club.
Director-General	means <ol style="list-style-type: none">(a) the Commissioner, NSW Fair Trading, Department of Finance and Services; or(b) if there is no such position in the Department, the Director-General of the Department.
DOGS NSW	means the Royal New South Wales Canine Council Ltd.
Exhibition	includes a canine show, canine exhibition, canine parade, canine trial. Canine competition, display, obedience trials, non-slip retrieving trial, contest or a match.
Financial Member	means a member of the Club who shall not be in default in the payment of his annual subscription or any fees or other monies payable by him in accordance with the Constitution. Un-financial shall have the opposite meaning.
Financial Year	means the financial year of the Club as defined by Rule 185.

Honorary Member or Honorary Life Member	<p>means a person who is not a member, who upon the recommendation of the Committee or upon a written nomination signed by not less than five Members is elected by a resolution passed in General Meeting by a majority of not less than three-fourths of the Members voting in person thereat as an Honorary Member for life or for such lesser period as may be so determined and who in the opinion of such Meeting has rendered outstanding services to the Canine Fancy or to the Club or for other good and sufficient reason and who need not comply with the provisions of Rule 6.</p> <p>Officeholders in interstate Beagle Clubs may also be admitted as Honorary Members, but will not hold voting rights.</p>
Household Member	<p>means one of any two members of the one family resident at the same address who has been admitted with the other of such persons as a Household Member of the Club. Household Members hold two (2) votes.</p>
Junior Member	<p>means a person over the age of twelve (12) years and under the age of sixteen (16) years who has been admitted as a member of the Club. Junior Members do not hold voting rights.</p>
Kennel Member	<p>means one of any two or more of the persons who are partners in the conduct of a kennel having a kennel prefix in their joint names registered with DOGS NSW. Kennel Members hold up to three (3) votes, dependent on the number of registered partners in the Kennel.</p>
Life Member	<p>means a Member who has been admitted to the Club as a member for life, whether upon payment of a subscription or without payment of a subscription as may be determined by the Members from time to time.</p>
Member	<p>means a person who has been admitted as an ordinary or Household, Kennel or Life Member of the Club and where the context otherwise so admits, shall include a person admitted to any other category of membership and the word "Member" where the context so admits, shall mean and include persons who have been admitted to any category of membership.</p>
Member of the Committee	<p>in Rule 39 where the context so admits shall be deemed to include the Office Bearers.</p>
Office	<p>means the Office of the Club, and shall be a place as determined from time to time at which the records of the Club are to be kept.</p>
Office Bearers	<p>means the President, the Vice-Presidents, Treasurer and Secretary for the time being of the Club.</p>
Official Address	<p>means the residential address of the Public Officer or Secretary.</p>
Period of Membership	<p>in relation to a member, denotes the twelve months terminating at midnight on the 30th day of June each year for which such member is for the time being elected to membership of the Club or such portion of that term during which his membership continues.</p>
Person	<p>where the context reasonably permits, includes an individual, a firm or partnership, a company or corporation, or any other legal entity.</p>
Pet Member	<p>means a person who has been admitted to the Club as a Pet Member. Pet Members do not hold voting rights.</p>

Public Officer	means the person who is appointed as the Club's public officer and until he is replaced by a person so appointed, includes the person who is nominated as the Club's public officer in the Club's application for registration.
Regulations	means the <i>Associations Incorporation Regulations 2009</i> .
Rescue Account	means the separate transaction account, held with a recognised Australian financial institution and operated for the purposes of the administration and conducting the business of Beagle Rescue NSW.
Rule	means a provision of the Constitution and where the context so admits, includes a paragraph or sub-paragraph thereof.
Secretary	means <ul style="list-style-type: none">(a) the Honorary Secretary or Secretary of the Club, and where the context reasonably permits, includes the Assistant Secretary and any other person for the time being appointed by the Committee to exercise the functions of the Secretary; or(b) if no such person holds that office – the public officer of the Club
Special General Meeting	means a general meeting of the Club other than an annual general meeting.
Writing	includes printing, facsimile, email and any other like recognised means of communication or of reproducing words in visible form, including via publication on the Club's website, Facebook page or other social media platform accessible by Members.

- (a) Words used in the Constitution and Regulations where the context reasonably permits shall have the same meaning as the definition thereof, as set forth in the Constitution and Regulations of DOGS NSW.
- (b) All other provisions where the context reasonably permits shall have the same meaning as set forth in the *Associations Incorporation Act (NSW) 2016* and any Regulations made under the Act.
- (c) Words importing the male gender shall, where the context reasonably permits, include the female and neuter gender and the singular number shall include the plural number.
- (d) In this constitution:
 - (i) a reference to a function includes a reference to a power, authority and duty, and
 - (ii) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- (e) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

OBJECTS

- 4. The objects of the Club are:
 - (a) to affiliate with DOGS NSW;
 - (b) to promote and encourage the breeding of pure bred dogs;
 - (c) to promote and raise the standards and exhibiting of dogs;

- (d) to promote the holding of exhibitions and shows and to conduct exhibitions and shows;
- (e) to foster, promote and protect the interests of exhibitors of dogs at exhibitions and shows;
- (f) to collect, verify and publish information relating to dogs and the breeding and exhibition of dogs;
- (g) to educate and encourage members, breeders and judges to abide by the requirements and standards approved by DOGS NSW for the conduct of exhibitions and shows;
- (h) to promote good fellowship and sportsmanship amongst members and those participating in or attending at exhibitions and shows;
- (i) to inform members of and make known to them the laws and regulations of the State relating to the ownership and care of dogs, and the responsibility of owners for the conduct and actions of their dogs;
- (j) to hold functions and lectures relating to dogs and to the objects of the Club generally;
- (k) to make awards and donate prizes for competition at exhibitions and shows and for the competition by breeders and exhibitors of dogs;
- (l) to foster relations with other Clubs and bodies having similar aims;
- (m) to promote and assist and to make contributions to canine veterinary research and other worthy canine causes;
- (n) to invest the funds of the Club not immediately required in such manner as the Members shall determine;
- (o) to carry on such other activities or promote or encourage interest in the breeding, upkeep and training of and the general well-being and improvement of all breeds of dogs and to do all such other things as may be necessary or conducive to carrying out the objects of the Club.

AFFILIATION WITH DOGS NSW

- 5. (a) The Members by a resolution passed in General Meeting by a majority of not less than three-fourths of the Members voting in person thereat may direct the Committee to apply for affiliation with DOGS NSW.
- (b) So long as the Club is an Affiliate of DOGS NSW, every member whether a member of DOGS NSW or not, shall be deemed to have agreed with DOGS NSW to be bound by the Rules and Regulations of DOGS NSW for the time being in force and at all times to submit to and carry out every determination, finding, decision, requirement or direction of DOGS NSW so far as the same shall relate to him.

MEMBERSHIP

- 6. The membership of the Club shall not be less than ten (10) financial Members having the right to vote at General Meetings of the Club providing that at all times, each of those ten financial members are:
 - (a) A financial member of Dogs NSW or another State member Body; and
 - (b) the owner of a specimen of the breed registered on an ANKC Ltd National Register in respect of which the Club is a specialist club.
- 7. A person is qualified for membership of the Club if accepted under Rule 13.

CLASSIFICATION OF MEMBERS

- 8. Membership of the Club shall be divided into the following categories:
 - (a) Associate Member;

- (b) Honorary Member;
- (c) Household Member;
- (d) Junior Member;
- (e) Kennel Member;
- (f) Life Member;
- (g) Pet Member;

and every person elected to membership shall be and be deemed for all purposes to have agreed to be bound by the Constitution, Rules and Regulations for the time being in force of DOGS NSW and of the Club.

REGISTER OF MEMBERS

9. (a) A register of members shall be kept by the Committee (whether in written or electronic form) and shall contain the name, address, email address (if applicable) and the date of admission to and the category of membership of each member.
(b) The register of members shall be kept at the Office of the Club and shall be made available by the Secretary for inspection by a Member at all reasonable times.
(c) If the register is kept in electronic form, it must be convertible into hard copy, and references above to the availability of the roll are to apply as if a reference to the roll of members is a reference to a current hard copy of the roll of members.
10. If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection that information must not be made available for inspection.
11. A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Club or other material relating to the Club, or
 - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

APPLICATION FOR MEMBERSHIP

12. An application for membership shall be in such form as the Committee may from time to time prescribe and shall be signed by the applicant and by two Members as referees and lodged with the Secretary, including via email or other electronic means.
13. The Secretary shall submit such application to the first General Meeting of Members next succeeding its receipt, and if such applicant is approved by a resolution passed by a three-fourths majority of Members voting in person thereat, the applicant shall thereupon become a member of the Club provided that he shall pay within fourteen days of the date of such meeting such entrance fee and subscription in respect of his category and period of membership or part thereof, as shall be determined from time to time.
14. As soon as practicable after the General Meeting makes that determination, the Secretary must notify the nominee, in writing, that the General Meeting approved or rejected the nomination (whichever is applicable).
15. A member may prior to the 30th day of June in each year, make application to the committee for re-admission as a member to his category of membership and upon payment of his annual subscription with such application shall be deemed for all purposes to have been re-elected as such a member. Upon the satisfactory completion of the foregoing the Secretary will ensure that each new member receives a

copy of the current Club Constitution as amended.

16. A person elected to membership after the 31st day of December in any year upon payment of one-half of the prescribed annual subscription, applicable to the category of membership to which he is elected, shall be deemed to be a financial member for the remainder of the financial year.

TERMINATION OF PERIOD OF MEMBERSHIP

17. A Member shall cease ipso facto to be a Member of the Club:
- (a) upon the termination of his period of membership (whether by effluxion of time or otherwise) unless he shall be re-admitted pursuant to Rule 15 as a Member of the Club for a further period of membership;
 - (b) if he resigns by notice in writing addressed to the Secretary;
 - (c) if he shall die or become bankrupt or suspend payment or compound with his creditors or be convicted of a felony or misdemeanour;
 - (d) if he becomes of unsound mind or a person whose personal estate is liable to be dealt with in any way under the law relating to mental health;
 - (e) if his annual subscription for the forthcoming financial year has not been paid within one (1) month after the fee is due;
 - (f) if pursuant to the Constitution, he shall be expelled from the Club;
 - (g) if he is convicted of any offence relating to cruelty to animals or on indictment for an offence committed at an exhibition, show or trial.

MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

18. A right, privilege or obligation which a person has be reason of being a member of the Club:
- (a) Is not capable of being transferred or transmitted to another person, and
 - (b) Terminates on cessation of the person's membership.

ENTRANCE FEE AND ANNUAL SUBSCRIPTION

19. The members in General Meeting at any time and from time to time may fix the amount of the annual subscription payable by each category of membership and may in like manner determine that an entrance fee shall be paid and the amount thereof. Provided always that any such alteration to the Annual Subscription or Entrance Fee must be by notice of motion and included on the notice paper for decision by the Members at the next General Meeting.

PRIVILEGES OF MEMBERSHIP

20. Subject to the restrictions and limitations prescribed by or pursuant to the Constitution, the privileges of a Member shall be:
- (a) the right to attend and vote at all General Meetings of the Club;
 - (b) to submit himself as a candidate for any Office of the Club;
 - (c) to receive any publication issued by the Club;
 - (d) to exhibit at any exhibition or show conducted by the Club and compete for prizes (including trophies) available for members of the Club.
21. A Pet Member, Junior Member or Honorary Member shall not be entitled to vote or to take part in the proceedings of a General Meeting and shall not be eligible to hold office, but shall be entitled to exercise all other privileges of membership.

MEMBERS LIABILITIES

22. The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or to the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by Rule 19.

CONDUCT OF MEMBERS

23. A Member, upon election to any category of membership, shall strictly observe and act in conformity with and not otherwise than in accordance with the Constitution and Regulations of the Club and of DOGS NSW and will uphold the honour of and use his best endeavours to further the objects of the Club.

RESOLUTION OF DISPUTES

24. A dispute between a member and another member (in their capacity as members) of the Club, or a dispute between a member or members and the Club, are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.
25. If a dispute is not resolved by mediation within three (3) months of the referral to a community justice centre, the dispute is to be referred to arbitration.
26. The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

DISCIPLINING OF MEMBERS

27. A complaint may be made to the committee by any person that a member of the Club:
- a) has refused or neglected to comply with a provision or provisions of this constitution, or
 - b) has wilfully acted in a manner prejudicial to the interests of the Club.
28. The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
29. If the committee decides to deal with the complaint, the committee:
- a) must cause notice of the complaint to be served on the member concerned, and
 - b) must give the member at least fourteen (14) days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - c) must take into consideration any submissions made by the member in connection with the complaint.
30. The committee may, by resolution, expel the member from the Club or suspend the member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
31. If the committee expels or suspends a member, the secretary must, within seven (7) days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under Rule 38.
32. The expulsion or suspension does not take effect:
- a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - b) if within that period the member exercises the right of appeal, unless and until the Club confirms the resolution under Rule 37 whichever is the later.

RIGHT OF APPEAL OF DISCIPLINED MEMBER

33. A member may appeal to the Club in general meeting against a resolution of the committee under Rule 30 within seven (7) days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
34. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
35. On receipt of a notice from a member under Rule 33, the secretary must notify the committee which is to convene a general meeting of the Club to be held within twenty-eight (28) days after the date on which the secretary received the notice.
36. At a general meeting of the Club convened under Rule 35:
 - a) no business other than the question of the appeal is to be transacted, and
 - b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
37. If at the General Meeting the Club passes by at least three quarters of members present, entitled to vote, a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.
38. Any member so dealt with will have the right to appeal to the DOGS NSW Board of Directors.

OFFICER BEARERS

39. The Office Bearers of the Club shall be:
 - (a) the President for the time being of the Club, who, unless otherwise determined by the members, shall not hold office for more than three (3) years in succession;
 - (b) two (2) Vice-Presidents;
 - (c) the Treasurer;
 - (d) the Secretary.
40. A Member shall not hold more than one such office at any one time.
41. Office Bearers must be a Member or Associate Member of DOGS NSW.

DUTIES OF SECRETARY

42. The Secretary of the Club shall exercise and perform all usual secretarial functions and in particular:
 - (a) Must, as soon as practicable after being appointed as secretary, lodge notice with the Club of his or her address.
 - (b) It is the duty of the secretary to keep minutes (whether in written or electronic form) of:
 - (i) All appointments of office-bearers and members of the committee,
 - (ii) The names of members of the committee present at a committee meeting or a general meeting, and
 - (iii) All proceedings at committee meetings and general meetings.
 - (c) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
 - (d) Maintain the register of Members
 - (e) Ensure that copies of all required documentation is provided to the Public Officer for official reporting under the Act

- (f) A complete record of awards made at all exhibitions and shows conducted by the Club.
- (g) A register of the persons who are appointed by the Members as Judges.
- (h) The signature of the chairperson may be transmitted by electronic means for the purposes of (c) above.

DUTIES OF TREASURER

43. The Treasurer shall ensure that:
- (a) all payments authorized by the Club are made,
 - (b) correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club,
 - (c) a true inventory of all property of the Club is kept,
 - (d) financial records are prepared according to Australian Accounting Standards,
 - (e) financial records are audited according to Australian Accounting Standards,
 - (f) a summary in the approved form of the Club's financial affairs, financial statements, and auditor's report for the previous financial year is provided to the Public Officer for lodgement with the Director-General within one (1) month following the Annual General Meeting,
 - (g) all money due to the Club is collected and received.
 - (h) Funds of the Club are managed in accordance with Rules 156 to Rule 162 inclusive.

APPOINTMENT OF PUBLIC OFFICER

44. The Club must appoint a Public Officer at each Annual General Meeting.
45. The Public Officer must be a person who is aged eighteen (18) years or more and is ordinarily resident in New South Wales.
46. The position of Public Officer may, but need not be, held by a Committee Member.
47. The Public Officer's acts are valid despite any defect in his appointment.
48. Within twenty-eight (28) days after taking office as the Club's Public Officer, that person must notify the Director-General in the approved form of:
- (a) the person's full name and date of birth; and
 - (b) the person's address at which the person can generally be found; and
 - (c) the fact that the person has taken office as Public Officer of the Club.
49. If there is any change in the address of the Public Officer of the Club, the Public Officer must notify the Director-General in the approved form, of the new address, within twenty-eight (28) days after the change occurs.

VACANCY OF PUBLIC OFFICER

50. A Club's Public Officer vacates office in the following circumstances:
- (a) If he dies;
 - (b) If he resigns the office in writing addressed to the Club's Committee;
 - (c) If he is removed from office by resolution of a general meeting of the Club;
 - (d) If he becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his creditors or makes an assignment of his remuneration for their benefit
 - (e) If he becomes a mentally incapacitated person;
 - (f) If he ceases to ordinarily reside in New South Wales;

(g) In such other circumstances as the Constitution of the Club may provide.

51. Within 14 days after vacating office, a former public officer of the Club must ensure that all documents in his or her possession that belong to the Club are delivered to a Committee member of the Club.
52. The Club's Committee must fill any vacancy in the office of Public Officer within twenty-eight (28) days after the vacancy arises.

THE COMMITTEE

CONSTITUTION OF THE COMMITTEE

53. There shall be a committee consisting of the Office Bearers and a minimum of two (2) Members.

REGISTER OF COMMITTEE MEMBERS

54. The Club must keep a register of committee members in accordance with this section.
55. The register must contain the following particulars in relation to each committee member:
 - (a) the committee member's name, date of birth and residential address,
 - (b) the date on which the committee member takes office,
 - (c) the date on which the committee member vacates office,
 - (d) such other particulars as may be prescribed by the regulations.
56. The register must be kept in New South Wales:
 - (a) At the main premises of the Club, or
 - (b) If the Club has no premises, at the Club's official address.
57. Any change to the Committee's membership must be recorded in the register with one (1) month after the change occurs.
58. The register must, at all reasonable hours, be kept available for inspection, free of charge, by any person.

FUNCTIONS OF THE COMMITTEE

59. The Committee:
 - (a) Is subject to the Act and to any resolution passed by the Club in General Meeting
 - (b) Will control and manage the affairs of the Club
 - (c) May exercise all such functions as may be exercised by the Club other than those functions that are required by the Constitution to be exercised by a general meeting of the Members of the Club
 - (d) Has the power to perform or delegate all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club
 - (e) Notwithstanding the foregoing, the Members in General Meeting by resolution passed; may overrule a decision of the Committee, except a decision of the Committee to pay any account payable by the Club, or by a resolution passed by a simple majority of the Members voting in person thereat may instruct the Committee in the light of objections expressed by any Member to any such decision to review the decisions at its next meeting and make its further recommendation to the Members at the next General Meeting thereof.

TERMS OF OFFICE OF COMMITTEE MEMBERS

60. The term of office shall be for a period of twelve (12) months until the conclusion of the Annual General Meeting following the date of the Member's election, but is eligible for re-election for a further twelve (12)

month term.

61. Within fourteen (14) days after vacating office, a former committee member of the Club must ensure that all documents or other property in their possession that belong to the Club are delivered to the Public Officer for delivery to their successor. Failure to do so may constitute an offence under the Act.

GROUND ON WHICH OR REASONS FOR WHICH THE OFFICE OF COMMITTEE MEMBERS IS TO BECOME VACANT

62. In the event of a casual vacancy occurring, the Committee may appoint a member of the Club to fill the vacancy and the Member so appointed shall hold office, subject to this Constitution, until the conclusion of the next Annual General Meeting
63. Resignations from committee members must be in writing
64. In the event of a committee member failing to attend three (3) consecutive meetings without leave of the Committee, that Member shall cease to be a Member of the Committee and if an Office Bearer shall cease to hold his office

MEETINGS PROCEDURE AND QUORUM OF THE COMMITTEE

65. Meetings of the Committee shall be held at least bi-monthly at such place and at such time as the Committee from time to time determines.
66. Oral or written notice of a meeting of the Committee shall be given by the Secretary to each Member of the Committee at least 48 hours (or such other period as may be agreed upon by a majority of the Members of the Committee) before the time appointed for holding the meeting.
67. Notice of a meeting given under Rule 65 shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
68. The Secretary or his representative shall attend all meetings of the Committee. The Minutes of such meetings signed by the Chairman thereof or by the Chairman of a confirmatory meeting shall be accepted as sufficient evidence of the proceedings of such meeting.
69. The quorum for a Committee Meeting shall be not less than one-half of the Members of the Committee present.
70. No business shall be transacted unless a quorum is present and if within 30 minutes of the time appointed for the meeting a quorum is not present, the meeting stands adjourned.
71. A Committee meeting may be held at two (2) or more venues using any technology that gives each of the committee members a reasonable opportunity to participate. Those participating using such technology have the same rights as members who are present at the meeting, including voting rights.
72. The Secretary shall call a meeting of the Committee whenever requested so to do by the President or by three (3) Members of the Committee.
73. Questions arising at a meeting of the Committee shall be determined by a majority of the votes of the Committee.
74. The President, or in his absence, or if he shall be unwilling to act, a Vice-President present or if present he shall be unwilling to act, then a member of the Committee elected by the Members thereof present in person shall be the Chairman of a meeting of the Committee.
75. A Member of the Committee shall not vote in respect of any contract or proposed contract with the Club in which he is interested or in respect of any matter arising thereout and if he does so vote, his vote shall not be counted.

76. All acts done by any meeting of the Committee or of a Sub-Committee thereof or of a Sub-Committee appointed by the Members or by any person acting as a Member of the Committee or of a Sub-Committee notwithstanding that it is afterwards discovered that there was some defect in the appointment of the Committee or of a Sub-Committee or any person acting as aforesaid, or that the Members of the Committee or any of them or of a Sub-Committee were disqualified shall be as valid as if any such person had been appointed and was qualified to be a Member of the Committee or of such Sub-Committee.
77. A Resolution in writing signed by all Members of the Committee for the time being entitled to receive notice of a meeting of the Committee shall be as valid and effectual as if it had been passed at a meeting of the Committee duly held and convened. Any such Resolution may consist of several documents in like form each signed by one or more Members of the Committee.
78. A Member of the Committee absenting himself from three consecutive meetings without leave of the Committee shall ipso facto cease to be a Member of the Committee, and if an Office Bearer he shall ipso facto also cease to hold his Office.
79. A casual vacancy occurring amongst Members of the Committee caused by the death or resignation of a Member thereof or by a Member ceasing for any reason to be a Member of the Committee, shall be filled by the Committee at its next meeting and the Member so appointed shall hold that Office until his appointment is confirmed by the Members at the next General Meeting or the vacancy is otherwise filled by the Members.

ELECTION OF OFFICER BEARERS AND COMMITTEE

80. The Office Bearers and the members of the Committee shall be elected annually at the Annual General Meeting and shall take office at the close of the Annual General Meeting at which they are elected.
81. (a) Nomination of Members proposed as Office Bearers or as Members of the Committee shall be made in writing to the Secretary at least twenty-one (21) days before the date of the Annual General Meeting, and shall be signed by at least one Member and the nominee.
(b) Any member desirous of voting by mail shall register such desire with the Secretary at least twenty-one (21) days before the date of the Annual General Meeting. Such registration shall be accepted by the Secretary if in writing, signed by the member registering and if a stamped and addressed envelope to that member is enclosed with such notification. A member who has so registered shall be called a "Postal Voting Member".
82. A list of all such nominations shall be sent to each of the Postal Voting Members at least fourteen (14) days prior to the holding of the Annual General Meeting. Such list shall contain in respect of a retiring Member of the Committee whose name appears thereon the number of such meetings held during the preceding year, and the number thereof, which he attended, whilst he was a Member of the Committee.
83. If there be not a nomination for the Office of President or Vice-President, or if a Member nominated for such office declares at the Annual General Meeting verbally or in writing that he is unwilling to stand for that Office, or if the number of Members required for election as Members of the Committee are not nominated, the members may propose and second orally at the Annual General Meeting, sufficient Members to fill any such Office.
84. If there be more than the required number of Members nominated for the election to any office, an election by ballot shall take place, but if there be only the requisite number, the Chairman shall declare those nominated to be duly elected.
85. If the election of the Office Bearers and Members of the Committee shall be by ballot, the list of nominations sent to Postal Voting Members as aforesaid shall constitute a voting paper for such

Postal Voting Members and shall indicate by an asterisk and footnote those members eligible for re-election. The Secretary shall initial and number consecutively the top right hand corner of the ballot paper and keep a true record of the number of ballot papers issued.

86. For the purpose of the ballot, a Returning Officer and not less than two scrutineers shall be appointed by the Members at, and as the first business of, the Annual General Meeting. Upon the appointment of the Returning Officer and scrutineers, the Secretary shall hand to the Returning Officer a list of the members of the Club entitled to vote. If any ballot paper shall indicate that a member has purported to vote for a greater or lesser number of candidates than the number of vacancies that have to be filled, or if the ballot paper shall not have been endorsed and numbered by the Secretary as aforesaid, or the envelope containing the ballot paper has not been signed by the member purported to vote, such ballot paper shall be declared informal and the votes of that member shall not be counted.
87. A voting paper shall be prepared by the Secretary with the names of the candidates listed thereon in alphabetical order which shall be posted to each Postal Voting Member in the stamped and addressed envelope referred to in Clause 81(b) not later than fourteen (14) days prior to the date of the Annual General Meeting. At the Annual General Meeting, the Secretary shall hand a voting paper to each other Member present.
88. (a) Each Postal Voting Member wishing to participate in the ballot shall strike out from the voting paper all names except the names of the candidates for whom he wishes to vote and shall insert the voting paper only and without any other matter in and endorse his name on the inside of the flap of the envelope forwarded by the Secretary for that purpose and return such envelope properly sealed so as to arrive at the Club's office not later than 5.00 p.m. (which shall be the time of the closing of the postal ballot) on the business day prior to the day appointed for the holding of the Annual General Meeting at which the result of the ballot is to be declared as hereinafter provided.
(b) Each other member wishing to participate in the ballot shall vote in the same manner and thereupon hand his voting paper to the Returning Officer.
89. Forthwith after the appointment of the Returning Officer and the scrutineers, the Returning Officer shall count or cause to be counted by the said scrutineers the votes as recorded on the voting papers so received at the Club's Office. Such votes shall be counted in the presence of the President or of one of the Vice-Presidents and of any person or persons standing for election who may attend.
90. The Returning Officer shall declare the result of the ballot immediately after the votes have been counted, and announce the number of votes polled by each candidate, and in the event of an equality of votes in favour of any candidate which could affect the election of a candidate, the Members at the Annual General Meeting shall elect one of such candidates to fill the vacancy for which he was nominated by a Resolution passed by a simple majority of Members present and voting thereon. The Returning Officer shall deliver all ballot papers so counted to the Secretary in a sealed envelope or wrapper who shall keep the same for a period of ninety (90) days from the date of the Meeting.
91. (a) If any question shall arise as to the validity or invalidity of a voting paper, or whether any particular Member has or has not been elected to any particular Office, a statement by the Returning Officer that the relevant voting paper is or is not valid or that a particular Member has or has not been elected to a particular Office shall be conclusive.
(b) Where it is not possible because of residential location for the secretary to receive voting papers up to 5.00pm on the business day prior to the day of the Annual General Meeting and deliver them to the Annual General Meeting by the time of its scheduled start (refer Clause 88(a)) the voting papers should instruct postal voters to return the postal votes to the address of a person nominated as "Assistant Secretary" for the sole purpose of receiving postal votes and delivering them to the Annual General Meeting by the scheduled starting time.

REMOVAL OF A MEMBER OF THE COMMITTEE

92. Members in a General Meeting may by resolution remove a Member of the Committee from the office of Member before the expiration of the Member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the Member so removed.
93. Where a Member of the Committee to whom a proposed resolution referred to in Rule 92 relates makes representations in writing to the President, or the Vice President, if the resolution refers to the President (not exceeding reasonable length) and requests that the representations be notified to members of the Club, the President or Vice President may send a copy of the representations to each member of the Club or, if they are not sent, the member is entitled to require that the representations be read out at a meeting at which the resolution is considered.

SUB-COMMITTEES

94. (a) On the recommendation of the Committee or upon a motion of a Member, the Members in General Meeting may at any time and from time to time appoint a Sub-Committee from amongst the Members of the Committee or the Members for such purpose and with authority to exercise such powers and duties as the Committee in its discretion may recommend and the Members thereof shall hold office during the pleasure of the Members.
- (b) The Members as aforesaid may by resolution, remove from Office a Member of a Sub-Committee and may in like manner appoint another eligible person in his stead.
- (c) The quorum for a Sub-Committee shall be such number thereof as shall be determined by the Members at the time of its election who may in like manner appoint a Chairman thereof provided that if a Chairman is not so appointed or is absent or unwilling to act, the Members of the Sub-Committee shall appoint one of their number to be Chairman.
- (d) Any such Sub-Committee may be empowered to exercise the powers and duties committed to it for a term extending beyond the term of office of the Committee recommending it, provided that such extended term is ratified by the Members in General meeting.
- (e) Subject to the consent of the Members any such Sub-Committee may co-opt additional Members to assist in its duties.
- (f) A function the exercise of which has been delegated to a sub-committee under this Rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (g) A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (h) Despite any delegation under this Rule, the committee may continue to exercise any function delegated.
- (i) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the committee.
- (j) The committee may, by instrument in writing, revoke wholly or in part any delegation under this Rule.
- (k) A sub-committee may meet and adjourn as it thinks proper.

RULINGS AT MEETINGS

95. All questions arising at a General Meeting, or at a meeting of the Committee or of a Sub-Committee, other than questions of order or practice which shall be decided by the Chairman, shall be decided by

the majority of votes cast at such meeting and in the case of equality of votes, the Chairman shall have a casting vote.

96. Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
97. Subject to Rule 70, the committee may act despite any vacancy on the committee.
98. Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

ANNUAL GENERAL MEETINGS

99. The Annual General Meeting of Members of the Club shall be held:
 - (a) within three months of the end of the financial year, or
 - (b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.
100. The Annual General Meeting of the Club is, subject to the Act and Rule 99, to be convened on such date and at such place and time as the committee thinks fit.
101. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (a) to confirm the Minutes of the last preceding Annual General Meeting and of any special general meeting held since that meeting;
 - (b) to receive from the committee reports on the activities of the Club during the last preceding financial year,
 - (c) to elect office bearers of the Club and ordinary committee members,
 - (d) to receive and consider any financial statement or report required to be submitted to members under the Act,
 - (e) to appoint an Auditor,
 - (f) to transact any other business written notice of which shall have been given to the Members at least seven (7) days prior to the date of such meeting.

SPECIAL GENERAL MEETINGS

102. A special General Meeting shall be convened by the Secretary at the direction of the President or of the Committee or on the written request of five Members.
103. The committee must, on the requisition in writing of at least 10 percent of the total number of members, convene a special general meeting of the Club.
104. A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting,
 - (b) must be signed by the members making the requisition,
 - (c) must be lodged with the secretary,
 - (d) may consist of several documents in a similar form, each signed by one or more members making the requisition.
105. If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the

members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

106. A special general meeting convened by a member or members as referred to in Rule 105 must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
107. The business to be transacted at a Special General Meeting shall be set out in the notice governing the same, and no other business shall be transacted thereat or any adjournment thereof.
108. The quorum at a General Meeting shall be such number being not less than five Members present in person as the Members from time to time shall determine.
109. The President or in his absence or if he shall be unwilling to act, the Vice-President or if there shall not be a Vice-President present, or if present he shall be unwilling to act, then a Member elected by the Members present in person shall be the Chairman of such a meeting.

GENERAL MEETING OF MEMBERS

110. An ordinary General Meeting of the Club shall be held at least bi-monthly upon such day and at such time and at such place as the Members at their preceding meeting shall determine or if not so determined as shall be convened pursuant to the Constitution.
111. The business of an ordinary General Meeting shall be:
 - (a) to note apologies for non-attendance;
 - (b) to confirm the Minutes of the preceding ordinary General Meeting;
 - (c) to transact business arising out of such Minutes;
 - (d) to receive the reports of the Committee, the Secretary and the Treasurer and any other such reports as may be required to be given;
 - (e) to receive the reports of Sub-Committees;
 - (f) to elect new Members;
 - (g) to consider and deal with business deferred from the previous meeting;
 - (h) to consider and deal with motions of which due notice has been given;
 - (i) to consider and deal with correspondence received since the previous General Meeting;
 - (j) to receive notices of motions;
 - (k) to consider and deal with motions of which notice has not been given;
 - (l) to hear through the Chairman's answers to questions from Members and where appropriate, to deal with the subject matter thereof;
 - (m) to deal with such other business as the Chairman or the Members may allow.
112. The President or in his absence or if he shall be unwilling to act, the Vice-President or if there shall not be a Vice-President present, or if present he shall be unwilling to act, then a Member elected by the Members present in person shall be the Chairman of such a meeting.

QUORUM FOR GENERAL MEETINGS

113. The quorum at a General Meeting shall be such number being not less than five Members present in person as the Members from time to time shall determine.
114. No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
115. If within half an hour after the appointed time for the commencement of a general meeting a quorum

is not present, the meeting:

- (a) If convened on the requisition of members, is to be dissolved, and
- (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

- 116. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting the members present (being at least 3) are to constitute a quorum.
- 117. If the number of committee members is less than the number required to make a quorum (i.e. less than 3), then the existing committee members may appoint enough Club members to establish a quorum.

NOTICE

- 118. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, every General Meeting shall be convened by notice given by the Secretary to each Member of the Club specifying the date, time and venue of such meeting. The signature to any such notice may be written, stamped, impressed, typed or printed. Every such Meeting shall commence not later than 8.00 p.m.
- 119. At least seven (7) days prior notice shall be given in respect of each such meeting. Provided that with the sanction of a General Meeting one notice containing the particulars required by Rule 118 in respect of each General Meeting to be held during the Financial Year may be sent within the time aforesaid to the Members in the month of July each year or at such other time of the Financial Year in respect of future General Meetings in that year as a General Meeting may direct. Provided further that a copy of a notice of a motion received in writing from a Member shall be sent by the Secretary to each Member within the time aforesaid of the General Meeting at which the same is to be dealt with.
- 120. Notice of a General Meeting shall be deemed to have been given to each Member if it is published in the Club's Newsletter or Journal provided that such publication is made and despatched to the Members not less than fourteen (14) days nor more than twenty eight days prior to the date of the meeting or if it is served upon him personally or if it is sent through the post in a pre-paid letter, envelope or wrapper addressed to such Member at the address furnished by him to the Secretary or at his last address known to the Secretary. A notice sent to one of a Dual Membership shall be deemed for all purposes to have been notice given to each of such Members.
- 121. The accidental omission to give notice to a Member or if a Member shall fail to receive a notice sent as aforesaid, shall not invalidate a General Meeting.
- 122. A notice sent by post shall be deemed to have been served on the day following that on which the letter, envelope or wrapper containing the same is posted. In proving such service, a certificate signed by the Secretary that the letter, envelope or wrapper was properly addressed, postage prepaid and put into the Post Office or a receptacle provided by the Postmaster-General for the purpose of posting letters, shall be conclusive evidence thereof.
- 123. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least twenty-one (21) days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under Rule 118, the intention to propose the resolution as a special resolution.
- 124. No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under Rule 101.

125. A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

ADJOURNMENT OF MEETINGS

126. The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
127. If a general meeting is adjourned for fourteen (14) days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
128. Except as provided in Rules 126 and 127, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.
129. If at a General Meeting or at a Committee or Sub-Committee meeting a quorum shall not be present after the lapse of fifteen minutes from the appointed time thereof, the Meeting shall thereupon lapse
130. A General Meeting of Members or a meeting of Members of a Committee or of a Sub-Committee shall have the power to adjourn its proceedings from time to time for any period not exceeding at any one time, one month.

VOTING OF MEMBERS

131. On any question arising at a general meeting of the Club a member has one vote only.
132. In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
133. A member is not entitled to vote at any general meeting of the Club unless all money due and payable by the member to the Club has been paid.
134. A member is not entitled to vote at any general meeting of the Club if the member is under eighteen (18) years of age.
135. At meetings of Members or of the Committee or of a Sub-Committee the mode of voting shall in the first instance be by a show of hands, or if required by any Member by an actual division or by ballot and the Chairman shall have an ordinary and in the case of equality also a casting vote and all questions shall be decided by the majority of votes of the Members voting in person at any such meeting provided that on a resolution relating to the election of the Office Bearers or of the Members of the Committee or relating to the expulsion of Members, the foregoing shall not apply and in lieu thereof votes shall be taken in accordance with the relevant Rules of the Constitution. If the meeting is being held using technology (per clause 71), a resolution put to a vote can be decided using a suitable method as determined by the Committee.

PROXY VOTES NOT PERMITTED

136. Proxy voting must not be undertaken at or in respect of a general meeting.

POSTAL OR ELECTRONIC BALLOTS

137. The association may hold a postal or electronic ballot (as the committee determines) to determine any issue or proposal (other than an appeal under clauses 33 to 38).

138. A postal or electronic ballot is to be conducted in accordance with Schedule 3 of the Act.

PROCEDURE AT MEETINGS

139. The Chairman of a General Meeting or of the Committee or of a Sub-Committee:

- (a) shall conduct the meeting in accordance with the Rules governing any such meeting and with the law and accepted practice relating thereof;
- (b) shall make himself familiar with such Rules and the law and accepted practice relating thereof;
- (c) shall be bound by the Rules and Regulations made pursuant thereto and shall ensure that the meeting at all times conforms thereto and shall administer the same fairly and impartially;
- (d) shall at all times endeavour to be concise in his statements to the meeting and be fair when summing up points at issue or as have been or are the subject of debate and to speak clearly so as to be heard by the Members;
- (e) provided that a quorum is then present or if not, then as soon as a quorum is present within the allowed time. shall declare the meeting open at the hour appointed;
- (f) if a quorum is not present as aforesaid, or if during the meeting there shall cease to be a quorum, shall adjourn the meeting or declare that it has lapsed as may be required by the Rules or Regulations;
- (g) shall introduce the items of business in the order set out in the notice convening the meeting or as prescribed by the Rules and shall not change such order without the approval of a resolution of the Members present pursuant to a motion specifying the change required in such order;
- (h) shall close the meeting promptly at the completion of the business to be transacted thereat, or unless the Members shall otherwise determine, at the time appointed;
- (i) shall not be entitled to take the Chair upon his late arrival at a meeting if some other person has been elected Chairman, due to his absence unless such Chairman as an act of courtesy, resigns from such position;
- (j) shall not be required to accept a motion of no confidence in the Chair or that the Chairman leave the Chair provided that, except when the President is in the Chair, a Member may move that a Member who shall be named and who shall consent thereto take the Chair for the meeting, and if carried, the Chairman shall forthwith vacate the Chair and such Member shall become the Chairman for the remainder of the meeting; a Member may propose or second himself as Chairman and may vote for himself;
- (k) shall call upon a Member by his name to speak and shall alone determine the order of speakers;
- (l) shall not permit discussion of any subject matter unless there is a motion thereon before the meeting and shall forthwith terminate all irrelevant discussion;
- (m) shall ensure that the decision of the meeting is properly ascertained in respect of any question before it and subject to the Rules shall give to the Members sufficient opportunity to express their opposing views;
- (n) shall determine whether a motion or an amendment thereof falls within the terms of the notice of the meeting or of a written Notice of Motion, and shall not rule out of order a Motion which is within the competence of the meeting when all the conditions incidental to the submission of the matter to the meeting have been observed;
- (o) if a poll is demanded may determine the time and manner of taking it and if it is not possible to take such poll during the course of the meeting, may adjourn the meeting for such purpose and may order a poll to be taken although the meeting desires voting by a show of hands;
- (p) shall enter or cause to be entered in the Minute Book the result of a poll and such entry shall be prima facie evidence of the result thereof;

- (q) where the voting is by show of hands, may require another vote although he has previously declared the result.
140. A Member present at a meeting:
- (a) shall not address a meeting without first being called upon so to do by the Chairman;
 - (b) desirous of moving a motion or an amendment to a motion or of taking part in discussion shall rise and when called upon to speak shall address the meeting through the Chairman;
 - (c) proposing a motion or an amendment to a motion, shall state its nature before so addressing the meeting;
 - (d) shall resume his seat immediately upon the conclusion of his remarks or if the Chairman rises or proceeds to speak or when called upon by the Chairman so to do;
 - (e) shall not discuss or challenge a decision of the Chairman on a point of order and shall not move a motion of disagreement with, or which would have the effect of altering any such decision;
 - (f) shall not interrupt a speaker unless moving a motion on a point of order whereupon the speaker shall resume his seat whilst the Member so moving is heard and the point of order determined whereupon if the decision is in his favour, the speaker may proceed with his subject;
 - (g) may at any time rise and address the Chairman on a point of order, but shall at once state so and confine his remarks to the point of order raised; a point of order shall be taken immediately it is raised;
 - (h) shall not speak more than once on a motion, except the mover thereof.
141. Motions shall be moved in the order in which the notices thereof have been received and shall not be proceeded with in the absence of the Member giving such notice unless he has authorised some other Member to move it on his behalf.
142. A motion may be moved or seconded by the Chairman or by a Member.
143. Upon a motion being moved and seconded, the Chairman shall allow debate thereon as prescribed by the Rules and at the close of such debate shall put the motion to the meeting.
144. Upon a motion being put to the meeting and carried by the requisite majority of the Members, it shall become a resolution of the meeting and recorded accordingly.
145. The mover or seconder of a motion may not move or second an amendment to it, but shall be entitled to speak upon any amendment and to vote in favour of it.
146. When notice of a motion has been given in writing, an amendment thereto shall not be moved unless notice of such amendment has been given in writing. Provided that the meeting by a resolution passed by a simple majority of the Members voting in person thereat may consent to a motion of amendment moved verbally at the meeting.
147. A motion for amendment shall not be accepted by the Chairman which is or tends to be or would have the effect of being a negative of the motion intended to be amended.
148. A second or subsequent motion of amendment to an original motion shall not be moved until the previous motion of amendment has been dealt with by the meeting.
149. If a motion or subsequent motions for amendment shall be carried, the original motion as amended shall then be debated and thereafter put to the vote of the Members.
150. The mover of a motion of amendment shall not have the right to reply after the debate thereon.
151. A motion for amendment shall be put to the meeting before the original motion is put.
152. Motions for amendment shall be taken in the order in which they affect the terms of the original

motion, and an amendment shall not be allowed in respect of those parts of the original motion which have already been carried.

153. Except when another Member is speaking, a Member who has not moved or seconded or spoken on a motion then before the meeting or on a proposed amendment thereto, may move at any time that the meeting proceed to the next business and such motion shall not be amended but shall be immediately put to the vote without speech or discussion. If carried the matter then before the meeting shall be disposed of for that meeting, and the meeting shall proceed to the next business. If not carried, the meeting shall deal with the original motion provided that a Member as aforesaid may again move a similar motion. The business so shelved may be brought up again at another meeting on due notice being given in accordance with the Rules.
154. Subject always to the Constitution, Members In General Meeting by resolution passed by a simple majority and voting in person may make regulations and may from time to time amend such regulations by variation, deletion or addition as they shall think fit in respect of:
- (a) nominations of Members;
 - (b) the conducting of ballots;
 - (c) the holding and conducting of Shows and exhibitions by the Club;
 - (d) the granting of awards and prizes at such Shows or exhibitions;
 - (e) the manner and procedure dealing with protests and objections made at Shows or exhibitions;
 - (f) Meetings of Members and of Committees;
 - (g) the publication of a Newsletter or Journal.
155. The regulations shall be read and construed subject to the provisions for the time being of the Constitution and of the Rules of the DOGS NSW.

MISCELLANEOUS

FUNDS – SOURCE, MANAGEMENT AND BANK ACCOUNTS

156. The funds of the Club are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Club in general meeting, such other sources as the committee determines.
157. All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank or other authorised deposit-taking institution account.
158. The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.
159. Subject to any resolution passed by the Club in general meeting, the funds of the Club are to be used in pursuance of the objects of the Club in such manner as the committee determine. The Club must not conduct its affairs so as to provide a pecuniary gain for any of its members.
160. The Committee shall operate:
- (a) a transaction account with a recognised Australian Financial Institution in the name of the Club.
 - (b) A separate account with a recognised Australian Financial Institution shall be operated for the purposes of Beagle Rescue NSW (**Rescue Account**). For the purposes of the Rescue Account only, the Rescue Co-ordinator and Assistant Rescue Co-ordinator shall be Authorised Signatories.
161. All cheques payable to the order of the Club shall be endorsed in such manner and by such persons as

shall be appointed for that purpose from time to time by the Members in General Meeting and deposited to the credit of the Club's banking account.

162. All monies payable on behalf of the Club shall be paid by cheque or electronic funds transfer drawn upon the Club's bankers, which shall be signed or authorised by two (2) Authorised Signatories. Notice of every such authority or change thereof shall be given to the Club's bankers forthwith whenever the need shall arise.

SHOW SECRETARY

163. The Members may appoint a Show Secretary and his duties shall be determined by the Members in General Meeting. Provided that the Show Secretary shall keep in lieu of the Secretary the Register and records requested to be kept pursuant to Rule 42 (f) and (g) respectively.

PUBLICITY OFFICER

164. The Members may appoint a Publicity Officer who shall adopt the editorial policy of DOGS NSW and his duties shall be determined by the Members in General Meeting.

AUDIT AND AUDITOR

165. The Members at the Annual General Meeting shall appoint each year a duly qualified Auditor to be the Auditor of the Club and a person so appointed shall hold that office until the next Annual General Meeting. A casual vacancy occurring in the position of Auditor shall be filled by the Committee.
166. Notice of the nomination of any person other than a Retiring Auditor for appointment as Auditor shall be given to the Members not less than fourteen days before the Annual General Meeting at which the appointment of Auditor is to be made.
167. A person shall not be appointed or act as Auditor of the Club:
- (a) if he is not a registered Auditor as defined by the Companies Act, 1961, of the State of New South Wales;
 - (b) if he is an Office Bearer or a Member of the Committee or an employee of the Club.

PATRON

168. The Members at the Annual General Meeting may elect until otherwise determined by them not more than one (1) person to be Patrons of the Club who shall hold that Office until the close of the next succeeding Annual General Meeting. A Patron shall be entitled to attend a General Meeting of the Club and by invitation of the President to address the Members thereat, but unless he is a Member he shall not be entitled to enter into debate on any matter before the meeting or vote thereat.

CLUB JOURNAL

169. The Members in General Meeting by a resolution passed by a simple majority of those voting in person thereat may authorise the publication of a Club Journal under such name and subject to such terms and conditions and containing such subject matters as the Members may determine as aforesaid from time to time.

SHOWS

170. The Club may conduct from time to time (either alone or in conjunction with another Club or Body) in accordance with the Rules and Regulations for the time being in force of DOGS NSW, exhibitions and shows.

JUDGES

171. (a) (i) Members are to be advised that nominations are called for the appointment of a judge for a championship show, and that nominations are to be voted on at a specified general meeting. At least one month's notice shall be given to the members of the intention to elect a judge at such general meeting and the notice shall specify the show for which such judge is to be appointed.
- (ii) Eligible judges shall be from amongst the persons for the time being enrolled on the Judges Panels kept or who may be approved of by Dogs NSW who may be invited to officiate as such at exhibitions or shows conducted as aforesaid.
- (b) (i) Nominations of a judge for a championship show should be made in writing to the secretary at least twenty-one (21) days before the date of the specified general meeting, and shall include a resume of the judge nominated and should be seconded by a financial member of the club.
- (ii) Any members desirous of voting by mail shall register such desire with the secretary at least twenty-one (21) days before the date of the specified general meeting. Such registration shall be accepted by the secretary if in writing, signed by the member registering and if a stamped and addressed envelope to the member is enclosed with such nomination. A member who has so registered shall be called a "Postal Voting Member".
- (c) A voting paper shall be prepared by the secretary with the names of the nominees listed thereon in alphabetical order, together with a copy of the resume of each nominee, which shall be posted to each postal voting member in the stamped and addressed envelope referred to in Clause 171(b)(ii) not later than fourteen (14) days prior to the date of the specified general meeting.
- (d) If there be more than one judge nominated for the show an election by ballot shall take place, but if there be only one nomination it will not be necessary to distribute voting papers, and the chairman of the specified general meeting shall declare the nominee to be duly elected.
- (e) The secretary shall initial and number consecutively the top right hand corner of the ballot paper and keep a true record of the number of ballot papers issued. At the specified general meeting, the secretary shall hand a voting paper to each other member present.
- (f) For the purpose of the ballot, a returning officer and not less than two scrutineers shall be appointed by the members at, and as the first business of, the specified general meeting. Upon the appointment of the returning officer and scrutineers, the secretary shall hand to the returning officer a list of the members of the club entitled to vote. If any ballot shall indicate that a member has purported to vote for more than one candidate or if the ballot paper shall not have been endorsed and numbered by the secretary as aforesaid, or the envelope containing the ballot paper has not been signed by the member purported to vote, such ballot papers shall be declared informal and the vote of the member shall not be counted.
- (g) (i) Each postal voting member wishing to participate in the ballot shall strike out from the voting paper all names except the name of the judge for whom he wishes to vote and shall insert the voting paper only and without any other matter in and endorse his name on the inside of the flap of the envelope forwarded by the secretary for that purpose and return such envelope properly sealed so as to arrive at the nominated address for return of postal votes not later than 5.00pm (which shall be the time of the closing of the postal ballot) of the business day prior to the day appointed for the holding of the specified general meeting at which the result of the ballot is to be declared as hereinafter provided.
- (ii) Each other member wishing to participate in the ballot shall vote in the same manner and thereupon hand his voting paper to the returning officer.
- (h) Forthwith after the appointment of the returning officer and the scrutineers, the returning officer shall count or cause to be counted by the said scrutineers the votes as recorded on the voting papers so received at the nominated address for return of postal votes. Such votes, as well as

those submitted in accordance with Clause 171(g)(ii), shall be counted in the presence of the president or of one of the vice presidents.

- (i) The returning officer shall declare the result of the ballot immediately after the votes have been counted, and announce the number of votes polled by each candidate. In the event of an equality of the most votes in favour of more than one nominee, the members at the specified general meeting shall elect one of such candidates to fill the vacancy for which he was nominated by a resolution passed by a simple majority of members present and voting thereon. The returning officer shall deliver all ballot papers so counted to the secretary in a sealed envelope or wrapper who shall keep the same for a period of ninety (90) days from the date of the meeting.
- (j) If any question shall arise as to the validity or invalidity of a voting paper, or whether any particular nominee has or has not been elected to be judge, a statement by the returning officer that the relevant voting paper is or is not valid or that a particular nominee has or has not been elected as judge shall be conclusive.
- (k) Where it is not possible because of residential location for the secretary to receive voting papers up to 5.00pm on the business day prior to the day of the specified general meeting and deliver them to the specified general meeting by the time of its scheduled start (refer Clause 171(g)(i)) the voting papers should instruct postal voters to return the postal votes to the address of a person nominated as "assistant secretary" for the sole purpose of receiving postal votes and delivering them to the specified general meeting by the schedule starting time.

ALTERATIONS TO CONSTITUTION

- 172. An amendment of or an addition to the Rules shall not be made except by a resolution passed at a General Meeting by a majority of not less than three-fourths of the Members voting in person thereat.
- 173. Notice of a proposed amendment of or addition to the Rules shall be posted by the Secretary to each Member not less than twenty-one (21) days immediately preceding the day fixed for the meeting at which such proposals are to be discussed.
- 174. An amendment to any such proposal (except to the wording and not the substance thereof) shall not be entertained unless notice thereof shall have been given in writing to the Secretary at least fourteen days before such meeting and the consent of DOGS NSW as aforesaid is first obtained to such amendment. The Secretary shall give notice to each Member of any such amendment forthwith upon receipt of such consent.

ACCOUNTS

- 175. The Committees shall keep or cause to be kept true accounts of all monies received, of all payments made by or on behalf of the Club and of all assets and liabilities, the manner in which income and expenditure of the Club have been dealt with which at all times shall show the true financial position of the Club.

CUSTODY OF BOOKS ETC

- 176. Except as otherwise provided by this constitution, all records, books and other documents relating to the Club must be kept in New South Wales:
 - (a) at the main premises of the Club, in the custody of the public officer or a member of the Club (as the committee determines), or
 - (b) if the Club has no premises, at the Club's official address, in the custody of the public officer.

INSPECTION OF BOOKS ETC

177. The following documents must be open to inspection, free of charge, by a member of the Club at any reasonable hour:
- (a) Records, books and other financial documents of the Club,
 - (b) This constitution,
 - (c) Minutes of all committee meetings and general meetings of the Club.
178. A member of the Club may obtain a copy of any of the documents referred to in Rule 177 on payment of a fee of not more than \$A1 for each page copied.
179. Despite Rules 177 and 178, the committee may refuse to permit a member of the Club to inspect or obtain a copy of 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.

LODGEMENT OF DOCUMENTS

180. The Public Officer must lodge the following documents with the Director-General:
- (a) A summary in the approved form of the Club's financial affairs for the previous financial year, including (if required):
 - (i) the Club's financial statements for that year,
 - (ii) the auditor's report for those statements,
 - (iii) a document setting out the terms of any resolution passed at the Club's Annual General Meeting in connection with the documents referred to in Rule 180 (a)(i) and (ii) above.
 - (b) the documents must be lodged within one (1) month of the annual general meeting of the current financial year, noting
 - (i) the prescribed fee must be paid
 - (ii) the documents are taken not to be lodged if the prescribed fee is not paid.
181. A member of the Club may obtain a copy of any of the documents referred to in Rule 180 on payment of a fee of not more than \$A1 for each page copied.

SERVICE OF NOTICES

182. For the purpose of this constitution, a notice may be served on or given to a person:
- (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission, email or some other form of electronic transmission to an address specified by the person for giving or serving the notice, or
 - (d) by publication on the Club's website, social media platform or other method deemed by the committee to be an effective means of communication.
183. A Member may notify the Club should they wish to receive notices using a particular communication method (as set out in Clause 182, limited to the available communication channels nominated by the Committee from time to time.
184. For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the

ordinary course of post, and

- (c) in the case of a notice sent by facsimile transmission, email or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date, and
- (d) in the case of a notice published on the Club's website, social media platform or other method deemed by the committee to be an effective means of communication on the date it was successfully published.

FINANCIAL YEAR

185. The Financial Year of the Club shall commence on the first day of July in each year, and terminate on the thirtieth day of June in the following year.

TRUSTEES

186. The Members in General Meeting shall appoint not less than three Trustees and until otherwise determined, the President, Secretary and Treasurer for the time being in office shall be the Trustees and shall hold all property of the Club real and personal on behalf of the Members. A trustee in like manner may be removed at any time and from time to time and another person appointed in his stead.

PROPERTY

187. The property assets and income of the Club whencesoever derived shall be applied towards the promotion of the objects of the Club and no portion thereof shall be paid or transferred either directly or indirectly by way of dividend bonus or otherwise by way of profit to Members of the Club provided however that nothing herein contained shall prevent the payment in good faith of any remuneration to an Officer or employee of the Club or to a Member in return for services actually rendered nor prevent the payment of interest on monies borrowed by the Club from any Member nor prevent the giving or presentation of prizes, trophies or prize money at an exhibition or show conducted by the Club or at a Recognised Show conducted by another Club or body.

WINDING UP

188. If for any reason whatsoever, the Club cannot continue to function as an Affiliate of DOGS NSW, it shall make application to DOGS NSW for permission to wind up in accordance with the Regulations of DOGS NSW for the time being in force.

DISTRIBUTION OF PROPERTY ON WINDING UP OF THE CLUB

189. Subject to the Act and the Regulations, in a winding up of the Club, any surplus property of the Club is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.
190. In this clause, a reference to the surplus property of a Club is a reference to that property of the Club remaining after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of the winding up of the Club.

END