



SECRET HARBOUR
Surf Life Saving Club
Western Australia

SECRET HARBOUR SURF LIFE SAVING CLUB INCORPORATED

DRAFT

CONSTITUTION

Adopted Annual General Meeting xx xxx 2018
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1. NAME OF THE CLUB

The name of the incorporated association is Secret Harbour Surf Life Saving Club Incorporated (**Club**).

2. DEFINITIONS AND INTERPRETATIONS

2.1 Definitions

In this Constitution unless the context requires otherwise:

“Act” means the *Associations Incorporation Act 2015 (WA)*, its amendments and any other legislation that may come into force to replace or supplement this Act, and shall form part of these rules.

“Active Member” means a member who has attained the Bronze Medallion and is registered, financial and patrol hour compliant.

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

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

“Appointed Director” means a Director appointed under **clause 19**.

“Board or Directors” means the management committee of the club, consisting of duly elected Directors under **clause 17.1**.

“Books of the Association” means: the members Register; the record of Office Holders; and the Club Constitution.

“By-Laws” the codes of rules made and adopted by the club in accordance with Clause 25.

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

“Club” means Secret Harbour Surf Life Saving Club Incorporated.

“Club Premises” means all land, building and structures thereon which the Club is the bona fide occupier.

“Committee” means a committee established by the Board under **clause 24**.

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

“Delegate” means the person appointed from time to time to act for and on behalf of the Association and to attend, debate and vote at general meetings of SLSWA.

“Director” means a member of the Board appointed in accordance with this Constitution.

“Financial Year” means the year commencing 01 May in any calendar year, until the following 30 April.

“Full Member” means a registered financial Member of the Club that is an active junior member, active senior member, active reserve member, award member, long service member, or life member; of the Club which are defined in the By-Laws.

“General Meeting” means a general meeting of Members and includes the AGM and any Special General Meeting.

“Liquor Act” means the Liquor Control Act 1988, its amendments and any other legislation that may come into force to replace or supplement this Act, and shall form part of these Rules.

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

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

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

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

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

“Month” means a calendar Month.

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

“Office Bearer” means Officer of the Club as outlined in the Association By-laws.

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

“Seal” means the common seal of the Association and includes any official seal of the Association.

“Special General Meeting” means a General Meeting (as defined above) other than an Annual General Meeting, called in accordance with Section 11 hereunder, at which only business that has been described in the notice may be transacted.

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

“SLSA” means Surf Life Saving Australia Limited.

“SLSWA” means the body recognised by SLSA as the body administering surf lifesaving in Western Australia.

“State” means and includes a State or Territory of Australia.

“Surf Life Saving Club” means a surf lifesaving club, which is a member of or otherwise affiliated with SLSWA or SLSA.

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

“Commissioner” means the person for the time being designated as the Commissioner under Section 153 of the Associations Incorporation Act.

2.2 Interpretation

In this Constitution unless the context requires otherwise:

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

2.3 Severance

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

2.4 The Act

In this Constitution, unless the context requires otherwise, an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.

The model rules created under the Act are displaced by this Constitution and accordingly do not apply to the Club.

3. OBJECTS

3.1 Objects

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

- (a) provide lifesaving patrols upon Secret Harbour Beach, in the Municipality of Rockingham, or upon such other beaches, reserves or public areas as the Board may, from time to time determine, for the protection and safety of swimmers,

surfers and members of the public generally, and to assist the Municipal Council and other public or semi-public bodies, in respect to such matters.

- (b) participate as a member of Surf Life Saving Western Australia (“SLSWA”) and Surf Life Saving Australia Limited (“SLSA”) through and by which surf lifesaving and the preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered;
- (b) provide direct aid to people in life threatening situations and provide education to the community to develop lifesaving skills;
- (c) provide water safety activities, and lifesaving services
- (d) ensure the maintenance and enhancement of the Association, SLSWA, Surf Life Saving Clubs, SLSA and surf lifesaving, its standards, quality and reputation for the benefit of the Members and surf lifesaving;
- (e) at all times promote mutual trust and confidence between the Association, SLSWA, Surf Life Saving Clubs, SLSA and the Members in pursuit of these objects;
- (f) at all times act on behalf of and in the interest of the Members and surf lifesaving;
- (g) represent the interests of the Association’s members in any appropriate forum
- (h) promote the economic and community service success, strength and stability of the Association, SLSWA, Surf Life Saving Clubs, SLSA and surf lifesaving;
- (i) affiliate and otherwise liaise with SLSWA, SLSA, or such other association or body as may be necessary or considered desirable by the Board in the pursuit of these objects and the objects of surf lifesaving;
- (j) conduct, encourage, promote, advance and control surf lifesaving throughout the Municipality of Rockingham and surrounding Area, its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment;
- (k) use and protect the Intellectual Property of the Association;
- (l) apply the property and capacity of the Association towards the fulfilment and achievement of these Objects and no part of that property and capacity may be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of these objects;
- (m) promote the involvement and influence of standards, techniques, awards and education with bodies involved in surf lifesaving;
- (n) strive for Governmental, commercial and public recognition of the Association throughout Municipality of Rockingham and surrounding Area;
- (o) further extend the operations and teachings of the Association throughout the Municipality of the Rockingham Area;
- (p) review and/or determine any matters relating to surf lifesaving which may arise, or be referred to it, by any Member;

- (q) pursue through itself or other such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interests of surf lifesaving throughout Municipality of Rockingham and surrounding Area;
- (r) adopt and implement appropriate policies, in relation to drugs and alcohol, sexual harassment, equal opportunity, equity, drugs in sport, health, safety, junior and senior programs, infectious diseases and such other matters as arise from time to time as issues to be addressed in surf lifesaving;
- (s) represent the interests of its Members and of surf lifesaving generally in any appropriate forum throughout the Municipality of Rockingham and the surrounding Area;
- (t) have regard to the public interest in its operations;
- (u) do all that is reasonably necessary to enable these objects to be achieved and to enable the Members to receive the benefits which these objects are intended to achieve;
- (v) ensure that environmental considerations are taken into account in all surf lifesaving and related activities conducted by the Club;
- (w) promote the health and safety of Members and all other users of the aquatic environment;
- (x) encourage Members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in surf lifesaving competition and reward successful competitors;
- (y) promote awards to Members and others, in honourable public recognition of hard and meritorious rescues from the sea, deeds of exceptional bravery from time to time performed in the course of surf lifesaving, other activities, distinguished services and acts;
- (z) seek improved community facilities for the enjoyment of the aquatic environment in the Municipality of Rockingham Area;
- (aa) promote uniformity of laws for the control and regulation of the aquatic environment in the Municipality of Rockingham and to assist authorities in enforcing these laws where empowered to do so;
- (bb) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects.

4. POWERS OF THE CLUB

Solely for furthering the Objects, the Club, in addition to any other powers it has under the Act, has the legal capacity and powers of a company limited by guarantee as set out under section 124 of the *Corporations Act*.

5. INCOME AND PROPERTY OF THE CLUB

5.1 Sole Purpose

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

5.2 Payments to Members

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

- (a) in return for any services rendered or goods supplied in the ordinary and usual course of business to the Club; or
- (b) of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent; or
- (c) of reasonable rent for premises let by them to the Club.

6. STATUS AND COMPLIANCE OF CLUB

6.1 Recognition of Club

The Club is a member of SLSWA and as such a member of SLSA and is recognised by SLSWA as the entity responsible for the delivery of surf lifesaving in the Municipality of Rockingham and is subject to compliance with the SLSWA constitution. The SLSWA constitution shall continue to be so recognised and the Club shall administer surf lifesaving in the Local Area in accordance with the Objects and the objects of SLSWA.

6.2 Constitution of the Club

This Constitution will clearly reflect the objects of SLSWA and SLSA and will conform to the constitution of SLSWA, subject always to the Act.

6.3 SLSWA

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

6.4 Amendment of the Constitution

No addition, alteration or amendment shall be made to this Constitution unless the same has been approved:

- (a) by SLSWA acting in good faith prior to the relevant General Meeting of the Club; and
- (b) by Special Resolution of the Club.

6.5 Constitutional Amendment Notification

- (a) Within one (1) month of the passing of a Special Resolution to amend the Constitution, the Board shall provide to the Commissioner of the Department of Commerce certified particulars of the change. No effect will be given to the change without prior approval of the Commissioner of the Department of Commerce.
- (b) The Directors of the Board must notify the Australian Taxation Office of any alterations made to the Constitution, which will affect the Club's entitlement for endorsement.

- (c) Within one (1) month of the passing of a Special Resolution to amend the Constitution, the Board shall provide to the Commissioner of the Department of Racing, Gaming and Liquor certified particulars of the change. No effect will be given to the change without prior approval of the Commissioner of the Department of Racing, Gaming and Liquor.

7. MEMBERSHIP

7.1 Minimum number of Members

The Club must have at least 6 Voting Members.

7.2 Categories of Members

The Members of the Club shall consist of:

- (a) Junior Members, who are younger than 15 years of age and subject to this Constitution, shall have the right to receive notice of General Meetings and to be present and debate but not vote at General Meetings;
- (b) Active Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, debate and vote at General Meetings;
- (c) Associate Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, debate but not vote at General Meetings;
- (d) Honorary and Service Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, debate and vote at General Meetings. Honorary Member's will be by Board appointment and are defined in the By-Laws.
- (e) Community Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, debate but not vote at General Meetings; and
- (f) Temporary Members, subject to this Constitution, may be accorded to a person visiting the club as a member or an official of the club on the day they are:
 - i. To engage in a pre-arranged event with the host club conducted for the purposes of one of the host club's principal objects: or
 - ii. To hold a pre-arranged function at the host club involving the use of the host club's sporting facilities.

Such new or other categories of Members may be established by the Board. Any new category of Member established by the Board cannot be granted voting rights without the approval of the Club in a General Meeting.

7.3 Life Members

- (a) The Board may appoint any individual member who has rendered distinguished service to the Club, where such service is deemed to have assisted the advancement of the Club, be appointed as a Life Member (subject to clause 7.3(b)).

- (b) A person must accept or reject the Club's appointment to life membership in writing. Upon written acceptance, the person's details shall be entered upon the association register, and from the time of entry on the register the person shall be a Life Member.
- (c) At the time of adoption of this Constitution, the Life Members of the Club shall be those persons currently recognised by the Club as Life Members.

7.4 Application for Membership

An application for membership by an individual ("applicant") must be:

- (a) Subject to this Constitution, to be eligible for membership as a Member, except as a Life Member which is governed by clause 7.3, the applicant must be a natural person and meet any other criteria set by the Board from time to time.
- (b) Subject to this Constitution or any procedures set by the Board from time to time, an application for membership as a Member except a Life Member must be:
- (c) in writing on the form or electronically as prescribed from time to time by the Board (if any), from the applicant or their nominated representative and lodged with the Club; and
- (d) accompanied by the appropriate fee (if any).
- (e) All applications shall be posted on the noticeboard of the club for a period of not less than seven days before election, provided also that an interval of not less than two weeks shall elapse between nomination and election.

7.5 Discretion to Accept or Reject Application

- (a) The Board may accept or reject an application, irrespective of whether:
 - i. the applicant is a new applicant making an application under **clause 7.4** or an expiring Member reapplying under **clause 7.6**; or
 - ii. the applicant has complied with the requirements in **clause 7.4** or not.

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

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

7.6 Renewal of Membership

- (a) Membership of the Club (other than Life Membership) expires annually at the conclusion of each Season being 30 September of each year.

- (b) Members (other than Life Members) must reapply for membership of the Club at the beginning of each Season being 01 October of each year and in accordance with the procedures set down by the Board from time to time.
- (c) The Board may accept or reject a reapplication for membership in accordance with **clause 7.5**.
- (d) Upon reapplication a Member must provide details of any change in their personal details, and any other information reasonably required by the Board.

7.7 Deemed Membership

- (a) All persons who are, prior to the approval of this Constitution under the Act, Members of the Club shall be deemed Members from the time of approval of this Constitution under the Act.
- (b) Any Members of the Club, prior to approval of this Constitution under the Act, who are not deemed Members under **clause 7** shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

7.8 General

- (a) All members, upon successful registration, will be supplied with an electronic copy of The Club constitution or will be directed to obtain a copy of The Club constitution from The Club's website.
- (b) No Member whose membership ceases has any claim against the Club or the Directors for damages or otherwise arising from cessation or termination of membership.
- (c) Membership is personal to each Member. No Member shall, or purport to, assign the rights comprising or associated with membership to any other person and any attempt to do so shall be void.
- (d) Members must treat all staff, contractors and representatives of the Club and all other Members with respect and courtesy at all times.
- (e) Members must not act in a manner unbecoming of a Member or prejudicial to the Objects and/or interests of the Club, SLSWA or SLSA
- (f) No Liquor shall be sold or supplied for consumption other than on The Club's premises.

7.9 Limited Liability

Members have no liability except as set out in **clause (a)**.

8. EFFECT OF MEMBERSHIP

- (a) Members acknowledge and agree that:
 - (i) this Constitution constitutes a contract between each of them and the Club and that they are bound by this Constitution, the By-Laws, the SLSWA constitution and the SLSA constitution and regulations;

- (ii) they shall comply with and observe this Constitution, the By-Laws and the SLSWA constitution, the SLSA constitution and any determination, resolution or policy which may be made or passed by the Board or any duly authorised committee;
- (iii) by submitting to this Constitution and the By-Laws they are subject to the jurisdiction of the Club;
- (iv) this Constitution is made in pursuit of a common purpose, namely for the mutual and collective benefit of the Club, the Members and surf lifesaving;
- (v) this Constitution and By-Laws are necessary and reasonable for promoting the Objects and particularly the advancement and protection of the surf lifesaving in the community;
- (vi) neither membership of the Club nor this Constitution gives rise to:
 - a. any proprietary right of Members in, to or over the Club or its property or assets;
 - b. any automatic right of a Member to renewal of their membership of the Club;
 - c. subject to the Act and the Club acting in good faith, the right of Members to natural justice unless expressly provided for in this Constitution; and
- (b) they are entitled to all benefits, advantages, privileges and services of Club membership.

9. FEES AND SUBSCRIPTIONS

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

10. REGISTERS

10.1 Club to Keep Register

The Club shall keep an up to date register of members in respect of each class of membership. This register must be continually available for inspection at the club premises.

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

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

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

10.2 Inspection of Register

- (a) Having regard to the Act and subject to this **clause 10.2**, the Register shall be available for inspection and copying by Members, upon reasonable request to the Board. A Member may also request in writing the Board provide the Member with a copy of the Register.
- (b) Where a Member wishes to copy, or wishes to receive a copy, of the Register, the Member must first provide to the Board a statutory declaration setting out the purpose for which the copy is required and declaring the purpose is connected with the affairs of the Club.
- (c) Subject to the Act, the Board may determine a reasonable charge for the cost of complying with a request under **clause 1.2.1(a)**.

10.3 Use of Register

Subject to the Act, confidentiality considerations and privacy laws:

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

11. DISCONTINUANCE OF MEMBERSHIP

11.1 Notice of Resignation

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

11.2 Expiration of Notice Period

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

11.3 Resignation by failure to pay subscription

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

11.4 Discontinuance for Failure to Renew

Membership of the Club (except Life Membership) is automatically discontinued if a Member (except a Life Member) has not reapplied for membership as at clause 7.6.b.

11.5 Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all right in and claim upon the Club and its property. Any Club documents, records, Intellectual Property or other property in the possession, custody or control of that Member shall be returned to the Association immediately.

12. DISCIPLINE OF MEMBERS

12.1 Establishing a Disciplinary Committee

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

- (a) breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws or any resolution or determination of the Board or any duly authorised Committee; or
- (b) acted in a manner unbecoming of a Member or prejudicial to the Objects and the interests of the Club and/or surf lifesaving, or another Member; or
- (c) brought themselves, another Member, the Club or surf lifesaving into disrepute,
- (d) The President, Board or Approved Manager in receiving a complaint from the Approved Manager or Approved Bar Staff, of a member's behaviour which is considered a serious breach of the Liquor Act or acceptable member behaviour or where police involvement is required, may suspend a member for a period of time until disciplinary action under Clause 12 can be taken.

The Board may by resolution and in accordance with **clause 12.1**, establish a disciplinary Committee to convene to hear a matter against any Member and to determine what action, if any, to take against that Member (**Disciplinary Hearing**), and that Member, will

be subject to, and submits unreservedly to the jurisdiction, disciplinary procedures and penalties and the appeal mechanisms (if any) in this Constitution.

12.2 Provisional Suspension

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

12.3 Disciplinary Committee Members

The members of the disciplinary Committee:

- (a) may be Members or anyone else; but
- (b) must not be biased against, or in favour of, the Member concerned.

12.4 Notice of Alleged Breach

- (a) Where a disciplinary Committee is established the Club shall serve on the Member not earlier than 28 days and not later than 14 days before the Disciplinary Hearing is to be held, a notice in writing:
 - (i) setting out the alleged breach of the Member and the grounds on which it is based;
 - (ii) stating that the Member may address the disciplinary Committee at the Disciplinary Hearing;
 - (iii) stating the date, place and time of that Disciplinary Hearing; and
 - (iv) informing the Member that he or she may do one or more of the following:
 - a. attend that Disciplinary Hearing; and
 - b. give the disciplinary Committee prior to or at that meeting a written statement regarding the alleged breach.

12.5 Determination of Disciplinary Committee

- (a) The disciplinary Committee shall ensure that the Disciplinary Hearing accords with the principles of natural justice by ensuring that:
 - (i) the Member has the opportunity to be heard and to call witnesses; and
 - (ii) due consideration is given to any written statement submitted by the Member or a witness,before determining whether the alleged breach occurred.
- (b) If the disciplinary Committee determines there was a breach under **clause 12.1**, it will determine what penalty (if any) shall be given to the Member, and give notice of this to the Board.

- (c) The penalties able to be given to the Member by the disciplinary Committee include:
 - (i) expel a Member from the Club; or
 - (ii) suspend a Member from membership of the Club or accessing certain privileges of membership for a specified period; or
 - (iii) fine a Member; or
 - (iv) impose such other penalty, action or educative process as the disciplinary Committee sees fit.

12.6 Appeal

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

12.7 Criminal Act

Should a member's act(s) be considered as criminal in nature, the Board will refer the matter to the Police. Any criminal proceedings will be deemed as separate to the discipline of Members process.

13. GRIEVANCE PROCEDURE

- (a) The grievance procedure set out in this clause applies to disputes relating to this Constitution between a Member and:
 - (i) another Member; or
 - (ii) the Club.
- (b) The parties to the dispute must meet (which may, if agreed by the parties, take place by using any technology that allows the parties to clearly and simultaneously communicate with each other) and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.
- (c) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties may, within 10 days, refer the dispute to the Western Australian Dispute Resolution Association (or such other similar body in circumstances where the Western Australian Dispute Resolution Association is no longer in existence) for resolution.
- (d) The Board may prescribe additional grievance procedures in By-Laws consistent with this **clause 13**.

14. GENERAL MEETINGS

14.1 Annual General Meeting

AGMs of the Club are to be held:

- (a) according to the Act, including at least once in each calendar year and at least six (6) months after the end of the Financial Year; and
- (b) otherwise as determined by the Directors (including date and venue).

14.2 Power to convene General Meeting

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

14.3 Notice of General Meeting

- (a) Notice of a General Meeting of Members must be given:
 - (i) to all Members, the Directors, and the auditor of the Club; and
 - (ii) in accordance with **clause 14.3** and the Act.
- (b) At least 45 days prior to the proposed date of the AGM, the Board will request from Voting Members notices of motions, which must be received no less than 28 days prior to the AGM.
- (c) At least 21 days' notice of the time and place of a General Meeting must be given, together with:
 - (i) all information required to be included in accordance with the Act;
 - (ii) in the case of a proposed Special Resolution, the intention to propose the Special Resolution and the terms of the proposed Special Resolution;
 - (iii) where applicable, any notice of motion received from any Voting Member or Director; and
 - (iv) where applicable, a list of all nominations received for positions to be elected at the relevant General Meeting.

14.4 Business

- (a) The business to be transacted at the Annual General Meeting includes the consideration of accounts and the reports of the Board and auditors, and the election of Directors under this Constitution. All business that is transacted at a General Meeting, and also all that is transacted at an Annual General Meeting, with the exception of those matters set down in **clause 20(a)** shall be special business.

14.5 No other business

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

14.6 Cancellation or postponement of General Meeting

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

- (a) Voting Members according to the Act;
- (b) the Directors at the request of Members;
- (c) the Directors at the request of the Department of Public Service; or
- (d) a Court.

14.7 Written notice of cancellation or postponement of General Meeting

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

- (a) each Member;
- (b) each other person entitled to notice of a General Meeting under this Constitution or the Act; and
- (c) at least 7 days prior to the date of the General Meeting.

14.8 Contents of notice postponing General Meeting

A notice postponing a General Meeting must specify:

- (a) the new date and time for the meeting;
- (b) the place where the meeting is to be held, which may be either the same as or different from the place specified in the notice originally convening the meeting; and
- (c) if the meeting is to be held in 2 or more places, the technology that will be used to hold the meeting in that manner.

14.9 Number of clear days for postponement of General Meeting

The number of clear days from the giving of a notice postponing a General Meeting to the date specified in that notice for the postponed meeting must not be less than the number of clear days' notice of that General Meeting required to be given by **clause 14.7**.

14.10 Business at postponed General Meeting

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

14.11 Non-receipt of notice

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

14.12 No proxy voting

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

14.13 Postal voting

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

15. PROCEEDINGS AT GENERAL MEETING

15.1 Number for a quorum

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

15.2 Requirement for a quorum

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

15.3 Quorum and time – Special General Meetings

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

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

15.4 Quorum and time – AGMs

- (a) If within 30 minutes after the time appointed for an AGM, or at any other time during the meeting, a quorum is not present, the AGM stands adjourned to such other day, time and place as the chair determines.
- (b) Where an AGM has been adjourned under **clause 1.2.1(a)**, such Voting Members as are represented by their appointed, authorised representative on the adjourned date shall constitute a quorum.

15.5 Chair to preside over General Meetings

- (a) The Chair is entitled to preside as chair at General Meetings except:
 - (i) in relation to any election for which the President is a nominee; or
 - (ii) where a conflict of interest exists.
- (b) If a General Meeting is convened and there is no Chair, or the Chair is not present within 15 minutes after the time appointed for the meeting or is unable or unwilling to act, the following may preside as chair (in order of entitlement):
 - (i) a Director (or other person) chosen by a majority of the Directors present;
 - (ii) the only Director present; or

- (iii) a Voting Member chosen by a majority of the Voting Members present.

15.6 Conduct of General Meetings

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

15.7 Adjournment of General Meeting

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

15.8 Notice of adjourned meeting

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

15.9 Questions decided by majority

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

15.10 Equality of votes

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

15.11 Declaration of results

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

15.12 Poll

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

15.13 Objection to voting qualification

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

15.14 Chair to determine any poll dispute

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

15.15 Minutes

- (a) The Board must ensure that minutes are taken and kept of each General Meeting.
- (b) The minutes must record:
 - (i) the business considered at the meeting;
 - (ii) any resolution on which a vote is taken and the result of the vote; and

- (iii) the names of persons present at all meetings.
- (c) In addition, the minutes of each Annual General Meeting must include:
 - (i) the financial statements submitted to the Members in accordance with the Act; and
 - (ii) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

16. VOTES OF MEMBERS

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

17. DIRECTORS

17.1 Composition of the Board

The Board shall consist of:

- (a) Up to 10 Elected Directors, All Directors will be elected under **clause 18.3**.consisting of:
 - (i) The President (Chair) and
 - (ii) Up to Nine (9) other Directors.
- (b) A number of additional Appointed Directors who shall be appointed in accordance with clause 19.1

17.2 Portfolios

The Board may allocate portfolios to Directors.

17.3 Qualifications

The Board may determine from time to time job descriptions and qualifications for Directors. Eligibility is also subject to a potential director meeting the requirements of the Act.

17.4 Transitional Arrangements

- (a) Notwithstanding any other clause of this Constitution, the transitional arrangements set out at **clause 17.4** shall apply from the date of adoption of this Constitution.
- (b) Should any adjustment to the term of Elected Directors elected under this Constitution be necessary to ensure rotational terms in accordance with this Constitution, this shall be determined by the Board. If the Board cannot agree, retirements will be determined by lot. For the avoidance of doubt any part of a term shall be deemed a full term for the purposes of **clause 18.4**.

17.5 Remuneration of Directors

A Director must not be paid for services as a Director but, with the approval of the Directors and subject to the Act, may be:

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

17.6 Disqualification to be a Director

Persons are disqualified from eligibility as a Director of the Board if they are:

- (a) disqualified under Part 2D.6 of the *Corporations Act 2001* (Cth).
- (b) a member of the SLSWA Board, SLSA Board or Royal Life Saving Board.
- (c) related to any other member of the BoM

18 ELECTED DIRECTORS

18.1 Nomination for Board

Nominations for Elected Directors shall be called for by the Board at least 45 days prior to the General Meeting at which the election is to be held (usually the AGM).

18.2 Form of Nomination

Nominations must be:

- (a) in writing or electronically on the prescribed form (if any);
- (b) signed by a Full Member;
- (c) certified by the nominee expressing their willingness to accept the position for which they are nominated; and
- (d) delivered to the Club not less than 28 days before the date fixed for the holding of the General Meeting.

18.3 Elections

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

- (b) If there are insufficient nominations received to fill all vacancies on the Board, the positions will be deemed casual vacancies under **clause 20.1**.
- (c) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in order drawn by ballot, for each vacancy on the Board.
- (d) The voting shall be conducted in such manner and by such method as may be determined by the Board from time to time.

18.4 Term of Appointment

- (a) Subject to this Constitution, and in particular **clauses 17.4 and 18.3**, Elected Directors shall be elected in accordance with this Constitution for a term of 2 years, which shall commence from the conclusion of the General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following.
- (b) Over each two year period, Five (5) Elected Directors shall be elected in the first year and Five (5) Elected Directors shall be elected in the second year.
- (c) To ensure rotational terms:
 - (i) five (5) Elected Directors elected at the AGM referred to in **clause 18.4 (b)** shall retire at the first AGM after their election; and
 - (ii) five (5) Elected Directors elected at the AGM referred to in **clause 18.4 (b)** shall retire at the second AGM after their election,

until the ten (10) Elected Directors have retired, after which elections to subsequent Boards shall then proceed in accordance with the rotational terms in accordance with **clause 18.4 (a)**.

- (d) Following the adoption of this Constitution, no person who has served as an Elected Director for a period of three (3) consecutive full terms (Six (6) years) shall be eligible for re-election as a Director for at least 1 year following the date of conclusion of their last term as a Director.

18.5 Term of Office of Club Officers

- (a) All Club officer positions as defined by Bylaws, excluding Honorary Officers, shall be elected at the Annual General Meeting by members with the power to vote. Honorary Officers shall be elected by resolution of the Board of Management.

19 APPOINTED DIRECTORS

19.1 Appointment of Appointed Director

The Elected Directors may appoint a number of Appointed Directors in accordance with this Constitution.

19.2 Qualifications for Appointed Directors

Appointed Directors should have skills that complement and/or supplement any skill gaps that may exist in the Board, with the aim of ensuring that the Board has all the necessary skills to govern the organisation. Appointed Directors do not need to be members of the Club or have experience in, or exposure to, surf lifesaving.

19.3 Term of Appointment

- (a) Directors appointed under **clause 19.1** may be appointed by the Elected Directors in accordance with this Constitution for a term of up to 2 years, which shall commence and conclude on dates as determined by the Elected Directors.
- (b) Following the adoption of this Constitution, no person who has served as an Appointed Director for a period of up to 2 consecutive full terms (4 years) shall be eligible for re-appointment as a Director for at least 1 year following the date of conclusion of their last term as a Director.

20 VACANCIES ON THE BOARD

20.1 Casual Vacancies

- (a) Any casual vacancy that occurs in the position of an Elected Director may be filled by the remaining Elected Directors from among appropriately qualified persons.
- (b) Any casual vacancy may only be filled for the remainder of the vacating Director's term under this Constitution.
- (c) Any period served under this **clause 20.1** counts as a full term for the purposes of **clause 18.4 (a)**.

20.2 Grounds for Termination of Director

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

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with their creditors generally;
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- (d) resigns their office in writing to the Club;
- (e) is absent without the consent of the Board from meetings of the Board held during a period of 3 months;
- (f) is a permanent or part time employee of the Club;
- (g) is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of their interest;
- (h) after reasonable consideration by the Board it determines the Director:
 - (i) has acted in a manner unbecoming or prejudicial to the Objects and/or interests of the Club and/or surf lifesaving; or
 - (ii) has brought himself or herself, the Club or surf lifesaving into disrepute,
 - (iii) meets the criteria as stated in clause 17.6

provided the Director is first given the opportunity to make written or oral submissions to the Board before a determination is made;

- (i) is removed by Special Resolution; or
- (j) has been expelled or suspended from membership (without further recourse under these Rules or the SLSWA Rules); or
- (k) would otherwise be prohibited from sitting on the Board under the Act or from being a director of a corporation under the *Corporations Act 2001* (Cth).

20.3 Board May Act

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

21 POWERS AND DUTIES OF DIRECTORS

21.1 Directors to manage the Club

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

21.2 Specific powers of Directors

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

21.3 Time

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

21.4 Code of Conduct

The Directors must:

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

21.5 Delegate of Club

- (a) The Board shall appoint a delegate to attend meetings and events on the Club's behalf from time to time. This shall include, but is not limited to, representing the Club at general meetings of SLSWA.
- (b) The Club's delegate must be:

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

22 PROCEEDINGS AT DIRECTORS MEETINGS

22.1 Directors meetings

- (a) Subject to **clause (b)**, the Directors may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.
- (b) The Directors must meet at least 5 times in each calendar year.

22.2 Questions decided by majority

A question arising at a Directors' meeting is to be decided by a majority of votes of the Directors present in person and entitled to vote. Each Director present has 1 vote on a matter arising for decision by Directors.

22.3 Chair's casting vote

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

22.4 Quorum

At the meetings of the Board the number of Directors whose presence is required to constitute a quorum is a majority of the Directors

22.5 Convening meetings

- (a) A Director may convene a Board meeting.
- (b) Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced in writing or by their presence) not less than two days written notice of a Board meeting shall be given to each Director.
- (c) Written notice of each Board meeting, specifying the general nature of the time, date and place of the Board meeting and the business to be transacted, shall be served on each Director by:
 - (i) delivering it to that Director personally; or
 - (ii) sending it in writing, by facsimile or other means of electronic communication (subject to receiving appropriate confirmation that the notice has been effectively dispatched),

in accordance with the Director's last notified contact details.

- (d) Notice may be given of more than one Board meeting at the same time.

22.6 Chair Person

- (a) The Chairperson for Board meetings will normally be the elected Club President unless decided otherwise by a majority vote of the BoM.
- (a) If the Chairperson is:
 - (i) not present within 15 minutes after the time appointed for the holding of the meeting; or
 - (ii) the Chair is unwilling to act or,
 - (iii) the Chair has a conflict of interest.

the Directors present may elect one of their number to be chair of the meeting.

22.7 Circulating resolutions

- (a) The Directors may pass a resolution without a Board meeting being held if the required majority of the Directors who are entitled to vote on the resolution by signing (in writing) /via email or other form of visible or other electronic communication a document containing a statement that they are in favour of the resolution set out in the document.
- (b) Separate copies of the document may be used for signing by the Directors if the wording of the resolution and statement is identical in each copy.
- (c) The resolution is passed when the resolution has been circulated to the entire BoM for consideration and requires endorsement from the majority of board members unless they are otherwise uncontactable – notified absence.

22.8 Directors' interests

- (a) A Director shall declare to the Board at the relevant Committee meeting and to the Members at the next Annual General Meeting of the Club, that Director's interest in any matter in which any material personal interest or related party transaction arises as defined by the *Corporations Act 2001* (Cth); and that Director must absent himself or herself from discussion of such matter and shall not be entitled to vote in respect of such matter.
- (b) In the event of any uncertainty in this regard, the issue shall immediately be determined by a vote of the Directors or, if this is not possible, the matter shall be adjourned or deferred to the next meeting.
- (c) The Board shall maintain a register of declared interests.

22.9 Minutes

- (a). The Directors must cause minutes of meetings to be made and kept according to the Act and the *Corporations Act 2001* (Cth).
- (b) The minutes of Directors meetings shall not be available for inspection or copying by the Members

23 TELECOMMUNICATION MEETINGS OF THE CLUB

23.1 Telecommunication meeting

- (a) A General Meeting or a Board meeting may be held by means of a telecommunication meeting, provided that:
 - i. the number of Members or Directors (as applicable) participating is not less than a quorum required for a General Meeting or Board meeting (as applicable); and
 - ii. the meeting is convened and held in accordance with the Act and this Constitution.
- (b) All provisions of this Constitution relating to a meeting apply to a telecommunication meeting in so far as they are not inconsistent with the provisions of this clause 22.

23.2 Conduct of telecommunication meeting

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

- (a) all persons participating in the meeting must be linked by telephone, audio-visual or other instantaneous means for the purpose of the meeting;
- (b) each of the persons taking part in the meeting must be able to hear and be heard by each of the other persons taking part at the commencement of the meeting and each person so taking part is deemed for the purposes of this Constitution to be present at the meeting;
- (c) at the commencement of the meeting each person must announce his or her presence to all other persons taking part in the meeting;
- (d) a person may not leave a telecommunication meeting by disconnecting his or her telephone, audio-visual or other communication equipment unless that person has previously notified the chair;
- (e) a person may conclusively be presumed to have been present and to have formed part of a quorum at all times during a telecommunication meeting unless that person has previously notified the chair of leaving the meeting; and
- (f) a minute of proceedings of a telecommunication meeting is sufficient evidence of the proceedings and of the observance of all necessary formalities if the minute is certified to be a correct minute by the chair.

24 COMMITTEES

24.1 Committees

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

24.2 Powers delegated to Committees

- (a) A Committee must exercise the powers delegated to it according to the terms of the delegation and any directions of the Directors. A Committee is responsible to and reports to the Board.

- (b) Powers delegated to and exercised by a Committee are taken to have been exercised by the Directors.

24.3 Committee meetings

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

25 BY-LAWS

25.1 Making and amending By-laws

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

25.2 Effect of By-Laws

A By-Law:

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

26 KEEPING AND INSPECTION OF RECORDS

26.1 Records

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

26.2 Inspection of Records

- (a) Members may on request inspect free of charge:
 - (i) the minutes of general meetings; and
 - (ii) subject to **clause (b)**, the financial records, books, securities, this Constitution and any other relevant document of the Club.
- (b) The Board may refuse to permit a member to inspect records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club or where the Board reasonably considers the member seeking to inspect the records is not doing so in good faith.

- (c) The Board must on request make copies of these rules available to Members and applicants for membership free of charge.
- (d) Subject to **clause (b)**, a Member may make a copy of any of the other records of the Club referred to in this clause and the Club may charge a reasonable fee for provision of a copy of such a record.
- (e) For the purposes of this clause:

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

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

27 ACCOUNTS

27.1 Records Kept in Accordance with Act

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

27.2 Board to Submit Accounts

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

27.3 Transactions

All cheques, promissory notes, bankers' drafts, bills of exchange, other negotiable instruments, electronic transactions, and all receipts for money paid to the Club, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be having regard to **clause 32.1**, in such manner as the Directors determine from time to time.

27.4 Auditor

- (a) A properly qualified auditor or auditors shall be appointed by the Directors and the remuneration of such auditor or auditors fixed and duties regulated in accordance with the *Corporations Act 2015* (Cth).
- (b) Members may remove an auditor from office by resolution made at a General Meeting in accordance with the Act.

28 SERVICE OF DOCUMENTS

28.1 Document includes notice

In this **clause 26.2**, document includes a notice.

28.2 Methods of service on a Member

The Club may give a document to a Member:

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

28.3 Methods of service on the Club

A Member may give a document to the Club:

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

28.4 Post

A document sent by post:

- (a) if sent to an address in Australia, may be sent by ordinary post; and
- (b) if sent to an address outside Australia, or sent from an address outside Australia, must be sent by airmail,

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

28.5 Electronic transmission

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

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

29 INDEMNITY

- (a) Every Director, officer, auditor and employee of the Club shall be indemnified out of the property or assets of the Club against any liability incurred by him/her in his/her capacity as Director, officer, auditor or employee in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favour or in which he or she is acquitted or in connection with any application in

relation to any such proceedings in which relief is, under the Act, granted to him or her by the Court.

- (b) The Club shall indemnify its Directors, officers, auditors and employees against all damages and costs (including legal costs) for which any such Directors, officer, auditor or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:
 - (i) in the case of a Director or officer, performed or made whilst acting on behalf of and with the authority, express or implied of the Club; and
 - (ii) in the case of an employee, performed or made in the course of, and be within the scope of his or her employment by the Club.

30 DISSOLUTION

30.1 Contributions of Members and Excess Property on Dissolution

- (a) The Club may be wound up voluntarily by Special Resolution in accordance with the Act. The Club will:
 - (i) apply to the Commissioner of the Department of Commerce for cancellation of its incorporation; or
 - (ii) appoint a liquidator to wind up its affairs.
- (b) If the Club is wound up, the liability of the Member shall be limited to any outstanding monies due and payable to the Club, including the amount of the Annual Subscription payable in respect of the current Financial Year. No other amount shall be payable by the Member.
- (c) If upon winding up or dissolution of the Club or upon revocation of its endorsement as a deductible gift recipient (whichever occurs first), there remains after satisfaction of all its debts and liabilities any surplus assets or property as follows:
 - (i) gifts of money or property for the objects of the organisation;
 - (ii) contributions made in relation to an eligible fundraising event held for the objects of the organisation; or
 - (iii) money received by the organisation because of such gifts and contributions; thensuch surplus assets or property shall not be paid to or distributed amongst the Members but shall be given or transferred to some organisation(s):
 - (iv) having objects similar to the Objects; and
 - (v) which prohibits the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Club by this Constitution; and
 - (vi) which is charitable at law and to which income tax deductible gifts can be made.

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

31 COMMON SEAL

- (a) If the Club has a common seal it shall:
 - (i) be kept in the custody of the Board; and
 - (ii) not be affixed to any instrument except by the authority of the Board and the affixing of the common seal shall be attested by the signatures of 2 Directors.
- (b) A Director may not sign a document to which the seal of the Club is fixed where the Director is interested in the contract or arrangement to which the document relates.

32 SOURCE OF FUNDS

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

33 REGISTERED ADDRESS

The registered address of the Club is:

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

34 TRANSITIONAL ARRANGEMENTS

- (a) Notwithstanding any other clause of this Constitution, the transitional arrangements set out in this clause shall apply from the date of adoption of this Constitution.
- (b) Any consecutive years served by each Director immediately prior to approval of this Constitution under the Act from 24 August 2015 In accordance with the Club Constitution Version 1.1 Dated 24 August 2015 continue to count towards the Three (3) consecutive terms totalling six (6) years under clause 18.4 after the adoption of this Constitution.
- (c) All by-laws and regulations of the Club in force at the date of the approval of this Constitution insofar as such by-laws and regulations are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be By-Laws under clause 25.
- (d) All individuals who are, prior to the approval of this Constitution, Members of the Club shall be deemed Members of the Club from the time of approval of this Constitution under the Act. All such Members shall provide the Club with such details as may be required by the Club under this Constitution within one (1) month of the approval of this Constitution under the Act.

35 LIQUOR LICENCE OBLIGATIONS

The Incorporated Association is committed to compliance with the Liquor Control Act 1988 and has included in its Bylaws rules which support such compliance.

35.1 No Payments

No payment or part payment to any secretary, treasurer, manager, or other officer or servant of the club shall be made by way of commission or allowance from or upon the receipts of the club for liquor.

35.2 Supply of Liquor

- (a) The Club shall ensure a Duty Manager is on the licensed premises for the purpose of observing liquor licencing requirements and regulations, as required under the Liquor Act.
- (b) The Club shall be open for sale of liquor during such hours as the Board shall from time to time determine and as permitted under the liquor Act.
- (c) No liquor shall be sold or supplied to any juvenile as required under the Liquor Act.
- (d) No liquor shall be sold or supplied for consumption elsewhere than on the club premises unless such liquor is removed from the premises of the club by or on the instructions from the member purchasing the same.

35.3 Juveniles

Juveniles (under 18) must be supervised by an adult club member at all times when entering a licensed area of the club, in accordance with:

- (a) The Club Constitution and ByLaws;
- (b) Is permitted by the Board of Management; or
- (c) Does not contravene the conditions of the Liquor Act and Club Licence.

35.4 Guests

A visitor to the Club's premises must not be supplied with liquor in those premises unless the visitor is:

- (a) A guest in the company of an adult Member; or
- (b) A temporary member subject to clause 7.2(e) or
- (c) An authorised gaming visitor admitted in accordance with any relevant rules of the Club.

35.4 Records

The Club must maintain records of guests to the Club's premises.

36 AFFILIATE BODIES

- (a) Any groups of persons associated together for any lawful purpose may apply to the Board to become an Affiliated Body of the Club
- (b) The conditions of such affiliations shall be defined in the Club By-Laws

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