

# HOWLER



EVERTON WOLVES JUNIOR AUSTRALIAN FOOTBALL CLUB

25<sup>th</sup> Feb Jan 2016

## A VEIW FROM THE SIDELINES

Sign-on this year has been very successful. It is a sign that our club is growing. This year our junior numbers have already surpassed last years 82 and our Auskick season is only in week 3. Once Auskick is complete we anticipate having

Junior teams	Youth Teams
3 Under 6 teams	1 Under 13 team
3 Under 8 teams	1 Under 15 team
2 Under 9 teams	1 Under 13 Girls team
2 Under 10 teams	1 Under 15 Girls team
1 Under 11 team	
1 Under 11 Girls team	

This will be a record number of junior teams for the club.

It is very important that if you have any friends that want to play with you that you get them to register asap so we can organise the teams.

The simplest way to register is by visiting [www.evertonjuniors.aflq.com.au](http://www.evertonjuniors.aflq.com.au) and clicking on the red register here button.

This week we have 2 major events.

Saturday at 8am is bring a friend to Auskick Week.

Monday at 5.30pm is Girls Come and Try night.

Training has already commenced for some teams

Youth Teams U15 & U13 - Tuesday and Thursday nights from 5.15pm til 6.30pm

U11 & U10 – Thursday nights from 5.15pm til 6.15pm

**#GIRLSPLAYTOO**

**WILL YOU BE AN AFL SUPERSTAR?**

Did you know that this year over **40,000** girls played AFL in Queensland?

Did you know that **NEXT YEAR** there will be a national Women's AFL competition?

**YOU COULD BE THE FIRST FEMALE AFL SUPERSTAR!**

**Come & Try details:**

**Who:** Any girl who is aged 10 - 17

**When:** Monday 29th February

**Time:** 5:30 - 6:45pm

**Where:** Everton JAFAC - Mott Street Everton

**Other:** The evening will involve basic AFL skills, fun games and finishing with a modified AFL match.

**AFL Queensland/Everton Wolves Come & Try Clinic**

Come down to the Everton Wolves and give AFL a go!

The evening will be run by AFL Queensland coaches with an aim of getting everyone active, having

**Heaps of fun** making new friends and of course learning about AFL!

**WHAT SHOULD I BRING?**

Bring a Water Bottle

Bring a Friend

For more information please contact Blaec on (07) 3845 8700 or [blae@clubaflq.com.au](mailto:blae@clubaflq.com.au)

**GOLD SPONSOR**

**Gaythorne RSL**

# NOTICE OF AGM

Please be advised our AGM will be held on Saturday 5<sup>th</sup> March at 9am. We will have our annual Lucky Door Prize of a Wolves Bag. All registered players are in with a chance to win but your parent must be present at the AGM to collect your prize.

On the Agenda are proposed changes to our constitution. Please see the attached document for the proposed changes. The proposed change of financial year is necessary to bring our club into line with other AFLBJ clubs and allow us to have our AGM at the end of the season so a new committee can prepare for the upcoming season. The current committee believes this will be a great benefit for the club.

Also on the Agenda is the need to fill committee positions. Nominations for President, Vice President, Secretary and Treasurer and General Committee positions will be taken from the floor.

## VOLUNTEER TEAM OFFICIALS

### All teams require

**1. Coach** and may have an **ASSISTANT COACH** – Must have a minimum Level 1 Junior or Youth Accreditation and current Working with Children Blue Card. The club will pay for you to attend a full day course and help you to obtain a blue card.

We are still currently in need of

- At least 1 possibly 2 U6 coaches
- At least 1 U8 coach
- 2 U9 assistant coaches
- 2 U10 assistant coaches
- 1 U11 assistant coach
- 1 U11 Girls coach

### Coaching Course Dates

#### Juniors (U6 to U11)

Sunday 17<sup>th</sup> April at Zillmere AFC

Sunday 15<sup>th</sup> May at Yeronga AFC

Sunday 12<sup>th</sup> June at Yeronga AFC

**2. MANAGER** – All teams require a manager to do the team sheets each week and to make sure everyone knows where and when the team is playing. They also do a team roster for game day duties. This is a very easy role that anyone can do training will be provided. You must have a current working with children blue card which the club can help you to obtain.

**3. FIRST AID OFFICERS** – All games must be attended by a qualified first aid officer. We require each team to have at least 2 volunteer first aid officers. If you are a Doctor, Registered Nurse, or Sports Trainer or have a Current Applied First Aid Certificate and Current CPR training then you are all ready qualified. You must also have a current working with children blue card which the club can help you to obtain.

If you would like to be trained in First Aid and CPR the club is holding a course on **Saturday 19<sup>th</sup> March** at the club. Please email [nicor03@optusnet.com.au](mailto:nicor03@optusnet.com.au) if you would like to attend as you need to complete an online component as a pre-requisite to the course. If you cannot attend on this day but would still like to assist please enroll in an external first aid and CPR course and email your receipt to [nicor03@optusnet.com.au](mailto:nicor03@optusnet.com.au) so you can be reimbursed.

### TEAM SPONSOR



## CANTEEN COORDINATOR

We are still in need of a Canteen Coordinator. This will be a paid casual position and may be job shared. Hours will vary depending on game day requirements. Games are played on some but not all Friday Nights, Saturdays and Sundays. The season runs for 16 weeks and starts on the 15<sup>th</sup> April. The Canteen Coordinator will also be responsible for ordering and accepting stock deliveries. This can be done at any time convenient for the successful applicant. On game day, volunteers will be available to help in the canteen.

The applicant should

- Have a sound knowledge of nutrition and demonstrate initiative to implement healthy food options.
- Ability to work as part of a team
- Ability to stock take and order canteen supplies to meet demand
- Ability to ensure the canteen complies with workplace health and safety requirements
- Knowledge of and qualifications on food handling.

If you are interested in this position but are afraid you will not be available for all of the required days of operation please still apply as we have very flexible working conditions and a team of volunteers willing to help.

Please send your application via email to [evertonjuniors@aflbj.com](mailto:evertonjuniors@aflbj.com)

### TEAM SPONSOR



Shop B2, Homemaker City  
Cnr Lutwyche &  
Newmarket Roads (next to Freedom)  
Windsor, Queensland 4030  
P: (07) 3357 9177  
F: (07) 3357 9528  
E: [windsor@snooze.com.au](mailto:windsor@snooze.com.au)



### MIDAS ENOGERA

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## MEMBERSHIP FEES 2016

- |                          |         |
|--------------------------|---------|
| • U6                     | - \$100 |
| • U8                     | - \$150 |
| • U9 and U10             | - \$195 |
| • U11 Girls              | - \$195 |
| • U11                    | - \$225 |
| • Youth Girls U12 to U17 | - \$225 |
| • Youth Boys U12 to U17  | - \$240 |

The only extra charges on top of these fees is a \$25 Family Membership Fee, plus uniform if required (socks and shorts only as club polo is provided free) Please note if payment is made via online registration an administration fee is also charged.

Each player receives as part of their registration:

- Registration in the AFL Brisbane Juniors Competition (fees goes to managing the competition and provision of insurance for players)
- A Club Polo Shirt (provided free every second year – Everyone gets one this year)
- A Team Photo (provided at the end of the season)
- A club medallion/trophy (provided at the end of the season)

Membership fees are due on 31<sup>st</sup> March. If you need your invoice sent out again or require a payment plan please contact Corin [nicor03@optusnet.com.au](mailto:nicor03@optusnet.com.au)

## QLD Gov Get in the Game Grants

If you have a health care card you may be entitled to a Get in the Game Grant of up to \$150. When applying, list your club as Everton Districts Sporting Club Inc.

### Round 7 is now open

To apply visit

<http://www.nprsr.qld.gov.au/funding/getinthegame/voucher-application>



## AUSKICK

This week is Bring a Friend week at Auskick so get your mates together and come along on Saturday morning at 8am. Don't forget our BBQ Breakfast will be available for purchase.

This year AFLQ have advised that all Auskick participants must register and pay online via <http://www.aflauskick.com.au>

It is not too late to register. Our centre is called Everton JAFC AUSKICK. If you register at our center you can do it again later in the year at your school for free.



## TEAM SPONSOR



## DATE CLAIMERS

<b>Thu 25<sup>th</sup> Feb</b>	5.15pm – Youth Training 5.15pm – U10/U11 Training
<b>Sat 27<sup>th</sup> Feb</b>	8am – AUSKICK
<b>Mon 29<sup>th</sup> Feb</b>	5.30pm – GIRLS ONLY Come & Try
<b>Tue 1<sup>st</sup> Mar</b>	5.15pm – Youth Training
<b>Thu 3<sup>rd</sup> Mar</b>	5.15pm – Youth Training 5.15pm – U10/U11 Training
<b>Thu 3<sup>rd</sup> Mar</b>	6pm – Gaythorne RSL Raffles
<b>Sat 5<sup>th</sup> Mar</b>	8am – AUSKICK
<b>Sat 5<sup>th</sup> Mar</b>	9am – AGM
<b>Tue 8<sup>th</sup> Mar</b>	5.15pm – Youth Training
<b>Thu 10<sup>th</sup> Mar</b>	5.15pm – Youth Training 5.15pm – U10/U11 Training
<b>Sat 12<sup>th</sup> Mar</b>	8am – AUSKICK
<b>Tue 15<sup>th</sup> Mar</b>	5.15pm – Youth Training
<b>Tue 15<sup>th</sup> Mar</b>	6pm – Committee Meeting
<b>Thu 17<sup>th</sup> Mar</b>	5.15pm – Youth Training 5.15pm – U10/U11 Training
<b>Sat 19<sup>th</sup> Mar</b>	8am – AUSKICK
<b>Sat 19<sup>th</sup> Mar</b>	<b>FIRST AID TRAINING</b>
<b>Tue 22<sup>nd</sup> Mar</b>	5.15pm – Youth Training
<b>Sat 2<sup>nd</sup> Apr</b>	8am – AUSKICK
<b>Tue 5<sup>th</sup> Apr</b>	5.15pm – Youth Training
<b>Thu 7<sup>th</sup> Apr</b>	5.15pm – Youth Training 5.15pm – Junior Training
<b>Thu 7<sup>th</sup> Apr</b>	6pm – Gaythorne RSL Raffles
<b>Sat 9<sup>th</sup> Apr</b>	8am – AUSKICK
<b>Tue 12<sup>th</sup> Apr</b>	5.15pm – Youth Training
<b>Thu 14<sup>th</sup> Apr</b>	5.15pm – Youth Training 5.15pm – Junior Training
<b>Fri 15<sup>th</sup> Apr</b>	Games Begin See Fixture
<b>Sat 16<sup>th</sup> Apr</b>	Junior Games See Fixture
<b>Sun 17<sup>th</sup> Apr</b>	Youth Games See Fixture
<b>Tue 19<sup>th</sup> Apr</b>	6pm – Committee Meeting



Blue and Gold upon our chest  
 We are here to do our best  
 Rules the Game  
 Wolves our Name  
 We are here to play the Game  
 W-O-L-V-E-S  
 Go Wolves!

## UNIFORM SALES

Uniforms will be available all season.

### Prices for uniforms are as below:

Caps	\$15
Bags	\$35
Jackets	\$50
Socks	\$10
Sublimated Sponsor Polo	\$40
Club Polo (Old Stock)	\$30
Blue or White Shorts	\$25
Training Singlet	\$35

### We also have a supply of old stock that has been discounted

Shorts Kooga / Kombat \$5 (Limited Sizes)  
 Socks (Kooga "Wolves") \$5 (Limited Sizes)

### We also have a supply of Second Hand Guernsey's for Sale. Numbers and Sizes will be limited. Price will be \$5 each

A Limited supply of second hand Footy Boots are also available as give-a-ways. If you need a pair just ask at the office. If you have any to donate please hand them in

## AMART COMMUNITY KICKBACKS & REBEL SUPPORT YOUR SPORT

Our club has been selected to participate in the Amart Community Kickbacks and Rebel Support Your Sport Programs. Under these programs, the club can earn 5% of your purchases at Amart Sports and Rebel Sports as in-store credit to spend on our sports program.

All you need to do is join Team Amart and/or Rebel Season Pass on their websites, select Everton Districts Sporting Club Inc. in your account profile under "My Season Pass" as the club you support and remember to **renew this every year**. Then swipe your loyalty card every time you make a purchase. You'll receive access to great member prices and other initiatives and the club will receive a 5% credit.

Thanks for your support.



## ADVERTISE IN THE HOWLER

For \$200 you can purchase an ad that will run for the rest of the season. Our newsletter is read by over 100 families each week so if you run your own business what better way is there to advertise. Email [nicor03@optusnet.com.au](mailto:nicor03@optusnet.com.au) for more info.

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# EVERTON DISTRICT SPORTING CLUB INC CONSTITUTION AND RULES

(ADOPTED ~~14/03/2010~~ 05/03/2016)

“WE DEVOUR”



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1. A word or expression that is not defined in these model rules, but is defined in the *Associations Incorporation Act 1981* has, if the context permits, the meaning given by the Act.

## 2. NAME

The name of the incorporated association is the Everton District Sporting Club Inc. ("the Association")

## 3. OBJECTS

The object of the association is to encourage and promote the playing of sport, in particular, the playing of Australian Rules Football.

## 4. POWERS

1. The association has the powers of an individual.
2. The association may, for example –
  - a. enter into contracts; and
  - b. acquire, hold, deal with and dispose of property; and
  - c. make charges for services and facilities it supplies; and
  - d. do other things necessary or convenient to be done in carrying out its affairs.
3. The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

## 5. MEMBERSHIP AND CLASSES OF MEMBERS

1. The membership of the association shall consist of ~~ordinary members, and~~ any of the following classes of members-

- ~~(a) associate members;~~  
~~(b) life members;~~  
~~(c) honorary members;~~

<i>a) Class of Member</i>	<i>b) Number of Members in this class</i>	<i>c) Membership eligibility</i>	<i>d) Membership limitations</i>
<i>Juniors Members</i>	<i>unlimited</i>	<i>Must be a registered junior or youth player.</i>	<i>1. May not vote 2. Not eligible for election to the management committee. 3. May not nominate new life, associate or honorary members.</i>

<i>Ordinary Members</i>	<i>unlimited</i>	<p>1. Must be a parent or legal guardian of a registered junior or youth player or,</p> <p>2. Must be a registered senior player</p>	<i>nil</i>
<i>Life Members</i>	<i>unlimited</i>	<p>1. The Management Committee shall have the power to nominate at the Annual General Meeting any association member for Life Membership, provided that this member has had at least 5 years continuous service with the association, and has rendered special service during that period.</p> <p>2. The association members, at the Annual General Meeting, shall have the power to accept or reject such a nomination.</p>	<p>1. Life Membership is suspended when a member (or their playing child) becomes a member or transfers to another AFC.</p> <p>2. Life membership can be reinstated on application to the management committee.</p> <p>3. During the suspension the Life Member will have no voting rights and is not eligible for election to the management committee.</p>
<i>Honorary Members</i>	<i>unlimited</i>	<p>1. Members of the management committee can nominate honorary members.</p>	<i>nil</i>
<i>Associate Members</i>	<i>unlimited</i>	<p>1. An applicant for associate membership must be proposed by 1 member of the association (the <b>proposer</b>) and seconded by another member of the association (the <b>seconder</b>).</p> <p>2. An application for associate membership must be in writing; and signed by the applicant and the applicant's proposer and seconder; and in the form decided by the management committee.</p>	<i>nil</i>

~~2. The number of members in each class is unlimited.~~



## **~~6. MEMBERSHIP~~**

- ~~(1) An applicant for membership of the association must be proposed by 1 member of the association (the **proposer**) and seconded by another member (the **seconder**).~~  
~~(2) An application for membership must be-~~  
~~(a) in writing; and~~  
~~(b) signed by the applicant and the applicant's proposer and seconder; and~~  
~~(c) in the form decided by the management committee.~~

## **6. MEMBERSHIP FEES**

1. The membership fee for each class of membership –
  - a. is the amount decided by the *management committee at any committee meeting*; ~~members from time to time at a general meeting~~; and
  - b. is payable when, and in the way, the management committee decides.

## **7. ADMISSION AND REJECTION OF MEMBERS**

1. The management committee must consider an application for membership at the next meeting of the committee held after it receives –
  - a. the application; and
  - b. the appropriate membership fee for the application.
2. The management committee must decide at the meeting whether to accept or reject the application.
3. If a majority of the management committee members present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member to the class of membership applied for.
4. The secretary of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

## **8. WHEN MEMBERSHIP ENDS**

1. A member may resign from the association by giving a written notice of resignation to the secretary.
2. The resignation takes effect on –
  - a. the day and at the time the notice is received by the secretary; or
  - b. if a later day is stated in the notice - the later day.
3. The management committee may terminate a member's membership if the member –

- a. is convicted of an indictable offence; or
  - b. does not comply with any of the provisions of these rules; or
  - c. has membership fees in arrears for at least 2 months; or
  - d. conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.
4. Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
  5. If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.
  6. *Membership is terminated as soon as the member (or their playing child) becomes a member or transfers to another AFC club.*

## **9. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP**

1. A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.
2. A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
3. If the secretary receives a notice of intention to appeal, the secretary must, within 3 months after the day of receipt, call a general meeting to decide the appeal.
4. At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
5. Also, the management committee and the committee members who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or the membership should be terminated.
6. An appeal must be decided by a vote of the members present at the meeting.
7. If a person whose application has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the application fee paid by the person.

## **10. REGISTER OF MEMBERS**

1. The management committee must keep a register of *current* members.
2. The register of members must include the following particulars for each member –
  - a. the full name and residential address of the member;

- b. the date of admission *and class of membership*; ~~as a member;~~
  - ~~c. the date of death or resignation of the member;~~
  - ~~d. details about the termination or reinstatement of membership;~~
  - e. any other particulars the management committee or the members at a general meeting decide.
- 3. The register must be open for inspection at all reasonable times.
  - 4. However, before the member may inspect the register, the member must apply to the secretary to inspect it.

## **11. SECRETARY**

- 1. If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.
- 2. The secretary must be an individual residing in Queensland, or in another State but not more than 65 km from the Queensland border, who is –
  - a. a member of the association elected by the association as secretary; or
  - b. any of the following persons appointed by the management committee –
    - (i) a member of the association's management committee;
    - (ii) a member of the association;
    - (ii) another person.
- 3. The management committee may appoint and remove the association's secretary at any time.

## **12. MEMBERSHIP OF MANAGEMENT COMMITTEE**

- 1. The management committee of the association consists of a president, vice-president, treasurer, and any other members the association members elect or appoint at a general meeting.
- 2. A member of the management committee, other than the secretary, must be a member of the association.
- 3. At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.

### 13. ELECTING THE MANAGEMENT COMMITTEE

1. A member of the management committee may only be elected as follows –
  - a. any 2 members of the association may nominate another member (the **candidate**) to serve as a member of the management committee;
  - b. the nomination must be –
    - (i) in writing; and
    - (ii) signed by the candidate and the members who nominated him or her; and
    - (iii) given to the secretary at least ~~14 days~~ **1 day** before the annual general meeting at which the election is to be held;
  - c. each member present at the annual general meeting may vote for any number candidates not more than the number of vacancies;
  - d. if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
2. A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting.
3. If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

### 14. RESIGNATION OR REMOVAL FROM OFFICE OF MANAGEMENT COMMITTEE MEMBER

1. A management committee member may resign from the committee by giving written notice of resignation to the secretary.
2. The resignation takes effect on –
  - a. the day and at the time the notice is received by the secretary; or
  - b. if a later day is stated in the notice - the later day.
3. A member may be removed from office at a general meeting of the association if a majority of the members present at the meeting vote in favour of removing the member.
4. Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
5. A member has no right of appeal against the member's removal from office under this section.

## **15. VACANCIES ON MANAGEMENT COMMITTEE**

1. If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
2. The continuing members of the management committee may act despite a casual vacancy on the management committee.
3. However, if the number of committee members is less than the number fixed under these rules as a quorum of the management committee, <sup>8</sup> the continuing members may act only to –
  - a. increase the number of management committee members to the number required for a quorum; or
  - b. call a general meeting of the association.

## **16. FUNCTIONS OF MANAGEMENT COMMITTEE**

1. Subject to these rules or a resolution of the association members carried at a general meeting, the management committee –
  - a. has the general control and management of the administration of the affairs, property and funds of the association; and
  - b. has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent.
2. The management committee may exercise the powers of the association –
  - a. to borrow, raise or secure the payment of amounts in a way the association members decide; and
  - b. to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the association's property, both present and future; and
  - c. to purchase, redeem or pay off any securities issued; and
  - d. to borrow amounts from members and pay interest on the amounts borrowed; and
  - e. to mortgage or charge the whole or part of its property; and
  - f. to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
  - g. to provide and pay off any securities issued; and
  - h. to invest in a way the members of the association may from time to time decide.

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<sup>8</sup> For the number of members to form a quorum, see section 17 (Meetings of management committee)



3. For sub-section (2)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by –
  - a. the financial institution for the association; or
  - b. if there is more than 1 financial institution for the association - the financial institution nominated by the association.

## **17. MEETINGS OF MANAGEMENT COMMITTEE**

1. Subject to subsections (2) to (16), the management committee may meet and conduct its proceedings as it considers appropriate.
2. The management committee must meet at least once every 4 months to exercise its functions.
3. The committee must decide how a meeting is to be called.
4. Notice of a meeting is to be given in the way decided by the committee.
5. If the secretary receives a written request signed by at least 33% of the management committee members, the secretary must call a special meeting of the committee.
6. A request for a special meeting must state –
  - a. why the special meeting is being called; and
  - b. the business to be conducted at the meeting.
7. At a management committee meeting, more than 50% of the members elected or appointed to the committee as at the close of the last general meeting of the members form a quorum.
8. A question arising at a committee meeting is to be decided by a majority vote of committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
9. A management committee member must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract, and if the member does vote the member's vote must not be counted.
10. The secretary must give each management committee member at least 14 days notice of a special meeting of the committee.
11. A notice of a special meeting must state –
  - a. the day, time and place of the meeting; and
  - b. the business to be conducted at the meeting.
12. The president or, if there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the vice-president is to preside as chairperson at the meeting.

13. If the president and the vice-president are absent from a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.
14. If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called on the request of committee members, the meeting lapses.
15. If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called other than on the request of committee members, the meeting is to be adjourned to –
  - a. the same day, time and place in the next week; or
  - b. a day, time and place decided by the committee.
16. If, at the adjourned meeting mentioned in subsection (15), a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

## **18. DELEGATION OF MANAGEMENT COMMITTEE POWERS**

1. The management committee may delegate the whole or part of its powers to a subcommittee consisting of the association members considered appropriate by the committee.
2. A subcommittee may only exercise delegated powers in the way the management committee decides.
3. A subcommittee may elect a chairperson of its meetings.
4. If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
5. A subcommittee may meet and adjourn as it considers appropriate.
6. A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

## **19. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS**

1. An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
2. Subsection (1) applies even if the act was performed when-
  - a. there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
  - b. a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

## **20. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING**

1. A written resolution signed by each member of the management committee for the time being entitled to receive notice of a committee meeting is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
2. A resolution mentioned in subsection (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

## **21. ANNUAL GENERAL MEETINGS**

1. An annual general meeting must be held –
  - a. at least once each year; and
  - b. within 6 months after the end of the association's previous financial year.

## **22. BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING**

1. The following business must be conducted at each annual general meeting –
  - a. receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the association for the last financial year;<sup>9</sup>
  - b. receiving the auditor's report on the financial affairs of the association for the last financial year;
  - c. presenting the audited statement to the meeting for adoption;
  - d. electing members of the management committee;
  - e. appointing an auditor.

## **23. SPECIAL GENERAL MEETING**

1. The secretary may only call a special general meeting by giving each member notice of the meeting within 14 days after –
  - a. being directed to call the meeting by the management committee; or
  - b. being given a written request signed by –
    - (i) at least 33% of the members of the association presently on the management committee; or

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<sup>9</sup> This statement is required to be prepared under the Associations Incorporation Act 1981, section 59 (Audit and statement).

- (ii) at least the number of ordinary members of the association equal to double the number of members of the association presently on the management committee plus 1; or
  - c. being given a written notice of an intention to appeal against the decision of the management committee –
    - (i) to reject an application for membership; or
    - (ii) to terminate a person's membership.
- 2. A request mentioned in subsection (1) (b) must state-
  - a. why the special general meeting is being called; and
  - b. the business to be conducted at the meeting.

## **24. NOTICE OF GENERAL MEETING**

- 1. The secretary may call a general meeting of the association.
- 2. The secretary must give at least 14 days notice of the meeting to each association member.
- 3. The management committee may decide the way in which the notice must be given.
- 4. However, notice of the following meetings must be given in writing –
  - a. a meeting called to hear and decide the appeal of a member against the rejection or termination of the member's membership by the management committee; or
  - b. a meeting called to hear and decide a proposed special resolution of the association.
- 5. A notice of a general meeting must state the business to be conducted at the meeting.

## **25. QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING**

- 1. Subject to subsection (5), at a general meeting the number of members equal to double the number of members of the association presently on the management committee plus 1 form a quorum.
- 2. No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.
- 3. If a quorum is not present within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- 4. If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association, the meeting is to be adjourned to -

- a. the same day, time and place in the next week; or
  - b. a day, time and place decided by the management committee.
- 5. If at an adjourned meeting, a quorum under subsection (1) is not present within 30 minutes after the time fixed for the meeting, the member's present form a quorum.
- 6. The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 7. If a meeting is adjourned under subsection (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 8. The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- 9. If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.
- 10. In this rule - "**member**" includes a person attending as a proxy or representing a corporation that is a member.

## **28. PROCEDURE AT GENERAL MEETING**

- 1. Subject to these rules, at each general meeting –
  - a. the president or, if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the vice-president is to preside as chairperson; and
  - b. if the vice-president is absent or unwilling to act as chairperson, the members present must elect 1 of their number to be chairperson of the meeting; and
  - c. the chairperson must conduct the meeting in a proper and orderly way; and
  - d. each question, matter or resolution must be decided by a majority of votes of the members present; and
  - e. each member present and entitled to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote; and
  - f. a member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting; and
  - g. voting may be by a show of hands or a division of members, unless at least 20% of the members present demand a secret ballot; and
  - h. if a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides; and



- i. the result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held; and
  - j. a member may vote in person:
    - c. on a show of hands, each person present who is a member has 1 vote; and
    - d. in a secret ballot, each member present in person has 1 vote; and
  - k. demanding a secret ballot; and
  - l. the secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting and general meeting are entered in a minute book; and
  - m. the secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any financial member who previously applies to the secretary for the inspection.
2. To ensure the accuracy of the minutes recorded under subsection (1) (m):
- a. the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy; and
  - b. the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
  - c. the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.

## **27. BY-LAWS**

- 1. The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.
- 2. A by-law may be set aside by a vote of members at a general meeting of the association.

## **28. ALTERATION OF RULES**

- 1. Subject to the *Associations Incorporation Act 1981*, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- 2. However an amendment, repeal or addition is valid only if it is registered by the chief executive.

## **29. COMMON SEAL**

- 1. The management committee must ensure the association has a common seal.
- 2. The common seal must be-

- a. kept securely by the management committee; and
  - b. used only under the authority of the management committee.
- 3. Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by –
  - a. the secretary; or
  - b. another member of the management committee; or
  - c. someone appointed by the management committee.

### 30. FUNDS AND ACCOUNTS

- 1. The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.
- 2. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- 3. All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 4. All amounts of ~~\$100~~ \$500 or more must be paid by cheque *or Electronic Funds Transfer and must be authorised by or* signed by any 2 of the following –
  - a. the president;
  - b. the secretary;
  - c. the treasurer;
  - d. another member authorised by the management committee for the purpose.
- 5. Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed “not negotiable”.
- 6. A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- 7. All expenditure must be approved or ratified at a management committee meeting.
- 8. The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared –
  - a. the income and expenditure for the financial year just ended;
  - b. the association’s assets and liabilities at the close of the year;

- c. the mortgages, charges and securities affecting the property of the association at the close of the year.
- 9. The auditor must examine the statement prepared under subsection (8) and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- 10. The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

### **31. DOCUMENTS**

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

### **32. FINANCIAL YEAR**

The financial year of the association closes on ~~31 December~~ 31<sup>st</sup> August in each year.

### **33. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY**

- (1) This section applies if the association-
  - (a) is wound-up under part 10 of the Act;<sup>10</sup> and
  - (b) it has surplus assets.
- (2) The surplus assets must not be distributed among the association members.
- (3) The surplus assets must be given to another entity –
  - (a) having objects similar to the association's objects; and
  - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this section – "**surplus assets**" has the meaning given by section 92(3)<sup>11</sup> of the Act.

### **34. CLUB PATRON**

The Club Patron ~~shall~~ can be appointed at the Annual General Meeting of the association.

### ~~35. LIFE MEMBERSHIP~~

~~(1) The Management Committee shall have the power to nominate at the Annual General Meeting any association member for Life Membership, provided that this member has had at least 5 years continuous service with the association, and has rendered special service during that period.~~

~~3. The association members, at the Annual General Meeting, shall have the power to accept or reject such a nomination~~

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10 Part 10 (Winding-up) of the Act

11 Section 92 (Distribution of surplus assets) of the Act.