

SAWTELL CROQUET CLUB

CONSTITUTION

03 JULY 2017



Part 1.

The name of the Incorporated Association shall be SAWTELL CROQUET CLUB INC.
(The Association)

Part 2. OBJECTS

The objects, for which the Association is established, are:

- 1) To promote and foster the game of croquet in all its forms.
- 2) To provide and improve facilities necessary for that purpose.
- 3) To promote the game of Croquet to persons regardless of sex, age, or ethnic background.
- 4) To be recognised as an integral part of the Community, Sporting, Social, and recreational environment.

Part 3. MEMBERSHIP

1. Membership Qualifications.

A person is qualified to be a member of the association if, but only if:

- a) the person is a person referred to in section 15(1), (a), (b) or (c) of the Act and has not ceased to be a member of the Association at any time after incorporation of the Association under the Act or
- b) the person is a natural person:
 - (i) who has been nominated for membership of the association as provided by rule 3, and
 - (ii) who has been approved for membership of the association by the Committee of the association.
- c) Life Members are exempt from Club or Affiliation fees which will be paid by the Club, but must pay the usual game fees. Life Members may enjoy the privileges of the Club, including voting, and may hold office in any capacity for a period of not more than three (3) consecutive years.
- d) Temporary membership may be granted by the Executive for visiting members from other clubs.

2. Nomination for Membership

- 1) A nomination of a person for membership of the association:
 - a) must be made by a member of the association in writing in the form set out in Appendix 1 to these rules, and
 - b) Must be lodged with the secretary of the association.
- 2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- 3) As soon as practicable after the committee makes that determination, the secretary must.
 - a) Notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable), and

- b) If the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under these rules by a member, as entrance fee and annual subscription.
- 4) The secretary must, on payment by the nominee of amounts referred to in clause (3) (b) within the period referred to in that provision, enter the nominee's name in the register of members, and on the name being so entered, the nominee becomes a member of the association.

3. Cessation of Membership.

A person ceases to be a member of the association if the person:

- a) Dies, or
- b) Resigns membership, or
- c) Is expelled from the association, or
- d) Does not pay their annual subscription either;
 - 1) By stated choice or
 - 2) By default of its due date.
- e) Is convicted of an indictable offence.

4. Membership Entitlements not Transferable.

A right, privilege or obligation which a person has by reason of being a member of the association:

- a) Is not capable of being transferred or transmitted to another person, and
- b) Terminates on cessation of the person's membership.

5. Resignation of Membership

A member of the association is not entitled to resign that membership except in accordance with this rule -

1. A member of the association who has paid all amounts payable by the member to the association in respect of the member's membership may resign from membership of the association by first giving to the secretary written notice of at least a month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
2. If a member of the association ceases to be a member under clause (3), and in every other case where a member ceases to hold membership (as in Part 3.3 (d) above), the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member, as in Part 3.3 (d) above.

6. Register of Members

1. The public officer of the association or the secretary must establish and maintain a register of members of the association specifying the name and address of each person who is a member of the association together with the date on which the person became a member.

2. The register of members must be kept in the hands of the secretary and must be open for inspection, free of charge, by any member of the association at any reasonable hour.
3. A member of the association may obtain a copy of any part of the register on payment of a fee. The amount is determined by the committee.

7. Fees and Subscriptions

1. A member of the association must pay to the association an annual fee, or proportionate part thereof for new members who may join mid-term, or, if some other amount is determined by the committee, that other amount.
 - a) Except as provided by paragraph (b), before 31st May in each calendar year, or
 - b) if the member becomes a member on or after 31st May in any calendar year – on becoming a member before 31st May in each succeeding calendar year.
 - c) The annual Subscription and green fees must be reviewed at the last General Meeting prior to the 30th, June each year.
 - d) All members, whether playing or non-playing, must be financial members and must be affiliated with Croquet New South Wales, such affiliation fee included in 7 (1) above.

8. Members Liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by rule 7.

9. Resolution of Internal Disputes.

- 1) Unresolved disputes between members (in their capacity as members) of the association, and disputes between members and the association, are to be referred to either a Community Justice Centre (Community Justice Centre Act 1983) or a mediation to be agreed between both parties.
- 2) The parties must, at least 7 days before a mediation session is to commence, exchange statements of the issues that are in dispute between them and supply copies to the mediator.

10 Disciplining of Members.

- 1) A complaint may be made to the committee by any person that a member of the association;
 - a) Has persistently refused or neglected to comply with a provision or provisions of these rules. Or Club by-Laws.
 - b) Has persistently and willfully acted in a manner prejudicial to the interests of the association.
 - c) Is alleged to or have committed an act of harassment of any kind, or willful damage to association property.
- 2) On receiving such a complaint, the committee:

- a) Must cause notice of the complaint to be served on the member concerned, and
 - b) Must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - c) Must take into consideration any submissions made by the member in connection with the complaint.
- 3) The committee may, by resolution, expel or suspend the member from the membership of the Association if after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- 4) If the committee expels or suspends a member, the secretary must, within 7 days after the action taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action, and of the member's right of appeal under rule 11.
- 5) The expulsion or suspension does not take effect:
- a) Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - b) If within that period the member exercises the right of appeal, unless and until the association confirms the resolution under rule 11 (5). Whichever is the later.

11. Right of Appeal of Disciplined Member.

- 1) A member may appeal to the association in general meeting against a resolution of the committee under rule 10, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- 3) On receipt of a notice from a member under clause 1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- 4) At a general meeting of the association convened under clause 3):
 - a) No business other than the question of the appeal is to be transacted and
 - b) The committee and the member must be given the opportunity to state their respective cases orally or in writing, or both and,
 - c) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 5) If at the general meeting the association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART 4. THE COMMITTEE

12. Powers of the committee.

- 1) The committee is to be called the committee of management of the association and, subject to the Act, the Regulation and these rules and to any resolution passed by the association in general meeting:
 - a) Is to control and manage the affairs of the association, and
 - b) May exercise all such functions as may be exercised by the association, other than those functions that are required by these rules to be exercised by a general meeting of members of the association, and
 - c) Has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

13. Composition and Membership of Committee

- 1) The committee is to consist of:
 - a) The office-bearers of the association, and
 - b) And at least three ordinary committee members, each of whom is to be elected at the annual general meeting of the association under clause 14.
- 2) The total number of committee members is to be what is required to properly run the association, but consists of at least three as required by the associations incorporation act.
- 3) The Executive Office Bearers of the association are as follows:
 - a) The President
 - b) The Senior Vice-President,
 - c) The Secretary,
 - d) The Treasurer.
- 4) Each member of the committee is, subject to these rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election. (In accord with 14.7)
- 5) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

A committee member may hold up to two offices (other than both the president and vice-president offices).

14. Election of Committee Members

- 1) Nominations of candidates for election as office-bearers of the association or as ordinary members of the committee:
 - a) Must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - b) Must be delivered to the secretary of the association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.

- 2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- 3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- 4) If the number of nominations received equal to the number of vacancies to be filled, the persons nominated are taken to be filled.
- 5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- 6) The ballot for the election of office-bearers is to be conducted by secret ballot at the A.G.M.
- 7) Elected officers may not hold the same position for more than three (3) consecutive years.

15. Secretary

- 1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- 2) It is the duty of the secretary to keep minutes of:
 - a) All appointments of office-bearers and members of the committee,
 - b) The names of members of the committee present at a committee meeting or a general meeting, and
 - c) All proceedings at committee meetings and general meetings.
- 3) Minutes of proceedings at a meeting must be signed by the chairperson of the next succeeding meeting.

16. Treasurer

It is the duty of the treasurer of the association to ensure:

- a) That all money due to the association is collected and received and that all Payments authorized by the association are made, and
- b) That correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.
- c) that a fully reconciled Balance Sheet for the Financial Year be presented at the following annual general meeting, and verified as a true and correct record by both the president and the treasurer.
- d) All relevant documents shall be kept available for general member scrutiny.

17. Casual Vacancies.

For the purpose of these rules, a casual vacancy in the office of a member of the Committee occurs if the member:

- a. dies, or
- b. ceases to be a member of the association, or
- c. becomes insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
- d. resigns office by notice in writing given to the secretary, or
- e. is removed from office under rule 18, or

- f. becomes a mentally incapacitated person, or
- g. Is absent without consent of the committee from all meetings of the committee held during a period of 6 months.

18. Removal of Committee Member

- 1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- 2) If a member of the committee, to whom a proposed resolution referred to in clause 1) relates, makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representation be notified to the members of the association, the secretary or president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be readout at the meeting at which the resolution is considered.

19. Committee Meetings and Quorum

- 1) The committee must meet at least 3 times in each period of 12 months at such place and time as the committee may determine.
- 2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- 3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- 4) Notice of the meeting given under clause 3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- 5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- 6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the place and at the same hour of the same day in the following week.
- 7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- 8) At a meeting of the committee:
 - a) The president or, in the president's absence, the vice-president is to preside, or
 - b) If the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

20. Delegation by Committee to Sub-Committee

- 1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such functions of the committee as are specified in the instrument other than;
 - a) This power of delegation, and
 - b) A function which is a duty imposed on the committee by the Act or by any other law.
- 2) A function the exercise of which has been delegated to sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- 4) Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- 5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.
- 6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- 7) A sub-committee may meet and adjourn as it thinks proper.

21. Voting and decisions of the Committee

- 1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- 2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 3) Subject to rule 19 5), the committee may act despite any vacancy on the committee.
- 4) Any act or thing done or suffered, or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

PART 5

GENERAL MEETINGS

22. Annual General Meeting- Holding of:

- 1) With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the association, convene an annual general meeting of its members.
- 2) The association must hold its first annual general meeting:

- a. Within the period of 18 months after its incorporation under the Act and
- b. Within the period of 6 months after the expiration of the first financial year of the association.
- 3) Clauses 1) and 2) have effect subject to any extension or permission granted by the Director-General under section 26 3) of the Act.

23. Annual General Meetings-Calling of Business at:

- 1) The annual general meeting of the association is, subject to the Act and to rule 22, to be convened on such a date and at such place and time as the committee think fit and as soon as practicable after the 30th. June. Also, notice of meeting to be posted, at least 28 days prior.
- 2) In addition to any other business which may be transacted at any annual general meeting, the business of any annual general meeting is to include the following:
 - a. To confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting.
 - b. To receive from the committee reports on the activities of the association during the last preceding financial year.
 - c. To elect the Executive & ordinary committee members of the association by secret ballot.
 - d. To receive and consider the financial statement which is required to be submitted .
- 3) An annual general meeting must be specified as such in the notice convening it.
- 4) Notices of motion for amendment to this Constitution shall be submitted in writing to the secretary not less than 28 days prior to the AGM and posted on the notice board not less than 14 days prior to the AGM. Notices of motion shall have a mover and seconded and should include an explanation of intent.
- 5
 - (i) Honorary Life Membership of the association may be conferred on any member on the recommendation of the Executive and confirmed by three-quarters (3/4) majority of those present and eligible to vote at the Annual General Meeting. Voting shall be by secret ballot.
 - (ii) To be eligible for nomination, member must have twelve (12) years continuous affiliation, have served on the Executive or another committee and have given outstanding service to the association.
 - (iii) An Honorary Life Member shall not pay an affiliation fee but shall be entitled to all the privileges of membership of the association.

24. Special General meeting – calling of:

- 1) The committee may, whenever it thinks fit, convene a special general meeting of association.
- 2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special meeting of the association.
- 3) A requisition of members for a special general meeting:
 - a. Must state the purpose of purposes of the meeting, and
 - b. Must be signed by the members making the requisition, and
 - c. Must be lodged with the secretary, and

- d. May consist of several documents in a similar form, each signed by one or more to the members making the requisition.
- 4) If the committee fails to convene a special general meeting to be held within 1 month after date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date
- 5) A special general meeting convened by a member or members as referred to in clause 4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is entitled to be reimbursed by the association for any expense so incurred.

25. Notice of General Meeting.

- 1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under clause 1), the intention to propose the resolution as a special resolution.
- 3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 23 2).
- 4) A member desiring to bring any business or complaint before a general meeting may give notice in writing of that business to the secretary 7 days prior to the meeting, who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.
- 5) General meetings shall be held on the day defined in the By Laws.

26. Quorums for General Meetings

- 1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 2) 7 financial members shall constitute a quorum for the transaction of the business of a general meeting.
- 3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting.
 - a. If convened on the requisition of members, is to be dissolved, and
 - b. In any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the same time of the adjournment by the person presiding at the meeting or communicated by

written notice to members given before the day to which the meeting is adjourned) at the same place.

If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

27. Emergency Executive Meeting

This may be called by the Executive, without notice, to deal with any matter requiring a decision. All deliberations to remain confidential until presented to the next general meeting.

28. Presiding Member

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

29. Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting is not required to be given.

30. Making of Decisions

- (1) A question at a general meeting of the association is to be determined by either:
 - a) a show of hands, or
 - b) if on the motion of the chairperson or if 5 or more members, present at the meeting, decide that the question should be determined by a written ballot – a written ballot.
- (2) If the question is to be determined by a show of hand, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

31. Special Resolutions

A resolution of the association is a special resolution:

- (a) if it is passed by a majority which comprises at least three-quarters of such members of the association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
- (b) where it is made to appear to the Director-General that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Director-General.

32. Voting

- 1) On any question arising at a general meeting of the association a member has one vote only.
- 2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- 3) In case of an equality of votes on a question at a general meeting, the chairman of the meeting is entitled to exercise a second or casting vote.
- 4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid.

33. Appointment of proxies.

- 1) Each member is to be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 2) The notice appointing the proxy is to be on the form set out in Appendix 2 to these rules.

34. Postal Ballots

- (1) The association may hold a postal ballot to determine any issue or proposal (other than an appeal under clause 11) .
- (2) A postal vote is to be conducted in accordance with schedule 3 to the regulation.

PART 5

MISCELLANEOUS

35. Insurance

The association may effect and maintain insurance.

36 Fund-source

- 1) The funds of the association are to be derived from entrance fees and annual subscription of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- 2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- 3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

37. Funds-management

- 1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of association in such manner as the committee determines.
- 2 All cheques, drafts, bills of exchange promissory notes and other negotiable instruments must be signed by 2 members of the committee or employees of the association, being members or employees authorized to do so by the committee.

38. Alteration of objects and rules.

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the association.

39. Common seal.

- 1) The common seal of the association must be kept in the custody of the public officer.
- 2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

40. Custody of books.

Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

41. Inspection of books

The records, books and other documents of the association must be open to Inspection, free of charge, by a member of the association at any reasonable hour.

42. Service of notices

- 1) For the purpose of these rules, a notice may be served on or given to a person:
 - a. by delivering it to the person personally , or
 - b. by sending it pre-paid post to the address of the person, or
 - c. by sending it by facsimile transmission or some other form of electronic transmission, to the address specified by the person for giving or serving the notice.
- 2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:

- a. in the case of a notice given or served personally, on the date on which it is received by the addressee, and
- b. in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of the post, and
- c. in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

43. Financial year

The financial year of the association is:

- (a) the period of time commencing on the date of incorporation of the association and ending the following 30th June, and
- (b) each period of twelve months after the expiration of the previous financial year of the association, commencing on 1st July and ending on the following 30th June.

BY LAWS OF SAWTELL CROQUET CLUB INC

GENERAL

General meetings to be held on the first (1st) Monday of every second month.;

1. COMMITTEE:

Include up to three ordinary members one of whom is to be the Club Captain.

Executive to appoint:

1. Club Delegate to Croquet NSW.
2. Club Delegate to Coffs Sports Association Council.
3. Association Vice Captain.
4. Golf Vice Captain.
5. Public Officer.
6. Grounds Committee.
7. Housekeeper.
8. Publicity Officer.
9. Committee Reps on each fun day organizing group.

2. COLOURS

The Club colours shall be red and white,

3. UNIFORMS

The uniform to be worn shall be:

White slacks, shorts, socks, and flat soled shoes preferably enclosed.

Shirts be either red, white or a combination of these as agreed by club members.

Red or white jacket or top.

White hat with white club band or badge.

Unless otherwise stated, Club uniform will be worn at all Club, Inter-club, or State, Interstate, National and Official events. On Fun days, practice time social occasions and special days the Dress Code may be relaxed and casual attire may be worn.

The Captain has control of uniform attire and may direct or correct members in matters of dress.

4. GREEN FEES:

Players shall pay a daily Green Fee as set by the Executive. Visitors shall also pay a daily Green Fee of not less than Club members. Students pay half normal Club Members fees. All fees are subject to review bi-annually.

5. DUTIES OF OFFICERS: (elected and appointed.)

In accordance with 14.7 of the constitution elected positions may not be held for more than three consecutive years.

PRESIDENT The President shall preside at all General Meetings of the Club. But in the event of his/her absence the Vice-President shall preside. If all they are absent, a member of the Executive or the immediate Past President shall preside. In the absence of the Officers, the meeting shall elect a chairperson. The President may be Ex-officio of all sub-committees. The President shall consult with the Executive on matters of policy and the smooth running of the Club and uphold the Constitution of the Club. The President shall support Officers of the Club and promote the motto of Unity and Harmony.

VICE PRESIDENT Shall stand in when President is absent. Be responsible for Risk Assessment recording.

SECRETARY The Secretary shall take full records of the Minutes and business transacted at the meeting, maintain Membership Records and present all correspondence. The Secretary shall place notice of the Annual General Meeting twenty eight (28) days prior to the meeting, and put on public display any Notices of Motion to be resolved. Place on the Notice board all Reports, notices and coming events, and consult with the Club Officers on policies and procedures. The Secretary may have control of Petty Cash. Amount to be set by the Committee. In the absence of a specific appointee the Secretary shall Act as Public Officer. The Secretary shall Post minutes of General Meetings within seven days.

TREASURER The Treasurer shall bank all monies and keep a properly detailed account of same and all monies paid out on the Club's behalf. This record shall be kept in a ledger.

The Treasurer shall prepare a Statement of Receipts and Expenditure for presentation to regular Meetings of the Club, properly detail and present same to the Annual General Meeting of the Club. The Treasurer shall pay all amounts by cheque as directed by the Meetings. Payment of over five hundred 500 dollars must have approval of the Executive.

CAPTAIN/VICE CAPTAINS The Captain shall form a committee (Captains Committee) with Vice-Captains from both Golf and Association sections to arrange all club Competitions and Championships and be responsible for lists of club awards, and with one of the executive for purchase of prizes and trophies. The Captains Committee members shall arrange all games and draws and shall be responsible for correct recording of results. They shall be responsible for determining play on the lawns and for the care and keeping of equipment including the flag.

The Captain shall be responsible for the appearance and conduct of players and for the control of the games and standard of games, and for a programme of courses to promote and improve the games of all members.

The Captains Committee shall manage all the affairs of the Handicap Committee in conjunction with the Coach, with the President being ex-officio.

MAINTENANCE COMMITTEE. The Maintenance committee shall be responsible for the proper maintenance, repair and construction of all club assets, that is buildings, fencing, courts, equipment, trees, gardens and landscaping. The Maintenance committee shall co-opt other members as required to assist.

HOUSEKEEPER. This is a supervisory role of persons in charge of:

- a) Rosters and cleaning.
- b) Purchasing of house provisions

PUBLICITY OFFICER

Publicity Officer shall promote the activities of the Club, publish results and seek opportunities to attract members to the Club, sponsorship and media support.

FUN DAY ORGANIZING GROUPS: must include a committee member as liaison; are responsible for organizing day's activities, costs, and catering.

May call on Committee/other members for support as required.

CLUB DAYS

It shall be at the discretion of the Committee whether certain days be set aside for play in divisions.

Coaching, when necessary may have the use of one lawn. Times of play to be at the discretion of the Committee, as seasonal conditions require a flexible programme. Competition play may require additional days and this is again at the discretion of the Captain and Vice-Captains.

BEGINNERS

All persons shall receive six 6 lessons at a cost, set by the committee, which shall be deducted from Club Fees upon membership application. Beginners may have free use of Club Mallets for ten 10 weeks, after which a fee per day will be charged.

MAINTENANCE WORK / WORKING BEES

The names of members and friends who attend the premises for these purposes be recorded in the Attendance Book in the Captain's table.

PRACTICE

The Executive shall encourage members to use the courts and equipment for practice purposes at all available times, provided these do not conflict with official playing sessions. There shall be no green fee payable. However players must record their names in the attendance register in the Captain's table.

LANDLORD

The President and Committee shall encourage and maintain cordial relationships with Coffs Harbour City Council and it's various representatives. In particular, the Management and Staff of Council Caravan Parks.

DOCUMENTS

The following Documents shall be kept permanently in the Secretarial Section in the Clubhouse and shall be available for perusal by any member at any time. They shall not be removed from the premises.

- Annual Accounts Reconciliations, Working Sheets and Balance Sheets
- New Member Nomination Forms
- Insurance Policy-Liability and Accident/Medical Benefits/and
- Specified Disablement Covers, including relevant correspondence.
- Workers Compensation (GIO) Policy and relevant correspondence.
- President's Annual Report.
- Lease Agreement.
- Clubs Constitution, with Model Rules of NSW Dept Fair Trade.
- Registration Documents NSW Dept. of Fair Trade
- Australian Tax Office ABN Registration No. 40352753223
- Recycled Water Agreement with Coffs Harbour City Council

KEYS

Keys to the Clubhouse shall be made available on request to the Housekeeper who shall keep a precise record of all key holders.

Keys may not be duplicated by any member. Keys may not be handed over or loaned to any other person. Keys must be returned in the event of termination of membership.

DOGS

Dogs shall not be permitted on the Club premises.

SMOKING

Smoking shall not be permitted on the Club premises.

ADVERTISING / PROMOTIONS / CHARITIES.

The following shall not be discussed, distributed or promoted on Club premises.

- Raffles for unrelated causes
- Pamphlets unless authorized by the Executive.
- Religious Material.
- Political Material
- Advertising Material
- Products of any kind.
- Petitions.
- Soliciting.
- Canvassing.
- Bartering.
- Investments.
- Sports, Social, Artistic, Recreational, or Professional events unless specifically authorized by the Executive.

USAGE OF CLUB PROPERTY

Usage of Club property shall be confined to registered members of the Association and visitors from other associations, and invited guests.

SUB-LETTING/HIRING

- a) Sub-letting for single, repeated or regular events shall require the approval of the Executive following which the written consent of the Landlord is essential under clause 4 of the Lease agreement. Such action must be noted and recorded in the minutes of the next General Meeting.
- b) The criteria for acceptable Sub-letting shall be:
 - Usage during non-playing hours.
 - Strict supervision of key holders.
 - Low exposure to damage of property.
 - Regularity, Reliability and Responsibility.
 - Payment of day of usage.
 - Preference for sedentary occupations, such as committee meetings, Chess clubs, Mah Jong Clubs, Sewing Classes etc.
- c) Public Liability Insurance cover for \$10m will be an essential requirement to be confirmed by the presentation of a Certificate of Currency.

APPLICATION FOR MEMBERSHIP OF SAWTELL CROQUET CLUB INC

I.....
(full name of applicant)

of.....Post Code.....
(address)

Ph no.....Mobile.....Occupation.....

Email address.....

Emergency Contact(name).....

Address.....Ph no.....

Hereby apply to become a member of the above mentioned incorporated club. In the event of my admission as a member, I agree to be bound by the rules and the By Laws in force at this time.

Signature of applicant.....Date.....

I,.....a member of the Sawtell Croquet Club nominate the applicant, who is personally known to me, for membership of the club.

Signature. Proposed by.....Date.....

Seconded by - I,..... a member of the Sawtell Croquet Club nominate the applicant, who is personally known to me, for membership of the club.

Second
.....Date.....

RETURN COMPLETED FORM TO SECRETARY.

PROXY VOTING FORM

I (full name printed) _____

Nominate _____
to present a proxy vote on my behalf for the Executive elections at the Annual General Meeting of
the Sawtell Croquet Club to be held on ____/____/20____.

Signed _____ Date _____

1. Position _____ Vote _____

2. Position _____ Vote _____

3. Position _____ Vote _____

4. Position _____ Vote _____

5. Position _____ Vote _____

6. Position _____ Vote _____

7. Position _____ Vote _____

SAWTELL CROQUET CLUB

NOMINATION FORM FOR EXECUTIVE

Appendix 3

I _____
(please print name.)

Accept Nomination for the position of _____

Signed _____ **Date** _____

Nominated by _____
(please print name.)

Signed _____ **Date** _____

Seconded by _____
(please print name.)

Signed _____ **Date** _____

Return to Club Secretary 7 days prior to the Annual General Meeting .

