Constitution as of November 2009
(Updated 25 February 2021 with By Law Changes as of 26 June 2025)

CONSTITUTION RULES and BY-LAWS of the TEWANTIN-NOOSA R.S.L. & CITIZENS MEMORIAL CLUB

NAME

1. The name of the incorporated association shall be 'TEWANTIN-NOOSA R.S.L. & CITIZENS MEMORIAL CLUB INCORPORATED" (in these Rules called "the Association").

OBJECTS

2. The objects of the Association are :

   (a) To provide a Clubhouse and maintain facilities and amenities for the enjoyment and comfort of its members, guests and eligible visitors.

   (b) To perpetuate the memory of those who have served or shall hereafter serve in the armed forces of Australia and/or its Allies;

   (c) To support the objects and ideals of the Returned and Services League of Australia consistent with this Constitution and Rules.

POWERS

3. The Association shall have the powers of an individual.

DEFINITIONS

4. In these Rules, the following words shall have meanings assigned to them as follows:

   Association: The TEWANTIN-NOOSA R.S.L. & CITIZENS MEMORIAL CLUB INCORPORATED.

   Club: The Association's Clubhouse including its precincts and premises and/or its physical body of members.

   Vice Chairman: The Vice Chairman of the Association for the time being duly elected at an Annual General Meeting.

   Honorary Treasurer : The Treasurer of the Association for the time being duly appointed by the Board from Directors who were elected at an Annual General Meeting.

   Secretary of the Association : The Secretary of the Association, hereinafter referred to as "the Secretary", for the time being duly appointed by the Board from Directors who were elected at an Annual General Meeting.

   Chief Executive Officer: Chief Executive Officer of the Association for the time being duly appointed by the Board.

   Armed Forces: That branch of the Navy, Army or Air Force or other defence forces of the Commonwealth of Australia.

   Ex-service Personnel: A discharged member of the Navy, Army or Air Force or any other armed force of the Commonwealth of Australia or of the United Kingdom or any other part of the British Commonwealth of Nations or of any ally of the Commonwealth of Australia.

   Citizen: A person of good character and reputation and over the age of 18 years, whose aims are compatible with the objects of the Association.

Constitution and Rules: Means this Constitution and these Rules as amended from time to time.

Annual General Meeting: Means the Annual General Meeting held each year as required by the Constitution and Rules.

Special General Meeting: Means a Special General Meeting which may be called in accordance with the Constitution and Rules.

Board of Directors : Means the Board of Directors from time to time constituted as provided for in the Constitution and Rules. Such Board of Directors is hereafter referred to as "the Board". The Board is to be the Management Committee as defined in the Associations Incorporation Act of 1981 as amended. The functions of the Board conform strictly with the requirements of this section of the Act and with this Constitution.

The Executive : Means the Chairman, the Vice-Chairman, the Secretary and Treasurer of the Association.

Noticeboard: Means the Noticeboard or Noticeboards to be provided within the Club premises on which notices or information for Members is or are posted.

By-Laws: Means any advice, direction or instruction promulgated by the Board under the provisions of this Constitution or these Rules for the governance of Members or others.

Members: Means a person or a Corporation who has been accepted as such by the Board, in accordance with this Constitution, and who has paid to the Association all nomination fees, subscriptions, and other fees.

Paid Employee: Any person employed by the Association with the exception of a person in receipt of a Disability or Aged Pension or elected or appointed to the position of Chairman, Vice Chairman, Secretary, Treasurer or Director.

R.S.L: Means the Returned and Services League of Australia Limited.

Financial Year: Shall mean the period from and including 1st July to and including the 30th June in the year following.

Returning Officer: A Returning Officer is an adult appointed by the Board to assist in elections of officers and directors at General Meetings.

Words implying singular number only include the plural number and vice versa, words implying masculine gender only, include feminine gender and vice versa.

PROPERTY AND INCOME

5. The whole of the real and/or personal property of whatsoever nature and kind from time to time belonging to the Association shall be vested in and under the control of the Association upon trust for the Members, save Honorary Members.

MEMBERSHIP

6. Membership of the Association shall consist of -

(a) **(1) CORPORATE MEMBERSHIP** – any Body Corporate may, at the Board's discretion, be accepted as a Member of the Association on the following additional conditions :-

(i) The Body Corporate shall nominate a citizen eligible to become a Member to represent and to exercise its rights and privileges as a Member (herein called "The Syndic").

(ii) Its membership shall be forfeited on the occurrence of any of the following events :-
   a. Any application for the winding up of the Corporation being made.
   b. The appointment of a Receiver of the Corporation taking place.
   c. The occurrence of any event mentioned in 8(b) of this Constitution involving the corporate member or its Syndic.

(iii) The corporate member shall not be eligible to become a member of the Board.

(2) RSL MEMBERS – any citizens showing qualifications for membership to a Returned and Services League of Australia, Sub-Branch.

(3) RSL ASSOCIATE MEMBERS – any citizen showing membership to an organisation recognised to be in support of Paragraph 2 (c) of the Constitution and Rules.

(4) STAFF MEMBERSHIP – all persons in the employment of the Club are only eligible for Club Staff Membership. This class of member is not afforded a vote in any General Meeting and is not eligible to enter or participate in any promotion within the Club.

(5) Such classes of membership consistent with Constitution Rule 2(c).

(a) **(2) MEMBERS –** any citizen as defined is eligible to become a member of the Association upon compliance with the rules set out for membership acceptance by the Board and payment of the appropriate fees. No staff member shall become a member of the Asssociation without the approval of the Board.

(b) **LIFE MEMBERS** – any Member who has rendered outstanding and valuable service to the Association may, at any Annual or Special General Meeting of the Association, be elected a Life Member. Provided however, no person may be elected a Life Member except on the recommendations of a member and approval of the Board, which shall not be capriciously withheld and no more than two Life Members shall be elected in any financial year. Such Members shall, following election, be exempt from the payment of any further annual subscriptions, levies and the like and shall rank in all respects equally with other Members.

(c) **LONG TERM MEMBERS** - any Member shall be entitled upon payment of a sum, as decided by the Board from time to time, to become a member of the Association for a period of five years or ten years.

(d) **LIFE SUBSCRIBING MEMBERSHIP** – any Member shall be entitled upon payment of a sum, as decided by the Board, to become a Life Subscribing Member. Such payments will be in lieu of any future annual subscription.

(e) **HONORARY MEMBERSHIP** - Any person over the age of 18 years who is not a resident in the district may at the discretion of a member of the Executive be granted Honorary membership of the Association for a period not exceeding thirty trading days in any one financial year.

The Board may revoke such Honorary Membership at any time without assigning any reason therefore.

During the period of Honorary Membership each Honorary Member shall be entitled to all of the privileges of membership provided that he shall have no vote at any meetings, shall take no part in the administration of the Association, and may not introduce or propose new Members. Subject to the Board's discretion, such membership may incur a fee. Further it shall be competent for the Board by Ordinary Resolution to empower the Chief Executive Officer to grant Honorary Membership as defined in this Rule.

(f) No person shall be admitted to membership if he is a member of any organization declared by the R.S.L. of Australia to be disloyal or subversive to Australia and its Laws. If already a member, his membership shall be forfeited. Any such member shall have the right to appeal against non-admittance or forfeiture as set out in Rule 10.

(g) Upon payment of his annual subscription every Member shall receive a membership swipe card issued by the Chief Executive Officer and may be required to produce it by any person, so authorised by the Board. Long Term Members, Life Members, current Life Subscribers and Corporate Members shall receive an updated card annually showing their membership status. Honorary Members shall receive an honorary membership card that will state the period of Honorary Membership.

(h) Every application for membership shall be made on the form from time to time prescribed by the Board and be signed by the applicant and his proposer and seconder. Should any incorrect information appear on the Application Form the form may be disallowed and at the Board's discretion a further Application required.

(i) A running list of applications for Membership shall be displayed on the noticeboard for at least fourteen clear days before submission to the Board.

(j) Particulars of all proposals for membership of the Association (other than honorary membership) shall be entered, in the order in which such proposals are received by the Chief Executive Officer of the Association, in the Proposed Members' Register to be kept by the Chief Executive Officer setting forth the full name and address of the person proposed and the date of the receipt by the Chief Executive Officer of the proposal. Every proposal shall, subject to these Rules, be dealt with and determined in the order of priority in which it is so recorded.

(k) All proposals for membership (other than honorary membership of the Association) shall be determined by the Board. A record shall be kept by the Chief Executive Officer of the time and date of the holding of every Board meeting at which every person proposed as a Member is considered and of the names of the persons so proposed and whether they are accepted as Members or not.

(l) In the event of an applicant being refused membership, no explanation of rejection will be made except at an appointment with the Board for hearing of an appeal under Rule 10.

(m) After the Board has accepted or rejected any applicant for membership the Chief Executive Officer shall notify the applicant of the decision of the Board as soon as practicable.

(n) The Board shall have the right to grant reciprocal rights to members of other clubs.

MEMBERSHIP FEES, ENTRANCE FEES, ANNUAL SUBSCRIPTIONS AND LEVIES

7. (a) Prior to the close of the current financial year the Board shall decide upon
   (i) The Application fees for each class of Member,
   (ii) The yearly subscription and life subscription for each class of Member

   (b) Application fees, if required, shall be paid by each Member before he is admitted to membership.

   (c) Yearly subscriptions shall be due and payable on the last day of December every year. If membership fees are not paid by this date members are ineligible to participate in the free membership activities.

   (d) If a Member fails to pay his yearly subscription by the last day of January in any year he shall be unfinancial and his membership may be terminated by the Board which shall have the right to extend the time for payment.

   (e) Levies shall be paid at the times and in the manner decided at the Annual General Meeting or Special General Meeting at which the levy was imposed.

   (f) Any person, whose membership has terminated for any reason, may be re-admitted to membership on such conditions as the Board at that time shall determine.

TERMINATION OF MEMBERSHIP

8. (a) A Member may resign from the Association at any time by giving notice in writing to the Secretary and/or Chief Executive Officer. Such resignation shall take effect at the time such notice is received by the Chief Executive Officer unless a later date is specified in the notice when it shall take effect on that later date.

   (b) If a Member
   (i) is convicted of an indictable offence during his membership; or
   (ii) fails to comply with any of the provisions of these Rules and By-Laws; or
   (iii) conducts himself in a manner considered by the Board to be injurious or prejudicial to the character or interests of the Association; or
   (iv) conducts himself in a manner considered by the Board to be in contravention of these Rules and By-Laws

   The Board may terminate his membership.

   The Member concerned shall be given notice of the case that he is called upon to meet and given a full and fair opportunity of presenting his case and if the Board resolves to terminate his membership, it shall instruct the Chief Executive Officer to advise the Member in writing accordingly. The provisions of Rule 10 shall apply.

   (c) Any person whose membership has terminated for any reason, may be re-admitted to membership on such conditions as the Board at that time shall determine consistent with these Rules and By-Laws.

SUSPENSION OR TERMINATION OF MEMBERSHIP

9. (a) If in the opinion of the Board any Member of the Association or guest whose conduct in the Club premises or precincts is such as to be derogatory or prejudicial to the character or interest of the Association, or the comfort of its Members, may be suspended by the Board at its discretion for such period as it may determine. No suspension shall become operative until the Board has made due enquiry into such conduct and until the Member has been given the opportunity to appear before the Board in his own defence. Notice of such right to appear before the Board shall be given in writing by the Chief Executive Officer, forwarded by certified mail to the Member's last known address, giving not less than seven days notice of the proposed enquiry by the Board. During any such period of enquiry or appeal, the Chairman or the Board may prohibit entry of the Member to the Club's premises.

(b) It shall be competent for the Board to terminate the Membership of any Member whose conduct after due investigation and notice as provided for in Rule 8(b) and 9(a) shall be found to be such as to render him unfit to continue Membership of the Association, or who shall be found to be in breach of any of the Rules set forth in 8(b).

(c) Any Member whose Membership is terminated shall be entitled to appeal in accordance with the appeal provisions set down in Rule 10.

(d) Any Member infringing in the Club or in the vicinity of its premises this Constitution or these Rules or By-Laws or whose conduct is derogatory or prejudicial to the Association, or its Members' interests, is liable to immediate removal from the Club by an employee of the Association or Director present at that time. Every such incident shall be reported in writing to the Chief Executive Officer by such employee or Director and reported to the Board within seven days.

APPEAL AGAINST REJECTION, SUSPENSION, OR TERMINATION OF MEMBERSHIP

10. (a) A person whose application for membership has been rejected or whose membership has been suspended or terminated may within fourteen days of receiving written notification thereof, lodge with the Chief Executive Officer written notice of his intention to appeal within twenty-eight days against the decision of the Board

(b) Upon receipt of notification of intention to appeal against a rejection, suspension or termination of membership, the Chairman and/or Secretary shall convene within twenty-eight days of the date of receipt by him of such notice, a Board Meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his case to the board. Any decision shall be by a simple majority vote of the Directors present at such meeting.

(c) Where a person whose membership application is rejected, does not appeal against the decision of the Board, the Chief Executive Officer shall refund the amount of any fee paid.

(d) Any Director adversely dealt with under Rule 14(b) and whose appeal to the Board is rejected shall have the right to appeal to a Special General Meeting of the Association by notice in writing given by him to the Chairman who shall convene a Special General Meeting under Rule 22 (a).

REGISTER OF MEMBERS

11. (a) The Board shall cause a Register of Members to be kept. The Register shall include the names and residential addresses of all persons admitted to membership of the Association and the date and type of Membership. It shall record particulars of deaths, resignations, suspensions, terminations and reinstatements of membership and any further details as the Board may require from time to time.

(b) The Register shall be open for inspection at all reasonable times to any member who previously applies to the Chief Executive Officer for such inspection.

(c) Membership swipe cards displaying Member's name, membership number and status and whether a Member of the Sub-Branch shall be issued to each Member on payment of annual fees or if an Honorary Member on 31 December each year.

(d) Such cards shall entitle the Member to whom they are issued to activate the computer kiosk associated with the Association's poker machines; give admission to swipe controlled doors; claim discounts and enter competitions.

(e) Membership cards shall not be transferable.

CONTROL AND MANAGEMENT OF THE ASSOCIATION

12. (a) The Management of the Club shall be vested in a Board of Directors comprising the Chairman, Vice Chairman, the Secretary of the Association, Treasurer and 5 Directors.

(b) The Chairman and Vice Chairman shall each be elected for a term of two years. Should both positions be vacant the Chairman and Vice Chairman shall be elected for 2 years and 1 year respectively. The Chairman and 4 Directors and the Vice Chairman and 3 Directors to be elected at alternate Annual General Meeting each for a term of 2 years.

(c) The Chairman to act as Chairman of all meetings at which he is present.

(d) A Treasurer shall be appointed by the Board from among their numbers.

(e) A Secretary of the Association shall be appointed by the Board from among their numbers

(f) <u>Executive</u>

The following shall be elected to the Executive by the members:-

Chairman
Vice Chairman

The following shall be appointed to the Executive from among their numbers:-

Secretary of the Association
Treasurer

These last two appointments shall be made at a Board Meeting within 28 days of the Annual General Meeting.

(g) No member or combination of Members shall commit any act in the name of the Association without the consent of the Board

(h) Powers of the Executive

The Executive shall act for and on behalf of the Board only in the usual day to day management of the Association and decide only upon matters of an extraordinary or urgent nature which in the opinion of the Executive, having considered all of the circumstances, must be attended to prior to the next Board Meeting. All dealings by the Executive must be submitted for approval and ratification by the Board of Directors at their next Board meeting.

ELECTION OF THE BOARD

13. The election of Officers and other Members of the Board shall take place in the following manner:

(a) Any two financial Members of the Association shall be at liberty to nominate any other Member to serve as an officer or other Member of the Board.

(b) The nomination, which shall be in writing and signed by the Member and his proposer and seconder, shall be lodged with the Secretary and/or Chief Executive Officer at least seven days before the Annual General Meeting at which the election is to take place.

(c) No paid employee of the Association shall be a member of the Board.

(d) A list of candidates' names, with the proposers' and seconders' names, shall be posted on the Club Noticeboard for at least seven days immediately preceding the Annual General Meeting. If there is only one candidate for any office that candidate shall be deemed to be elected at the Annual General Meeting.

(e) Lists shall be prepared (if necessary) containing the name of the candidates in alphabetical order, and each financial Member present at the Annual General Meeting shall be entitled to vote for all or any of the number of vacant positions.

(f) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

(g) Elections shall be conducted by secret ballot and the Returning Officer, appointed by the Board, will declare all results to the meeting.

(h) The ballot papers shall be sealed by the Returning Officer and destroyed in the absence of any Appeal after seven days.

(i) If any of the Chairman, Vice-Chairman or Directors vacate their position for any reason during their term of office a casual vacancy will occur to be dealt with by the Board under Rule 15 keeping in mind the names of those who stood for office at the last election.)

(j) Should an incumbent Director nominate for a different office during his term his current office becomes vacated and shall be filled at the Annual General Meeting.

RESIGNATION OR REMOVAL FROM THE BOARD

14. (a) Any Member of the Board may resign from membership of the Board at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

(b) Any Director whose conduct is considered by the Board to be covered by Rule 9 may be dealt with in the manner prescribed for all general members provided that should the Board determine by simple majority to suspend the Director concerned then his directorship shall be forfeited, and such Director shall have the right of appeal set forth under Rule 10.

(c) Any Director may be removed from office at a Special General Meeting of the Association if found to be guilty by the Board, by a simple majority, of a gross breach of any of the relevant Clauses in the Code of Conduct for the Board of Directors.

VACANCIES ON THE BOARD

15. (a) The Board shall have the power to appoint a member of the Association to fill a casual vacancy of the Chairman, Vice Chairman or Director as the case requires. Such appointment will only be effective until the next Annual General Meeting, at which time a new Chairman, Vice Chairman or Director shall be elected.

(b) The Board shall have legitimacy to act provided their numbers are not reduced below a quorum.

(c) Should the number of Directors fall below five the Board will call a Special General Meeting of the Association for the purpose of election of new Directors to bring the Board to the prescribed number for the balance of the term to the next Annual General Meeting.

FUNCTIONS OF THE BOARD

16. (a) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any General Meeting the Board:
    (i) shall have the general control and management of the administration of the affairs, property and funds of the Association, and
    (ii) shall have authority to interpret the meaning of these Rules and By-Laws and any matter relating to the Association on which these Rules and By-Laws are silent and a simple majority of the Board shall determine such interpretation which will then be binding on all Members.

(b) The Board may exercise all the powers of the Association:
    (i) to borrow or raise or secure the payment of money in such manner as the Members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future and to purchase, redeem or pay off any such securities;

(ii) to borrow money from Members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for similar transactions on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and

(iii) to invest money in such manner as the Members of the Board may from time to time determine.

(c) The Board, in addition to the other powers conferred by this Constitution and those consistent with responsible management, shall also have the following powers:

(i) To enter into Contracts on behalf of the Association. However, no Board Member shall be involved personally with any negotiations, debate or discussion on any issue in which he/she has any material and/or personal interest.

(ii) To expend the funds of the Association from time to time as may be necessary or expedient for carrying out the objects of the Association.

(iii) At all times and from time to time to determine the hours which the Association will open to Members, and to close any part of the Club's premises for such time as may be necessary to carry out cleaning, painting, repairs, alterations or for any other purpose and to issue directions to its employees as appropriate.

(iv) To set aside part of the Club's premises as and when decided for any special purpose by posting a notice of such decision on the Noticeboard.

(v) To display in the Club as deemed necessary notices listing the prices to be paid for beverages, games, cigarettes, meals, refreshments and other foods and amenities provided by the Association.

(vi) To appoint any delegate or delegates to represent the Association for any purpose and with such powers as it shall deem fit.

(vii) To apply such sums as the Board shall determine from time to time towards defraying expenses of official visitors.

(viii) To reimburse out-of-pocket expenses incurred by any Director of the Board or employee, in the course of his duties.

(ix) To make By-Laws, provided they not be inconsistent with this Constitution and Rules and with the provisions of the relevant Liquor Act, the Machine Gaming Act and any relevant State or Federal Acts.

(x) To establish rules of conduct for Members of the Association or those employed by, or associated with the Association.

THE BOARD

17. (a) The Board shall meet at least once a month for the dispatch of the business of the Association and adjourn and otherwise regulate its meetings as it deems fit.

(b) A Special Meeting of the Board shall be convened:

(i) by the Chairman;

(ii) by the Secretary on the requisition in writing signed by not less than four Members of the Board, which requisition shall clearly state the reasons why such Special Meeting is being convened and the nature of the business to be transacted thereat.

(c) Not less than 24 hours notice shall be given by the Chairman, Secretary or designate to Directors of any Special Meeting of the board. Such notice shall clearly state the nature of business to be discussed thereat. Provided however in an emergency a Special Meeting may be called on such lesser notice as the circumstances require.

(d) At every meeting of the Board five members shall constitute a quorum.

(e) All pecuniary interests must be declared. A Director shall not speak or vote in respect of any Contract or proposed Contract with the Association in which he is interested, or any matter arising thereout.

(f) The Chairman shall preside as Chairman at every meeting of the Board or if there is no Chairman, or if he is not present within ten minutes after the time appointed for the holding of the meeting or is unwilling to act, either Vice-Chairman shall be Chairman or if they are not present or are unwilling to act then the Members present shall elect one of their number to be Chairman of the Meeting.

(g) If within half an hour from the time appointed for the commencement of the Board Meeting a quorum is not present, the meeting, if convened upon the requisition of Directors on the Board, shall lapse. In any other case, it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Chairman may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

(h) Any Director on the Board who absents himself from three consecutive meetings of the Board without leave of absence from the Board will automatically relinquish his office.

(i) The minutes of the proceedings at each meeting shall be read and confirmed at the next meeting and when confirmed shall be conclusive evidence of business transacted at such meeting. Upon confirmation the Minutes shall be signed by the Chairman or his depute.

(j) All questions arising at any meeting of the Board shall be decided by a majority of votes of those (including the Chairman) present at the meeting provided that in the case of an appeal provisions contained in Rule 10(b) shall apply.

(k) In the case of equality of votes the Chairman shall have a casting as well as a deliberate vote.

((l) The Board may from time to time make, amend, suspend or repeal Standing Orders not inconsistent with this Constitution and these Rules for its internal management.

DELEGATION OF POWERS

18. (a) The Board may delegate any of its powers to a sub-committee consisting of such Members of the Association as the Board thinks fit. Any Sub-Committee so formed shall, in the execution of the powers so delegated, conform to any regulations that may be imposed on it by the Board. The Chairman shall ex-officio, be a Member of all Sub-Committees. No Sub-Committee shall, without the express approval of the Board, commit the Association in any way.

(b) A Sub-Committee may elect a Chairman of its meetings. If no such Chairman is elected, or at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the Members present may choose one of their number to be Chairman of the meeting.

(c) A Sub-Committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the Members present and, in the case of an equality of votes, the Sub-Committee Chairman has a casting as well as a deliberate vote.

19. All acts done by any meeting of the Board or of a Sub-Committee or by any person acting as a Member of the Board or Sub-Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such Member of the Board or Sub-Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Member of the Board or Sub-Committee.

20. The Executive shall meet as often as requirements demand. Notice of such meeting will be advised to each Executive member with not less than twenty-four hours notice.

ANNUAL OR GENERAL MEETING

21. (a) The Annual General Meeting shall be held after the 1st July and prior to the 31st December each year, the date to be decided by the Board.

(b) The business to be transacted at every Annual General Meeting shall be:

(i) To receive and if in order, confirm the minutes of the previous Annual General Meeting and any Special General Meetings held during the preceding year;
(ii) To receive the Board's reports and to receive and consider the statement of income and expenditure, assets, liabilities and securities affecting the property of the Association for the preceding financial year;
(iii) To receive and consider the Auditor's report upon the books and accounts of the preceding financial year;
(iv) To deal with Resolutions of which at least twenty-one days prior notice in writing has been given to the Secretary and any business properly relating thereto;

(v) The election of Chairman, Vice-Chairman and other Directors of the Board for the respective balance of their terms.
(vi) The appointment of an Auditor for the ensuing year.

(vii) General Business - the duration of which shall be at the discretion of the Chairman.

22. (a) The Chairman or Secretary shall call a Special General Meeting of the Association upon the direction of the Board and in accordance with Rule 24.

(b) A Special General Meeting may be called by the Board; or

(c) A Special General Meeting shall be called by the Board on the requisition in writing by not less than 80 financial members. Such requisition shall clearly state the reasons why a Special General Meeting is being requested and the nature of the business to be transacted thereat, provided it is shown that the nature of the proposed business is legally qualified. Upon receipt of such requisition the Board shall cause such meeting to be convened within twenty-one days.

(d) On receipt of an appeal by a Director for a Special General Meeting, against a decision of the board removing him from office the Chairman shall call a Special General Meeting of the Association in accordance with Rule 24.

23. (a) At any General Meeting or Special General Meeting the number of Members present required to constitute a quorum shall be 80 financial members.

(b) No business shall be transacted at any General Meeting or Special General Meeting unless a quorum of Members is present at the time when the meeting proceeds to business.

(c) If within half an hour from the time appointed for the commencement of a Special General Meeting convened upon requisition of 80 financial members, a quorum is not present, the meeting shall lapse. In the case of any other Special General Meeting it shall stand adjourned to the same day in the next week at the same time and place and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the Members present shall be a quorum.

(d) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

METHOD OF CALLING GENERAL MEETING

24. (a) All Members shall be given fourteen days Notice of all General Meetings.

(b) Notice shall be given in the following manner:
   (i) The Notice shall be prominently displayed on the Club's Noticeboard for fourteen clear days prior to the meeting.
   (ii) Members shall be notified by Public Notices appearing once in a newspaper circulating in the Shire, fourteen clear days prior to the Meeting and by a further Public Notice appearing once in the week immediately prior thereto.

(c) All of such Notices shall clearly state the date, time and place, of the Meeting. Notice advising of Special General Meetings shall contain a concise statement of the business to be dealt with at the Meeting.

PROCEDURES FOR GENERAL MEETINGS

25. Unless otherwise provided by these Rules, at every General Meeting:

(a) The Chairman shall preside as Chairman or if there is no Chairman, of if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-Chairman shall be Chairman or if not present or are unwilling to act then the Members present shall elect one of their number to be Chairman of the Meeting.

(b) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.

(c) Every question, matter or resolution shall be decided by a majority of votes of the Members present.

(d) Every Member present shall be entitled to one vote and in the case of an equality of votes, the Chairman shall have a casting vote. Only financial members can vote.

(e) A Member shall not vote in respect of any contract or proposed Contract with the Association in which he is interested, or any related matter arising.

(f) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. The Minutes of all General Meetings shall be confirmed and upon confirmation shall be signed by the Chairman or his depute at the next appropriate meeting. Unconfirmed Minutes shall be available for members to read upon request within thirty days of the meeting.

STANDING ORDERS

26. The Association may from time to time make, amend or repeal standing orders, not inconsistent with this Constitution and these Rules, for the internal management of the Association. Any properly constituted meeting has the right to suspend its standing orders in the furtherance of its business.

COMMON SEAL

27. The Board shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Board and every instrument to which the seal is affixed shall be signed by the Chairman or in his absence an authorised Director of the Board and shall be countersigned by a second authorised Director of the Board or by some other person appointed by the Board for the purpose.

BOOKS OF ACCOUNT

28. (a) Books of account shall be correctly maintained and shall contain all particulars usually shown in books of account or a like nature and the balance sheet and associated accounts shall be prepared as soon as possible after the 30th day of June in each year by a duly qualified Auditor appointed at the Annual General Meeting.

(b) A Bank Account or Accounts shall be opened in the name of the Association as required by the Board at its discretion. All cheques on such accounts and other negotiable instruments shall be signed jointly and/or endorsed by any two of the Chairman, the Secretary, the Treasurer and/or Chief Executive Officer or other Director authorised from time to time by the Board.

(c) The profits, if any, and any other dividends shall not be paid nor profits, income or property of the Association, be distributed among Members.

FUNDS AND ACCOUNTS

29. (a) The funds of the Association shall be banked or invested in the name of the Association in such Bank or Building Society or otherwise as the Board may from time to time direct.

(b) Proper books of account shall be kept and maintained up-to-date, either in written or printed form showing the correct financial affairs of the Association.

(c) All money shall be banked as soon as practicable after receipt thereof.

(d) Cheques shall be crossed "Not Negotiable" except those in payment of wages, (which shall normally be banked), allowances, gaming or petty cash recoupments, which may be open.

(e) All expenditure shall be approved or ratified at a Board Meeting.

(f) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
   (i) cash flow statement;
   (ii) the income and expenditure for the financial year just ended; and
   (iii) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.

(g) The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the Members of the Association provided that nothing herein contained shall prevent the payment in good faith or interest to any such Member in respect of moneys advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out-of-pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

(h) The financial year of the Association shall run from the 1st day of July to the 30th day of June next.

DOCUMENTS

30. (a) The Board shall provide for the safe custody of books, documents, instruments of title and securities and other legal documentation of the Association.

(b) At a time set by the Secretary of the association or his nominee, Board Minutes and financial statement shall be made freely available on the Club premises.

DISTRIBUTION OF SURPLUS ASSETS

31. If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981 as amended, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Association but shall be given or transferred to the Returned & Services League of Australia (Queensland Branch) Tewantin Noosa Sub Branch Incorporated, subject to such encumbrances which shall at the time exist.

USE OF THE CLUB

32. (a) The Club premises shall be open to Members at such times as shall be decided by the Board provided that the bar shall be closed at all times as are required by the Licensing Laws. Members of the Club shall be entitled at all times, save for Anzac Day and the evening of the RSL Reunion Dinner and as otherwise determined by the Board to utilise the facilities of the Club.

(b) The provisions of the Liquor and Machine Gaming Acts in force from time to time shall be strictly complied with by the Association and its Directors, officials and members.

(c) No liquor shall be sold or supplied to any person under 18 years of age.

(d) Members shall comply with all Rules and By-Laws laid down by the Board governing procedure and conduct within the Club.

(e) No person shall be under the discernible influence of liquor, use objectionable or obscene language, be guilty of disorderly conduct or create a disturbance in the Club or interfere with the peaceable enjoyment of the Club by other members. Any person offending against this Rule may be ordered to quit the premises by the Chief Executive Officer or by any Director of the Board or staff Member and shall thereupon leave the premises. Should he fail to leave the premises he may be evicted.

(f) Political and religious questions of every kind shall be absolutely excluded from open discussion in the Club.

(g) Any Member, shall, if requested by the Chief Executive Officer or any other person appointed for the purpose by the Board produce evidence of his current membership before entering or remaining in the Club.

(h) No member other than the Chief Executive Officer shall reprimand any servant of the Association or direct any servant in respect of his or her duties. All complaints against any servant of the Association shall be made to the Chief Executive Officer or to the Chairman. In all circumstances, such complaints shall be in writing.

(i) Members shall be suitably dressed within the precincts of the Club as laid down by the Board from time to time.

(j) The Association shall not be responsible for the loss or theft of or damage to any property brought into or left in the Club by a Member or visitor.

VISITORS

33. (a) Members shall have the privilege of introducing permitted visitors into the Club and the Member introducing such visitor or visitors shall at the time of such introduction enter the name and address of the visitor or visitors in the Visitors Book and sign the entry.

(b) The Member introducing the visitor shall be responsible to the Association for the acts and debts of the visitor.

(c) The Board shall have the power to exclude visitors individually or collectively at any time.

(d) No visitor shall be admitted to the Club more than three times in any one year without the sanction of the Board.

USE OF NAME

34. (a) In consideration of the Returned and Services League of Australia ("the League") consenting to the TEWANTIN-NOOSA R.S.L. & CITIZENS MEMORIAL CLUB INCORPORATED using in its name "R.S.L." the Association covenants and agrees with the League that it will change its name to a name not containing the letters "R.S.L." or the words "Returned Services League" if so directed in writing by the Tewantin-Noosa R.S.L. Sub-Branch following a resolution made at a Sub-Branch Annual General Meeting or meeting specially convened to decide the matter and approved by the Returned and services League of Australia (Queensland Branch).

(b) The Association shall have the right to be given the reasons for any such direction from the Sub-Branch and if any or all of the reasons are disputed by the Association to refer any such dispute in accordance with the provision of the Commercial Arbitration Act (Queensland). Each party shall have the right to appoint an Arbitrator and the Arbitrators its umpire. The Association shall give notice to the sub-Branch of the grounds of dispute within 21 days of receipt of reasons and such notice shall bind both parties to the references. The Arbitrator's decision shall be final.

BY-LAWS

35. The Board may from time to time make, amend, or repeal By-Laws not inconsistent with this Constitution and these Rules, for the internal management of the Association and its premises provided however that any By-Laws so made may be amended or repealed at the next Annual General Meeting of Members held after making and promulgation of such By-Laws, with the exception of By-Law 17 – matters relating to Board Members.

ALTERATION OF CONSTITUTION AND RULES

36. (a) Subject to the provisions of the Associations Incorporated Act and the Licensing Commission and Gaming Division, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting. Provided that no such amendment, rescission or addition shall be valid until the same is submitted to and registered by the Department of Equity and Fair Trading or relevant Government Department, Brisbane.

(b) Notice of Special Resolutions to amend shall be given in writing at least twenty-one days before the General Meeting and shall be displayed on the Club's Noticeboard for at least fourteen days before the General Meeting.

INDEMNITY

37. Every Officer, Agent and every Member of the Board or Sub-committees constituted under these Articles and any person employed by the Association acting in accordance with this Constitution, Rules and By-Laws shall be indemnified out of the property of the Association against all losses and expenses incurred in the discharge of his duties, except such as shall happen through his own wilful act or default, and each one shall be responsible only for so much money or property as he himself actually receives for in the discharge of the business of the Association.

At all times the Association will maintain sufficient Public Indemnity Insurance to enable financial protection for all staff, officers, agents, members and member of the Board or Sub-Committees.

REMUNERATION OF BOARD MEMBERS

38. All elected members of the Board of Directors shall be paid a remuneration. The level of remuneration may be reviewed and/or varied by an Annual General Meeting every three years from the year when it was first decided in 1998, by special resolution complying with Rule 36.

BY-LAWS OF THE TEWANTIN-NOOSA R.S.L. & CITIZENS MEMORIAL CLUB INC

1. ASSOCIATION PROPERTY

No Member of the Association shall remove from the premises or deface or tear or injure any newspapers, books, pamphlets, or any other property of the Association. Any member who removes or causes the loss, or damage to, any article of the Association shall pay such sum for the restoration or repair thereof as the Board shall decide.

2. ANIMALS AND FAUNA

Unless permitted by State or Federal Government Laws no Member shall bring any animal, bird or reptile into the Club premises.

3. CLUB NOT TO BE USED FOR BUSINESS

No Member shall give the address of the Club in any advertisement or use the Club for business purposes without the consent of the Board.

4. TICKETS, SUBSCRIPTIONS, LISTS, RAFFLES

No ticket for entertainment or otherwise shall be sold, no article exposed for sale and no subscription list or raffle shall be canvassed or permitted in the Club without the consent of the Board.

5. MEMBERS NOT TO ENTER RESERVED AREAS

Members may not enter offices, storerooms, kitchen or behind the bar counter without specific purpose or authority.

6. CONDUCT OF MEMBERS

Association Members, guests and/or visitors, shall at all times while in the precincts of the Club premises conduct themselves in an orderly and courteous manner and shall not interfere with the peaceable enjoyment of members and shall abide by the direction of the Chief Executive Officer or designate or the staff on duty at the time or any Board member. Use of media, social media or other technology shall not be used negatively towards the Association or staff, management or Board members of the Association while acting for, or on behalf of the Club or Association. Insobriety, blasphemy, obscenity, sexual harassment, cyberbullying, discrimination or misbehaviour of any type, will not be tolerated. This includes verbal or written threats, intimidating or menacing behaviour or acts of aggression or violence. Offenders will be dealt with under Rule 9 of the Constitution.

7. CODE OF PENALTIES

Should a Member be suspended for any reason and subsequently be considered for suspension for another additional offence, the first suspension shall be regarded as the first offence and the additional offence shall be regarded as the second offence in respect to the application of penalties.

Should a Member be suspended at the same time for more than one offence arising from separate incidents, then the term of his suspensions shall be cumulative.

Should a Board Member be suspended, the position shall be declared vacant.

These penalties are to be regarded as a guide only.

(a) Physical assault or abuse of another person within the Club or about the precincts of the Club or on the Club bus:
1st offence – 12 months; 2nd offence – 2 years; 3rd offence – life;

(b) Theft:
1st offence – 12 months; 2nd offence – 2 years; 3rd offence – life;

(c) Removal of Association or another person's property from the Club:
1st offence – 12 months; 2nd offence – 2 years; 3rd offence – life;

(d) Verbal abuse of staff:
1st offence – 9 months; 2nd offence – 18 months; 3rd offence – 2 years;

(e) Verbal abuse of another Member or guest:
1st offence – 6 months; 2nd offence – 12 months; 3rd offence – 2 years;

(f) Wilful damage to Association or personal property:
1st offence – 6 months; 2nd offence – 12 months; 3rd offence – 2 years;

(g) Refusal to leave Club upon the reasonable request by a duty employee or a Board Member:
1st offence – 6 months; 2nd offence – 12 months; 3rd offence – 2 years;

(h) Entry upon the Club premises while suspended except with the express and particular permission of the Chairman:
A further suspension of 6 months.

(i) Disagreement over rules of, or misconduct relating to, the games of pool or darts, or other games or devices within the Club:
1st offence – 3 months; 2nd offence – 6 months; 3rd offence – 1 year;

(j) The action (not included above) of any Member in breach of the Association By-Laws or other decisions promulgated by the Board:
1st offence – 3 months; 2nd offence – 6 months; 3rd offence – 1 year;

(k) The action (not included above) of any Member contrary to the intent of Rule 9(a):
1st offence – 3 months; 2nd offence – 6 months; 3rd offence – 1 year;

(l) Sexual harassment:
1st offence – 12 months; 2nd offence – 2 years; 3rd offence – life;

(m) Discrimination:
1st offence – 12 months; 2nd offence – 2 years; 3rd offence – life;

The Board also reserves the right to suspend any Member of the Association for a probationary period, as the Board deems appropriate.

Any member, the subject of notice of enquiry under Rule 9(a), may be prohibited entry to the Club until such time as he appears before the Board. Any Member of the Association whose Membership has been terminated or suspended, may not be permitted entry to the Club premises nor be granted readmission to Membership for such period as the Board decides. Resignation will not preclude expulsion or suspension.

Notwithstanding any of the above, the Board reserves the right to amend and/or vary any penalties so stipulated.

8. DRESS

(a) Members and their guests will dress in a clean, neat and tidy manner at all times.

The Board will determine an acceptable standard of dress for Members and their guests.

(b) Footwear must be worn at all times.

(c) The following dress is not permitted :-

- Swimwear or bike shorts
- Men's Singlets/muscle shirts
- Dirty Work clothes/footwear
- Headwear except for special occasions such as Melbourne Cup, unless for medical or religious purposes
- Outlaw Motorcycle Club Colours (1% Clubs)
- Ripped, torn or untidy clothing
- Provocative clothing
- Clothing with political or offensive wording or images
- Appearance must be clean, neat, and tidy at all times
- Plain rubber, leather, plastic thongs/crocs cannot be worn after 6pm

Management's decision shall be final on all matters relating to dress and behaviour.

(d) Dress not permitted in the Diggers Bar after 6pm:

- Manual working clothes
- Inappropriate or torn attire
- Footwear rubber thongs and the like

Further that the Board shall have the power at all times to determine an acceptable standard of dress for members and their guests.

In all matters concerning the Club's Dress Code the Duty Officer's decision will be final.

(e) Children shall also be dressed in accordance with these Rules.

9. LENDING OR BORROWING

No Member shall lend money to, nor borrow from, an employee of the Association.

10. BILLIARD OR POOL TABLES OR OTHER AMENITIES

(a) The Chief Executive Officer or staff member in charge may at their discretion, refuse to let the billiard/pool tables or any other amenity of the Association to any person.

Billiard/pool tables are not to be used by persons under 18 years of age.

Drinking over billiard/pool tables is not permitted.

(b) Management and staff of the Association associated with any gaming operations shall not be permitted to engage in gaming activities.

11. SMOKE FREE ENVORONMENT ACT

The Smoke-free Environment Act states that every 'enclosed public place' (other than an exempt place) is a 'smokefree area'. Examples of places that are smokefree if they are enclosed public places include: shopping centres, malls and plazas, restaurants, cafes, cafeterias, dining areas and other eating places

12. CHEQUES

Member's cheques may be cashed by the cashier or office on the authority of the Chief Executive Officer. The limit of the value of these cheques shall be set by the Board and not be exceeded.

13. PAYMENT OF CHARGES INCURRED

Every Member shall pay promptly all charges incurred by him on his own account and the charges incurred by his visitor.

14. CHILDREN

(a) The entry of children into the Club shall be in accordance with the provisions of all relevant Government Legislation.
(b) Children under the age of 18 years are not permitted in the Gaming area or allowed to participate in any games of chance.

(c) Any member or guest bringing children under the age of 18 years into the Club must accompany them at all times and will be held responsible for their behaviour.

(d) Children under the age of 13 years must vacate the premises by 9.00 p.m.

(e) Children over the age of 13 years be permitted in the Club after 9.00 p.m. in the existing designated areas.

15. FOOD

(a) Only food that has been purchased from the Club facilities shall be consumed within the Club.

(b) Food will not be consumed in the pool table area.

16. SUPPLY OF GOODS AND SERVICES

No Member of the Association shall be excluded from tendering for any Contracts called by the Association nor from involvement in any of the Associations' transactions or business dealings.

A Staff Member who is also an Association Member or any Management Staff shall have no involvement whatsoever with Contracts, Agreements, or any relationship commercial or otherwise where there is a personal material interest which includes any duty this Staff Member is liable to perform under his/her job specification.

17. MATTERS RELATING TO BOARD MEMBERS

In accordance with Clause 38 and By-Law 17 of the Club Constitution that Directors remuneration be Chairman $9,600 +Super (12%) per annum and Directors $7,800 + Super (12%) per annum which can accrue during the year, to be used within the Club, or as payment subject to conditions.

18. RECIPROCAL RIGHTS

Management is authorized to grant reciprocal rights to members of other Clubs as defined in the Liquor Act. However, guests of reciprocal members are not permitted to buy take-away liquor.

19. APPLICATION FORM

To be eligible for the Children's Christmas Party, members with children under the age of 8 years should complete a new Club Application Form listing the name(s) and date(s) of birth of their children.

20. ELECTION INFORMATION SHEET

The method of elections shall include the opportunity for members to fill out personal details on an Information Sheet, which shall be displayed with the nomination form at the close of nominations. Election Information Sheets and Nomination forms will be issued by the Association and will be available fourteen days prior to the Annual General Meeting

21. ALTERCATIONS/EVENTS

The Board will treat in confidence details on videos and other evidence of any altercations/events occurring in the Club that may result in action being taken against members, guests or staff. Such information will not be withheld to defeat natural justice.

22. USE OF CLUB BUSES

The Rules for the use of the Club buses are as set out in the current Bus Policy.

23. CAR PARKING

Car Park Conditions of Entry:
The Tewantin Noosa RSL & Citizens Memorial Club have a private car park, which has both undercover and outdoor parking with 24/7 CCTV monitoring.

The Tewantin Noosa RSL & Citizens Memorial Club provides use of our private car park to members and visitors during normal trading hours and while using the club facilities only.

THIS CAR PARK IS FOR THE EXCLUSIVE USE OF:

- Members of the Tewantin Noosa RSL & Citizens Memorial Club while using club facilities.
- Visitors of the Tewantin Noosa RSL & Citizens Memorial Club while using club facilities.

Members are required to swipe their membership card at the members kiosk at Reception to register their attendance and use of the car park.

Members and visitors choose to park at their own risk. The club does not take any responsibility for damage to vehicles or loss incurred while parking on club premises.

PARKING IS NOT PERMITTED WHILE NOT USING CLUB FACILITIES OR WHEN THE CLUB IS CLOSED

24. DUTIES OF DIRECTORS

All Directors shall upon election, sign a Declaration of Acceptance of the Code of Conduct for Board of Directors in the Registered and Licensed Club Industry of Queensland, a copy of which may be obtained from Reception.

25. STANDING ORDERS

All proceedings at meetings of the Association, subject to the Rules of the Constitution and By-Laws, shall be governed by the Standing Orders for the conduct of such meetings, adopted by resolution dated 24th October, 1990, a copy of which may be obtained from Reception.

26. CORPORATE MEMBERS

(a) Application Form for membership shall set forth -
- (i) Name of Corporation
- (ii) Registered Office
- (iii) Local place of business
- (iv) ABN number
- (v) Telephone/Fax/Email numbers
- (vi) Directors names and addresses
- (vii) Business
- (viii) Person nominated as Syndic
- (ix) Declaration of Solvency
- (x) Membership of other Clubs/Associations

(b) Names/Membership numbers of nominators

(c) Acceptance of Club Rules

(d) Purpose of Application for membership

(e) Trade References

(f) Acceptance of Rules 6(a)(1)

Annual Membership fee - $20.00

Application to be signed by Director/Secretary.

27. HONORARY MEMBERSHIP RSL MEMBERS & RSL ASSOCIATE MEMBERS

The Board may grant Honorary Membership of the Association to RSL Members or RSL Associate Members for a period of no longer than 12 months. Entitlements and privileges under Rule 6 (e) shall apply. Honorary Membership of RSL Members and RSL Associate Members may be considered each year prior to the last day of December

28. RIGHT TO REMOVE

That following a substantiated complaint, the Duty Manager reserves the right to remove from the premises any member or visitor whose presence or behaviour interferes with the general use, enjoyment of, other Club members.

29. VISIBLE IDENTIFICATION OF MEMBERS & GUESTS

That the Club retains the right to visibly identify all members, guests, and visitors upon entry to the Club, if necessary positive identification may be conducted in private surroundings by a Duty Manager of same gender.

30. CLUB CHEQUE SIGNATORIES AND ONLINE BANK AUTHORISATIONS

All cheques and other negotiable instruments shall be signed by any two approved signatories including approved Directors, General Manager, Administration Manager or Operations Manager. All online payments shall be approved by any two of the General Manager, the Administration Manager, the Accounts Payable Officer and/or the Treasurer for the time being.

31. DOCUMENTS

(a) Financial members of the Club may request a copy of AGM minutes, which will be made available to them

(b) Other minutes of the Club may be made available to a financial member at the Boards discretion, on a written application from the member setting out the purpose of perusing minutes subject to the following conditions.

(i) Member must sign Statutory Declaration agreeing to both confidentiality and privacy. Agreeing that no photos, recording, transcripts, or copies in any form will be taken of documents or other information. The member further agrees to not disclose any information to any other parties without the exclusive permission of the association board

(ii) At a time and place set by the board and in the presence of the Secretary of the association or his nominee

32. LIFE SUBSCRIBERS (SUB BRANCH)

(a) That the Life Subscribers (Sub Branch) are to remain financial in the Club, after a one off payment of 10c + GST fee per member, which is to be paid through Community Support. Note: A new Life Subscriber (Sub Branch) who joins the Sub Branch is entitled to be a Life Subscriber (Sub Branch) in the Club through the 10c +GST paid through Community Support as a once of fee per Sub Branch Member

33. SENIOR MANAGEMENT EMPLOYMENT CONTRACTS

(a) All Senior Management Contracts from Duty Manager upwards, must be sighted and agreed by the Executive of the Board and then ratified and validated by the Board at the next meeting.

AMENDMENTS

Constitution Rule 35 states that amendments can be made to By-Laws.

By Law Change 13 June 2025
Approved at Audit & Finance Board Meeting 12 June 2025
Updated By-Law 17

17. MATTERS RELATING TO BOARD MEMBERS

In accordance with Clause 38 and By-Law 17 of the Club Constitution that Directors remuneration be Chairman $9,600 +Super (12%) per annum and Directors $7,800 + Super (12%) per annum which can accrue during the year, to be used within the Club, or as payment subject to conditions.

Previous By-Law 17

17. MATTERS RELATING TO BOARD MEMBERS

In accordance with Clause 38 and By-Law 17 of the Club Constitution that Directors remuneration be a $500 monthly account which can accrue during the year, to be used within the Club, or as payment subject to conditions.

Approved at Audit & Finance Board Meeting 26 June 2025

32. LIFE SUBSCRIBERS (SUB BRANCH)

(a) That the Life Subscribers (Sub Branch) are to remain financial in the Club, after a one off payment of 10c + GST fee per member, which is to be paid through Community Support. Note: A new Life Subscriber (Sub Branch) who joins the Sub Branch is entitled to be a Life Subscriber (Sub Branch) in the Club through the 10c +GST paid through Community Support as a once of fee per Sub Branch Member

Approved at Audit & Finance Board Meeting 28 August 2025

33. SENIOR MANAGEMENT EMPLOYMENT CONTRACTS

(a) All Senior Management Contracts from Duty Manager upwards, must be sighted and agreed by the Executive of the Board and then ratified and validated by the Board at the next meeting.