

CONSTITUTION
OF THE
Emu Point Sports & Community Centre (Inc.)

FINAL as of – 5th April 2023

Table of Contents.

Section	Page
1. Name of Club	3
2. Objects	3
3. Not for Profit	3
4. Definitions	3
5. Membership	3-5
6. Membership Application	5
7. Member's Rights	5-6
8. Subscriptions	6
9. New Members	6
10. Liability for Subscription	6-7
11. General Meetings – Annual General Meeting	7
12. Board of Management Committee	7-8
13. General Meetings – Special General Meeting	8
14. General Provisions	8-9
15. The Management Committee and Conditions	9
16. Ceasing to be a Member of Management Committee	10
17. Powers of the Committee	10-11
18. Roles and Responsibilities of Committee Members	11-12
19. Chairperson	12
20. Secretary	12
21. Treasurer	12-13
22. Sub-Committees	13
23. Auditor	13
24. Alteration and Repeal of Rules	13
25. Suspension or Expulsion of Members	13-14
26. Resolving Disputes	14-15
27. Liquor Act	15
28. Common Seal	16
29. Dissolution of the Club	16

1. NAME OF CLUB

The name of the club shall be the **Emu Point Sports & Community Centre (Inc.)**

2. OBJECTS

- (a) **The principle objects** are to establish, maintain and conduct a club for Bowls, Tennis and future clubs, and to support the recreational, social, sporting, cultural and community dimensions of that interest.
- (b) To provide and maintain a clubhouse and sporting amenities for the use of the members.
- (c) Secondary object, to maintain a club licence under the Liquor Act and its current amendments.

3. NOT FOR PROFIT

The property and income of The Club shall be applied solely towards the promotion of the objects of the club and no part of that property or income may be paid or otherwise distributed, directly or indirectly to members, except in good faith in the promotion of those objects.

4. DEFINITIONS

In reading this Constitution, unless the context or such otherwise indicates or requires:

- (i) "Annual Meeting" means an Annual General Meeting.
- (ii) "Books of the Club" means: the Members Register; the record of Office Holders and the Club Constitution.
- (iii) "By-laws" means the codes of rules made and adopted by The Club in accordance with Section 17 (b) (xii).
- (iv) "Commissioner" means the person for the time being designated as the Commissioner under Section 153 of the Associations Incorporation Act.
- (v) "Committee" means the Management Committee for The Club, duly elected for the time being in accordance with these Rules.
- (vi) "Financial records" includes invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers, documents of prime entry, working papers and other documents needed to explain the methods by which financial statements are prepared, and adjustments to be made in preparing financial statements.
- (vii) "Financial report" has the meaning given in Part 5 of The Act.
- (viii) "Financial statements" means the financial statements in relation to The Club, required under Part 5 of The Act.
- (ix) "Financial year" means from the first day of July each year, until the following 30th day of June.
- (x) "General Meeting" means a General meeting of The Club whether Annual or Special.
- (xi) "Liquor Act" means the Liquor Act 1988, its amendments and any other legislation that may come into force to replace or supplement this Act and shall form part of these Rules.
- (xii) "Month means" a calendar month.
- (xiii) "Special General Meeting" means a General meeting as defined below, called in accordance with Section 13 hereunder, at which only business that has been described in the notice may be transacted.
- (xiv) "Special Resolution" means a resolution passed by the members at a general meeting in accordance with Section 51 of the Act.
- (xv) "The Act" means the Associations Incorporation Act 2015, its amendments and any other legislation that may come into force to replace or supplement this Act, and shall form part of these Rules.
- (xvi) "The Club" means Emu Point Sports & Community Centre (Inc.)
- (xvii) "The Club Premises" means all land, buildings and structures thereon of which The Club is a bona fide occupier.
- (xviii) "Voting Rights" means the ability for a financial member to propose or second an application for membership, move or second a motion or special motion; speak at all general meetings; nominate for a position on the Management Committee; vote at all general meetings and Petition for a special general meeting.

5. MEMBERSHIP

- (a) "The Club" shall keep an up to date register of members in respect of Ordinary, Life, Junior, Social, Country, Corporate and Honorary members.

Constitution of Emu Point Sports & Community Centre (Inc.)

- (i) This register must be continually available for inspection at The Club Premises by authorised officers.
- (ii) Residential, postal or email address, or information by means of which contact can be made with the member, can be nominated for the members register.
- (b) **Membership of THE CLUB** shall consist of the following:
 - (i) **Ordinary Members** - persons over 18 years of age who wish to participate in Bowls, Tennis or any other sporting activity which may be played on a regular basis.
 - 1. Ordinary Members shall be entitled to all rights and privileges, and have full voting rights.
 - (ii) **Life Members** - the members may elect persons who have rendered meritorious service to The Club as Life Members for such service. Nomination must come through the sections to Management Committee. Maximum of eight (8) living Life Members at any one time.
 - (iii) **Junior Members** - Persons under the age of 18 years may make application to The Club as a Junior Member and if accepted, shall pay the prescribed subscription.
 - 1. Persons granted this category of membership will require a sporting affiliation, but shall have no voice in the management of The Club, and shall not be entitled to hold any office or hold voting rights.
 - 2. This category of member does not have the authority to invite guests to The Club.
 - 3. Any Junior Member on attaining the age of 18 years wishing to remain a member of The Club shall be granted the appropriate club membership and shall pay full subscription as set down from time to time.
 - (iv) **Social Member** - is a person, as a member, who is interested in promoting the objects of The Club but does not wish to participate in any sporting activities.
 - 1. Social Members shall not be entitled to voting rights.
 - (v) **Country Member** – is a member whose permanent place of residence is situated outside a radius of fifty (50) kilometres from The Club and is elected in accordance with the rules of The Club. Country members shall have and enjoy the facilities of ordinary members.
 - 1. Country members shall not be entitled to voting rights.
 - (vi) **Temporary Member** – is a person who is on any day visiting The Club as a member or an official of another club or team, or a person assisting a member or an official of another club or team to:
 - (a) Engage in a pre-arranged event with The Club as per The Club’s objects, or,
 - (b) Hold a pre-arranged function at The Club involving the use of The Club’s sporting facilities.
 - 1. Temporary Members shall not be entitled to be present at any meeting of members of The Club, nor have any right, title or interest in or to any of the property of The Club.
 - (vii) **Reciprocal Member** – is a member who is a full financial member of any like club in Western Australia or any Licensed Club located outside of Western Australia, and:
 - 1. A Reciprocal Member shall not be entitled to be present at any meeting of the members of The Club, nor have any right, title or interest in or to any of the property of The Club.
 - (viii) **Corporate Member** – organisations, restricted to senior management, conducting community or tourism related business in Albany and its surrounds, which have made a contribution to The Club through business, sponsorship or donations.
 - 1. Corporate membership will be restricted at any one time to a level deemed appropriate by The Club or as may be required by the liquor licensing authority.
 - (ix) **Honorary Member** – Membership that may be granted to Club Patrons, Sponsors, selected Government Officers and any other such persons as the committee may decide from time to time, based on their relationship to The Club or community.
 - 1. Honorary membership will be restricted at any one time to a level deemed appropriate by the committee or as may be suggested by the liquor licensing authority.
 - 2. Honorary Member shall not be entitled to be present at any meeting of the members of The Club, nor have any right, title or interest in or to any of the property of The Club.
 - (x) **Special Circumstances Member** – any Ordinary, Life, Social, Country or Junior member who, through illness, financial difficulties, unemployment, physical disability or other distressful circumstances is unable to pay their subscription, but desires to retain participation with The Club.
 - 1. The Management Committee may relieve them of part of their liability but not so as to make their total liability less than one third of the applicable subscription.

Constitution of Emu Point Sports & Community Centre (Inc.)

- (xi) **Temporary, Reciprocal and Honorary membership** – would be subject to withdrawal by any club official, including bar persons, acting on the best interests of The Club.
- (xii) **Introductory Member** – any person who has attained eighteen (18) years of age, who has not previously been a member of the Club and wishes to trial membership at the Club, shall be eligible to apply for Introductory membership.
 - (a) Introductory membership shall be for a period of no more than twenty-eight (28) days.
 - (b) Introductory members shall not be authorised to use the sporting facilities unless approved in writing by the Committee.
 - (c) Introductory members shall have the use of the Clubhouse amenities, subject to limitations on that entitlement determined by the Committee under *Section 7*
 - (d) Introductory members shall not have voting rights.
- (c) **Cessation of Membership:**
 - (i) A person ceases to be a member when any of the following takes place:
 - 1. For a member who is an individual, the individual dies.
 - 2. The person resigns from The Club.
 - 3. The person is expelled from The Club under Section 25.
 - 4. The person ceases to be a member under Section 10 (b)
 - (ii) A member may resign from membership of The Club by giving written notice of the resignation to the secretary:
 - 1. The resignation takes effect when the secretary receives the notice, or if a later time is stated in the notice, at that later time.

6. MEMBERSHIP APPLICATION

- (a) **Membership** – Any person desiring to become a member of The Club shall sign an application form provided, and on such form, identify the type of membership being applied for. Such form must bear the signatures of two members of The Club, who are entitled to voting rights, with one of those two members being the Secunder, who is a current Management Committee or Section Committee member.
- (b) Upon receipt of a membership application, the Secretary shall notify Management Committee members by email and, by posting such notification on The Club noticeboard for a period of seven (7) days.
 - (i) When the application form has been received, the person shall be a provisional member of The Club and exercise all of the privileges relative to a specific type of membership application, excluding voting rights, until such time as the next Management Committee meeting.
 - (ii) At the next Management Committee meeting, the applicant will then be accepted or denied membership.
- (c) The committee shall have the right to refuse to admit any person to membership without assigning any reason for doing so.
- (d) On the election of each candidate, the Secretary shall notify the same to them, and they shall on payment of their subscription be enrolled as a member of The Club; become entitled to the privileges and be bound by its rules and by all consequences resulting from a breach or non-performance thereof, and shall thereby absolve every person concerned in carrying out enforcing such rules from all personal responsibility or legal liability on such account.
- (e) **Life Member** – a member may propose another member for life membership to the relevant section committee, in writing, giving reasons why that life membership should be supported. It is then forwarded to Management Committee for further consideration.
 - (i) A general meeting or Management Committee may, upon a 75% majority vote, confer Life Membership on a member who has rendered special and outstanding service to The Club.
 - (ii) The holder of a life membership shall be entitled to all privileges of an ordinary member and be exempt from all subscriptions.

7. MEMBERS RIGHTS

- (a) The rights and privileges of every member shall be personal and shall not be in any manner transferable by their own act or through any other person on their behalf or by operation of law.
- (b) Only Ordinary Members, Corporate Members, and Life Members shall be entitled to voting rights.

Constitution of Emu Point Sports & Community Centre (Inc.)

- (c) **Employees** – Members who are employees of The Club are entitled to all of the rights and privileges of membership excluding those rights concerned with the selection, election and holding of office with The Club.
- (d) All members, upon successful registration, will be supplied with a printed or electronic copy of the Club Constitution and by-laws, or will be directed to obtain a copy of The Club Constitution from The Club's website.
- (e) Upon acceptance to membership all members agree to be bound by The Club Code of Conduct.
- (f) **Guests** - Ordinary, Corporate, Life, Social and Country members shall be at liberty to invite guests to The Club, but the number of guests shall not exceed the maximum number as contained in Section 48 (4) of the Liquor Act.
- (g) A member may hold private family and business functions without limit to number of guests, providing that the sale of liquor shall be:
 - (i) Ancillary to a meal supplied at The Club by or on behalf of The Club to a member and to each of the guests of that member being guests of whose attendance was given prior notice to The Club; or –
 - (ii) To a member, for consumption by the guests of that member at a function held by or on behalf of that member at The Club;
- (h) **Functions** - Ordinary, Corporate, Life, Social and Country Members are entitled to host functions on The Club premises after written or oral application to the Secretary.
 - (i) The Secretary will furnish the applicant with a written copy of Club Rules relating to functions after the application has been approved.
- (i) **Upon Request** - a member is able to inspect the Books of The Club at such time and place as is mutually convenient to The Club and the member, provided that:
 - (i) A member must contact the Secretary to request to inspect the Member Register.
 - (ii) The member may make a copy of details from the Members Register but has no right to remove the Register for that purpose.
 - (iii) The member may make a request in writing for a copy of the Members Register.
 - (iv) The Club may charge a reasonable fee to the member for providing a copy of the Members Register, the amount to be determined by the Committee from time to time.
 - (v) A Member must not use or disclose the information on the Members Register to gain an advantage for personal or any other reasons.
 - (vi) The Committee may require a Member who requests a copy of the Member Register to provide a statutory declaration setting out the purpose of the request and declaring that the purpose is connected with the affairs of The Club.

8. SUBSCRIPTIONS

- (a) The entrance fee and annual subscription of The Club shall be set by majority vote of the Committee prior to the commencement of the financial year.
- (b) Notice of fees and subscriptions shall be notified to the members via The Club notice board.
- (c) All subscriptions are due from the first day of July and are payable in advance, on or before 31 August, provided that:
 - (i) The Committee shall not declare a member un-financial if at least half of the subscription is paid by 31 August in the current year, and/or
 - (ii) The balance of the subscription is paid by the 30 September in the current year.

9. NEW MEMBERS

Subscriptions must be paid within two weeks of election and shall be paid as follows:

- (a) If elected between 1 July and 30 September – full annual subscription.
- (b) If elected between 1 October and 31 December – 75% of annual subscription.
- (c) If elected between 1 January and 31 March – 50% of annual subscription.
- (d) If elected between 1 April and 30 June – 25% of annual subscription.

10. LIABILITY FOR SUBSCRIPTION

- (a) The Committee shall have the power by resolution to remove from the roll of members the name of any new member who fails to pay his or her subscription within two weeks from the date of his/her election.

Constitution of Emu Point Sports & Community Centre (Inc.)

- (b) Any member whose subscription is in arrears after 30 September in each year shall cease to be a member, subject to Section 10 (c).
- (c) A member who is considered by the Management Committee to be going through a genuine hardship may be eligible for consideration for their membership category to be converted to Special Circumstance membership as per Section 5 (b) (x)

11. GENERAL MEETINGS – ANNUAL GENERAL MEETINGS

- (a) The Annual General Meeting of members shall be held every calendar year within four (4) months after the end of The Club's financial year, with the Committee to determine the date, time and place.
- (b) All notices of motion for consideration at Annual General Meetings must be handed to the Secretary in writing by 5pm no less than fourteen (14) days prior to the date set for said meeting.
- (c) All Notices of meeting, date, time and location and agenda items, including wording of Notice of Motion or proposed resolutions, must be posted on The Club notice board for seven (7) days before the date of the meeting for all members to read. If the resolution is intended to be proposed as a special resolution this will also be stated in the notice, with the wording of the proposed special resolution.
- (d) Twenty (20) financial members shall constitute a quorum at an Annual Meeting.
- (e) In the case of insufficient members to form a quorum being present after 30 minutes following the advertised start time for an Annual General Meeting, said meeting will be automatically adjourned to re-start at the same time seven (7) days later and shall proceed with or without a quorum.
- (f) The Chairperson of the meeting shall be the Club President, or if not available, the Vice President elected by members.
- (g) Only members with voting rights, as per the constitution will be permitted to vote on matters at the Annual Meeting.
- (h) The Chairperson shall have the casting vote only, if required, and shall decide all questions in order unless otherwise provided by these rules.
- (i) The order of business at the Annual Meeting shall be as follows:
 - (a) Reading notice of meeting.
 - (b) Reading minutes of the last Annual Meeting and any other General Meeting not yet confirmed and confirming or amending same.
 - (c) Reading President's Report, discussion and adoption or otherwise.
 - (d) Reading Statements of Accounts and Balance Sheet to be received or otherwise.
 - (e) All other reports, discussion and adoption or otherwise.
 - (f) Election of Office Bearers as described in (12)
 - (g) Special Business of which notice has been given.
 - (h) Other General Business

12. BOARD OF MANAGEMENT COMMITTEE

- (a) Sometimes called Executive Members
- (b) Board persons are sometimes referred to as Office Bearers.
- (c) The main Office Bearers are often referred to as The Executive.
- (d) The President shall preside at all meetings of the Committee or, in his or her absence the Vice-President.
- (e) Management of The Club shall be vested in The Board of Management elected by the members at the Annual General Meeting and consisting of:
 - (i) President
 - (ii) Vice President
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Up to Eight Board of Management Members, of which the Bowls Section President and the Tennis Section President are automatically included. Section Presidents may in their absence be represented by the Vice President of their Sections, with full voting rights but, for not more than three (3) meetings in any one year.
- (f) Board of Management may appoint and employ a paid servant who shall not be subject to the rules of Section 12 (g), to carry out the duties of Secretary, Treasurer, or any one of those positions, as required.

Constitution of Emu Point Sports & Community Centre (Inc.)

- (g) The President, Vice President and Treasurer will hold office from the conclusion of the Annual General Meeting at which they are declared elected until the close of the next Annual General Meeting, and
 - (i) The Board Members will likewise hold office as from the conclusion of the Annual General Meeting at which they were declared elected, but, half their number will retire at the close of each Annual General Meeting so that no Board Member will hold office more than two (2) years from time of their election.
 - (ii) All Board Members shall be eligible for re-election. No person shall hold more than one (1) position at any one time, plus one (1) Sub-committee position as may be required.
- (h) All nominations for board positions must be nominated and seconded by members with voting rights, then posted on The Club's noticeboard seven (7) days prior to the Annual General Meeting.
- (i) In case no more than the required number of officers shall be nominated, those nominated shall be declared elected.
- (j) If there shall be insufficient nominations to fill the whole of the vacancies of the list of offices, those nominated shall be declared elected, and shall have power to fill the vacancies, and any casual vacancies that may occur.

13. GENERAL MEETINGS – SPECIAL GENERAL MEETINGS

- (a) The management Committee may at any time call a Special General Meeting.
- (b) A Special General Meeting shall also be called by the Committee on the requisition signed by no less than 5% of members with voting rights, stating in detail the purpose of the meeting.
- (c) Notice of the date, time, location and agenda items, including wording of Notice of Motion or proposed resolutions, must be posted on The Club noticeboard for seven (7) days before the date of the meeting for all members to read. If the resolution is intended to be proposed as a Special Resolution this will also be stated in the notice with the wording of the proposed Special Resolution.
- (d) Members who have provided an email address will also be emailed a copy of the notice of the meeting, agenda items and any Notice of Motion.
- (e) Only business of which notice shall have been given as above, or in accordance with these rules, shall be transacted at a Special General Meeting.
- (f) Twenty (20) shall form a quorum.
- (g) In the case of insufficient members to form a quorum being present after 30 minutes following the advertised start time for a Special General Meeting, said meeting will be automatically adjourned to reconvene at the same time seven (7) days later and shall proceed with or without quorum.
- (h) Only Members with voting rights, as per the constitution will be permitted to vote on matters at the Special General Meeting.
- (i) The Chairperson shall have the casting vote only, if necessary.

14. GENERAL PROVISIONS

- (a) No member shall be entitled to take any legal action against The Club, other than claim for goods sold and delivered and services rendered, and must conform to the decisions of the committee and in the case of an appeal, to the decision of the General Meeting to which he or she may appeal.
- (b) These rules shall be the rules of The Club and shall be binding on members.
- (c) Correct accounts and books shall be kept showing the financial affairs of The Club and the particulars usually shown in books of accounts of a like nature.
- (d) No liquor shall be sold or supplied for consumption other than on The Club's premises, unless the member purchasing it removes such liquor from the premises of The Club.
- (e) The Clubhouse and other club facilities is to be provided and maintained from the joint funds of The Club and no person shall be entitled under these rules to derive any benefit or advantage from The Club which is not shared equally by every member thereof.
- (f) Section 14 (e) does not prevent:
 - (i) The payment in good faith of remuneration to any officer, employee or Member in return for any services actually rendered to The Club, or for goods supplied in the ordinary and usual course of business.

Constitution of Emu Point Sports & Community Centre (Inc.)

- (ii) The payment of interest at a rate not exceeding the prevailing market rate published by the Reserve Bank of Australia as the "Cash Rate Target" from time to time on money borrowed from any member.
- (iii) The payment of reasonable and proper rent by The Club to a Member for premises leased by the Member to The Club, or
- (iv) The reimbursement of expenses incurred by any Member or any Committee Member on behalf of The Club.
- (v) The reimbursement of a Committee Member's travelling and other expenses as properly incurred, such as:
 - (a) In attending Committee Meeting or Sub-Committee meetings.
 - (b) In attending any General Meetings of The Club, and;
 - (c) In connection with The Club's business.

15. THE MANAGEMENT COMMITTEE AND CONDITIONS

- (a) The Executive positions shall be determined by the members at the Annual General Meeting.
- (b) The paid Secretary of The Club may attend Committee meetings to give their report and then leave at the discretion of the Committee.
- (c) The quorum at all Committee meetings shall be one over half the Board Member numbers at that time.
- (d) Committee meetings shall be held as necessary or at least 6 times a year.
- (e) Special meetings may be called by the President or on request of three members of the committee.
- (f) The Management Committee is able to determine the distribution of Committee Meeting minutes, as detailed in the By-laws.
- (g) All members, or guests may attend Committee Meetings if invited by the Committee, but the persons attending shall not have any right to comment without invitation, or vote on any matter, or to be provided with copies of any agenda, minutes of meetings, or documents presented to such meetings.
- (h) No member of the Committee shall be held to have resigned his or her seat until his or her resignation is received in writing.
- (i) **Committee Vacancies:**
 - (i) Any vacancy occurring in the Committee as per Section 15 (i) (iv) may be filled at a meeting of the Committee when a member may be elected to fill such a vacancy until the next election provided the member elected at such Committee meeting shall hold office in the place of, and upon the same terms and conditions as their predecessor, had the latter continued in office.
 - (ii) In the vacancy of the President then the Vice President shall become President.
 - (iii) A casual vacancy of Vice President shall be filled by the Committee from a Member of Management Committee.
 - (iv) If vacancies in the Management Committee results in the number of Committee Members being less than the number fixed under Section 15 (c), the continuing Committee Members may act to only:
 - 1. Increase the numbers of Members on the Committee to the number required for a quorum;
or
 - 2. Convene a General Meeting of the Club.
- (j) The President shall preside at all meetings or in their absence the Vice President.
 - (i) Should neither be present, the meeting shall elect a chairperson.
 - (ii) All resolutions of The Committee shall be decided by a majority vote of those present.
 - (iii) The President or in his or her absence, the Vice President shall be authorised to speak on behalf of The Club.
- (k) Any act performed by the Committee, a Sub-Committee or person acting as a Committee Member is deemed to be valid even if the act was performed when:
 - (i) There was a defect in the appointment of a Committee Member, Sub-Committee or person holding a subsidiary office; or
 - (ii) A Committee Member, a Sub-Committee member as per Section 18 (g) or 18 (h) as a result of bankruptcy or conviction of a relevant criminal offence.

16. CEASING TO BE A MEMBER OF THE MANAGEMENT COMMITTEE

A casual vacancy occurs in the office of a Committee Member and that office becomes vacant if the Committee Member:

- (a) Dies;
- (b) Ceases to be a Member;
- (c) Becomes disqualified from holding a position under Section 18 (g) or 18 (h) as a result of bankruptcy or conviction of a relevant criminal offence;
- (d) Becomes permanently incapacitated by mental or physical ill-health;
- (e) Resigns from office under Section 15 (h);
- (f) Is absent from more than:
 - (i) Three (3) consecutive Committee Meetings without a good reason; or
 - (ii) Three (3) Committee Meetings in the same financial year without tendering an apology to the person presiding at each of those Committee Meetings,
- (g) Is removed from office under by resolution at a General Meeting of The Club if a majority of the Members present and with voting rights at that meeting vote in favour of the removal.
 - 1. The Committee Member who faces removal from the Committee must be given full and fair opportunity at the General Meeting to decide the proposed resolution, to state his or her case as to why the Member should not be removed from his or her position on the Committee.
 - 2. If all Committee Members are removed by resolution at a General Meeting, the Members must, at the same General Meeting, elect an interim Committee.
 - 3. The interim Committee must, within two months, convene a General Meeting of the Club for the purpose of electing a new Committee.

17. POWERS OF THE COMMITTEE

- (a) The business of the Club shall be managed by the Committee who may exercise all powers of The Club, except those required to be exercised by The Club at a General Meeting.
- (b) Without prejudice to the powers conferred by the last preceding rule, the Committee shall, subject to the by-laws, have power to do the following things:
 - (i) To purchase or otherwise acquire any books, newsletters or periodicals and dispose of them as may see fit.
 - (ii) To determine from time to time the conditions on which, and time when, members may use the property of The Club or any or part or parts thereof and when and under what conditions the premises of The Club or any part or parts thereof, shall be used by members.
 - (iii) To determine what person, if any, not being members of The Club shall be permitted to use the premises of The Club or any part or parts thereof and during what time and under what conditions and when and at what time and places and under what conditions such person shall be supplied with refreshments.
 - (iv) To appoint any other officials or servants of The Club and to remove them as occasions may require at their discretion and to define their respective duties. Persons appointed to paid positions shall be engaged under a contract, award or classification of work in the Registered and Licensed Clubs Award (2010) and its amendments.
 - (v) To delegate, subject to such conditions as thinks fit any of its powers to Sub-Committee consisting of such members of the Committee and other members of The Club co-opted for the purpose as it may determine and to make such regulations as to the proceeding of such Sub-Committee as may be thought desirable.
 - (vi) To regulate and control their own meeting and the transaction of business.
 - (vii) To reimburse expenses of any servant of The Club for faithful and diligent services as deemed fit.
 - (viii) In accordance with the rules, to suspend, or expel any member.
 - (ix) To enter into or accept any lease or tenancy of the premises where on The Club shall conduct its affairs or of any future, goods and effects, which may be required for the use of The Club on such terms and on such conditions as The Club may deem expedient.
 - (x) To take and defend all legal proceeding by or on behalf of The Club and to appoint all necessity Attorneys for any such purpose.

Constitution of Emu Point Sports & Community Centre (Inc.)

- (xi) To open Bank accounts, to borrow, raise or secure the payment of money and to sell and dispose of the assets of The Club up to \$5,000.
- (xii) To make, alter and repeal by-laws not inconsistent with these rules regulating the use and management of The Club premises, the admission of members and the conduct of The Club and its affairs generally.
- (xiii) To do and perform any other act, matters and things in connection with or relative to the management of The Club as shall not be these rules require to be done by The Club in General Meetings.
- (xiv) To appoint such number of delegates to sporting bodies and associations with which The Club may from time to time be affiliated as may be required by the rules thereof and such delegates shall hold office in accordance with the rules of such sporting bodies and associations respectively.
- (xv) Every member or the Committee shall be indemnified against any loss expenses or liability incurred by reason of any act or deed performed by him/her in good faith on behalf of the Committee and the Committee may use the funds of The Club for any such purpose required, together with any reasonable expenses incidental to Committee activities.

18. ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

- (a) **Obligations of the Committee** - The Committee must take reasonable steps to ensure The Club complies with its obligations under the Act and these Rules
- (b) **Responsibilities of Committee Members**
 - (i) A Committee member must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise in the circumstances.
 - (ii) A Committee Member must exercise his or her powers and discharge his or her duties in good faith in the best interests of The Club and for a proper purpose.
 - (iii) A Committee Member or former Committee Member must not improperly use information obtained because he or she is a Committee Member to:
 - 1. Gain an advantage for himself or herself or another person; or
 - 2. Cause detriment to The Club.
 - (iv) A Committee Member or former Committee Member must not improperly use his/her position to:
 - 1. Gain an advantage for himself/herself or another person; or
 - 2. Cause detriment to The Club
- (c) A Committee Member having any material personal interests, that is, financial or non-financial interests in a matter being considered at a Committee Meeting must:
 - (i) As soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee; and
 - (ii) Disclose the nature and extent of the interest at the next General Meeting of The Club; and
 - (ii) Not be present while the matter is being considered at the Committee Meeting or vote on the matter.
- (d) Section 18 (c) does not apply in respect of a material personal interest that:
 - (i) Exists only because the Committee Member belongs to a class of persons for whose benefit The Club is established; or
 - (ii) The Committee Member has in common with all; or a substantial promotion of, the members of The Club.
- (e) The Secretary must record every disclosure made by a Committee Member under Section 18 (c) in the minutes of the Committee Meeting at which the disclosure is made.
- (f) No Committee Member shall make any public statement or comment or cause to be published any words or article concerning the conduct of The Club unless the person is authorised by the Committee to do so and such authority is recorded in the minutes of the Committee Meeting.
- (g) No person shall be entitled to a position on the Committee if the person has been convicted of, or imprisoned in the previous five years for:
 - (i) An indictable offence in relation to the promotion, formation or management of a body corporate; or
 - (ii) An offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or

Constitution of Emu Point Sports & Community Centre (Inc.)

- (iii) An offence under Part 4 Division 3 or Section 127 of the Act; unless the person has obtained the consent of the Commissioner.
- (h) No person shall be entitled to hold a position on the Committee if the person is, according to the interpretation Act Section 13D, bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.
- (i) As soon as is practicable after a person has ceased to be a member of the Management Committee of The Club, all relevant documents, records and security items including passwords and keys must be delivered to a member of the Management Committee of The Club.

19. CHAIRPERSON

The chairperson:

- (i) Must consult with the Secretary regarding the business to be conducted at each Committee Meeting and each General Meeting;
- (ii) May convene special meetings of the Committee under Section 15 (e),
- (iii) May preside over Committee Meetings under Section 15 (j)
- (iv) May preside over General Meetings under Section 11 and 13 and,
- (v) Must ensure that the minutes of a General Meeting or Committee Meeting are reviewed and signed as correct.

20. SECRETARY

The Secretary must:

- (i) Co-ordinate the correspondence of The Club;
- (ii) Consult with the Chairperson about all business to be conducted at the meetings and convene General Meetings and Committee Meetings, including preparing the notices of meetings and of the business to be conducted at each meeting;
- (iii) Keep and maintain in an up to date condition the rules of The Club and by-laws of The Club;
- (iv) Maintain the register of Members, including the email, street, postal address or information by means of which contact can be made of each member;
- (v) Maintain the record of office holders of The Club –
 - 1. Committee Members may nominate a business address, post office box or email address to be used in the record in place of their personal address;
- (vi) Ensure the safe custody of the Books, with the exception of the Accounting Records of The Club;
- (vii) Keep full and correct minutes of Committee Meetings for approval at the next Management Committee meeting, which will then be stored and distributed;
- (viii) Keep full and correct minutes of General Meetings, which will be distributed to all members within ten (10) days of the General Meeting via printed or electronic format and will be tabled for adoption at the next General Meeting; and
- (ix) Perform any other duties as are imposed by these Rules or The Club on the Secretary.

21. TREASURER

The Treasurer must;

- (i) Ensure all moneys payable to The Club are collected, and receipts are issued for those moneys in the name of The Club;
- (ii) Ensure the payment of all moneys referred to in Section 21 (i) into the account or accounts of The Club as the Committee may from time to time direct;
- (iii) Ensure timely payments from the funds of The Club with the authority of a General Meeting or of the Committee, with all cheques; by electronic fund transfers; drafts, bills of exchange, promissory notes and other negotiable instruments of the Club signed by either -
 - 1. Two committee members; or
 - 2. One committee member and a person authorised by the Committee.
- (iv) Ensure that The Club complies with the account keeping requirements in Part 5 of the Act;
- (v) Ensure the safe custody of the Financial Records of The Club and any other relevant records of The Club;

Constitution of Emu Point Sports & Community Centre (Inc.)

- (vi) Co-ordinate the preparation of the financial statements or financial report, as imposed on The Club under Part 5 of the Act, prior to their submission to the Annual General meeting of The Club;
- (vii) Assist the auditor (if any) in performing their functions; and
- (viii) Perform any other duties as are imposed by these Rules or The Club on the Treasurer.

22. SUB-COMMITTEES

- (a) The Committee may delegate any of its delegable power to Sub-Committees consisting of such Ordinary Members as it thinks fit.
- (b) Such Sub-Committees must report to and be responsible to the Committee.
- (c) No act of any Sub-Committee shall be binding on the Committee or Club until ratified by the Committee.
- (d) The Chair must be an existing member of the Committee.
- (e) The President of the Committee must be an ex-officio member.

23. AUDITOR

- (a) There shall be an Auditor, not a member of the Committee who shall be appointed by resolution at a General Meeting called for that purpose.
- (b) The Auditor shall be independent to The Club.
- (c) Such Auditor shall audit the accounts and have power at any time to call for all books, papers, accounts at relating to the affairs of The Club.
- (d) The Auditor shall be entitled to receive such remuneration as the Committee may determine from time to time.
- (e) If any casual vacancy occurs in the office of any Auditor appointed by The Club, the Committee will fill the appointment until the next General Meeting.

24. ALTERATION AND REPEAL OF RULES

- (a) No repeals of any existing rules and no new rules or alteration, amendments or suspensions of a rule shall be valid unless a Special Resolution is carried by a three-fourths majority of members present and with voting rights at a General Meeting or a Special General Meeting and by otherwise complying with Part 3 Division 2 of the Act.
- (b) Notices of motion to repeal, alter or suspend any rule shall be given to the Secretary at least twenty one (21) days preceding the Annual or Special General Meeting at which the motion shall be presented. The Secretary shall exhibit the proposal on The Club noticeboard at least fourteen (14) days prior to such meeting.
- (c) Within one month after making of any amendment or addition to the rules of The Club, passed by special resolution, the Management Committee shall submit the required documents to the Commissioner. No effect will be given to the amendments without the approval of the Commissioner.

25. SUSPENSION OR EXPULSION OF MEMBERS

- (a) The Committee shall have the power to reprimand, suspend or expel any member of The Club.
- (b) The president, Committee or Approved Manager, in receiving a complaint from the Approved Manager or Approved Bar Staff, of a member's behaviour which is considered a serious breach of the Liquor Act, or unacceptable members behaviour, or where police involvement is required, may suspend a member for a period of time until disciplinary action under Section 25 (f) can be taken.
- (c) The Committee is required to exempt any member of that Committee from hearing a charge in which he or she has an interest.
- (d) If a responding member or a representative of the responding member does not attend within 30 minutes of the time stated on the hearing notice, the hearing may start without that member or his/her representative and determination will be made at the hearing.
- (e) The Committee shall apply the powers to reprimand, suspend or expel any member of The Club who:
 - 1. Fail in the observance or commit any breach of any rule of The Club, members Code of Conduct, or any by-law of The Club or of any order or direction of the Management Committee or of any General Meeting; and/or

Constitution of Emu Point Sports & Community Centre (Inc.)

2. In the sole judgement of the Committee have been guilty in, or out of The Club's premises of any act, conducted matter or thing calculated to bring discredit on The Club or its members, or to impair or affect the enjoyment of The Club by other members.
- (f) Any member charged with misconduct as above shall be furnished with a written copy of the charge and summoned before the Committee with no less than seven (7) days' notice, and
1. The Committee shall, after hearing the accuser and accused and taking such evidence as they may consider proper, if they find the charge proved, inflict a penalty of suspension from all or any of the privileges of membership.
 2. If the Committee considers that on a charge of gross misconduct, suspension as above is insufficient, they may call on the member to resign and if he or she neglects to resign within ten (10) days they may declare him or her to be expelled.
 3. If a member is suspended or expelled under Section 25 (f) (1), or 25 (f) (2), the person may appeal the Committee's decision through a Special General Meeting by giving written notice to the Secretary within fourteen (14) days of receiving notice of the Committee's decision under Section 25 (f) (1) or 25 (f) (2).
- (g) Members are not permitted to have legal representation attend any disciplinary matters, but may bring another member to act in a support capacity only.
- (h) If a Member's membership is suspended under Section 25 (f) (1) the Secretary must record in the Register:
1. The name of the Member that has been suspended from membership;
 2. The date on which the suspension takes effect; and
 3. The length of the suspension as determined by the Committee under Section 25 (f) (1)
- (i) During the period a member's membership is suspended, the member:
1. Loses any rights including voting rights arising as a result of Membership;
 2. Is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to The Club; and
 3. Cannot attend the club as a Guest of a member, unless prior written authorisation is received by the Management Committee.
- (j) Upon the expiry of the period of a Member's suspension, the Secretary must record in the Register that the Member is no longer suspended.
- (k) If the Committee's decision to suspend or expel a Member is revoked under these rules, any act performed by the Committee or Member in a General Meeting during the period that the Member was suspended or expelled from Membership under Section 25 (f), is deemed to be valid, notwithstanding the Member's inability to exercise their rights or privileges of Membership, including voting rights, during that period.

26. RESOLVING DISPUTES

(a) Disputes Arising Under the Rules

1. Section 26(a) applies to:
 - (i) Disputes between Members; and
 - (ii) Disputes between The Club and one or more Members that arise under the Rules, or relate to the Rules of The Club. This does not include disciplinary matters undertaken with club members, which are covered only under Section 25 of The Club constitution.
2. The parties to a dispute must attempt to resolve the dispute between themselves within fourteen (14) days of the dispute coming to the attention of each party.
3. If the parties are unable to resolve the dispute, any party to the dispute may initiate a procedure under this rule by giving written notice to the Secretary of the parties to, and details of the dispute.
4. The Secretary must convene a Committee Meeting within twenty eight (28) days after the Secretary receives notice of the dispute under Section 26(a) (3) for the Committee to determine the dispute.
5. At the Committee Meeting to determine the dispute, all parties to the dispute must be given a full and fair opportunity to state their respective cases orally, in writing or both.
6. The Secretary must inform the parties to the dispute of the Committee's decision and the reasons for the decision within 7 days after the Committee meeting referred to in Section 26 (a) (5).
7. If any party to the dispute is dissatisfied with the decision of the Committee they may elect to invite further dispute resolution procedures as set out in the Rules.

(b) **Mediation**

1. Section 26 (b) applies:
 - (i) Where a person is dissatisfied with a decision made by the Committee under Section 26 (a) or;
 - (ii) Where a dispute arises between a Member or more than one Member and The Club and any party to the dispute elects not to have the matter determined by the Committee.
2. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Section 26 (a) (2) or a party to a dispute is dissatisfied with a decision made by the Committee under Section 26 (a) (7) a party to a dispute may;
 - (i) Provide written notice to the Secretary of the parties to, and the details of the dispute;
 - (ii) Agree to, or request the appointment of a mediator.
3. Party, or parties requesting the mediation must pay the costs of the mediation.
4. The mediator must be:
 - (i) A person chosen by arrangement between the parties; or
 - (ii) In the absence of agreement;
 - (iii) If the dispute is between a Member and another Member; a person appointed by the Committee; or
 - (iv) If the dispute is between a Member or more than one Member and The Club, the Committee or a Committee Member, then, an independent person who is a mediator appointed to, or employed with a not for profit organisation.
5. A Member can be a mediator, but the mediator cannot be a Member who is a party to the dispute.
6. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
7. The parties are to exchange written statements of the issues that are in dispute between them and supply copies to the mediator at least five (5) days before the mediation session.
8. The mediator, in conducting the mediation, must;
 - (i) Give the parties to the mediation process every opportunity to be heard;
 - (ii) Allow all parties to consider any written statement submitted by any party; and
 - (iii) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
9. The mediator must not determine the dispute and the mediation must be confidential. Information provided by the parties in the course of the mediation cannot be used in any other legal proceedings that may take place in relation to the dispute.

(c) **Inability to Resolve Disputes**

If a dispute cannot be resolved under the procedures set out in the Rules, any party to the dispute may apply to the State Administrative Tribunal to determine the dispute in accordance with the Act or otherwise at law.

27. LIQUOR ACT

- (a) The Club shall ensure a Duty Manager is on the licensed premises for the purposes of observing liquor licensing requirements and regulations, as required under the Liquor Act.
- (b) The Club shall be open for sale of liquor during such hours as the Committee shall from time to time determine and as permitted under the Liquor Act.
- (c) No liquor shall be sold or supplied to any juvenile.
- (d) The Club may allow visitors into the premises, as per the requirements of the liquor Act, but;
 1. Visitors shall not be entitled to be present at any meeting of the members of The Club, nor have any right, title or interest in or any of the property of The Club, and
 2. Visitors shall be subject to withdrawal by any club official, including bar persons acting in the best interests of The Club, and
 3. An up to date register of visitors must be continually available for inspection at The Club premises by authorised officers
- (e) The Club may seek an Extending Trading Hours Permit - Associations to add local Associations as users of The Club facility to hold their functions.

28. COMMON SEAL

- (a) The Club shall have a Common Seal, which shall be kept in the custody of the Secretary and shall not be affixed to any document except by the authority of The Committee and in the presence of one member of the Committee.
- (b) Any document to which the Common Seal is affixed shall be countersigned by the Secretary or an officer appointed by the management committee for that purpose.
- (c) The Club may execute a document without using a Common Seal if the document is signed by;
 - 1. Any two Committee Members; or
 - 2. One Committee Member and a person authorised by the Committee.

29. DISSOLUTION OF THE CLUB

- (a) The Club may cease its activities and have its incorporation cancelled in accordance with Part 10 of the Act;
 - 1. After the committee has determined the Club is able to pay or meet its debts and liabilities; and the members resolve by Special Resolution that The Club will;
 - (i) Apply to the Commissioner for cancellation of its incorporation; or
 - (ii) appoint a liquidator to wind up its affairs
- (b) The Club must be wound up in accordance with Part 9 of the Act if;
 - 1. The Committee has determined the Club is unable to pay or meet its liabilities; or
 - 2. Is party to any current legal proceedings; or
 - 3. Has any other outstanding legal obligations.
- (c) Upon cancellation of The Club, the Surplus Property must only be distributed to one or more of the following;
 - 1. An incorporated Club or association under the Act;
 - 2. A body corporate that at the time of the distribution is the holder of a licence under the charitable collections legislation in Western Australia;
 - 3. A company limited by guarantee that is registered as mentioned in Section 150 of the Corporations Act 2001 (Commonwealth);
 - 4. A company holding a licence that continues in force under Section 151 of the Corporation Act 2001 (Commonwealth);
 - 5. A body corporate that;
 - (i) is a member or former member of The Club; and
 - (ii) At the time of the Surplus Properties distributed, has rules that prevent the property being distributed to its members.
 - 6. A trustee for a body corporate referred to in Section 29 (c);
 - 7. A co-operative registered under Co-operatives Act 2009 that, at the time of the distribution, is a non-distributing co-operative as defined in that Act.

This Constitution document, with changes approved, was adopted by Special Resolution at a Special General Meeting of the Emu Point Sports & Community Centre (Inc.) held on Wednesday the fifth (5th) day of April 2023.