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Broadbeach Bowls and Community Club Inc

Constitution 2024

Amended September 2025 – Rules 17 and 20(1)

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1 Interpretation and Definitions

In these rules -

- (1) **Act** means the Associations Incorporation Act 1981.
- (2) **AGM** means Annual General Meeting of the Club.
- (3) **BA** means Bowls Australia.
- (4) **Bowls Club** means any club in Australia, affiliated with the governing body for bowls in that State or Territory of Australia.
- (5) **BQ** means Bowls Queensland.
- (6) **CEO** means General Manager of the Club or delegate of that person.
- (7) **Club** means the Broadbeach Bowls and Community Club Inc.
- (8) **Constitution and Rules** means the Constitution and Rules of the Club currently recognised under the Act.
- (9) **DBA** means District Bowls Association recognised by the Club.
- (10) **GM** means General Meeting of the Club as called by the Management Committee.
- (11) **President and Chairperson** means the duly elected leader of the Management Committee.
- (12) **MC** means Management Committee of the Board of Directors of the Club.
- (13) **Present** means:
 - (a) at a General Meeting (GM) Special General Meeting (SGM) or Annual General Meeting (AGM) of the Club.
 - (b) at a meeting of the Management Committee.
- (14) **SGM** means Special General Meeting of the Club.
- (15) **Voting Member** means Bowls Member or Life Member with full voting rights in the Club this does not include junior members or social members.
- (16) A word or expression that is not defined in these rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 Name

The name of the Incorporated Association shall be:

Broadbeach Bowls and Community Club Inc

3 Objects

The objects of the Club are:

- (1) Advance and promote the game of bowls at the Club and in the local community.
- (2) Provide the best possible facilities for members for the purpose of playing social and competitive bowls in accordance with the laws of the game as adopted by Bowls Australia.
- (3) Provide and promote such activities as deemed appropriate to provide fellowship between members of the Club, their guests and guests of the Club or any section thereof.
- (4) Promote such other sports, games, amusements and recreations as the Club deems appropriate for the benefit of its members and guests.
- (5) Engage with community groups to build relationships that mutually benefit all members of the Club and community.
- (6) Comply with all lawful requirements of the Commonwealth, State and Local Government and other Statutory Authorities having jurisdiction over any activity of the Club.

4 Powers

The Club has the powers of an individual.

5 Affiliation

The Club shall affiliate and/or hold membership with:

- (1) Bowls Queensland (BQ):
 - (a) accept and abide by the rules and by laws in so far as they apply to the game of bowls; and
 - (b) pay affiliation fees in accordance with their constitution.
- (2) District Bowls Association's (DBA):
 - (a) accept and abide by their rules and by-laws in so far as they apply to the game of bowls; and
 - (b) pay affiliation fees in accordance with their constitution.

6 Classes of Members

- (1) **Bowls Membership** - affords the person full playing privileges for the club and affiliated bowling entities in so far as they apply to the game of bowls and is entitled to vote and hold office.
- (2) **Life Membership** - affords the person full playing privileges for the club and affiliated bowling entities in so far as they apply to the game of bowls and is entitled to vote and hold office.
- (3) **Junior Membership** - affords the person under 18 years full playing privileges for the club and affiliated bowling entities in so far as they apply to the game of bowls. Junior Members shall not be entitled to vote.
- (4) **Social Membership** - affords the person full enjoyment of the Club and facilities excluding bowling privileges. Social Members shall not be entitled to vote.

Membership in all classes of membership is unlimited.

7 New Membership

- (1) An applicant for **Bowls Membership** and **Junior Membership** of the club must be proposed by one Voting Member of the club (the proposer) and seconded by another Voting Member (the seconder).
- (2) An application for Bowls Membership must be:
 - (a) in writing;
 - (b) signed by the applicant and the applicants proposer and seconder;
 - (c) include, when appropriate, a clearance, that they have obtained, from any Bowls Club as required by BA, BQ and DBA in accordance with their rules;
 - (d) in the form decided by the MC; and
 - (e) ineligible for resubmission until 12 months has passed from the date of rejection by the MC.
- (3) An applicant under the age of 18 years may apply as above and will be eligible for a Junior Membership. A Junior Member shall:
 - (a) be entitled to a lesser membership fee;
 - (b) have No voting rights;
 - (c) not hold office;
 - (d) have full playing privileges the same as a Bowls Member; and
 - (e) upon turning 18 years, apply as above for a Bowls Membership.
- (4) An application for **Social Membership** must be in writing and payment made at the time of application.

8 Life Members

- (1) Nominations for Life Membership for a member who has contributed significant services to the Club over an extended period of years, may be made by the Management Committee.
- (2) Any two Voting Members may make a nomination to the MC for consideration.
- (3) A Member becomes a Life Member on the nomination, being nominated by the MC and approved by a special resolution of members at an AGM or SGM.

9 Membership Fees

- (1) The membership fee for each membership and for each other class of membership (if any):
 - (a) is the amount decided by the MC from time to time;
 - (b) is payable when, and in the way, the MC decides unless;
 - (c) a bowls member is representing the Club in bowls, in which case their fee must be fully paid prior to play; and
 - (d) the MC may determine a pro rata rate for a portion of a year.
- (2) Affiliation fees to BQ and DBA's
 - (a) In the event a member holds dual membership within Australia affiliation fees to BQ are paid by the club at which the member is 'Declared' for competition; and
 - (b) in the event a member holds dual membership within the same District affiliation fees to DBA's will be paid by one club in each District, being the club the member is a 'Declared' player for competition.

10 Admission and Rejection of New Members

- (1) The MC must consider an application for membership at the next committee meeting held after it receives the application for membership and the form has been displayed on the notice board for 7 days.
- (2) The MC must decide at the meeting whether to accept or reject the application.
- (3) If a majority of the members of the MC present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- (4) The Secretary or CEO of the Club must, as soon as practicable after the MC decides to accept or reject an application, give the applicant a written notice of decision.
- (5) There is no right of appeal against rejection of application for membership.

11 When Membership Ends

- (1) A member may resign from the Club by giving a written notice of resignation to the Secretary or CEO.
- (2) The member must include a request for a Bowls Clearance if required.
- (3) The resignation takes effect at -
 - (a) the time the notice is received by the Secretary/CEO; or
 - (b) if a later time is stated in the notice - the later time.
- (4) The MC may terminate a member's membership if the member -
 - (a) is convicted of an indictable offence;
 - (b) does not comply with any of the provisions of these rules;
 - (c) has membership fees in arrears for at least 2 months unless other arrangements are made; or
 - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Club.
- (5) Before the MC terminates a member's membership, the MC must give the member a full and fair opportunity to show why the membership should not be terminated.
- (6) If, after considering all representations made by the member, the MC decides to terminate the membership, the MC must give the member a written notice of the decision.
- (7) Alternatively, the MC may make by-laws to deal with the discipline of members and deal with such matters in accordance with the by-law including the appointment of an independent tribunal and ensuring the member is provided with natural justice.
- (8) There shall be no appeal against a decision of the MC and/or tribunal including an appeal against the sanction.

12 Grievance Procedure

The MC shall make by-laws for a grievance procedure for dealing with a dispute under the rules between parties as mentioned in section 47A (1) of the Act.

13 Register of Members

The Club shall maintain a register for:

- (1) Bowls Members, Life Members and Junior Members which will include:-
 - (a) the class of membership being - Bowls, Junior, Life Membership;

- (b) the postal or residential address of the member;
 - (c) phone number and/or email address of the member
 - (d) date of admission as a member;
 - (e) the date of death or resignation of the member;
 - (f) details about the termination or reinstatement of membership;
 - (g) whether the member is 'declared' for competition at the Club;
 - (h) any other particulars the MC or the members at a general meeting decide.
 - (i) if the member has opted out of unnecessary communication from the Club.
- (2) Social Members which will include:
- (a) date of admission of the member
 - (b) the postal or residential address of the member
 - (c) the phone number and/or email address of the member
 - (d) date of lapse in membership
 - (e) details about the termination or reinstatement of membership
 - (f) any other particulars the MC or the members at a general meeting decide.
 - (g) if the member has opted out of unnecessary communication from the Club.
- (3) The register's must be open for inspection by Members of the Club at all reasonable times, to view the register a Member must contact the Secretary or CEO to arrange the inspection. However, the MC may, on application of a Member of the Club, withhold information about a Member other than the Member's full name.

14 Prohibition on use of Information on Register of Members

- (1) A Member of the Club must not:
- (a) use information obtained from the register of members of the Club to contact, or send material to, another Member of the Club for the purpose of advertising for political, religious, charitable, or commercial purposes; or
 - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used for the purposes of advertising for political, religious, charitable or commercial purposes.
- (2) Sub rule (1) does not apply if the use or disclosure of the information is approved by the Club.

15 Appointment or Election of Secretary

- (1) The Secretary must be an adult residing in Queensland, or in another State but not more than 65 km from the Queensland border, who is a member of the Club elected by the Club as Secretary.
- (2) If a vacancy happens in the office of Secretary, the members of the MC must ensure a Secretary is appointed or elected for the Club within one month after the vacancy happens.
- (3) However, if the MC appoints a person to fill a casual vacancy on the MC, the person becomes a member of the MC.
- (4) In this rule - **casual vacancy**, on the MC means a vacancy that happens when an elected member of the MC resigns, dies, or otherwise stops holding office.

16 Functions of Secretary

The Secretary's functions include but are not limited to:

- (a) calling a meeting of the Club, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the Club;
- (b) keeping minutes of each meeting;
- (c) keeping copies of all correspondence and other documents relating to the Club;
- (d) maintaining the register of members of the Club; and
- (e) keeping on the club premises a list of reciprocal clubs.

17 Membership of the Management Committee

- (1) The MC shall consist of a President, Vice President, Treasurer, Secretary (collectively referred to as the Executive), two Bowls Directors (both of whom shall be ex officio members of the Club's Bowls Sub Committee) and three Committee Members.
- (2) All members of the MC must be Voting Members of the Club.
- (3) The MC must ensure that, before a candidate is elected as a member of the MC, the candidate is advised: -
 - (a) Whether or not the Association has Public Liability Insurance; and
 - (b) If the Association has Public Liability Insurance – the amount of the insurance.
- (4) At every AGM of the Club one third of the MC will be elected for a three year term.
 - (a) at the first AGM following the adoption of this rule, all members of the MC shall retire from office and an election will be held to elect candidates to all positions as follows:

- (i) the President, Treasurer and one Committee member will be elected for a three year term; and
- (ii) the Vice President, one Bowls Director and one Committee Member will be elected for a two year term; and
- (iii) the Secretary, the remaining Bowls Director and the remaining Committee Member will be elected for a one year term (and in the absence of agreement as to which Bowls Director and which Committee member will stand for the above terms a determination will be made by lot from among the members of the MC); and
- (b) at the second AGM following the adoption of this rule, the Secretary, Bowls Director and the Committee Member elected at (4)(a)(iii) above shall retire from the MC and an election will be held to fill those positions for a three year term; and
- (c) at the third AGM following the adoption of this rule the Vice President, Bowls Director and the Committee Member elected at (4)(a)(ii) above shall retire from the MC and an election will be held to fill those positions for a three year term; and
- (d) at the fourth AGM following the adoption of these rules and all subsequent AGM's one third of the members of the MC shall retire from office by rotation. The members of the MC to retire by rotation at each AGM are those to have been longest in office since their election.
- (5) All retiring MC members will, subject to the requirements of these rules, be eligible, on nomination, for re-election.
- (6) A Voting Member of the Club may be appointed to a casual vacancy on the MC under rule 20.
- (7) No person holding office or a declared member of another bowls club in Queensland can hold a position on the MC.

18 Electing the Management Committee

- (1) A member of the MC may only be elected as follows:
 - (a) any 2 Voting Members of the Club may nominate another eligible member (the candidate) to serve as a member of the MC;
 - (b) the nomination must be;
 - (i) in writing;
 - (ii) signed by the candidate and members who nominated him or her; and
 - (iii) given to the Secretary at least 14 days before the AGM at which the election is to be held;
 - (c) each member of the Club present and eligible to vote at the AGM may vote for 1 candidate for each position on the MC.

- (2) A person may be a candidate only if the person:
 - (a) is an adult (not less than 18 years); and
 - (b) is not ineligible to be elected as a member under section 61A of the Act (eg convicted).
- (3) A list of candidates' names in alphabetical order, with the names of the members who nominated and seconded each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the club for at least 7 days immediately preceding the AGM.
- (4) If required by the MC, balloting lists must be prepared containing the names of the candidates in alphabetical order.

19 Resignation, Removal or Vacation of Management Committee Member

- (1) A Member of MC may resign from the committee by giving written notice of resignation to the Secretary.
- (2) The resignation takes effect at:
 - (a) the time the notice is received by the Secretary; or
 - (b) if a later time is stated in the notice - the later time.
- (3) A member may be removed from office at a general meeting of the club if a majority of the members present and eligible to vote at the meeting vote in favour of removing the Member.
- (4) Before a vote of members is taken about removing the Member from office, the Member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A Member has no right of appeal against the Member's removal from office under this rule.
- (6) A Member immediately vacates the office of Member in the circumstances mentioned in section 64(2) of the Act (death, bankrupt, convicted etc).
- (7) If a member of the committee fails to attend 3 (three) consecutive meetings of the MC without apology, the position will be considered vacated unless special circumstances overturn this rule.

20 Vacancies on Management Committee

- (1) If a casual vacancy happens on the MC, the continuing Members of the MC may appoint another voting member of the Club to fill the vacancy until the following AGM when an election shall be held for the remainder of the term of the casual vacancy.
- (2) The continuing members of the MC may act despite a casual vacancy on the MC.

- (3) However, if the number of committee members is less than the numbers fixed under rule 23 as a quorum of the MC, the continuing members may act only to:
 - (a) increase the number of MC members to the number required for a quorum; or
 - (b) call a GM of the club.

21 Functions of the Management Committee

- (1) Subject to these rules or a resolution of the members of the Club carried at a GM, the MC has the general control and management of the administration of the affairs, property and funds of the Club.
- (2) The MC has the authority to interpret the meaning of these rules and any matter relating to the Club on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

22 Meetings of the Management Committee

- (1) Subject to this rule, the MC may meet and conduct proceedings as it considers appropriate.
- (2) The MC must meet at least once every 6 weeks to exercise its functions.
- (3) The MC will decide how a meeting is to be called.
- (4) Notice of meeting is given in a way decided by the MC.
- (5) The MC may hold meetings, or permit a committee member to take part in its meetings, using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (6) A committee member who participates in the meeting as mentioned in sub rule (5) is taken to be present at the meeting.
- (7) A question arising at a MC meeting is to be decided by a majority vote of the members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) The President will preside as Chairperson at a MC meeting, if the Chairperson does not attend then the Vice President will conduct the meeting.
- (9) If there is no President or if the President is not present within 10 minutes after the time fixed for a MC meeting, and the Vice President is not present, the members may choose one of their number to preside as Chairperson.

23 Quorum for, and Adjournment of, Management Committee Meeting

- (1) The MC meeting requires 50% of members elected to the committee as at the close of the last annual general meeting of the members to form a quorum.
- (2) If there is no quorum within 30 minutes after the time fixed for a MC meeting called on the

request of members of the committee, the meeting lapses.

- (3) If there is no quorum within 30 minutes after the time fixed for a MC meeting called other than on the request of members of the committee:
 - (a) the meeting is adjourned for at least one day; and
 - (b) the members of the MC who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in sub rule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

24 Special Meeting of the Management Committee

- (1) If the Secretary receives a written request signed by 33% (thirty three percent) of the members of the MC, the Secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the Secretary receives the request.
- (2) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.
- (3) A request for a special meeting must state:
 - (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting must state:
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
- (5) A special meeting of the MC must be held within 14 days after the notice of the meeting is given to the members of the MC.

25 Minutes of the Management Committee Meetings

- (1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each MC meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes, the minutes of each MC meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next MC meeting, verifying their accuracy.
- (3) The minutes of MC meetings are not available to the members.

26 Appointment of Subcommittees

- (1) The MC may appoint a subcommittee consisting of members of the Club considered appropriate by the committee to help with the conduct of the Clubs operations.
- (2) A member of a subcommittee who is not a member of the MC is not entitled to vote at a MC meeting.
- (3) A subcommittee may elect a chairperson of its' meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if votes are equal, the question is to be decided in the negative.
- (7) Unless specific authority is given by the MC, a subcommittee has no authority to make decisions and may only give recommendations to the MC.

27 Acts not Affected by Defects or Disqualifications

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

28 Resolutions of Management Committee Without Meeting

- (1) A written resolution agreed by a majority of the members of the MC is as valid as if it had been passed at a committee meeting that was properly called and held.
- (2) A resolution mentioned in 28 (1) may consist of several documents in like form, each signed by 1 or more members of the committee.
- (3) A resolution transmitted by electronic means and acknowledged by electronic means has the same effect as 28(1) and (2).

29 Annual General Meeting (AGM)

- (1) An AGM must be held each year within 6 months after the end date of the clubs financial year.
- (2) The following business must be conducted at each AGM of the club:

- (a) receiving the clubs financial statement, written report of the club's operations, and audit report for the last reportable financial year;
- (b) presenting the financial statement and audit report for adoption; and
- (c) appointing an auditor for the present financial year.
- (d) election of the MC.
- (e) such other matters of which notice has been given.

30 Notice of General Meeting

- (1) The Secretary may call a general meeting of the Club.
- (2) The Secretary must give at least 14 days' notice of the meeting to each Voting Member of the Club.
- (3) If the secretary is unable or unwilling to call the meeting, the President must call the meeting.
- (4) The MC may decide the way in which the notice must be given however in the case of a meeting called to hear and decide a proposed special resolution of the Club the notice must be in writing.
- (5) A notice of a general meeting must state the business to be conducted at the meeting.

31 Quorum for, and Adjournment of, General Meeting

- (1) The quorum for a GM is at least the number of members elected or appointed to the MC at the close of the Clubs last GM multiplied by 2 (two times the number of members of the MC).
- (2) However, if all members of the Club are members of the MC, the quorum is the total number of members less 1.
- (3) No business may be conducted at a GM unless there is a quorum of members when the meeting proceeds to business.
- (4) If there is no quorum within 30 mins after the time fixed for a GM called on the request of members of the MC or the Club the meeting lapses.
- (5) If there is no quorum within 30 mins after the time fixed for a GM called other than on the request of members of the MC or the Club:
 - (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the MC is to decide the day, time and place of the adjourned meeting.
- (6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.

- (7) If a meeting is adjourned under sub rule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

32 Procedure at General Meeting

- (1) A member may take part and vote in a GM in person or by proxy.
- (2) A member who participates in a meeting as mentioned in sub-rule (1) is taken to be present.
- (3) At each GM:
 - (a) the president is to preside as chairperson;
 - (b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect one of their number to be chairperson of the meeting; and
 - (c) the chairperson must conduct the meeting in a proper and orderly way.

33 Voting at General Meeting

- (1) At a GM, each question, matter, or resolution, including a special resolution, must be decided by a majority of votes of the members present.
- (2) Each member present and eligible to vote is entitled to one vote only and, if the votes are equal the result is negative.
- (3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- (4) The method of voting is to be decided but the MC.
- (5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (6) If a secret ballot is held, the chairperson must appoint two members to conduct the secret ballot in the way the chairperson decides.
- (7) The result of a secret ballot as declared but the chairperson is taken to be a resolution of the meeting at which the ballot was held.

34 Special General Meeting (SGM)

- (1) The secretary must call a SGM by giving each Voting Member of the club notice of the

meeting within 14 days after:

- (a) being directed to call the meeting by the MC; or
 - (b) being given a written request signed by at least the number of Voting Members of the club equal to double the number of members of the MC when the request is signed plus one.
- (2) A request mentioned in sub rule (1)(b) must state:
- (a) why the SGM is being called; and
 - (b) the business to be conducted at the meeting.
- (3) A SGM must be held within 30 days after the secretary:
- (a) is directed to call the meeting by the MC;
 - (b) is given the written request mentioned in sub rule (1) (b); or
 - (c) is given the written notice of an intention to appeal mentioned in sub rule (1) (c).
- (4) If the secretary is unable or unwilling to call the SGM, the president must call the meeting.

35 Proxies

- (1) An instrument appointing a proxy must be in writing and be in the following or similar form -

Broadbeach Bowls and Community Club Inc

I, _____ of _____ being a member of the club, appoint _____ of _____

As my proxy to vote for me on my behalf at the (AGM) general meeting of the club, to be held on

the _____ day of _____ 20____ and at any adjournment of the meeting.

Signed this _____ day of _____ 20____ .

Signature: _____

- (2) The instrument appointing a proxy must be signed by the appointer.
- (3) A proxy may be a Voting Member of the club or another person.
- (4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- (5) Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- (6) Unless otherwise instructed by the appointer, the proxy may vote as the proxy considers appropriate.
- (7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form -

Broadbeach Bowls and Community Club Inc

I, _____ of _____ being a member of the club, appoint _____ of _____

As my proxy to vote for me on my behalf at the (AGM) general meeting of the club, to be held on

the _____ day of _____ 20____ and at any adjournment of the meeting.

Signed this _____ day of _____ 20____ .

Signature: _____

This form to be used *in favour of /* against [*strike out whichever is not wanted*] the following resolutions -

36 Minutes of General Meeting (GM)

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions, and other proceedings of each GM are entered in a minute book.
- (2) To ensure the accuracy of the minutes:
 - (a) the minutes of each GM must be signed by the chairperson of the meeting, or the chairperson of the next GM, verifying their accuracy; and
 - (b) the minutes of each AGM must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the club that is a GM or AGM, verifying their accuracy.
- (3) If asked by a Voting Member of the club, the secretary must within 28 days after the request is made:
 - (a) make the minute book for a particular GM available for inspection by the Voting Member at a mutually agreed times and place; and
 - (b) give the Voting Member copies of the minutes of the meeting.
- (4) The club may require the Voting Member to pay the reasonable costs of providing copies of the minutes.

37 By-laws

The MC may make, amend, or repeal by-laws, not inconsistent with these rules, for the internal management of the club.

38 Alteration to Rules

- (1) Subject to the Act, these rules may be amended, repealed, or added to as a result of a special resolution carried at a GM.
- (2) However, an amendment, repeal or addition is valid only if it is registered by the secretary or CEO with the Department of Fair Trading.

39 Funds and Accounts

- (1) The funds of the Club must be kept in an account in the name of the Club in a financial institution decided by the MC.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Club.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) If a payment is made by cheque, the cheque must be signed by any two of the following:

- (a) the President;
 - (b) the Secretary;
 - (c) the Treasurer;
 - (d) the CEO;
 - (e) any one of three other members of the club who have been authorised by the MC to sign cheques issued by the Club.
- (5) However, one of the persons who signs the cheque must be the president, CEO, Secretary, or the Treasurer.
- (6) Cheques, other than cheques for wages, allowances, or petty cash recoupment, must be crossed 'not negotiable'.
- (7) A petty cash account must be kept on the impress system, and the MC must decide the amount of petty cash to be kept in the account.
- (8) All expenditure must be approved or ratified at a MC meeting.

40 General Finance Matters

- (1) On behalf of the MC, the Treasurer in conjunction with the appointed auditor must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (2) The income and property of the Club must be used solely in promoting the Clubs objects and exercising the Clubs powers.
- (3) All financial statements shall be examined by the Auditor who shall present his report upon such audit to the Treasurer prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.

41 Documents

The MC must ensure the safe custody of books, documents instruments of title and securities of the Club.

42 Financial Year

The financial year for the Club is 1st July to the 30th June in each year.

43 Distribution of Surplus Assets to Another Entity

- (1) This rule applies if the Club:
- (a) is wound-up under part 10 of the Act; and

- (b) has surplus assets.
- (2) The surplus assets must not be distributed among the members of the Club.
- (3) The surplus assets must be given to another entity:
 - (a) having objects similar to the club's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
 - (c) In this rule - ***surplus assets*** see section 92 (3) of the Act.

44 Common Seal

The Club shall not have a Common Seal.