



Club Savoy

myrtleford

Rules for

**MYRTLEFORD SAVOY
SPORTING CLUB INC**

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1. THE ASSOCIATION

1.1 The name of the incorporated association is: MYRTLEFORD SAVOY SPORTING CLUB (in these rules called "the Association")

1.2 PURPOSE OF THE ASSOCIATION

The name of the incorporated association is the Myrtleford Savoy Sporting Club Incorporated (hereinafter called the Association".

The purposes of the Association are

1.2.1 To establish, maintain and conduct Club Rooms for the purpose of affording to Members and their guests all the usual privileges, advantages and convenience and accommodation-and-to-do-all-things necessary to efficiently maintain and carry on such an Association and to promote social intercourse and good fellowship amongst the members and to promote the assimilation of newcomers to the District.

1.2.2 to provide accommodation for members thereof and their guests upon premises of which the Association is the bona fide occupier. Such accommodation to be provided and maintained from the joint funds to the Association and no person shall be entitled to derive any profit, benefit or advantage from the Association which is not shared equally with every Member thereof, other than a remuneration or honorarium approved by the Committee of Management for work done by the Secretary, Treasurer or other Officer of the Club or salary or wages paid to employees. The provisions of this clause shall not be deemed to prevent the employment by the Committee of any Member in the course of his/hers usual occupation; and

1.2.3 to establish any lawful games for the Members of the Association and to hold any licence or licences and apply for registration and become registered under the Liquor Control Reform Act 1998 and Gambling Regulation Act 2003 or any amendment or re-enactment thereof; and

1.2.4 to promote and support sport and clubs and associations devoted to sporting purposes and community purpose within the Myrtleford district.

1.2.5 to promote and support the game of Bocce in the Myrtleford district and to convene teams, conduct competitions and maintain facilities for the playing of Bocce.

1.3 Solely for the purpose of furthering the purposes set out above, the Association shall have power to:

1.3.1 Subscribe to become a member of and co-operate with any other association, club or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of the Rules; and

1.3.2 buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid for the Members of the Association or persons frequenting the Association's Club premises.

1.3.3 purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property real and personal and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with any of the objects of the Association PROVIDED THAT in case the Association shall take or hold any property which may be subject to any Trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such Trusts; and

1.3.4 enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association AND to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain AND to carry out, exercise and comply with any such arrangements, rights, privileges and concessions; and

- 1.3.5 appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association; and
- 1.3.6 construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests and to contribute to, subsidize or otherwise assist and take part in the construction, improvement, maintenance, development, working management, carrying out, alteration or control thereof, and
- 1.3.7 invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit; and
- 1.3.8 take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate; and
- 1.3.9 lend and advance money or give credit to any person or body corporate AND to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate; and
- 1.3.10 borrow or raise money whether alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed along or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the Association's property or assets present or future and to purchase, redeem or pay off any such securities; and accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferrable instruments; and
- 1.3.11 draw, make, accept, endorse, discount, execute and issue promissory notes, bill, of exchange, bills of lading and other negotiable or transferrable instruments; and
- 1.3.12 sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association; and
- 1.3.13 take or hold mortgages, liens or charges to secure payment of the purchase price or any unpaid balance of the purchase price of any part of the Association's property of whatsoever kind sold by the Association or any money due to the Association from purchasers and others; and
- 1.3.14 take any gift of property whether subject to any special Trust or not for any one or more of the objects of the Association but subject always to the provisions contained in sub-clause 1.3.3 hereof, and
- 1.3.15 take such steps by personal or written appeals, public meeting or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association in the form of donations, annual subscriptions or otherwise; and
- 1.3.16 print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects; and
- 1.3.17 amalgamate with any one or more incorporated associations 'having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of the Rules; and
- 1.3.18 purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one- or more of the incorporated associations with which the Association is authorised to amalgamate; and

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- 1.3.19 transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate; and
- 1.3.20 make donations for charitable or community purposes; and
- 1.3.21 do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

2. INTERPRETATION

2.1 In these rules, unless the contrary intention appears:-

"**Club Premises**" means the land and buildings located on Great Alpine Road, Myrtleford, Victoria.

"**Club Premises Area**" means the area within 45km of Club Premises.

"**Committee**" means the Committee of Management of the Association.

"**Financial year**" means the year ending June 30th

"**Member**" means a member of the Association.

"**Member of the Committee**" means a member of the Committee whether or not an officer of the Association under Rule 19.

"**The Act**" means the Associations Incorporation Reform Act 2012.

"**The Regulations**" means regulations under the Act

2.2 In these Rules, a reference to the secretary of an Association is a reference where a person holds office under these Rules as secretary of the Association - to that person;

2.3 Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

3. MEMBERSHIP

3.1 The Association shall consist of Ordinary Members, Honorary Life Members, Honorary Members, Temporary Members, Second Family Members, Gaming and Social Members and Junior Sporting Members.

3.1.1 Ordinary Members:

(1) A natural person of not less than 18 years of age who is nominated and approved for membership as provided in these Rules is eligible to be an Ordinary member of the Association on payment of the entrance fee and annual subscription payable under these Rules.

(2) A person who is not a Member of the Association at the time of incorporation of the Association (or who was such a Member at that time but has ceased to be a Member) shall not be admitted to membership, unless:

(a) he or she is nominated as provided in sub-clause 3.1.1(3); and

(b) his or her admission as a Member is approved by the Committee.

(3) A nomination of a person for membership of the Association shall:

(a) be made in writing on the form set out in Appendix 1; and

(b) be lodged with the Secretary of the Association; and

(c) be lodged with the appropriate entrance and membership fee.

(4) The Secretary shall after receipt of a nomination:

(a) refer the nomination to the Committee as soon as practicable after receipt of same; and

(b) display the names and addresses of the proposed Members in a conspicuous place in the Club premises for at least one week before their election and an interval of not less than five weeks shall lapse between nomination and election of Ordinary Members.

- (5) Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject a nomination.
- (6) Upon a nomination being approved by the Committee the Secretary shall with as little delay as possible, notify the nominee in writing that he or she is approved for membership of the Association.
- (7) The Secretary shall upon payment of the amount referred to in sub-clause 3.1.1(c)(iii) and approval of nomination as set out in sub clause 3.1.1 (d) enter the nominee's name in the register of Members and, upon the names being so entered the nominee becomes an Ordinary Member of the Association and the Member will be bound by the Rules of the Association.
- (8) A Member of the General Body of members may introduce not more than four guest on any day. Such guest shall not be introduced more than twelve times in the same calendar year but these restrictions shall not apply to the spouse, fiancé', fiancée or partner of a member. The guests name and address and the name of the member introducer shall be entered into a guests book kept for that purpose. The guests book shall be open to inspection by members of Police and employees of the Victorian Commission for Gambling and Liquor Regulation.

3.1.2 Honorary Life Membership

Any Ordinary member of the Association whom the Committee shall by resolution declare to have rendered outstanding and conspicuous service to the Club shall be recommended for life membership of the Association and may be elected Life Member of the Club by majority of two-thirds of the general body of Members present at any General Meeting of the Club and any such Member of the Association so elected as Life Member thereof shall be relieved of the regular financial subscription.

3.1.2a Honorary Sporting Life Member

A Sporting member of the Association whom the committee shall by resolution declare to have rendered outstanding and conspicuous service to the Club shall be recommended for Sporting Life membership of the association and may be elected Sporting Life membership of the Club by majority of two-thirds of the general body of members present at any General meeting of the Club and any such member of the Association so elected as Sporting Life member thereof shall be relieved of the regular financial subscriptions.

3.1.2bA motion to accept all past present and future Sporting club Life Members be accepted as Sporting Life Members of the Myrtleford Savoy Sporting Club.

3.1.3 Honorary Member

Persons possessing the following qualifications may be elected as an Honorary Member of the Association:

- (1) any distinguished visitor to the Club Premises Area; or
- (2) any person visiting the Club Premises Area who is a Member of any Club or Association which is affiliated with the Association; or
- (3) Players or Officials of any team competing against any team sponsored by the Association on the occasion of such competition; or
- (4) Honorary Members and membership are subject to the following provisions:
 - (a) Honorary Members possessing the qualifications set out in paragraphs (1) and/or (2) of this sub-clause shall not:
 - (i) exceed 20 in total numbers at any one time; and/or
 - (ii) be elected for any period exceeding three months; and/or
 - (iii) be elected on more than two occasions in any one calendar year .

- (b) Honorary Members possessing the qualifications set out in paragraph (4)(b) (c) of this sub-clause may be elected only for the day or days on which the competition in which they are competing or officiating takes place.
- (5) Honorary Members must be proposed by one Ordinary Member or Life Member of the Association and seconded by another Ordinary Member or Life Member of the Association. An Election Committee consisting of any three members of the Committee may upon receipt of a duly completed nomination form for honorary grant the applicant Honorary Membership.

3.1.4 Temporary Members

Any person who does not permanently reside within 45 kilometres of the Club House may be elected by the Committee as a Temporary Member of the Association for such period not exceeding three months as the Committee may think fit and at the expiration of any period of temporary membership he/she may in the discretion of the Committee be elected for a further period not exceeding three months. The subscription payable by a Temporary Member shall be such sum as is fixed by Rule 5 and shall be payable in advance. No Temporary Member shall be admitted to the privileges of temporary membership until such subscription is paid. Every candidate for temporary membership must be proposed in writing by an Ordinary Member and seconded by an Ordinary Member or Life Member of the Association. Upon receiving the nomination the Committee may elect such candidate as a Temporary Member.

3.1.5 Honorary Members and Temporary members shall be subject to the following conditions and regulations:

- (1) Honorary membership or temporary membership may be cancelled at any time by the Committee; and
- (2) Honorary Members or Temporary Members shall not be eligible for election as office bearers or Members of the committee of the Association but they shall be entitled to attend any General Meeting of the Association, but cannot vote on any matter raised at such meetings.
- (3) No person shall be allowed to become Honorary members or Temporary Members of the Club or be relieved of the payment of the regular subscription except those possessing certain qualifications defined in these Rules and subject to conditions and regulations prescribed therein.

3.1.6 Second Family Members

Any person who has a spouse that is an ordinary member may be elected as a Second Family Member with all the rights and obligations attached to Ordinary Members however the annual subscription shall be only 50% of the sum payable by an Ordinary Member.

3.1.7 Gaming and Social Members

Any person who only requires access to the following Club facilities may be elected as a Gaming and Social Member:

- Gaming Machines in the Gaming Room
- Lounge/Dining Area and/or
- Lounge Bar

No other Club facilities may be used by Gaming and Social Members, unless permitted by the Committee

3.1.8 Junior Sporting Members

Any person who is under the age of 18 years and is a member of a Sporting Body affiliated with the Association may be elected as a Junior Sporting Member. Junior Sporting Members are open to compete in all Association sporting competitions and tournaments. Junior Sporting Members must not be supplied with liquor in the Club premises except in accordance with Clause 47. The number of Junior Sporting Members admitted to the Association at any one time shall not be more than forty per centum (40%) of the total of the Association membership

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3.1.9 Authorised gaming visitors

3.1.9.1 Subject to all times to the Club being the holder of a Venue Operators Licence issued under the provisions of Gambling Regulation Act 2003, an Authorised Gaming Visitor (as herein after defined) being a person who is not a member or a guest of a member, may be admitted to the Club on any day when guests of a member, are allowed for the purposes of playing Gaming Machines and for the use of such club facilities as the committee may from time to time permit. Authorised Gaming Visitors may no introduce guests to the Club.

3.1.9.2 The Secretary must keep on the club premises a register of Authorised Gaming Visitors containing the name and residential address of each Authorised Gaming Visitor admitted and the date of that admission.

3.1.9.3 An Authorised gaming visitor must:

- (a) produce evidence of his or her residential address before being admitted to the licensed premises;
- (b) carry identification at all times whilst on the licensed premises; and
- (c) comply with any relevant rule of the club whist on the licensed premises.

3.1.9.4 For the purpose of these rules an Authorised Gaming Visitor is hereby defined as a person who:

- (a) is over the age of 18 years;
- (b) whose place of residence is more than ten kilometres from the licensed premises; and
- (c) is not a person who the committee of the club has determined should not be admitted.

3.1.9.5 There shall be no Entrance Fee or annual subscription payable by Authorised Gaming Visitor.

4. MEMBERSHIP RIGHTS

4.1 A right privilege or obligation of a person by reason of his/her membership of the Association:

4.1.1 is not capable of being transferred or transmitted to another person; and/or

4.1.2 terminates upon the cessation of his/her membership whether by death or resignation or otherwise.

4.2 The admission of all Members except Honorary Members and Authorised Gaming Visitors shall be by election by a majority of the General Committee. A record shall be kept by the Secretary of the Association of the number of the Members voting at each such election. Each candidate for admission must be proposed by one Ordinary Member or Honorary Life Member or Second Family Member and be seconded by one Ordinary Member or Honorary Life Member or Second Family member. The proposer and seconder must personally know the candidate. The candidate's name, rank, profession or occupation and usual place of residence shall together with the names of the proposer and seconder be inserted at the time of proposing in a register kept for that purpose. The names and addresses of persons proposed as Members of the Club shall be displayed in a conspicuous place in the club premises for at least one week prior to their election and an interval of not less than five weeks shall lapse between nomination and election as an Ordinary Member.

4.3 On the election of each candidate for Membership the Secretary shall notify the same to the members and shall furnish the member with a printed copy of the Rules and the member shall be enrolled as a Member of the Association as the case may be and be bound by the Rules of the Association. Only Ordinary Members, Honorary Life Members and Second family Members of the Association shall be entitled to:

4.3.1 elect the office bearers and Committee of the Association and other officers elected at a General Meeting; and/or

4.3.2 offer themselves for election as an office bearer or member of the, Committee of the Association; and/or

4.3.3 attend be heard at and vote at all General Meetings of the Association; and/or

- 4.3.4 have admission to the Club premises at all times and be open to compete in all Association competitions and tournaments; and/or
- 4.3.5 use of the Association's facilities in accordance with the by-laws laid down by the Committee.
- 4.3.6 Note: No person under 18 years of age shall be admitted as an Ordinary member, Honorary Life Member, Honorary Member, Temporary Member, Second Family Member or Social Member of the Association.
- 4.4 A member of the Association who is entitled to vote has the right—
 - 4.4.1 to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
 - 4.4.2 to submit items of business for consideration at a general meeting; and
 - 4.4.3 to have access to the minutes of general meetings and other documents of the Association as provided under rule56.2; and
 - 4.4.4 to inspect the register of members.
- 4.5 A member is entitled to vote if—
 - (a) the member is a member referred to in Clause 4.3; and
 - (b) more than 10 business days have passed since he or she became a member of the Association; and
 - (c) the member's membership rights are not suspended for any reason.
- 4.6 Non-voting members of the Association include—
 - 4.6.1 Gaming and Social Members; and
 - 4.6.2 Junior Social Members; and
 - 4.6.3 any other category of member as determined by special resolution at a general meeting.
- 4.7 A non-voting member must not vote but may have other rights as determined by the Committee or by resolution at a general meeting.

5. ENTRANCE FEE AND ANNUAL SUBSCRIPTION

- 5.1 The entrance fee is a sum to be determined by the Managing Committee from time to time for all the differing categories of membership PROVIDED that there shall be a defined subscription of not less than \$10.00 per annum payable by Members quarterly, half-yearly or annually in advance or such lesser amount approved by the VCGLR in the case of a particular club or a particular class or classes of members of a particular club or such other sum as required by the VCGLR from time to time.
- 5.2 The annual subscription is a sum to be determined by the Managing Committee from time to time for the various categories of membership and is payable in advance on or before the first day of September in each year.
- 5.3 If by the 1st day of September in each year any Member fails to pay his/her annual Subscription, due of the first day of July in each year, this person shall cease to be a Member of the Association from that date and accordingly his/her name shall be erased from the Association's books, the Secretary signifying the same to him in writing and reporting such erasure to the next Committee Meeting, but if any time such person shall give to the Committee a satisfactory explanation, he may, upon payment of all arrears be re-elected to membership without payment of entrance fee (if any).
- 5.4 Any member of the Association leaving the district during the first year of his/her membership may be refunded, upon application such portion of the entrance fee (if any) as the Committee may think reasonable.
- 5.5 Any ex-member wishing to re-join the Association after resignation through leaving to reside beyond the Club Premises Area or from other cause to be approved by the Committee, may be

eligible for re-election without payment of entrance fee (if any) except such portion thereof as may have been refunded.

6. REGISTER OF MEMBERS

The Secretary shall keep and maintain a register of members in which shall be entered; the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of the Association.

7. RESIGNATION OF MEMBERS

7.1 A member may resign by notice in writing given to the Association.

7.2 The notice of resignation may be given by post, hand delivery to the address of the Association or by handing the notice to a member of the committee.

7.3 A member is taken to have resigned if—

7.3.1 the member's annual subscription is more than 12 months in arrears; or

7.3.2 where no annual subscription is payable—

- (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
- (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a members.

8. DISPUTES RESOLUTION

8.1 Disputes and mediation:

(1) The grievance procedure set out in this rule applies to disputes under these Rules between:

- (a) a member and another member; or
- (b) a member and the Association

(2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties

(3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

(4) The mediator must be:

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement:-

- (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or
- (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

(5) A member of the Association can be a mediator

(6) The mediator cannot be a member who is a party to the dispute.

(7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

(8) The mediator, in conducting the mediation must:

- (a) give the parties to the mediation process every opportunity to be heard; and
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

(9) The mediator must not determine the dispute.

(10) If the mediation process does not result in the dispute being resolved, the parties will be referred to a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice) for resolution of the dispute.

8.2 Disciplinary Procedures

8.2.1 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.

8.3 Notice of members

8.3.1 Before disciplinary action is taken against a member, the Secretary must give written notice to the member—

- (a) stating that the Association proposes to take disciplinary action against the member; and
- (b) stating the grounds for the proposed disciplinary action; and
- (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the disciplinary meeting); and
- (d) advising the member that he or she may do one or both of the following—
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
- (e) Setting out the member's appeal rights under rule 23. The notice must be given no earlier than 28 days, and no later than 14 days, before (the *disciplinary meeting*) is held.

8.4 Decision of subcommittee

8.4.1 At the disciplinary meeting, the disciplinary subcommittee must—

- (a) give the member an opportunity to be heard; and
- (b) consider any written statement submitted by the member

8.4.2 After complying with subrule (1), the disciplinary subcommittee may—

- (a) take no further action against the member; or
- (b) subject to subrule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.

8.4.3 The disciplinary subcommittee may not fine the member.

8.4.4 The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

8.5 Appeal Rights

8.5.1 A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.

8.5.2 The notice must be in writing and given—

- (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
- (b) to the Secretary not later than 48 hours after the vote.

8.5.3 If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.

8.5.4 Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—

- (a) specify the date, time and place of the meeting; and
- (b) state—
 - (i) name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
- (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

9. ANNUAL GENERAL MEETING

- 9.1 The Association shall in each calendar year convene an annual general meeting of its members.
- 9.2 That annual general meeting be held within four months of end of the financial year on such date as the Committee determines.
- 9.3 The annual general meeting shall be specified as such in the notice convening it.
- 9.4 The ordinary business of the annual general meeting shall be:
 - 9.4.1 to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting; to receive from the Committee reports upon the transactions of the Association during the last preceding financial year;
 - 9.4.2 to elect members of the Committee; and
 - 9.4.3 to receive and consider the statement submitted by the Association in accordance with Part 7 of the Act.
- 9.5 The annual general meeting may transact special business of which notice is given in accordance with these rules.
- 9.6 The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

10. SPECIAL GENERAL MEETING

- 10.1 All general meetings other than the annual general meeting shall be called special general meetings.
- 10.2 The Committee, may whenever it thinks fit, convene a special general meeting of the Association and, where but for this sub-clause more than 15 months would lapse between general meetings, shall convene a special general meeting before the expiration of that period.
- 10.3 The Committee shall, on requisition in writing of members representing not less than 10% of the total number of members or 40 members, whichever is the greater, convene a special general meeting of the Association.
- 10.4 The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- 10.5 If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- 10.6 A special general meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

11. LOCATION OF MEETING

All meetings, whether of office bearers or Members of the Association to transact any business thereof shall be held at the Club premises or at the place nominated by the President.

12. NOTICE OF MEETING

12.1 The Secretary of the Association shall, at least 14 days before the date fixed for holding a general meeting of the Association, cause to be sent to each member of the Association at his/her address appearing in the register of new members, a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

12.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

12.3 A member desiring to bring any business before a meeting must give 21 days notice of that business in writing to the secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

13. PROCEEDINGS AT MEETINGS

13.1 All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting shall be deemed to be special business.

13.2 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that time.

13.3 Ten per centum (10%) of all members are to be personally present (being members entitled under these rules to vote at a general meeting) to constitute a quorum for the transaction of the business of a general meeting.

13.4 if within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of the members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall be a quorum.

14. CHAIRMAN

14.1 The President, or in his/her absence, the Vice President, shall preside as chairman at each general meeting of the Association.

14.2 If the President and the Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

15. ADJOURNMENT

15.1 The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

15.2 Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.

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15.3 Except as provided in sub-clauses 15.1 and 15.2, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

16. VOTING

16.1 A question arising at a general meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the show of hands and unless before or on the declaration of the show of hand a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

16.2 Upon any question arising at a general meeting of the Association, a member has one vote only.

16.3 All votes shall be given personally or by proxy.

16.4 In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.

16.5 If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such a manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

16.6 A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.

16.7 A member is not entitled to vote at any general meeting unless all moneys and payable by him to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

17. PROXIES

17.1 Each member shall be entitled to one absentee vote, to be delivered to the Secretary no later than 24 hours before the time of the meeting.

17.2 The notice appointing the proxy shall be in the form set out in Appendix 2.

18. COMMITTEE OF MANAGEMENT

18.1 The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 19.

18.2 The Committee:

18.2.1 Shall control and manage the business and affairs of the Association

18.2.2 May, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Association; and

18.2.3 Subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

19. CONSTITUTION

19.1 The Officers of the Association shall be elected by the Members of the Committee and shall comprise:

19.1.1 A President

19.1.2 A Vice-President; and

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19.1.3A Treasurer.

- 19.2 A person who is elected to the Committee in accordance with Rule 20 shall, subject to this Rule, be eligible for election to any of the Officers mentioned in sub-clause 19.1. .
- 19.3 Each officer of the Association shall hold office until the annual general meeting next after the date of his/her election but is eligible for re-election, provided that no member may hold the office of President for more than three consecutive years.
- 19.4 In the event of a casual vacancy in any office referred to in sub-clause 19., the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his/her appointment.
- 19.5 The Committee shall consist of seven (7) persons elected to the Committee in accordance with Rule 20.
- 19.6 The Members of the Committee shall be elected for a term of two (2) years and a rotation shall be maintained whereby four (4) Committee Members shall retire (although eligible for re-election) in the one (1) year and in the following year the remaining three (3) Committee Members shall retire (but be eligible for re-election.)
- 19.7 In the event of a casual vacancy occurring in the office of a Member of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the term of the Committee Member replaced by the appointment. .
- 19.8 The Committee will appoint a Manager/Secretary and the word Secretary will be deemed to refer to the Manager/Secretary.

20. ELECTION OF COMMITTEE MEMBERS

- 20.1 Nominations of candidates for election as members of the Committee:
- 20.1.1 shall be made in writing, signed by two members of the Association and be accompanied by the written consent of the Candidate (which may be endorsed on the form of nomination); and
- 20.1.2 shall be delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the Annual General meeting; and
- 20.1.3 shall be posted on the notice board for that period; and
- 20.1.4 no member shall be eligible to nominate for the Committee unless he/she is and has been a member for at least 12 months; and
- 20.2 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 20.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 20.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 20.5 The ballot for the election of members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.
- 20.6 The members of the Committee shall elect the Officers of the Association at the first Committee meeting following the Annual General Meeting.

21. GROUNDS FOR TERMINATION OF OFFICE

- 21.1 For the purposes of these rules, the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member;
- 21.1.1 ceases to be a member of the Association;

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- 21.1.2 becomes insolvent under administration within the meaning of the Corporation Law; or
- 21.1.3 resigns his/her office by notice in writing given to the secretary; or
- 21.1.4 is absent for 3 consecutive meetings of the Committee without sending an apology satisfactory to the members.

22. QUORUM AND PROCEDURE AT MEETINGS

- 22.1 The Committee shall meet at such a place and such times as the Committee may determine.
- 22.2 Special meetings of the Committee may be convened by the President or by any 4 of the members of the Committee.
- 22.3 Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 22.4 Any 4 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
 - (a) Should a vote be locked the President will have the casting vote.
- 22.5 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- 22.6 At the meetings of the Committee:
 - 22.6.1 the President or in his/her absence the Vice-President shall preside; or
 - 22.6.2 if the President and Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- 22.7 Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined by a show of hands or, if demanded by a Member, by a poll taken in such manner as the person presiding at the meetings may be determined. Each member present at the meeting of the Committee or of any Sub-Committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 22.8 Written notice of each committee meeting shall be served on each member of the Committee by delivering it to him at a reasonable time before the meeting or by sending it by pre-paid post addressed to him/her at his/her usual or last known place of abode at least two business days before the date of the meeting.
- 22.9 Subject to sub-clause (4) the committee may act notwithstanding any vacancy on the Committee.

23. MINUTES

- 23.1 The Secretary of the Association shall keep minutes of the resolutions and Proceedings of each general meeting and each committee meeting in books provided for that purpose together with a record of the names of persons present at committee meetings:

24. SECRETARY

- The Secretary of the Association shall
- 24.1 Conduct the business of the Association in accordance with the instructions of the Committee, and subject thereto shall have full control of the Club House and all Club property therein and shall see that the same are kept in good order and repair and that adequate provisions are made for the use of the Club House by Members; and

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- 24.2 Keep in his/her custody all documents and papers of the Association, keep proper minutes of all meetings and record all resolutions made by the Committee and keep a list of financial Members posted in the Club House; and
- 24.3 Call all meetings in accordance with the Rules and do all acts and things required by the *Liquor Control Reform Act 1998 and Gambling Regulation Act 2003* or any act of Parliament or any regulations thereunder or by any law of the local Municipality; and
- 24.4 Perform any duty or function required under the Act to be performed by the Secretary of an Incorporated Association; and
- 24.5 Subject to the Act and these Rules, provide members with access to the Register of Members, Minutes of General and Committee Meetings and perform any other duty or function imposed on the Secretary by these Rules; and
- 24.6 Give to the Registrar of Incorporated Associations, notice of his/her appointment within 14 days after the appointment.

25. TREASURER

25.1 The Treasurer of the Association:

- 25.1.1 shall collect and receive all moneys due to the Association and make all payments authorized by the Association; and
 - 25.1.2 shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Associations.
- 25.2 The accounts and books referred to in sub-clause (1) shall be available for Inspection by members provided that reasonable notice is given by the member to the Treasurer.

26. REMOVAL OF MEMBER OF COMMITTEE

- 26.1 The Association in general meeting may by resolution remove any member of the Committee before the expiration of his/her term of office and appoint another member in his/her stead to hold office until the expiration of the term of the first-mentioned member.
- 26.2 Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if they are not so sent, the member may require that they read out at the meeting.

27. AUDITOR

There shall be a Registered Company Auditor (not a member of the Committee) who shall be elected annually at the General Meeting. Such Registered Company Auditor shall audit the accounts and shall have power to call for production of all books, papers, accounts and documents relating to the affairs of the Association at any time. The Committee shall have power to fill any temporary vacancy in the office of Registered Company Auditor.

28. SUB-COMMITTEES

- 28.1 The Committee shall appoint any sub-Committee as from time to time it deem expedient.
- 28.2 The Committee shall form a further sub-Committee to deal with all of those assets of the Club which are not dealt with by the sub-Committee formed pursuant to the preceding sub-clause. The members of that sub-Committee are to be appointed from persons who were members of the Myrtleford Savoy Club for a period of at least six months. In all other respects this sub-Committee

is to function in the same manner as the sub-Committee formed pursuant to the preceding sub-clause.

- 28.3 The sub-Committees formed pursuant to this clause will have the power to operate separate bank accounts from the main Club account, which accounts shall only contain funds raised directly through the activities of the sub- Committees, and those funds may distributed by the sub-Committees in such manner as they see fit.
- 28.4 The sub-Committees formed pursuant to this clause will have no right to use general Club funds, unless the Committee has resolved to make such funds available to the sub-Committee, and then they will only have the right to use the funds on the terms and conditions (if any) stipulated by the Committee.
- 28.5 The sub-Committees formed pursuant to this clause are permanent sub-Committees, and cannot be dissolved except by a special resolution of the General Meeting.

29. **BORROWING**

If at any time the Association in General Meeting shall pass a resolution authorising the Committee to borrow money the Committee shall thereupon be in power to borrow for the purpose of the Association such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution and thereupon can make all such dispositions of the Association's property or any part thereof and enter into such agreements in relation thereto as the Committee may deem proper for giving security for such loans and interest. All members of the Association whether voting on such resolution, shall be deemed to have assented to the same as if they had voted in favour of such resolution.

30. **INDEMNIFYING COMMITTEE**

The Officers and members of the Committee shall be indemnified by the Association and the Members thereof against risk loss or expense properly incurred by them and no Officer or member of the committee shall be liable for any loss or expense not attributable to his/her own dishonesty or to the wilful commission by him or any act known by him to be a breach of trust or breach of duty.

31. **AGENTS AND EMPLOYEES**

The Committee shall have the power to appoint, pay and dismiss the Manager/Secretary of the Association and to delegate responsibility to the Manager/Secretary the power to appoint pay and dismiss any servant of the Association and such servant when appointed shall perform and carry out such duties as the Manager/Secretary shall specify.

32. **DISPLAY OF NOTICES**

Every notice as directed to be exhibited in the Club premises shall be so exhibited in some conspicuous place in the club premises.

33. **CLUB PROPERTY**

No member of the Association shall take away from the Club room any book, newspaper or pamphlet being, the property of the Association except by permission given by the house Secretary. Any Member taking away any of the abovementioned property from the Club premises shall be held responsible for its return. Any member breaking any article being the property of the

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Association or for the use of the Club premises or defacing, tearing, inuring or losing any book, newspaper or pamphlet shall pay for and replace same.

34. ANIMALS AND FIREARMS

No Member shall on any account bring any animal or firearm into the Club premises.

35. GAMBLING

The Club house shall not be used for any unlawful betting and gambling or any unlawful games. The Committee shall have the power to prohibit any games which in their opinion are unlawful or injurious to the interest of the Association.

36. COMPLAINTS

All complaints shall be made to the Secretary in writing. Such complaints shall be laid before the Committee with as little delay as possible and an answer sent by the Secretary under their direction.

37. EMPLOYMENT

No member shall appoint the Club premises by advertisement or otherwise, as a place for meeting applicants for employment nor induce any servant to leave the service of the Association.

38. INTERPRETATION OF RULES

The Committee is the sole authority for the interpretation of these Rules and of the by-laws and regulations made hereunder and the decision of the Committee upon any question of interpretation or upon a matter affecting the Association and not provided for by these Rules or by the by-laws and regulations made hereunder shall be final and binding on the Members.

39. RESOLUTIONS BINDING

All resolutions passed at meetings of the Association shall be conclusive and binding on all members of the Association whether they shall be present at meetings held in conformity with the Rules at present or which may thereafter be in force at the Association.

40. CHANGE OF ADDRESS

Every Member of the Association shall communicate to the Secretary any change of address and all notices posted shall be considered as having been duly given on the day following the date of posting.

41. PATRON NUMBERS

No more than a specified number of persons being such number as the Licensed Premises can adequately accommodate will be permitted on the Licensed Premises at any one time.

42. HOURS FOR SERVICE OF LIQUOR

No liquor shall be sold, supplied served or disposed of to any person except during hours approved by the Victorian Commission for Gambling and Liquor Regulation.

43. PURCHASE OF LIQUOR BY VISITORS

A visitor must not be supplied with liquor in the club premises unless the visitor is:

- 43.1 a guest in the company of a member of the club; or

- 43.2 an Authorised Gaming Visitor admitted in accordance with the rules of the club; or
- 43.3 at a particular function or occasion in respect of which a limited licence has been granted under the provisions of Section 14 of the *Liquor Control Reform Act 1998*

44. UNDERAGE CONSUMPTION OF LIQUOR

No liquor shall be sold or supplied to any person under the age of 18 years except where any such person is accompanied by a spouse or parent or guardian and such liquor is solely supplied for consumption as part of a meal supplied on the Club Premises.

45. REMOVAL OF LIQUOR

No liquor shall be sold or supplied for consumption elsewhere than the Club premises unless such liquor is removed from the Club premises by the Member purchasing the same.

46. EMPLOYMENT OF UNDERAGE PERSONS

No person under the age of 18 years shall be employed in the Club except persons who are being trained as waiters and are not allowed to serve behind the bar.

47. MEMBERSHIP LIST

A list containing the names and addresses of the Members of the Association shall be posted in a prominent position on the Club premises.

48. RAFFLES

No subscription list or raffle is permitted to be canvassed or conducted in the Club premises without permission of the Committee.

49. DISTRIBUTION TO MEMBERS

the Association is hereby prohibited from:

- 49.1 making any distribution whether in money, property, granting a greater benefit or advantage, or otherwise to its Members provided however that this Rules shall not prevent payment in good faith or remuneration to any Officer or servants of the Association: and/or
- 49.2 making any payment or part payment to any Secretary, Manager or other Officer or servant of the Association by way of commission or allowance from or upon the receipt of the Association for liquor supplied

50. MANAGEMENT OF FUNDS

50.1 Management of funds

50.1.1 The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

50.1.2 Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.

50.1.3 The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.

50.1.4 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.

50.1.5 All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.

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50.1.6 With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

51. SEAL

51.1 The Common Seal of the Association shall be kept in the custody of the Secretary.

51.2 The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the Committee or of one member of the committee and of the Secretary of the Association.

52. NOTICES

52.1 A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at his/her address shown in the Register of members.

52.2 Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of the post.

53. DISPOSAL OF ASSETS

In the event of the winding up or the cancellation of the incorporation of the Association, the assets and property of the Association after payment of all just debts and liabilities shall not be distributed to Members but shall be distributed to a fund or funds with similar objects and/or to a fund or funds exclusively for charitable purposes and otherwise shall be disposed of in accordance with the provisions of the Act.

54. CUSTODY OF RECORDS

54.1 Except as otherwise provided in these Rules, the secretary shall keep in his/her custody or under his/her control all books, documents and securities of the Association.

54.2 INSPECTION OF BOOKS AND RECORDS-

54.2.1 Members may on request inspect free of charge the books and records of the Association.

54.2.2 The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association contrary to the provisions of the Act, including:-

- (a) the register of members;
- (b) the minutes of general meetings;
- (c) subject to subrule 56.2.2, the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

54.2.3 The Committee must on request make copies of these rules available to members and applicants for membership free of charge.

54.2.4 Subject to subrule 54.2.2, a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.

54.2.5 For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;

- (c) its financial records; and
- (d) records and documents relating to transactions, dealings, business or property of the Association.

55. FUNDS

- 57.1 The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines

56. AMENDMENT OF RULES

These rules may be added to, repealed or amended by resolution of any Annual or Special General Meeting provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least seventy-five per centum (75%) of the Members voting thereon and provided that while and so long as the Club premises are licensed under the Liquor Control Reform Act 1998 (as amended) the Secretary of the Association shall within one month from the making of any amendment or alternation in the Rules of the Association forward to the secretary of the Victorian Commission for Gambling and Liquor Regulation a certified copy of such amendment or alteration.

57. APPROVAL OF AMENDMENT OF RULES

No alteration or variation of the Rules of the Association shall have effect unless and until such alterations or variations have been approved by the Department of Justice.

58. ELIGIBILITY TO VOTE FOR COMMITTEE

The Committee of the Association shall be elected by those classes of members that constitute not less than sixty per cent (60%) of the total membership of the Club excluding Temporary or Honouree Members and persons who are members by reason only of reciprocal arrangements with another club and persons whose rights as members are limited to rights as Social and Gaming Members.

59. GAMING/SOCIAL MEMBERS INELIGIBLE FOR COMMITTEE MEMBERSHIP

Gaming and Social Members and Junior Sporting Members shall not be eligible for election as office bearers or members of the committee.

60. GAMING/SOCIAL MEMBERS INELIGIBLE TO VOTE

Gaming and Social members shall not be eligible to vote at any meeting of the Association unless they become eligible to vote to elect the members of the Management of Committee of the Club pursuant to Clause 58 hereof

Note 1: Only Financial / Committee approved members including second family members, pensioner members and second pensioner members are permitted to vote at a Special General meeting.

Note 2: No person holding only a Social / Sporting membership will be entitled to vote at a Special General Meeting

of the Association or at any election of the members of the committee of the Association.

61. REGISTER OF GUESTS

The Secretary must keep on the Club premises a register of all guests containing the name and residential address of each guest admitted and the date of that admission.

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Appendix 1

Application for membership of Myrtleford Savoy Sporting.

I.....
(Full name of applicant)

of
(Address)

..... desire to become a member of
(Occupation)

The Myrtleford Savoy Sporting Club

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force

.....
Signature of Applicant

Date

I.....a member of the Association
(Name)

Nominate the applicant who is personally known to me, for membership of the Association.

.....
Signature of Proposer

Date.....

I.....a member of the Association
(Name)

Second the nomination of the applicant, who is personally known to me, for membership of the Association.

.....
Signature of Seconder

Date.....

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Appendix 2 FORM OF APPOINTMENT OF PROXY

I.....of

Being a member of the Myrtleford Savoy Sporting club

Hereby appoint.....of.....

Being a member of that incorporated Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on the.....day of.....201..... and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

.....

Signature of Applicant

Date.....