



CENTRAL COAST
BRIDGECLUB

The Constitution

of the

Central Coast Bridge Club Inc.

Contents

PART 1 - PRELIMINARY

1. Definitions

PART 2 - MEMBERSHIP

2. Membership generally
3. Nomination for membership
4. Cessation of membership
5. Membership entitlements not transferable
6. Resignation of membership
7. Register of members
8. Fees and subscriptions
9. Members liabilities
10. Resolution of disputes
11. Disciplining of membership
12. Right of appeal of disciplined member

PART 3 - THE COMMITTEE

13. Powers of the committee
14. Composition and membership of the committee
15. Election of the committee
16. Secretary
17. Treasurer
18. Casual vacancy
19. Removal of committee member
20. Committee meetings and quorum
21. Appointment of association members as committee members to constitute quorum.
22. Use of technology at committee meetings
23. Delegation by committee to sub-committee
24. Voting and decisions

PART 4 - GENERAL MEETINGS

25. Annual General Meetings - holding of
26. Annual General Meetings - calling of and business at
27. Special General Meetings - calling of
28. Notice
29. Quorum for general meetings
30. Presiding member
31. Adjournment
32. Making of decisions
33. Special resolutions
34. Voting
35. Proxy voting not permitted
36. Postal or electronic ballots
37. Use of technology at general meetings

PART 5 - MISCELLANEOUS

38. Insurance
39. Funds - source
40. Funds - management
41. Association is non-profit
42. Distribution of property on winding up of association
43. Change of name, objects and constitution
44. Custody of books etc.
45. Inspection of books etc.
46. Service of notices
47. Financial year

PART 1 - PRELIMINARY

1. Definitions

1. In this constitution:
 - a. **ordinary committee member** means a member of the committee who is not an office bearer of the association.
 - b. **secretary** means:
 - (1) the person holding office under this constitution as secretary of the association, or
 - (2) if no such person holds that office - the public officer of the association
 - c. **special general meeting** means a general meeting of the association other than an annual general meeting
 - d. **the Act** means the Associations Incorporations Act 2009, and
 - e. **the Regulation** means the Associations Incorporation Regulation 2016.

2. In this constitution:
 - a. a reference to a function includes a reference to a power, authority and duty, and
 - b. a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

3. The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

4. The name of the association shall be The Central Coast Bridge Club Inc.

5. The objectives of the association shall be:
 - a. to affiliate with both the Australian Bridge Federation and the New South Wales Bridge Association.
 - b. to organise and promote duplicate bridge sessions, club championships, special club events, congresses and state and national championships.
 - c. to organise and promote duplicate bridge through teaching, supervised play, seminars and information days.
 - d. to develop members to become bridge directors and teachers.

PART 2 - MEMBERSHIP

2. Membership generally

1. A person is eligible to be a member of the association if:
 - a. the person is a natural person, and
 - b. the person has been nominated and approved for membership of the association in accordance with clause 3.

2. A person is taken to be a member of the association if:
 - a. the person is a natural person, and
 - b. the person was:
 - i. in the case of an unincorporated body that is registered as the association - a member of that unincorporated body immediately before the registration of the association.
 - ii. in the case of an organisation that is amalgamated to form the relevant association - a member of that other association immediately before the amalgamation.
 - iii. in the case of a registrable corporation that is registered as an association - a member of the registrable corporation immediately before that entity was registered as an association.

3. A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under section 6 (1) (a) of the Act was made.

4. A member may be voted a life member by resolution of the association in a general meeting following a recommendation of the committee. A life member shall be exempted from payment of the annual club subscription fee.

3. Nomination for membership

1. A nomination of a person for membership of the association:
 - a. must be made by a member of the association in writing in the form **as determined by the committee, and**
 - b. must be lodged (including by email or other electronic means if the committee so determines), with the secretary of the association.

2. As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or reject the nomination.
3. As soon as practicable after the committee makes that determination, the secretary must:
 - a. notify the nominee, in writing (including by email or other electronic means, if the committee so determines), that the committee approved or rejected the nomination (whichever is applicable), and
 - b. if the committee approved the nomination, request the nominee to pay (within the period of 28 days after the receipt by the nominee of the notification) the sum payable under this constitution by the member as an entrance fee and annual subscription.
4. The secretary must, on payment by the nominee of the amounts referred to in sub clause (3) (b) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

4. Cessation of membership

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

- a. dies, or
- b. resigns membership, or
- c. is expelled from the association, or
- d. fails to pay the annual membership fee under clause 8 (2) within **one (1) month** after the fee is due.

5. Membership entitlements not transferable

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

- a. is not capable of being transferred or transmitted to another person, and
- b. is terminated on cessation of a person's membership.

6. Resignation of membership

1. A member of the association may resign from membership of the association by first giving to the secretary written notice of at least one month (or such other

period as the committee may decide) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

2. If a member of the association ceases to be a member under sub clause (1) and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7. Register of members

1. The secretary must establish and maintain a register of members of the association (whether in written or electronic form) specifying the name and postal or residential address of each person who is a member of the association together with the date on which the person became a member.
2. The register of members must be kept in New South Wales.
 - a. at the main premises of the association.
 - b. if the association has no premises, at the associations official address.
3. The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
4. A member of the association may obtain a copy of the register on payment of a fee of not more than \$1 for each page copied.
5. If a member requests that any information contained in the register about a member (other than a member's name) not be available for inspection, that information must not be made available for inspection.
6. A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
 - a. the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
 - b. any other purpose necessary to comply with a requirement of the Act or the Regulation.
7. If the register of members is kept in electronic form:
 - a. it must be convertible into hard copy, and
 - b. the requirements of sub clause (2) and (3) apply as if the reference to the register of members is a reference to a current hard copy of the register of

members.

8. Fees and subscriptions

1. A member of the association must, on admission to the membership, pay to the association a fee of \$1 or, if some other amount is determined by the committee, that other amount.
2. In addition to any amount payable by the member under sub clause (1), a member of the association must pay to the association an annual membership fee of \$2 or, if some other amount is determined by the committee, that other amount:
 - a. except as provided by paragraph (b), before the first day of **January** in each calendar year, or
 - b. if the member becomes a member on or after the first day of **January** in any calendar year **that amount is due** on becoming a member and before the first day of **January** in each succeeding calendar year, or
 - c. **except if the member has been conferred life membership status.**

9. Members' liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause (8).

10. Resolution of disputes

1. A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, is to be referred to a community justice centre for mediation under the Community Justice Centres Act 1983.
2. If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.

11. Disciplining of members

1. A complaint may be made to the committee by any person, that a member of the association:

- a. has refused or neglected to comply with a provision or provisions of this constitution, or
 - b. has willfully acted in a manner prejudicial to the interests of the association.
2. A committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
 3. If the committee decides to deal with the complaint, the committee:
 - a. must cause notice to be served on the member concerned, and
 - b. must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - c. must take into consideration any submissions made by the member in connection with the complaint.
 4. The committee may, by resolution, expel a member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
 5. If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and the member's right of appeal under Clause 12.
 6. The expulsion or suspension does not take effect:
 - a. until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - b. if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under Clause 12, whichever is the later.

12. Right of appeal of disciplined member

1. A member may appeal to the association in general meeting against a resolution of the committee under Clause 11, within 7 days after the notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
2. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

3. On receipt of a notice from a member under sub-clause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held with 28 days after the date on which the secretary received the notice.
4. At a general meeting of the association convened under sub-clause (3):
 - a. no other business other than the appeal is to be transacted, and
 - b. the committee and the member must be given the opportunity to state their respective cases orally or in writing or both, and
 - c. the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
5. The appeal is to be determined by a simple majority of votes cast by members of the association.

PART 3 - THE COMMITTEE

13. The powers of the committee

Subject to the Act, the Regulation, and this constitution and to any resolution passed by the association in general meeting, the committee:

- a. is to control and manage the affairs of the association, and
- b. may exercise all such functions as may be exercised by the association other than those functions that are required by this constitution to be exercised at a general meeting of the members of the association, and
- c. has the power to perform all such acts and do such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

14. Composition and membership of the committee

1. The committee is to consist of:
 - a. the office bearers of the association, and
 - b. at least seven (7) ordinary committee members, each of whom is to be elected at the annual general meeting of the association under Clause 15.
2. The total number of the committee is to be 11.
3. The office-bearers of the association are:
 - a. the president,

- b. the vice-president,
 - c. the treasurer,
 - d. the secretary.
4. A committee member may hold up to two offices (other than both the president and vice-president offices).
 5. No member shall be entitled to hold any one of the office bearer's position being, president, vice president, treasurer, secretary for more than three (3) consecutive terms.
 6. Should there be no nomination for an office bearer's position, then the incumbent who has held the office bearer's position for three (3) consecutive terms may re-nominate for that position for that year. However, in the event that a further nomination is received for that office bearer's position, then the nomination of the incumbent shall automatically be withdrawn. Any office bearer can nominate for any other position.
 7. Each member of the committee is, subject to this constitution, to hold office until immediately before the election of committee members at the annual general meeting next following the date of the member's election but is eligible for re-election.
 8. **Should any office bearer resign from their office before the completion of a full 12 month term, but having served greater than 6 months, then that person will be regarded as having completed a full term in office.**

15. Election of committee members

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

received at the annual general meeting.

3. If insufficient nominations are received, any vacant positions remaining on the committee are to be casual vacancies.
4. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
5. If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
6. The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
7. A member nominated as a candidate for election as an office-bearer or as an ordinary committee member must be a member of the association.

16. Secretary

1. The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
2. It is the duty of the secretary to keep minutes (whether in written or electronic form) of:
 - a. all appointments of office-bearers and members of the committee, and
 - b. the names of the members of the committee present at a committee meeting or a general meeting, and
 - c. all proceedings at committee meetings and general meetings.
3. Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
4. The signature of the chairperson may be transmitted by electronic means for the purposes of sub clause (3).

17. Treasurer

1. It is the duty of the treasurer of the association to ensure:
 - a. that all money due to the association is collected and received and that all payments authorised by the association are made, and
 - b. that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

18. Casual vacancy

1. In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
2. A casual vacancy in the office of the committee occurred if the member:
 - a. dies, or
 - b. ceases to be a member of the association, or
 - c. becomes insolvent under administration within the meaning of the *Corporation Act 2001* of the Commonwealth, or
 - d. resigns office by notice in writing given to the secretary, or
 - e. is removed from office under Clause 19, or
 - f. becomes a mentally incapacitated person, or
 - g. is absent without the consent of the committee from 3 consecutive meetings of the committee, or
 - h. is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - i. is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

19. Removal of committee members

1. The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
2. If a member of the committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations 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 the representations are not so

sent the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

20. Committee meetings and quorum

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

21. Appointment of association members as committee members to constitute a quorum.

1. If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting, the existing committee members may appoint sufficient number of members of the association as committee members to enable a quorum to be constituted.
2. A member of the committee so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
3. This clause does not apply to the filling of a casual vacancy to which clause 18 applies.

22. Use of technology at committee meetings.

1. A committee meeting may be held at two or more venues using any technology approved by the committee that gives each of the committee members a reasonable opportunity to participate.
2. A committee member who participated in a committee meeting using that technology is taken to be present at the meeting and, if the member voted at the meeting, is taken to have voted in person.

23. Delegation by committee to sub-committee

1. The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - a. this power of delegation, and
 - b. a function which is duly imposed on the committee by the Act or by any other law.
2. A function, the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
3. A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time and circumstances, as may be specified in the instrument of delegation.
4. Despite any delegation under this clause, the committee may continue to exercise any

function delegated.

5. Any act or thing done or suffered by the sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
6. The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
7. A sub-committee may meet and adjourn as it thinks proper.

24. Voting and decisions

1. Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of committee or sub-committee present at the meeting.
2. Each member present at a meeting of the committee or any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of the equality of votes on any question, the person presiding may exercise a second or casting vote.
3. Subject to clause 20 (5), the committee may act despite any vacancy on the committee.
4. Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that afterwards might be discovered in the appointment or qualification of any member of the committee or sub-committee.

PART 4 - GENERAL MEETINGS

25. Annual general meetings - holding of

1. The association must hold its first annual general meeting within 18 months after its registration under the Act.
2. The association must hold its annual general meetings:
 - a. within 6 months after the close of the association's financial year, or
 - b. within such later time as may be allowed or prescribed under section 37 (2) of

the Act.

26. Annual general meetings - calling of and business at

1. The annual general meeting of the association is, subject to the Act and to clause 25 to be convened on such a date and at such a time and place as the committee thinks fit.
2. In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - a. to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting.
 - b. to receive from the committee reports on the activities of the association during the preceding year.
 - c. to elect office-bearers of the association and ordinary committee members.
 - d. to receive and consider any financial statement or report required to be submitted to the members under the Act.
 - e. to consider any special resolutions which may be brought forward by members providing that details are supplied in writing to the secretary thirty five (35) days prior to the meeting.
3. The annual general meeting must be specified as such in the notice convening it.

27. Special general meetings - calling of

1. The committee may, whenever it thinks fit, convene a special general meeting of the association.
2. The committee must, on the requisition in writing of at least 5 percent (5%) of the total number of members, convene a special general meeting of the association.
3. A requisition of members for a special general meeting:
 - a. must state the purpose or purposes of the meeting, and
 - b. must be signed by the members making the requisition, and
 - c. must be lodged with the secretary, and
 - d. may consist of several documents in similar form, each signed by one or more of the members making the requisition.
4. If the committee fails to convene a special general meeting to be held within a month after that date on which the requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a

special general meeting to be held not later than 3 months after that date.

5. A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
6. For the purpose of subclause (3):
 - a. a requisition may be in electronic form, and
 - b. a signature may be transmitted, and a requisition may be lodged, by electronic means.

28. Notice

1. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
2. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under sub clause (1) the intention to propose the resolution as a special resolution.
3. No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under Clause 26 (2).
4. A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

29. Quorum for general meetings

1. No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present at the time the meeting is considering that item.
2. Twenty five members or 20% of the membership or whichever is the lesser, being present in person, (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
3. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - a. if convened on the requisition of members, is to be dissolved, and
 - b. in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
4. If at the adjourned meeting, a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum).

30. Presiding member

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

31. Adjournment

1. The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at the adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
2. If the general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

3. Except as provided in subclause (1) and (2), the notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

32. Making of decisions

1. A question arising at a general meeting of the association is to be determined by either:
 - a. a show of hands, or if the meeting is one to which clause 37 applies, any appropriate corresponding method that the committee may determine, or
 - b. if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot - a written ballot.
2. If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of votes recorded in favour or against that resolution.
3. Subclause (2) applies to a method determined by the committee under subclause (1) (a) in the same way as it applies to a show of hands.
4. If the question is to be determined by written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

33. Special resolutions

A special resolution may only be passed by the association in accordance with section 39 of the Act - if it is supported by at least three quarters of the votes cast by members of the association who, under the association's constitution, are entitled to vote on the proposed resolution.

34. Voting

1. On any question arising at a general meeting of the association a member has one vote only.

2. In the case of an equality of votes at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
3. A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
4. A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

35. Proxy votes not permitted

Proxy voting must not be undertaken at or in respect of a general meeting.

36. Postal or electronic ballots

1. The association may hold a postal or electronic ballot to determine any issue or proposal (other than an appeal under Clause 12).
2. A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

37. Use of technology at general meetings

1. A general meeting may be held at two or more venues using any technology approved by the committee that gives each of the associations members a reasonable opportunity to participate.
2. A member of the association who participates in a general meeting using that technology is taken to be present at the meeting and if the member votes at the meeting is taken to have voted in person.

PART 5 - MISCELLANEOUS

38. Insurance

The association may effect and maintain insurance.

39. Funds - source

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

40. Funds - management

1. Subject to any resolution passed by the association in general meeting, the funds of the association are to be used solely in pursuance of the objects of the association in the manner that the committee determines.
2. All cheque's, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by **two (2) signatories who are authorised to do so by the committee.**

41. Association is non-profit

Subject to the Act and the Regulation, the association must apply its funds and assets solely in the pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

42. Distribution of property on winding up of association

1. Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another organisation with similar objects and which is not carried out for the profit or gain of its individual members.
2. In this clause a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

43. Change of name, objects and constitution

An application for registration of a change in the associations name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

44. Custody of the books etc.

Except as otherwise provided by this constitution, all records, books, and other documents relating to the association must be kept in New South Wales:

- a. at the main premises of the association, in the custody of the public officer or a member of the association (as the committee determines), or
- b. if the association has no premises, at the association's official address, in the custody of the public officer.

45. Inspection of the books etc.

1. The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
 - a. records, books, and other financial documents of the association,
 - b. this constitution,
 - c. minutes of all committee meetings and general meetings of the association.
2. A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.
3. Despite subclause (1) and (2), the committee may refuse to permit a member of the association to inspect or obtain a copy of 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.

46. Service of notices

1. For the purposes of this constitution, a notice may be served on or given to a person:
 - a. by delivering it to the person personally, or
 - b. by sending it by pre-paid post to the address of the person, or
 - c. by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving and receiving the notice.

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

47. Financial year

The financial year of the association is:

- a. the period of time commencing on the date of incorporation of the association and ending on the following 31st March and
- b. period of 12 months after the expiration of the previous financial year of the association commencing on 1st April and ending on the following 31st March.