

# **CANBERRA CROQUET CLUB INCORPORATED RULES**

## **Name**

1. The name of the club is Canberra Croquet Club Incorporated, hereinafter called the club.

## **Objects**

2. The objects of the club are to facilitate the playing of Croquet and Gateball by its members and to support and foster the game in the community.

## **Membership**

3. Members of the club shall be those persons who have paid the fees and have been admitted by the Committee as members, associate (non-playing and non-voting) members or life members. Election to life membership in recognition of special service to the club shall be by at least a two-thirds majority at a General Meeting. Life members are exempt from annual subscriptions.

## **Committee**

4. The affairs of the club shall, subject to these rules and any resolution passed by the club in general meeting, be controlled and managed by an executive body (hereinafter called the Committee) consisting of a President, a Vice-President, Secretary, Treasurer, Captain, and three elected members.  
The Immediate Past-President shall be ex-officio on the Committee for twelve months. The President and Captain shall not hold the same office for more than three consecutive years. No member shall remain on the Committee for more than seven consecutive years.
5. A vacancy in the Committee occurs if a Committee member dies, ceases to be a member, resigns, is removed from office, becomes an insolvent under administration within the meaning of the Corporations Law, suffers from physical or mental incapacity, or is disqualified from office under subsection 63(1) (convicted of an offence) of the Associations Incorporation Act, 1991 (hereinafter called the Act). Subject to Section 50 of the Act (natural justice) a Committee member may be removed from office by resolution of a general meeting. If vacancies exist after the Annual General Meeting or occur thereafter they may be filled by appointment by the remainder of the Committee.
6. Committee members shall hold office until the conclusion of the Annual General Meeting next following their election or appointment.  
The committee, through the President, will report to members at the Annual General meeting.

## **Playing Committee**

7. There shall be a Playing Committee whose functions include managing handicaps, play, coaching, umpires and referees, and lawns and equipment. [See also Playing Committee document].  
Members of this committee shall be the President (ex officio), Captain (Chair), Vice-Captain, Coaching Co-ordinator and two elected members. The Playing Committee shall have the power to co-opt additional members.

## **Nominations and Election of officials and committee members**

8. The Committee and the Playing committee are elected at the Annual General Meeting.
9. Nominations for office, duly seconded and indicating the nominee's consent, shall be lodged with the Secretary at least one week before the Annual General Meeting. If no nominations are received they may be made at the Annual General Meeting.

## **Patron**

10. The club may invite any person or persons to accept the position of Patron or Joint Patron.

### **Public Officer**

11. A person who is a member of the club and a resident of the AC T shall be appointed by the Committee to be the Public Officer for the purposes of the Act.

### **Other Officers**

12. The Committee may appoint other club officers as it sees fit.

### **Auditor**

13. An Auditor who is not an officer of the club shall be appointed by the Committee annually.

### **Fees and Subscriptions**

14. The annual membership fee of the club shall be determined by the Committee and confirmed at the Annual General Meeting. There shall also be such other fees as set out in the Membership Regulations.

### **Members' Liability**

15. Members have no liability to contribute towards payment of the debts and liabilities of the club or the costs charges and expenses of winding up the club.

### **Meetings**

16. An Annual General Meeting shall be held within five months of the end of the financial year to receive the annual report and financial statements, to set membership fees, to elect the Committee and the Playing Committee.  
The Annual General meeting will also resolve motions moved by members. These motions must be in writing and lodged with the Secretary no later than one week before the meeting.
17. A Special General Meeting may be called by the Committee whenever it thinks fit. The Secretary, upon a requisition made in writing by not less than five members, shall call a Special General Meeting.
18. The Committee shall meet periodically, not less than quarterly.
19. The Playing Committee shall meet at least quarterly and shall provide a written report of each meeting to the Committee.
20. Three weeks notice of general meetings, together with the proposed agenda, shall be placed on the club notice board.
21. The quorum for general meetings will be one third of all members or fifteen, whichever is less, for Committee meetings, five, and for the Playing Committee meetings, three. In order to deal with urgent committee business the chair shall have power to co-opt any financial member to form a quorum.

### **Conduct and Resolution of Decisions at Meetings**

22. The President, or when absent the Vice-President, shall chair all meetings of the club, with the exception of the Playing Committee, which shall be chaired by the Captain. If neither is present, the members present shall elect one of their number to act as chairman.
23. The rules of debate as commonly practiced shall be adhered to at all meetings. The chairman shall decide disputed rules of debate and procedures by reference, in so far as it is not inconsistent with these Rules, to N E Renton's "Guide for Meetings", Fifth Edition, 1990 (particularly Appendix 4) and shall determine meeting procedures consistent therewith and with these Rules. Voting by proxy is not allowed.

## **Duties of Officers**

24. The President shall guard and protect the interests of the club.
25. The Secretary shall keep a record of all business before the club, shall deal with all correspondence and shall maintain a register of members showing the name of the club, the members name, address, date joined and date ceased membership. The Secretary shall also arrange custody of all books, documents and securities of the club and make them available to members for inspection when requested. Records will be kept in accordance with the retention schedule approved by the Committee at the Committee Meeting held on 15 April 2000, and any subsequent amendments made by the Committee, in line with legal requirements.
26. The Treasurer shall keep a record of all receipts and expenditure, shall prepare all financial statements for audit and provide the Public Officer with all financial documents required to be lodged in accordance with the Act.
27. The Public Officer shall ensure that a copy of the Rules is lodged with the Registrar in accordance with Section 30 of the Act and that a copy of the annual return is lodged in accordance with Section 79 of the Act. Each annual return shall include an audited statement of accounts, a copy of the auditor's report in relation to those accounts and a statement by two members of the Committee certifying that the provisions of the Act have been complied with in relation to the preparation of the annual statements of accounts, the auditing of the accounts and the presentation of the audited statement of accounts to the Annual General Meeting.

## **Annual Report**

28. At each Annual General Meeting the following documents shall be presented for consideration:
  - 28.1. an audited statement of accounts for the previous year,
  - 28.2. a copy of the auditor's report on those accounts,
  - 28.3. a report signed by two members of the Committee, stating:
    - 28.3.1. the name of each Committee member during the previous year and at the date of the report,
    - 28.3.2. the principal activities during the previous year and any significant change in their nature that occurred during that year, and
    - 28.3.3. the net profit or loss for the previous year.

## **Funds, Accounts and Audit**

29. Funds are to be derived from subscription fees, donations and, subject to Section 114 of the Act (non-members may not invest in the club), such other sources as the Committee determines. All monies received on behalf of the club shall be paid into General Accounts (bank or term deposit) in its name at bankers appointed by the Committee. All payments from the General Accounts shall be drawn or endorsed by any two of three or four Committee members appointed by the Committee. There shall be a Treasurer's Account, which will be used to make payments on a day-to-day basis. This account will be reimbursed only from the General Account and may never hold more than five thousand dollars or such other amount as may be approved at a General Meeting. The signatory shall be the Treasurer.
30. Proper books of account shall be kept in respect of all monies received and expended on behalf of the club. An Income and Expenditure account and a Statement of Assets and Liabilities are to be prepared at the end of each financial year and audited by a firm or person, not being an officer of the club, who shall report to the Committee.
31. The financial year shall end on 31 May.

### **Non-Profit**

32. Club funds are to be applied solely to the promotion of the objects of the Association. No dividends are to be paid to members.

### **Disciplining of Members**

33. The provisions of paragraphs 9 and 10 of the Model Rules promulgated as the Schedule to the Associations Incorporation Regulations dated 26 November 1991 made under the Act are to apply. These provide for expulsion or suspension of members under certain circumstances with provision for hearings and appeals.

### **Seal**

34. The Committee shall provide for the safekeeping of the club seal which shall be used only with the authority of the Committee. Every document to which the seal is attached or affixed shall be signed by a member of the Committee and countersigned by another member of the Committee.

### **Alterations**

35. Alterations to these Rules shall be made only at a General Meeting of which at least 21 days notice has been given, accompanied by notice of intention to do so. A special resolution with a three-quarters majority vote is required.

### **Dissolution**

36. The dissolution of the club shall be carried out in accordance with the Act. Any assets are to be transferred to another croquet club in the area.

*Adopted by the Annual General Meeting on 20 June 1992*

*Rule 4 amended (AGM June 1996)*

*Rule 13 amended (AGM June 1997)*

*Rule 24 amended (SGM, 14 October 2000)*

*Rules 4, 7, 8, 16 & 21 amended AGM 2007*

*Rule 29 amended AGM 2009*

*Rule 4 amended AGM 2011 to change 2-year maximum consecutive term for President and Captain to 3 years.*