

THE CONSTITUTION OF THE CLUB

This constitution is based on the Model Rules prescribed in the Schedule (Regulation 15) of the Association Incorporation Regulation and complies with Section 32, ACT Association Incorporation Act 1991: 'Rules other than model rules'.

NAME

The name of the association shall be The Land Rover Club of the Australian Capital Territory Incorporated.

OBJECTS

The objects of The Land Rover Club of the Australian Capital Territory Incorporated (the Club) are:

1. To encourage responsible use of four wheel drive vehicles.
2. To promote the conservation of Australia's natural environment, and places of historical and cultural significance.
3. To conduct, either alone or jointly with any other persons, organisations, associations or clubs, social functions, outings, rallies, meetings, conferences, competitions and charitable and community services.
4. To record and publish information on matters of interest to members.
5. To do all such other things as are conducive to promoting the foregoing objects and furthering the interests of the Club.
6. The Club will operate as a non-profit organisation. The assets and income of the club shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association.

TABLE OF PROVISIONS

PART I PRELIMINARY

1. Interpretation.

PART II MEMBERSHIP

2. Membership qualifications.
3. Nomination for membership.
4. Membership entitlements not transferable.
5. Honorary memberships.
6. Cessation of membership.
7. Resignation of membership.
8. Fees and Subscriptions.
9. Members' liabilities.
10. Disciplining of members.
11. Right of appeal of disciplined member.

PART III THE COMMITTEE

12. Powers of the Committee.
13. Constitution and membership.
14. Election of Committee members.
15. Secretary.
16. Treasurer.
17. Vacancies.
18. Removal of Committee Members.
19. Committee Meetings and Quorum.
20. Delegation by Committee to sub-Committee.
21. Voting and Decisions.

PART IV MEETINGS

22. Annual general meetings - Holding of.
23. Annual general meetings - Calling of and business at.
24. General meetings - Calling of.
25. Notice.

26. General meetings - procedure and quorum.
27. Presiding member.
28. Adjournment.
29. Making of decisions.
30. Voting.
31. Appointment of proxies.
32. Ordinary Meetings.

PART V MISCELLANEOUS

33. Funds – source.
34. Funds – management.
35. Alteration of objects and rules.
36. Common seal.
37. Custody of books.
38. Inspection of books.
39. Service of notices.
40. Dissolution

PART I PRELIMINARY

1. Interpretation.

- (1). In these rules, unless a contrary intention appears:

Club means The Land Rover Club of the Australian Capital Territory Incorporated;

Financial Year means the year ending on 30 June;

Member means a member, however described, of the Club;

Membership Year means a financial year;

Ordinary Committee member means a member of the Committee who is not an office-bearer of the Club as referred to in paragraph 12 (1) (a);

Secretary means the person holding office under these rules as secretary of the Club or, where no such person holds that office, the public officer of the Club;

The Act means the *Associations Incorporation Act 1991 ACT*; and

The Regulations means the *Associations Incorporation Regulation 1991*.

Publish and keep records (including by electronic means)

- (2). In these rules:

(a). A reference to a function includes a reference to a power, authority and duty.

(b). A reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.

- (3). The provisions of the *Interpretation Act 1967* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an Instrument made under the Act.

PART II MEMBERSHIP

2. Membership qualifications.

- (1). A person is qualified to become a member if the person:
 - (a). has a pecuniary interest in a four wheel drive vehicle;
 - (b). possesses a licence to drive such a vehicle;
 - (c). supports the objects of the Club;
 - (d). has been nominated for membership in accordance with sub rule 3(2); and
 - (e). has been approved for membership of the Club by members voting at an ordinary meeting in accordance with sub rule 3(3).
- (2). Two people may be treated as being part of a family membership if they:
 - (a). reside in the same dwelling;
 - (b). one of whom satisfies the requirement of sub rule 2(1)(a);
 - (c). each party satisfies the requirements of sub rules 2(1) (b), (c), (d) and (e) and
 - (d). have paid any additional fee determined in accordance with sub rule 8(2).
- (3). Each person of a family membership shall be taken to be, and have the same rights as an individual member.

3. Nomination for membership.

- (1). A person is entitled to be nominated for membership:
 - (a). after participating in at least one Club four wheel drive event deemed eligible by the Committee; or
 - (b). where the Committee determines.
- (2). A nomination of a person entitled to be nominated for membership of the Club:
 - (a). shall be made by a member of the Club in writing in a form determined by the Committee;
 - (b). shall be lodged with the secretary of the Club within two months after the first Club event the person attends as allowed in rule 3(1);
 - (c). shall be published as soon as practicable after the secretary receives the nomination for membership.
- (3). The members will determine to approve the nomination for membership at the ordinary meeting held after publication of the nomination.
 - (a). where an objection to the nomination for membership has been lodged with the secretary prior to the ordinary meeting, by more than 60 percent of members voting in a secret ballot, including informal votes counted in favour of the motion; or
 - (b). by a show of hands in any other case.
- (4). Where a nomination for membership is approved, the secretary shall as soon as practicable after that determination notify the nominee of that approval and request the nominee to pay within 28 days after receipt of the notification the sum payable under these rules by a member as the entrance fee and the first year's annual subscription.

- (5). The secretary shall, on payment by the nominee of the amounts referred to in sub rule (4) within the period referred to in that sub rule, enter the nominee's name in the register of members and, upon the name being so entered, the nominee shall become a member of the Club.

4. Membership entitlements not transferable.

- (1). A right, privilege or obligation which a person has by reason of being a member of the Club:
- (a). is not capable of being transferred or transmitted to another person; and
 - (b). terminates upon cessation of the person's membership.

5. Honorary memberships.

- (1). Honorary Life Membership

On the recommendation of the Committee, an honorary life membership may be offered to a member who, during their membership, has made an exceptional contribution to the objects of the Club. The nominee would have demonstrated loyal and outstanding service, beyond the ordinary for an extended period of time, which has provided a measurable benefit to the Club and its membership.

Nominations seconded by two members, shall be made in writing to the secretary accompanied by appropriate documentation supporting the nomination.

The recommendation shall be determined by members at a general meeting of the Club.

- (2). Honorary Annual Membership

On the recommendation of the Committee, an honorary annual membership may be offered to a person who has made a significant contribution to the objects of the Club during the preceding 12 months.

Nominations seconded by two members, shall be made in writing to the Secretary accompanied by appropriate documentation supporting the nomination.

The recommendation shall be determined by members at a general meeting of the Club.

- (3). Such memberships shall be recorded in the Club records.

6. Cessation of membership.

- (1). A person ceases to be a member of the Club if the person:

- (a). dies;
- (b). resigns from membership of the Club;
- (c). is expelled from the Club; or
- (d). fails to renew membership of the Club.

- (2). Once a person ceases to be a member of the Club because of condition (b) or (c) of sub rule (1) of this rule then that person is prohibited from attending any Club event, ordinary meeting, general meeting or annual general meeting.

- (3). Where a person ceases to be a member, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member

7. Resignation of membership.

- (1). A member is not entitled to resign from membership of the Club except in accordance with this rule.
- (2). A Financial member may resign from the club at any time by notifying the secretary in writing. The secretary will advise receipt of the resignation and advise the Committee at its next scheduled meeting.
- (3). All necessary steps will then be taken to remove the member from the register of members, recording the date on which the member ceased to be a member.

8. Fees and subscriptions.

- (1). The entrance fee to the Club is \$5, or if any other amount has been determined by more than 60 percent of the members voting at a general meeting, such other amount.
- (2). The annual membership fee of the Club is \$5, or if any other amount has been determined by more than 60 percent of the members voting at a general meeting, that other amount.
- (3). The annual membership fees are payable:
 - (a). except as provided by paragraph (b), for each membership year, on or before the 30 September of that membership year; or
 - (b). where a person becomes a member on or after 1 October in any membership year, within 28 days of their becoming a member.
- (4). Where a person becomes a member after the 1 October in any membership year then the membership fee for that membership year is the total of the current fee divided by 4 and multiplied by the remaining quarters of that membership year.
- (5). A person, other than a person who has been expelled or suspended from the Club as described in Rule 10, who has previously held full Club membership and who wishes to rejoin the Club will not be subject to the nomination and approval provisions set out in Rule 3, nor will the person be required to pay an entrance fee. Upon receipt by the Club of the appropriate Annual Membership as described in Rule 8 (2, 3, 4) the person will enjoy full and normal membership rights of the Club.

9. Members' liabilities.

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

10. Disciplining of members.

- (1). Where the Committee is of the opinion that a member has persistently refused or neglected to comply with a provision of these rules, or has persistently and wilfully acted in a manner prejudicial to the objects of the Club, the Committee may, by resolution:
 - (a). expel the member from the Club; or
 - (b). suspend the member from such rights and privileges of membership of the Club as the Committee may determine for a specified period.
- (2). A resolution of the Committee under sub rule (1) is of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under sub rule (3), confirms the resolution in accordance with this rule.
- (3). Where the Committee passes a resolution under sub rule (1), the secretary shall, as soon as practicable, cause a notice in writing to be served on the member:
 - (a). setting out the resolution of the Committee and the grounds on which it is based;
 - (b). stating that the member may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (c). stating the date, place and time of that meeting; and
 - (d). informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the Committee at or prior to the date of that meeting written representations relating to the resolution.

- (4). Subject to section 50 of the Act, at a meeting of the Committee mentioned in sub rule (2), the Committee shall:
 - (a). give to the member mentioned in sub rule (1) an opportunity to make oral representations;
 - (b). give due consideration to any written representations submitted to the Committee by that member at or prior to the meeting; and
 - (c). by resolution determine whether to confirm or to revoke the resolution of the Committee made under sub rule (1).
- (5). Where the Committee confirms a resolution under sub rule (4), the secretary shall, within 7 days after that confirmation, by notice in writing inform the member of that confirmation and of the member's right of appeal under rule 11.
- (6). A resolution confirmed by the Committee under sub rule (4) does not take effect:
 - (a). until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
 - (b). where within that period the member exercises the right of appeal, unless and until the Club confirms the resolution in accordance with sub rule 11(4).

11. Right of appeal of disciplined member.

- (1). A member may appeal to the Club in general meeting against a resolution of the Committee which is confirmed under sub rule 10 (4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2). Upon receipt of a notice under sub rule (1), the secretary shall notify the Committee which shall convene a general meeting of the Club to be held within 21 days after the date on which the secretary received the notice or as soon as possible after that date.
- (3). Subject to section 50 of the Act, at a general meeting of the Club convened under sub rule (2):
 - (a). no business other than the question of the appeal shall be transacted;
 - (b). the Committee and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (c). the members present shall vote by secret ballot on the question of whether the resolution made under sub rule 10 (4) should be confirmed or revoked.
- (4). If the meeting passes a special resolution in favour of the confirmation of the resolution made under sub rule 10 (4), that resolution is confirmed.

PART III THE COMMITTEE

12. Powers of the Committee.

- (1). The Committee, subject to the Act, the Regulations, these rules, and to any resolution passed by the Club in general meeting:
 - (a). controls and manages the affairs of the Club;
 - (b). may exercise all such functions as may be exercised by the Club other than those functions that are required by these rules to be exercised by the Club in general meeting; and
 - (c). has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

13. Constitution and membership.

- (1). The Committee shall consist of:
 - (a). the office-bearers of the Club; and 2 ordinary Committee members each of whom shall be elected pursuant to rule 14 or appointed in accordance with sub rule (4); and
 - (b). the Public Officer (if a member of the Club).
- (2). The office-bearers of the Club shall be -
 - (a). the President;
 - (b). the Vice President;
 - (c). the Treasurer;
 - (d). the Secretary; and
 - (e). the Trip Coordinator.
- (3). The office bearers and the ordinary Committee members shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election.
- (4). In the event of a vacancy in the membership of the Committee, the Committee may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

14. Election of Committee members.

- (1). Nominations of candidates for election as office-bearers of the Club or as the ordinary Committee members shall be made in writing, signed by two members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
 - (a). shall be delivered to the secretary of the Club not less than seven days before the date fixed for the annual general meeting at which the election is to take place;
 - (b). shall be received either in writing at the annual general meeting; or
 - (c). by voice from a nominee present at the meeting if such nomination is proposed and seconded at the time by two other members of the Club in attendance.
- (2). If a single nomination is received for a vacancy to be filled, the person nominated shall be taken to be elected. If more than one nomination is received for a vacancy to be filled, a ballot shall be held.
- (3). Any vacant positions remaining on the Committee shall be deemed to be vacancies.

- (4). The ballot for the election of office-bearers and ordinary Committee members shall be conducted at the annual general meeting in such manner as the Committee may direct.
- (5). A person, other than the Public Officer, is not eligible to simultaneously hold more than one position on the Committee.

15. Secretary.

- (1). The secretary of the Club shall, as soon as practicable after being appointed as secretary, notify the Club of his or her address.
- (2). The secretary shall keep minutes of:
 - (a). all elections and appointments of office-bearers and the ordinary Committee members;
 - (b). the names of members of the Committee present at a Committee meeting, a general meeting or an ordinary meeting; and
 - (c). all proceedings at Committee meetings, general meetings and ordinary meetings.
- (3). Minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

16. Treasurer.

- (1). The treasurer of the Club shall:
 - (a). collect and receive all moneys due to the Club and make all payments authorised by the Club; and
 - (b). keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.

17. Vacancies.

- (1). For the purposes of these rules, a vacancy in the office of a member of the Committee occurs if the member:
 - (a). ceases to be a member of the Club;
 - (b). resigns the office;
 - (c). is removed from office pursuant to rule 18;
 - (d). becomes an insolvent under administration within the meaning of the Corporations Law;
 - (e). suffers from mental or physical incapacity;
 - (f). is disqualified from office under, subsection 63(1) of the Act; or
 - (g). is absent without the consent of the Committee from all meetings of the Committee held during a period of 6 months.

18. Removal of Committee members.

- (1). The Club in general meeting may by resolution, subject to section 50 of the Act, remove any member of the Committee from the office of member of the Committee before the expiration of the member's term of office.

19. Committee meetings and quorum.

- (1). The Committee shall meet at least 3 times in each calendar year at such place and time as the Committee may determine.
- (2). Additional meetings of the Committee may be convened by any member of the Committee.
- (3). Oral or written notice of a meeting of the Committee shall be given by the secretary to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the Committee) before the time appointed for the holding of the meeting.
- (4). Notice of a meeting given under sub rule (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
- (5). Any 3 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (6). No business shall be transacted by the Committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place on an agreed time and day.
- (7). If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- (8). At meetings of the Committee:
 - (a). the president or, in the absence of the president, the vice-president shall preside; or
 - (b). if the president and the vice-president are absent: one of the remaining members of the Committee may be chosen by the members present to preside.

20. 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 Club 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 a function imposed on the Committee by the Act, by any other law of the Territory, or by resolution of the Club in general meeting.
- (2). A function, the exercise of which has been delegated to a sub-Committee under this rule 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 rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4). Notwithstanding any delegation under this rule, the Committee may continue to exercise any function delegated.
- (5). Any act or thing done or suffered by a sub-Committee acting in the exercise of a delegation under this rule 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 rule.
- (7). A sub-Committee may meet and adjourn as it thinks proper.

21. Voting and decisions.

- (1). Questions arising at a meeting of the Committee or of any sub-Committee appointed by the Committee shall be determined by a majority of the votes of members of the Committee or sub-Committee present at the meeting.
- (2). Each member present at a meeting of the Committee or of any sub-Committee appointed by the Committee (including the person presiding at the meeting) is entitled to 1 vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3). Subject to sub rule 19 (5), the Committee may act notwithstanding 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 notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-Committee.

PART IV MEETINGS

22. Annual general meetings - holding of.

- (1). With the exception of the first annual general meeting of the Club, the Club shall at least once in each calendar year and within the period of 5 months after the expiration of each financial year of the Club, convene an annual general meeting of its members.
- (2). The Club shall hold its first annual general meeting:
 - (a). Within the period of 18 months after its incorporation under the Act; and
 - (b). Within the period of 5 months after the expiration of the first financial year of the Club.
- (3). Sub rules (1) and (2) have effect subject to the powers of the Registrar of Incorporated Associations under section 120 of the Act in relation to extensions of time.

23. Annual general meetings - calling of and business at.

- (1). The annual general meeting of the Club shall, subject to the Act, be convened on such date and at such place and time as the Committee considers appropriate.
- (2). In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be:
 - (a). to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b). to receive from the Committee reports on the activities of the Club during the last preceding financial year;
 - (c). to elect members of the Committee, including office-bearers; and
 - (d). to receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to subsection 73 (1) of the Act.
- (3). An annual general meeting shall be specified as such in the notice convening it in accordance with rule 25.
- (4). An annual general meeting shall be conducted in accordance with the provisions of this Part.

24. General meetings - calling of.

- (1). The Committee may, whenever it thinks fit, convene a general meeting of the Club
- (2). The Committee shall, on the requisition in writing of not less than 5 per cent of the total number of members, convene a general meeting of the Club.
- (3). A requisition of members for a general meeting:
 - (a). shall state the purpose or purposes of the meeting;
 - (b). shall be signed by the members making the requisition;
 - (c). shall be lodged with the secretary; and
 - (d). may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (4). If the Committee fails to convene a general meeting within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may convene a general meeting to be held not later than 3 months after that date.
- (5). A general meeting convened by a member or members referred to in sub rule (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee and any member who thereby incurs expense is entitled to be reimbursed by the Club for any reasonable expense so incurred.

25. Notice.

- (1). Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting publish a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2). Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary shall at least 21 days before the date fixed for the holding of the general meeting, publish a notice specifying, in addition to the matter required under that sub rule, the intention to propose the resolution as a special resolution.
- (3). No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted pursuant to sub rule 23 (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 shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

26. General meetings - procedure and quorum.

- (1). 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 the meeting is considering that item.
- (2). 33% of financial members of the Club present in person (being members entitled under these rules 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 shall be dissolved.

27. Presiding member.

- (1). The president shall preside or, in their absence, the vice president at each general meeting of the Club and if both the president and vice-president are absent from a general meeting, the members present shall elect 1 of their number to preside at the meeting.

28. Adjournment.

- (1). The person presiding at 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 shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2). Where a general meeting is adjourned for 14 days or more, the secretary shall publish a notice 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 sub rules (1) and (2), 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.

29. Making of decisions.

- (1). A question arising at a general meeting of the Club shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding 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 Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2). At a general meeting of the Club, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.
- (3). Where the poll is demanded at a general meeting, the poll shall be taken:
 - (a). immediately in the case of a poll which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
 - (b). in any other case, in such manner and at such time before the close of the meeting as the person presiding directs and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

30. Voting.

- (1). Subject to sub rule (3), upon any question arising at a general meeting of the Club, a member has 1 vote only.
- (2). All votes shall be given personally or by proxy but no member may hold more than 5 proxies.
- (3). In the case of an equality of votes on a question at a general meeting, the person presiding is entitled to exercise a second or casting vote.
- (4). A member or proxy is not entitled to vote at any general meeting of the Club unless all money due and payable by the member or proxy to the Club has been paid.

31. Appointment of proxies.

- (1). Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2). The notice appointing the proxy shall be in the form set out in appendices to these rules.

32. Ordinary meetings.

- (1). Ordinary meetings of the Club will be held on the first Monday of each month unless the Committee determines otherwise.
- (2). The ordinary business of the Club shall consist of any business relating to the objects of the Club not required to be conducted in a general meeting by the Act or by this constitution.
- (3). The procedure and quorum requirements of general meetings as laid out in clauses 27, 28, 29, 30 and 31 shall apply to ordinary meetings. Matters not in contravention with sub clause (2) may be dealt with from the floor of the meeting without the requirements of notice.
- (4). Matters raised at an ordinary meeting may by resolution of a motion of the meeting be referred to a general meeting or to the ordinary meeting following publication of the matter.

PART V MISCELLANEOUS

33. Funds-source.

- (1). The funds of the Club shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Club in general meeting and subject to section 114 of the Act, such other sources as the Committee determines.
- (2). All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- (3). The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.

34. Funds-management.

- (1). Subject to any resolution passed by the Club in general meeting, the funds of the Club shall be used in pursuance of the objects of the Club in such manner as the Committee determines.
- (2). All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by 2 of the office-bearers of the Club.

35. Alteration of objects and rules.

- (1). Neither the objects of the Club referred to in section 29 of the Act nor these rules shall be altered except in accordance with the Act.

36. Common seal.

- (1). The common seal of the Club shall be kept in the custody of the secretary.
- (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 2 members of the Committee or of one member of the Committee and of the secretary.

37. Custody of books.

- (1). Subject to the Act, the Regulations and these rules, the secretary shall keep in their custody or under their control all records, books, and other documents, including electronic records, relating to the Club.

38. Inspection of books.

- (1). The records, books and other documents of the Club shall be open to inspection at a place in the Territory, free of charge, by a member of the Club at any reasonable hour.

39. Service of notices.

- (1). For the purpose of these rules, a notice may be served by or on behalf of the Club upon any member either personally or by electronic means.

40. Dissolution.

- (1). In the event of the Club being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any association with similar purposes which is not carried on for the profit or gain of its individual members.