



CONSTITUTION OF  
MANNUM GOLF CLUB INC

Incorporated under the *Associations Incorporation Act 1985 (SA)*

ADOPTED OCTOBER 2022

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## Introductory provisions

### 1.1. Definitions

#### 1.1.1. In this constitution:

- a. **act** means the *Associations Incorporation Act 1985 (SA)* as modified and amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the association;
- b. **association** means MANNUM GOLF CLUB the incorporated association to which this constitution applies;
- c. **board** means committee, as defined in the Act;
- d. **bylaws** means the bylaws of the association;
- e. **by lot** means making a determination or choice by lottery. For example, this might include conducting a draw at random;
- f. **casual vacancy**, on the board, means a vacancy that occurs when a board member resigns, dies or otherwise stops holding office;
- g. **constitution** means rules as defined in the Act;
- h. **general meeting** means a meeting of the association's eligible voting members and includes all general meetings (annual general meetings, general meetings, special general meetings and extraordinary general meetings) called at the direction of the board under clause 8.2.1.a and on the request of members under clause 8.2.1.b;
- i. **majority** means more than half of all eligible voting members present and voting at a board meeting or a general meeting;
- j. **member** means a person who has been duly accepted as such by the board in accordance with this constitution and who has paid any fees and levies due to the association;
- k. **present** means:
  - i at a board meeting, see clause 7.1.3; or
  - ii at a general meeting, see clause 8.5.1.
- l. **signed** means agreed in writing;
- m. **special resolution** means a resolution that is passed at a general meeting by the votes of at least 75% of the members who are present and voting;
- n. **surplus assets** means the assets and property after payment of the debts and liabilities remaining on a winding-up of the incorporated association and the costs, charges and expenses of the winding-up;
- o. **subscription fee** means a fee payable to the association for the receipt of membership rights and privileges;

p. **written / in writing** means, unless the contrary intention appears, all forms of visible words, including printed, hard copy or electronic formats.

1.1.2. Words importing the singular include the plural where context requires or permits.

## **1.2. Name**

1.2.1. The name of the incorporated association is MANNUM GOLF CLUB INCORPORATED.

## **1.3. Associations Incorporation Act 1985**

1.3.1. In this constitution, unless the context requires otherwise, a word or expression has, in a provision of this constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.

## **1.4. Interpretation**

1.4.1. The board has authority to interpret the meaning of this constitution and any matter relating to the association on which the constitution is silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

## **2. Objects and powers**

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### **2.1. Objects**

2.1.1. The objects of the association are to:

- a. foster, encourage, promote, support and manage the game of golf;
- b. abide by the rules regulating the conduct of golf;
- c. foster a safe, fair and inclusive environment and encourage a sense of community spirit and social interaction amongst members and visitors;
- d. ensure that all members receive equal treatment and access;
- e. establish and maintain facilities and amenities for the benefit, social comfort and advancement of golf, the association, its members and visitors;
- f. affiliate with Golf Australia, Golf South Australia and such other bodies as the association deems fit;
- g. adopt and abide by the provisions of the Golf Australia Member Protection Policy;
- h. ensure environmental considerations and the public interest are taken into account in all golf and related activities conducted by the association;

- i. do such things as are incidental or conducive to the attainment of any or all of these objects.

## **2.2. Powers**

- 2.2.1. For the purpose of carrying out its objects, the association has the legal capacity and powers of an individual.
- 2.2.2. The association may, subject to the Act and this constitution:
  - a. acquire, hold, deal with and dispose of any real or personal property; and
  - b. administer any property on trust; and
  - c. open and operate financial institution accounts; and
  - d. invest its moneys; and
  - e. borrow money upon such terms and conditions as the board thinks fit; and
  - f. give such security for the discharge of liabilities incurred by the association as the board thinks fit; and
  - g. appoint agents to transact any business of the association on its behalf; and
  - h. enter into any other contract it considers necessary or desirable; and
  - i. do other things necessary or convenient to be done in carrying out its affairs.

## **3. Membership**

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### **3.1. Classes of membership**

- 3.1.1. The membership of the association consists of the following classes:
  - a. Full Membership (*over 18 years, eligible for election to the board and entitled to vote at general meetings*)
  - b. Provisional Membership (*residing outside 25km radius of Mannum Full Playing and Voting Rights*)
  - c. Restricted Membership (*can play Sun – Fri – no competitio, voting rights*)
  - d. Student Membership (*fulltime student under 23, no voting rights*)
  - e. Junior Membership (*under 18 years, no voting rights*)
  - f. Social Member (*clubhouse use only. No voting rights*)
  - f. Life Membership (*over 18 years, eligible for election to the board, full voting rights*)
- 3.1.2. The board shall have the power to limit the number of members in any class of membership, other than life membership, from time to time.
- 3.1.3. The board may at it's discretion approve no more than two Life Membership per year.
- 3.1.4. The board may, in accordance with bylaws determined from time to time, on the written application of a member who has the qualifications for and

wishes to become a member of a different class of membership, transfer that member from any class of membership to another class of membership. The board may, at its absolute discretion, make an adjustment in the nomination fee and subscription fee paid or payable by that member so transferred for the membership year in which the transfer takes place.

- 3.1.5. A right, privilege or obligation which a person has by reason of being a member of the association is not capable of being transferred or transmitted from one person to another person.
- 3.1.6. Notwithstanding the membership rights and privileges listed in clause 3.1.1 any person who is a current employee of the association shall not be entitled to vote at any general meeting or board meeting and shall not be eligible to hold office as a board member.

### **3.2. Patrons**

- 3.2.1. One or more patrons may be nominated by the board and appointed by the members present and voting at an annual general meeting.
- 3.2.2. At each annual general meeting of the association, any patron is deemed to have retired from their position, but is eligible, on nomination by the board, for re-appointment.
- 3.2.3. A patron is not entitled to vote at general meetings of the association and is not eligible for election to the board, unless they are also an otherwise eligible member.

### **3.3. Subscription fees, nomination fees and levies**

- 3.3.1. The subscription fees and nomination fees for each class of membership, other than life membership, are:
  - a. the amounts decided by the board; and
  - b. payable when, and in the way, the board decides.
- 3.3.2. The board may at any time impose a levy upon all or any members in any amount and upon such payment terms as the board may think fit.
- 3.3.3. A member will not cease to be a member as a result of non-payment of subscription fees, nomination fees, other fees or levies until such moneys are due and payable.
- 3.3.4. A member who fails to pay any subscription fee, nomination fee, other fee or levy payable by that member within one month after the due date may be liable to pay interest calculated based on the amount due, at a rate determined by the board from time to time.
- 3.3.5. A member who has any subscription fee, nomination fee, other fee or levy in arrears for a period of two months may have their membership terminated or suspended.

- 3.3.6. A member who has their membership terminated or suspended under clause 3.3.5 continues to be liable to pay any unpaid subscription fee, nomination fee, other fee or levy.

### **3.4. Application for membership**

- 3.4.1. An application for membership must be:
- a. in writing; and
  - b. in the form decided by the board;
  - c. accompanied by any other documents or evidence of qualification for membership, as determined by the board from time to time.

### **3.5. Admission and rejection of new members**

- 3.5.1. The board should consider an application for membership at the next board meeting held after it receives:
- a. the application for membership; and
  - b. the appropriate nomination fee for the application.
- 3.5.2. The board may decide at the meeting, in its absolute discretion, whether to accept or reject the application.
- 3.5.3. If a majority of the board members present and voting at the meeting vote to accept the applicant as a member, the applicant should be accepted as a member in the class of membership applied for, subject to any waiting period.
- 3.5.4. If the board decides to reject an application, the secretary of the association should, as soon as possible, give the applicant notice of the decision in a manner determined by the board.
- 3.5.5. If a person's application for membership is rejected, the secretary should, as soon as possible, refund any nomination fee paid by the person.
- 3.5.6. The treasurer should shall promptly forward to every admitted applicant an account for payment of subscription fees and the secretary will enter the name and address of the new member, and the date of becoming a member, in the register of members.
- 3.5.7. An applicant whose application for membership has been rejected has no right of appeal against their rejection under this clause.

### **3.6. Membership renewal and re-joining**

- 3.6.1. Members, other than life members, may be required to re-apply for membership annually in accordance with the timeframes and procedures set down by the board from time to time.



- 3.6.2. Members acknowledge and agree that membership renewal is not automatic. Clause 3.5 applies to membership renewal.
- 3.6.3. Upon renewal a member must provide details of any change in their personal details, and any other information reasonably required by the association.
- 3.6.4. A member who has resigned from the association or otherwise forfeited their membership and later desires to re-join may be subject to the same process of admission to membership as any new member who has not previously been a member of the association. The board has the right to determine what, if any, nomination fee is required of a member re-joining under this clause.

### **3.7. Register of members**

- 3.7.1. The board must keep a register of members of the association.
- 3.7.2. The register must include the following particulars for each member:
  - a. the full name of the member;
  - b. the postal or residential address of the member;
  - c. the email address of the member
  - d. the date of admission as a member;
  - e. the date of death or time of resignation of the member;
  - f. details about the termination or reinstatement of membership;
  - g. any other particulars the board or the members at a general meeting decide.
- 3.7.3. Having regard to privacy and confidentiality considerations, inspection of the register may be available to members of the association.

### **3.8. Use of information on register of members**

- 3.8.1. Subject to the Act, confidentiality considerations and privacy laws, the register of members may be used solely to further the objects of the association, as the board considers appropriate.

## **4. Resignation, discipline, appeals and grievances**

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### **4.1. Resignation of a member**

- 4.1.1. A member may resign from the association by giving a written notice of resignation to the secretary.
- 4.1.2. The resignation takes effect at:
  - a. the time the notice is received by the secretary; or
  - b. if a later time is stated in the notice, the later time.

### **4.2. Disciplinary procedure**

- 4.2.1. The board may take action to terminate or suspend a member's membership if it is determined that the member has:
- a. breached, failed, refused or neglected to comply with a provision of this constitution, the association's bylaws or any resolution or determination of the board or any duly authorised subcommittee;
  - b. refused to support the objects of the association;
  - c. acted in a manner unbecoming of a member, or prejudicial to the character and interests of the association; and/or
  - d. brought themselves, the association, any other member or the sport into disrepute;
  - e. been convicted of an indictable offence;
  - f. has subscription fees in arrears for at least two months under clause 3.3.5.
- 4.2.2. If the board decides to terminate or suspend a member's membership, the secretary must, within seven days after the decision, give the member written notice:
- a. setting out the decision of the board and the grounds on which it is based;
  - b. stating that the member may address the board at a meeting to be held not earlier than seven days and not later than 28 days after the service of the notice;
  - c. stating the date, place and time of that meeting;
  - 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 board at or before the date of that meeting written representations relating to the decision.
  - e. setting out the member's appeal rights under clauses 4.3 and 4.4.
- 4.2.3. Before the board terminates or suspends a member's membership, the board must:
- a. give the member a full and fair opportunity to make verbal representations at a meeting as mentioned in clause 4.2.2.b;
  - b. give due consideration to any written representations submitted to the board by the member at or before the meeting mentioned in clause 4.2.2.b.
- 4.2.4. If, after considering all representations made by the member, the board decides by resolution to terminate or suspend the membership, the secretary must, within seven days of the meeting mentioned in clause 4.2.2.b, give the member a written notice of the decision.

### **4.3. Appeal against termination or suspension of membership**

- 4.3.1. A person whose membership has been terminated or suspended may give the secretary written notice of their intention to appeal against the decision.
- 4.3.2. A notice of intention to appeal must be given to the secretary within seven days after the person receives written notice of the decision.
- 4.3.3. Within seven days of the secretary receiving a notice of intention to appeal, an appeals panel shall be constituted by up to three people, other than board members, which should include a barrister or solicitor who will act as chairperson of the appeals panel.

#### **4.4. Appeals panel to decide appeal**

- 4.4.1. The appeals panel must hold the appeal meeting within 28 days after the secretary receives the notice of intention to appeal.
- 4.4.2. At the meeting, the member must be given a full and fair opportunity to show why the membership should not be terminated or suspended.
- 4.4.3. Also, the board must be given a full and fair opportunity to show why the membership should be terminated or suspended.
- 4.4.4. An appeal must be decided by a majority vote of the members of the appeals panel.
- 4.4.5. Where a decision of the board to terminate or suspend a member's membership is set aside by the appeals panel, the membership shall be reinstated to the member's former level of membership without payment of any further fee.

#### **4.5. Grievance procedure**

- 4.5.1. This grievance procedure applies to disputes between:
  - a. a member and another member;
  - b. a member and the board;
  - c. a member and the association.
- 4.5.2. This procedure does not apply to any appeal by a member against a decision made in accordance with the disciplinary procedure outlined in clause 4.2.
- 4.5.3. A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.
- 4.5.4. The parties to a dispute shall attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.
- 4.5.5. If the parties to a dispute are unable to resolve the dispute between themselves within 14 days, the parties may within a further ten days:
  - a. notify the board of the dispute; and

- b. agree to or request the appointment of a mediator; and
  - c. attempt in good faith to settle the dispute by mediation.
- 4.5.6. The mediator may be:
- a. a person chosen by agreement between the parties; or
  - b. in the absence of agreement:
    - i. if the dispute is between a member and another member, a person appointed by the board; or
    - ii. if the dispute is between a member and the board or the association, a suitable external agency.
- 4.5.7. A mediator appointed by the board may be a member or former member of the association but in any case, must not be a person who:
- a. has a personal interest in the dispute; or
  - b. is biased against, or in favour of, any party.
- 4.5.8. The mediator to the dispute, in conducting the mediation, must:
- a. give each party 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 throughout the mediation process.
- 4.5.9. The mediator must not determine the dispute.
- 4.5.10. If the mediation process does not resolve the dispute, the board may take whatever steps it considers appropriate in the best interests of the association and the members concerned.
- 4.5.11. Neither party is entitled to be represented by a legal practitioner at mediation.
- 4.5.12. The board may prescribe additional grievance procedures, which are consistent with this constitution, in the association's bylaws.

## **5. The board, subcommittees and delegation**

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### **5.1. Membership of board**

- 5.1.1. The board of the association comprises up to nine (9) members, each of whom must be at least 18 years of age.
- 5.1.2. The board comprises the following positions:
  - a. president;
  - b. vice president
  - c. treasurer;
  - d. secretary
  - e. captain;

- f. any other members the association members elect at a general meeting.
- 5.1.3. A board member must exercise their powers and discharge their duties in good faith, in the best interests of the association for proper purpose and with a degree of care and diligence that a reasonable person would exercise in the circumstances.
- 5.1.4. A person is not eligible to be a board member if they have served as the association's general manager within the preceding three years.

## **5.2. Terms of office**

- 5.2.1. The term of office for board members is two (2) years.
- 5.2.2. Board members shall remain in office from the conclusion of the annual general meeting at which they were elected until the second annual general meeting following their election, but are eligible, on nomination, for re-election.
- 5.2.3. The board shall have the power to determine the sequence of retirements for board members to ensure rotational terms, whereby approximately one half of the board members retire in each year.

## **5.3. Functions of board**

- 5.3.1. The business of the association is to be managed by or under the direction of the board.
- 5.3.2. The board must take all reasonable steps to ensure that the association complies with its obligations under the Act and this constitution.
- 5.3.3. Subject to this constitution, the board has the general control and management of the administration of the affairs, property and funds of the association.
- 5.3.4. The board may exercise all the powers of the association except any powers that the Act or this constitution requires the association to exercise at a general meeting.
- 5.3.5. The board has power to enforce the observance of all clauses in this constitution and any bylaws made by the board.

## **5.4. Delegation**

- 5.4.1. The board may delegate any of its powers and authorities, duties and functions to any person or to any subcommittee except:
  - a. the power to delegate; and
  - b. a function that is a duty imposed on the board by the Act or by any other law.
- 5.4.2. Despite any delegation under this clause, the board may continue to exercise all its functions, including any function that has been delegated and remains accountable for the exercise of those functions at all times.

## **5.5. Appointment of subcommittees**

- 5.5.1. The board may create and dissolve any subcommittee, considered appropriate by the board to help with the conduct of the association's operations.
- 5.5.2. Subcommittees shall have such powers and duties as the board shall confer on them, or which the board shall delegate to them.
- 5.5.3. A subcommittee may meet and adjourn as it considers appropriate, or as directed by the board.
- 5.5.4. The board may empower any subcommittee of the association to open and operate an account in a financial institution approved by the board from time to time. However, the persons eligible to operate that account must be approved by the board which from time to time may remove and replace those persons or any of them.
- 5.5.5. Subject to the board's absolute control and supervision, each subcommittee of the association may manage its own affairs but must make regular reports to the board (or otherwise as the board may require from time to time). Each subcommittee must promptly and regularly produce its minutes and records for inspection by or on behalf of the board.
- 5.5.6. A subcommittee of the association must in the exercise of those powers delegated to it, conform to any regulation or restriction that the board may impose upon it from time to time. The president may by virtue of their office be an ex-officio member of any subcommittee.

## **5.6. Acts not affected by defects or disqualifications**

- 5.6.1. An act performed by the board, a subcommittee or a person acting under the direction of the board is taken to have been validly performed.
- 5.6.2. Clause 5.6.1 applies even if the act was performed when:
  - a. there was a defect, informality or irregularity in the appointment of a board member, subcommittee member or person acting under the direction of the board; or
  - b. there was an irregularity in the convening or conduct of any board meeting, subcommittee meeting or general meeting that was not discovered until after the conclusion of that meeting; or
  - c. a board member, subcommittee member or person acting under the direction of the board was disqualified from being a member.

## **6. Election, appointment and vacancies on the board**

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### **6.1. Electing the board at Annual General Meeting**

- 6.1.1. A board member may only be elected as follows:
  - a. the secretary calls for nominations for board positions at least 28 days before the general meeting at which the election is to be held;

- b. any two members of the association, who are eligible to vote at general meetings, may nominate an eligible member (the candidate) to serve as a board member;
  - c. nominations must be:
    - i in writing; and
    - ii signed by the candidate and the members who nominated them; and
    - iii given to the secretary at least 14 days before the general meeting.
  - d. a list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be open for inspection by members of the association for at least seven days immediately preceding the general meeting.
  - e. if required by the board, balloting lists must be prepared containing the names of the candidates in order determined by lot.
  - f. each member present and entitled to vote at the general meeting may vote for one candidate for each vacant position on the board. Any equality in voting is resolved as follows:
    - i if there are two candidates and both candidates receive an equal number of votes, voting is determined by lot;
    - ii if there are three or more candidates and two or more candidates receive an equal highest number of votes, a second vote is conducted between only those candidates who received the equal highest number of votes. In the event that following the second vote, two or more candidates receive an equal highest number of votes, voting is determined by lot.
  - g. if there is only one candidate for a vacant board position, the candidate is declared elected if approved by a majority of members present and voting. If the candidate is not approved, nominations for the position may be taken from the floor of the meeting;
  - h. if, at the start of the general meeting, there are no candidates nominated for any vacant board position, nominations for that position may be taken from the floor of the meeting.
- 6.1.2. A person may be a candidate only if the person:
- a. is at least 18 years of age; and
  - b. is eligible to be elected as a board member under the Act; and
  - c. has not served as the association's general manager within the preceding three years.

## **6.2. Resignation, removal or vacation of office of board member**

- 6.2.1. A board member may resign from the board by giving written notice of resignation to the secretary.
- 6.2.2. The resignation takes effect at:
  - a. the time the notice is received by the secretary; or
  - b. if a later time is stated in the notice, the later time.
- 6.2.3. A board member may be removed from office at a general meeting of the association if a majority of the members present and voting at the meeting vote in favour of removing the member.
- 6.2.4. Before a vote is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why they should not be removed from office.
- 6.2.5. The office of a board member may be vacated, and a casual vacancy thereby created, if that person:
  - a. dies; or
  - b. ceases to be a member of the association;
  - c. becomes disqualified from being a board member under the Act; or
  - d. fails to disclose the nature of any material personal interest in a matter that relates to the affairs of the association; or
  - e. becomes of unsound mind or is a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
  - f. is absent from three consecutive board meetings without leave of the board; or
  - g. becomes an employee of the association; or
  - h. is convicted of an indictable offence or is made bankrupt; or
  - i. does not agree to undergo a criminal history check or is disqualified as a result of such a check; or
  - j. does not otherwise comply with the requirements of this constitution.
- 6.2.6. A board member has no right of appeal against their removal from office under this clause.
- 6.2.7. Any board member who has their membership of the association terminated or suspended may not return to the office vacated by them for the remainder of the term for that position.
- 6.2.8. Clause 6.2.7 does not apply in the case of any decision of the board to terminate or suspend a member's membership, which is subsequently set aside by the appeals panel.

### **6.3. Vacancies on board**

- 6.3.1. If a casual vacancy occurs on the board, the continuing members of the board may appoint another member of the association to fill the vacancy for the remainder of the term for that position.



- 6.3.2. If the number of board members is less than the number fixed under clause 7.3.1 as a quorum of the board, the continuing members of the board may act only to:
- a. increase the number of board members to the number required for a quorum; or
  - b. call a general meeting of the association.

## **7. Meetings of the board**

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### **7.1. Board meetings**

- 7.1.1. The board may meet for the transaction of business, call, adjourn and otherwise regulate its meetings as it thinks fit, provided that the board will meet at least once every two months.
- 7.1.2. The board may hold meetings or permit a board member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 7.1.3. A board member who participates in the meeting as mentioned in clause 7.1.2 is taken to be present at the meeting.
- 7.1.4. A question arising at a board meeting is to be decided by a majority vote of board members present and voting at the meeting and, if the votes are equal, the question is decided so as to maintain the status quo.
- 7.1.5. The president is to preside as chairperson at a board meeting.
- 7.1.6. If there is no president or if the president is not present within 30 minutes after the time fixed for a board meeting, the members may choose one of their number to preside as chairperson at the meeting.

### **7.2. Minutes of board meetings**

- 7.2.1. The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each board meeting are entered in a minute book, which may be in electronic format.
- 7.2.2. To ensure the accuracy of the minutes, the minutes of each board meeting must be signed by the chairperson of the meeting, or the chairperson of the next board meeting, verifying their accuracy.
- 7.2.3. Minutes of board meetings are not available for inspection, other than by board members.

### **7.3. Quorum for, and adjournment of, board meeting**

- 7.3.1. At a board meeting, more than 50% of the members elected to the board as at the close of the last general meeting of the members form a quorum.
- 7.3.2. If there is no quorum within 30 minutes after the time fixed for a board meeting:
- a. the meeting is to be adjourned for at least one day; and

- b. the members of the board who are present are to decide the day, time and place of the adjourned meeting.
- 7.3.3. If, at an adjourned meeting mentioned in clause 7.3.2, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

#### **7.4. Resolutions of board without meeting**

- 7.4.1. The board may pass a resolution without a meeting of the board being held if a majority of the board members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. The resolution will be as valid and effectual as if it had been passed at a meeting of the board duly called and held.
- 7.4.2. Such a resolution may be validly transmitted and agreed in writing electronically.
- 7.4.3. A resolution mentioned in clause 7.4.1 may consist of several documents in like form, each agreed in writing by one or more board members.

#### **7.5. Register of board members' interests**

- 7.5.1. The secretary may cause to be kept and updated from time to time a register of declared interests of board members.
- 7.5.2. If a board member has a material personal interest in a matter that relates to the affairs of the association:
- a. the board member must declare the interest;
  - b. the board member must not vote on matters that relate to the interest and, if the member does vote, the member's vote must not be counted;
  - c. the association cannot avoid the transaction merely because of the existence of the interest;
  - d. the interest must be recorded in the minutes of the board meeting at which the disclosure is made and also in the register of declared interests of board members.
- 7.5.3. Clause 7.5.2 does not apply to a material personal interest:
- a. that exists only because the member belongs to a class of persons for whose benefit the association is established; or
  - b. that the member has in common with all, or a substantial proportion of, the members of the association.

### **8. Meetings of members**

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#### **8.1. Annual general meetings**

- 8.1.1. The association's annual general meeting must be held:

- a. at least once each year; and
  - b. within six months after the end date of the association's financial year.
- 8.1.2. The following business must be conducted at each annual general meeting of the association:
- a. receiving and adopting the association's financial statement, and audit report (if required), for the last reportable financial year;
  - b. electing board members;
  - c. appointing an auditor (if required) for the present financial year;
  - d. appointing one or more patrons;
  - e. any other business, as determined by the board.

## **8.2. General meetings**

- 8.2.1. The secretary must call a general meeting by giving each member of the association written notice of the meeting within 14 days after:
- a. being directed to call the meeting by the board; or
  - b. being given a written request signed by at least 10% of the number of members of the association who are entitled to vote at general meetings when the request is signed.
- 8.2.2. A request mentioned in clause 8.2.1 must state any proposed resolution to be considered at the general meeting.
- 8.2.3. Separate copies of a document setting out the request may be used for signing by members if the wording of the request is identical in each copy.
- 8.2.4. A general meeting must be held within 28 days after the secretary is directed or requested to call the meeting as mentioned in clause 8.2.1.
- 8.2.5. If the secretary is unable or unwilling to call the general meeting, the president must call the meeting.
- 8.2.6. If the secretary or president does not within 28 days from the date of receipt of the request mentioned in clause 8.2.1.b duly proceed to call the meeting, the members who made the initial request (or any of them) may themselves call and arrange to hold the meeting.
- 8.2.7. Any meeting called by the members under clause 8.2.6 must be called in the same manner as that in which meetings are called by the board, and the reasonable expenses of convening and conducting such a meeting shall be borne by the association.

## **8.3. Notice of general meetings**

- 8.3.1. The secretary must give written notice of any general meeting to each member of the association at least 21 days before the date of the general meeting.

- 8.3.2. Notice of a general meeting must state the business to be conducted at the meeting and must specify the date, time and place for the meeting, provided further that if the business to be conducted at a general meeting includes consideration of a proposed special resolution, the notice must state in full the wording of the proposed special resolution.

#### **8.4. Quorum for, and adjournment of, general meetings**

- 8.4.1. The quorum for an annual general meeting and for a general meeting called at the direction of the board under clause 8.2.1.a is at least 5% of the association's members who are entitled to vote at general meetings.
- 8.4.2. The quorum for a general meeting called on the request of members under clause 8.2.1.b is at least 10% of the association's members who are entitled to vote at general meetings.
- 8.4.3. No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- 8.4.4. If the required quorum is not present within 30 minutes from the time fixed for a general meeting, the meeting:
- a. if called upon the request of members under clause 8.2.1.b, lapses; or
  - b. in any other case will be adjourned to either the same day in the next week at the same time and at the same place or to any other date, time or place which the board specifies.
- 8.4.5. If the required quorum is not present at the adjourned meeting, the members who are present and entitled to vote will be deemed to be the quorum and may transact the business for which the meeting was called.
- 8.4.6. The chairperson must adjourn a general meeting if a majority of members present at the meeting agree or direct that the chairperson must do so.
- 8.4.7. No business will be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 8.4.8. A resolution passed at any adjourned meeting will for all purposes be treated as having been passed on the date when it was in fact passed and will not be deemed to have been passed on any earlier date.
- 8.4.9. When a meeting is adjourned, a new notice of the adjourned meeting is required only if the meeting is adjourned for 21 days or more.

#### **8.5. Procedure at general meetings**

- 8.5.1. An eligible voting member may take part and vote in a general meeting in person..
- 8.5.2. At each general meeting:
- a. the president is to preside as chairperson; and

- b. if there is no president or if the president is not present within 30 minutes after the time fixed for the meeting or is unwilling to act, the members present may choose another board member to be chairperson of the meeting; and
  - c. if there is no board member present the members may choose one of their number to preside as chairperson at the meeting; and
  - d. the chairperson must conduct the meeting in a proper and orderly way; and
  - e. a member who is not present at a general meeting is not permitted to take part using technology.
- 8.5.3. No business other than that stated on the notice of meeting may be conducted at a general meeting.

## **8.6. Voting at general meetings**

- 8.6.1. At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority vote of the members present and voting.
- 8.6.2. Each member present and entitled to vote is entitled to one vote only and, if the votes are equal, the question is decided so as to maintain the status quo.
- 8.6.3. There is no provision for proxy votes to be cast.
- 8.6.4. A member is not entitled to vote at a general meeting if the member has any subscription fee, nomination fee, other fee or levy in arrears at the date of the meeting.
- 8.6.5. A challenge to a member's right to vote at a general meeting:
- a. may only be made at the meeting; and
  - b. must be determined by the chairperson, whose decision is final.
- 8.6.6. The method of voting is to be decided by the board.
- 8.6.7. However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- 8.6.8. If a secret ballot is held, the chairperson must appoint at least two members to conduct the secret ballot in the way the chairperson decides.
- 8.6.9. The result of a vote as declared by the chairperson is taken to be a resolution of the meeting at which the vote was held. Neither the chairperson nor the minutes need to state the number or proportion of the votes recorded in favour or against.

## **8.7. Minutes of general meetings**

- 8.7.1. The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book, which may be in electronic format.

- 8.7.2. To ensure the accuracy of the minutes:
- a. the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy; and
  - b. the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy.
- 8.7.3. If asked by a member of the association, the secretary must, within 28 days after the request is made:
- a. make the minutes for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
  - b. give the member a copy of the minutes of the meeting.

## **9. Secretary and Public Officer**

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### **9.1. Secretary**

- 9.1.1. The association must have a secretary, who must be a natural person:
- a. at least 18 years of age; and
  - b. ordinarily residing in Australia; and
  - c. not disqualified from managing a corporation.
- 9.1.2. If a vacancy occurs in the office of secretary, the members of the board must ensure a secretary is appointed or elected within 28 days after the vacancy occurs.
- 9.1.3. The secretary's functions include, but are not limited to:
- a. calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting; and
  - b. keeping minutes of each meeting; and
  - c. keeping copies of all correspondence and other documents relating to the association; and
  - d. maintaining the register of members of the association.

### **9.2. Public officer**

- 9.2.1. The association must have a public officer, who must be a natural person:
- a. at least 18 years of age; and
  - b. ordinarily residing in South Australia; and
  - c. not disqualified from managing a corporation.
- 9.2.2. The public officer is appointed by the board.

- 9.2.3. The position of public officer may, but need not be, held by a board member.
- 9.2.4. The association must within one month after any change in the identity or address of the public officer give notice to Consumer and Business Services containing prescribed particulars of the change.

## **10. Finance**

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### **10.1. Funds and accounts**

- 10.1.1. The funds of the association must be kept in one or more accounts in the name of the association in a financial institution decided by the board.
- 10.1.2. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- 10.1.3. All amounts must be deposited in a financial institution account as soon as possible after receipt.
- 10.1.4. Any cheque or electronic funds transfer must be signed or approved by:
  - a. two board members; or
  - b. one board member and:
    - i the public officer; or
    - ii any other person who has been authorised by the board to sign cheques issued or approve electronic funds transfers by the association.
- 10.1.5. Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- 10.1.6. A petty cash account may be kept by the board, and the board must decide the amount of petty cash to be kept in any such account.
- 10.1.7. All expenditure must be approved or ratified at a board meeting.

### **10.2. Financial records, audit and annual return**

- 10.2.1. The association shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the association in accordance with the Act.
- 10.2.2. On behalf of the board, the treasurer must, as soon as possible after the end date of each financial year, ensure a financial statement for the association's last reportable financial year is prepared.
- 10.2.3. If required, the board must ensure that the association's financial statement is audited by an auditor and presented to the annual general meeting for adoption.
- 10.2.4. If required, the association shall lodge an annual return with Consumer and Business Services within six months after the end date of the association's financial year. Any such annual return must be

accompanied by a copy of the financial statement, the auditor's report, the board's statement and the board's report.

### **10.3. General financial matters**

- 10.3.1. The income and property of the association must be applied solely towards the promotion of the objects of the association as set out in this constitution and no portion thereof is to be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or among the members of the association, provided that nothing herein prevents the payment in good faith of:
- a. remuneration of any person in return for services actually rendered to the association; or
  - b. repayment for out-of-pocket expenses incurred on behalf of the association; or
  - c. payment for sale or hire of goods or payment of rent for premises let to the association; or
  - d. interest to any member in respect of money advanced by that member to the association or otherwise owing by the association to the member, provided that the rate of interest is not more than the current rate being charged for overdrawn accounts on money lent by:
    - i the financial institution of the association; or
    - ii if there is more than one financial institution of the association, the financial institution nominated by the board.
- 10.3.2. The association precludes the payment to an officer or employee of the association of an amount by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the association or the receipts of the association for such liquor.

### **10.4. Financial year**

- 10.4.1. The association's financial year will commence on July 1st and end on 30<sup>th</sup> June in each year.

## **11. Documents and legal**

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### **11.1. Documents**

- 11.1.1. The board must ensure the safe custody of books, documents, instruments of title and securities of the association.

### **11.2. Notices**

- 11.2.1. A written notice may be given by the association to any member either personally, electronically or by sending it by post to the member's last address notified in writing to the association.



11.2.2. Where a notice is sent by post:

- a. service of the notice is effected by properly addressing, pre-paying and posting a letter or packet containing the notice; and
- b. unless the contrary is proved, service will be taken to have been effected at the time at which the letter or packet would be delivered in the ordinary course of post.

### **11.3. Alteration of constitution**

11.3.1. Subject to the Act, this constitution may be amended, repealed or added to, or a new constitution may be adopted, by a special resolution carried at a general meeting.

11.3.2. If this constitution is amended, repealed or added to, or a new constitution is adopted, the amendment, repeal, addition or new constitution comes into force at the time the special resolution is passed.

11.3.3. Any amendment, repeal or addition to this constitution or any new constitution must be registered with Consumer and Business Services within one month of the special resolution being passed.

### **11.4. Bylaws**

11.4.1. The board may make, amend or repeal bylaws, consistent with this constitution, for the internal management of the association.

11.4.2. A bylaw may be set aside by a majority vote of members at a general meeting of the association.

### **11.5. Common seal**

11.5.1. The association shall have a common seal.

11.5.2. The name of the association must appear in legible characters on the common seal.

11.5.3. A document may only be sealed with the common seal by the authority of the board and the sealing must be witnessed by the signatures of two board members.

11.5.4. Every use of the seal shall be recorded in the minute book of the association, which may be in electronic format.

### **11.6. Liability and indemnity**

11.6.1. A member of the association is not personally liable to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of a winding-up of the incorporated association, beyond the property of the incorporated association in the person's possession and the amount, if any, unpaid by the member in respect of membership of the association as required by clause 3.3.

11.6.2. The association will indemnify each board member, public officer, secretary, other officer and employee against any liability incurred in good faith by the person in the course of performing their duties as an officer of the association.

### **11.7. Insurance**

11.7.1. The association may pay, whether directly or through an interposed entity, a premium for a contract insuring a public officer, secretary, board member or employee against liability that the person incurs as an officer of the association including a liability for legal costs.

## **12. Winding up**

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### **12.1. Surplus assets on winding up**

12.1.1. If upon winding up or cancellation of the association there remains, after satisfaction of all its debts and liabilities, any surplus assets whatsoever, the surplus assets must not be paid to or distributed among the members of the association.

12.1.2. Any surplus assets must be given up or transferred to one or more other institutions that have objects similar to the objects of the association and which prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the association under or by virtue of this constitution.

12.1.3. The institution or institutions will be determined by the members of the association at or before the time of deregistration or in default thereof by such Court as may have or acquire jurisdiction in the matter, and if and so far as effect cannot be given to the aforesaid provision, then the surplus assets will be given to some charitable object.