

Constitution of Belrec Incorporated

The Bell Park Sport and Recreation Club provides the opportunity to participate in community sports of football, all inclusive football, netball and cricket. It is committed to provide a sporting pathway for the transition from junior to senior levels in a safe, respectful and professional environment that will sustain the integrity, success and longevity of the club.

The club colours for sporting competitions are bottle green and white.

Amended Constitution of Belrec Incorporated 2020
Registration Number A0012053A
Ratified at AGM 2020
To be reviewed at AGM 2025

CONSUMER AFFAIRS VICTORIA
Associations Incorporation Reform Act 2012

RULES
For Belrec Incorporated

Associations Incorporation Reform Regulations 2012

Part 3

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Rules for Belrec Incorporated

Note: Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

PART 1—PRELIMINARY

1 Name

The name of the Incorporated Association is '**Belrec Incorporated**'.

Registration Number A0012053A

Note: Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

2 Purpose

The purpose of the Association is to provide the opportunity for members of all genders to be involved in, and participate in, community sports of football, all inclusive football, netball and cricket. It is committed to provide a sporting pathway for the transition from junior to senior levels in a safe, respectful and professional environment that will sustain the integrity, success and longevity of the club.

(1)

Solely for the purpose of furthering the purpose above, the Association shall have power :

(a) To hold a licence, or licences, under the Liquor Control Act, or any other relevant Act, which regulates the purchase, sale and consumption of liquor on private premises and for such purpose or purposes to appoint, if necessary or desirable, a manager or managers or other officer or officers, to act as licensee or licensees and hold the licence or licences on behalf of the Association and to apply for permits under the said Act.

(b) To hold a licence or licences under the Victorian Gaming Act or any other relevant Act, which regulates the operation of gaming on the premises and for such purpose or purposes to employ a manager and other staff as required under the Gaming Act.

(c) To appoint, employ, remove or suspend such managers, bookkeepers, employees and other persons as may be necessary, or convenient, for the purposes of the Association.

(d) To construct, improve, maintain, develop, work, manage, carry out, alter or control any buildings, grounds, works, or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to subsidise or otherwise assist and take part in construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.

(e) To invest and deal with money of the Association not immediately required, in such a manner as may from time to time be thought fit.

(f) To do all such things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

3 Financial Year

The financial year of the Association is each period of 12 months ending on *30 June*.

4 Definitions

In these Rules—

Association, means all sections of Belrec sporting teams, including non playing personnel

absolute majority, of the Board, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

Board of Management, means the Board of Management having management of the business of the Association;

Board, means the Board of Management having management of the business of the Association;

Board of Management meeting, means the meeting of the Board of Management held in accordance with these rules;

Board of Management member, means a member of the Board of Management elected or appointed under Part 4;

Chairperson, of a general meeting or Board meeting, means the person chairing the meeting as required under rule 45;

Club, means the Association;

disciplinary appeal meeting means a meeting of the members of the committee convened under rule 23;

disciplinary meeting means a meeting of the Committee convened for the purposes of rule 22;

disciplinary subcommittee means the subcommittee appointed under rule 19;

financial year means the 12 month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

member means a member of the Association;

member entitled to vote means a member who under rule 13(2) is entitled to vote at a general meeting;

special resolution means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

the Act means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

the Registrar means the Registrar of Incorporated Associations.

PART 2—POWERS OF ASSOCIATION

5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting sub rule (1), the Association may—
 - (a) acquire, hold and dispose of real or personal property;

- (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for profit organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Sub rule (1) does not prevent the Association from paying a member—
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

Note: Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1—Membership

7 Minimum number of members

The Association must have at least 25 sporting / full members.

8 Membership Categories

All classes of membership of the Association are open to persons of any gender. They shall have full rights to the use and enjoyment of all parts of the Association’s premises, licensed under the Liquor Control Act 1987, and Gaming Machine Control Act 1991, and the right to elect the officers and Board members to manage the affairs and business of the Association, excluding junior members. There shall be the following classes of membership of the Association:

- (1) Sporting / Full Members
- (2) Social Members
- (3) Gaming Members
- (4) Junior Members
- (5) Life Members
- (6) Visitor Members

9 Membership Qualifications

The following shall be the qualifications to be satisfied by, or in respect of, any person seeking, or being nominated for, membership categories of the club: (1)
For all membership categories -

- (a) that the person is of good repute and character who will not diminish the standing of the Club in the general community as determined by the Board.
- (b) Except in relation to Junior members that the nominee is over the age of 18 years.
- (2) For Sporting / Full Members - that the nominee has a genuine interest in the objects set out above and in particular the advancement of the Club's competitive performance as a sporting club.
- (3) For Social Members - that the nominee has a genuine interest in promoting a healthy and wholesome social life for all Club members.
- (4) For Gaming Members - that the nominee wishes to avail himself or herself of any gaming facilities offered by the Club from time to time and that person will otherwise support the Club's objectives.
- (5) For Junior Members - that the nominee is any person under the age of 18 years who is a registered football, cricket or netball player with the Club.
- (6) For Life Members - that the nominee on the basis of conspicuous and outstanding service to the Club is, in the judgement of the Board of Management, entitled to have Life Membership of the Club conferred upon him or her.
- (7) For Visitor Members - that the nominee is any person over the age of 18 years who has signed in as a visitor to Gaming Venue, supplying name and address.

10 Membership Rights

The rights of members shall be:

- (1) Sporting / Full Members and Life Members –
 - (a) Voting rights in relation to the election of the Board of Management, the matters referred to in clauses 13 and 14 (inclusive) and 34 hereof, amendment of these Rules and generally.
 - (b) The right of admission, without charge, to any designated home and away football or netball games participated by the Club upon presentation of a Membership ticket.
 - (c) The right of entry to any Club premises in respect of which a full club liquor licence is in force.
- (2) Social Members –

The right of entry to any Club premises in respect of which a full club liquor licence is in force without regard to whether gaming is conducted on those premises or otherwise.
- (3) Gaming Members –

The right of entry to any Club premises in respect of which a full club liquor licence and a venue operators licence are in force for the primary purpose of enjoying any gaming facilities conducted on those premises from time to time. No other benefits of membership are included.
- (4) Junior Members –
 - (a) The right of admission, without charge, to any designated home football or netball games participated in by the Club upon presentation of a Membership ticket.
 - (b) Such rights as might be granted by the Liquor Licensing Commission under the provisions of the Liquor Control Act 1987 to enter any Club premises in respect of which a full club liquor licence is in force.
- (5) Visitor Members –

The right of entry to any Club premises in respect of which a full club liquor licence and venue operators licence are in force, but only after signing in as a visitor to the Club, supplying name and address.

11 New membership

(1) Any person shall be considered a member of the Club (whether full, social or gaming) by the Association in accordance with the procedures set out in clause 9 hereof.

(a) The *Secretary (or a nominated appointee)* must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.

(2) A person becomes a member of the Club and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date on which the person pays their Annual Membership fee.

(3) Life Members:

(a) Persons who have given outstanding service to the Association may be nominated by members as Life Members of the Association;

(b) Nominations to Life Membership of the Club must be presented in writing to the Board no later than one month before the date of the Annual General meeting;

(c) The Board of Management shall determine whether or not to honour the nomination with Life Membership;

(d) A Life Member shall have no liability as regards to fees or subscriptions, but shall otherwise have the same entitlements as members;

12 Annual Subscription

(1) Before each Annual General Meeting the Board of Management must determine the following year's membership subscription fee for Gaming and Social members. At each Annual General meeting, the Association must determine—

(a) the amount of the annual subscription fee for the following year to be approved by members present.

(2) The Association may determine that any new member who joins after the start of the new year may pay a fee equal to a pro rata annual subscription based on the remaining part of the year;

(3) Each sporting section committee of the Club: Senior Football, Junior Football, All Abilities Football, Senior Cricket, Junior Cricket and Senior and Junior Netball will determine their Annual Membership fee, and report this amount to the Board as soon as practical.

(4) The rights of a member (including the right to vote) who has not paid the annual subscription are suspended until the subscription is paid.

13 General rights of sporting / full members

(1) A member of the Association who is entitled to vote has the right—

(a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and

(b) to submit items of business for consideration at a general meeting; and

(c) to attend and be heard at general meetings; and

- (d) to vote at a general meeting; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
- (a) Subscription fees have been paid
 - (b) More than 10 business days have passed since he or she became a member of the Association; and
 - (c) The member's membership rights are not suspended for any reason.

14 Rights not transferable

The rights of a member are not transferable and end when membership ceases.

15 Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, The *Secretary (or a nominated appointee)* must as soon as practicable, *review* the register of members.

16 Resigning as a member

- (1) A member may resign by notice in writing given to the Association.

Note: Rule 74(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the committee.

- (2) A member is taken to have resigned if the member's annual subscription is more than 12 months in arrears.

17 Register of members

- (1) The Secretary, or appointed nominee, must keep and maintain a register of members that includes—
 - (a) for each current member—
 - (i) the member's name;
 - (ii) their posting address, and email address, for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) any other information determined by the Board.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note: Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

Division 2—Disciplinary action

18 Grounds for taking disciplinary action

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

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

19 Disciplinary subcommittee

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee of three (3) members to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
 - (a) may be Committee members, members of the Association or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

20 Notice to member

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

21 Decision of disciplinary subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with sub rule (1), the disciplinary subcommittee may—
 - (a) take no further action against the member; or
 - (b) subject to sub rule (3)—
 - (i) reprimand the member; or
 - (ii) suspend the membership rights of the member for a specified period; or
 - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.

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

22 Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 21 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under sub rule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
 - (a) specify the date, time and place of the meeting; and
 - (b) state—
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

23 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with sub rule (1), the members present, and entitled to vote at the meeting, must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked. The Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Division 3—Grievance procedure

24 Application

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
 - (a) a member and another member;
 - (b) a member and the Committee;
 - (c) a member and the Association.
- (2) 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.

25 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

26 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 25, the parties must within 10 days—
 - (a) notify the Committee 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.
- (2) The mediator must 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 Committee; or
 - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee 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 in favour of or against any party.

27 Mediation process

- (1) 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.
- (2) The mediator must not determine the dispute.

28 Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4—GENERAL MEETINGS OF THE ASSOCIATION

29 Annual General Meetings

- (1) The Board must convene an Annual General Meeting of the Association to be held on the last Monday in October of each financial year.
- (2) The Board will determine the date, time and place of the annual general meeting.
 - (a) The quorum for an Annual General Meeting is the presence (physically, by proxy or as allowed under rule 34) of 25 of the members entitled to vote.
- (3) The ordinary business of the Annual General Meeting is as follows:
 - (a) to confirm the minutes of the previous Annual General Meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the Annual Report of the Board on the activities of the Association during the preceding financial year;
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Board in accordance with Part 7 of the Act;
 - (iii) Annual Report of each sporting section on the activities of each section during the preceding sporting season, including financial report;
 - Senior Football
 - Junior Football
 - All Abilities Football
 - Senior and Junior Cricket
 - Senior and Junior Netball; and
 - (c) to elect the members of the Board;
 - (i) Nomination for Board of Management Executive, and Board members shall be called by the Secretary and shall be returnable to the secretary not less than seven clear days prior to the Annual General Meeting in each year.
 - (ii) If nominations for any office exceed the number of positions vacant then a secret ballot shall be taken of the members to elect the Board of Management members or Board Executive as the case may be.
- (d) to confirm or vary the amounts of the annual subscription fees for each member category.
- (4) The Annual General Meeting may also conduct any other business of which notice has been given in accordance with these Rules.

30 Special general meetings

- (1) Any general meeting of the Board, other than an Annual General Meeting or a Disciplinary Appeal Meeting, is a special general meeting.
- (2) The Board may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 32 may be conducted at the meeting.

Note: General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 32 and the majority of members at the meeting agree.

31 Special general meeting held at request of members

- (1) The Board must convene a special general meeting if a request to do so is made in accordance with sub rule (2) by at least 10% of the total number of members.
- (2) A request for a special general meeting must—
 - (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Board does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under sub rule (3) —
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Board must reimburse all reasonable expenses incurred by the members convening a special general meeting under sub rule (3).

32 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 31(3), the members convening the meeting) must give to each member of the Board—
 - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 33(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

Note: Rule 22(4) sets out the requirements for notice of a disciplinary appeal meeting.

33 Proxies

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.

- (2) The appointment of a proxy must be in writing (Appendix 4) and signed by the member making the appointment.
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (4) If the Board has not approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (5) Notice of a general meeting given to a member under rule 33 must—
 - (a) state that the member may appoint another member as a proxy for the meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Board no later than 24 hours before the commencement of the meeting.

34 Use of technology

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

35 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 34) of 60% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
 - (a) in the case of a meeting convened by, or at the request of, members under rule 31—
the meeting must be dissolved;

Note: If a meeting convened by, or at the request of, members is dissolved under this sub rule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 31.
 - (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and

- (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.

- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under sub rule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

36 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting sub rule (1), a meeting may be adjourned—
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.

Example: The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 32.

37 Voting at general meeting

- (1) On any question arising at a general meeting—
 - (a) subject to sub rule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote personally or by proxy; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 23.

38 Special resolutions

A special resolution is passed if a majority of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

Note: In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

39 Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
 - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

40 Minutes of general meeting

- (1) The Committee must ensure that minutes are taken and kept of each general meeting using the Association's Meeting Minute Proforma.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each Annual General Meeting must include—
 - (a) the names of the members attending the meeting; and
 - (b) proxy forms (Appendix 4) given to the President of the meeting under rule 33(6); and
 - (c) the financial statements submitted to the members; and
 - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5—COMMITTEE

Division 1—Powers of Committee

41 Role and powers

- (1) The business of the Association must be managed by or under the direction of a Board.
- (2) The Board may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Board may—

- (a) appoint and remove staff;
- (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

42 Delegation

- (1) The Board may delegate to a member of the Board, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Board by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Board may, in writing, revoke a delegation wholly or in part.

Division 2—Composition of Board and duties of members

43 The Board of Management

- (1) The affairs of the Association shall be managed by a Board of Management constituted as follows -
 - (a) a President
 - (b) a Vice-President
 - (c) a Secretary
 - (d) a Treasurer
 - (e) ordinary members (if any) elected under rule 53. Each member of the Board shall be allocated a Portfolio to manage. Portfolios will be dictated by member's expertise.

44 General Duties of the Board of Management

- (1) The Board of Management -
 - (a) Shall control and manage the business of the Association, including sporting sections and gaming section
 - (b) May, subject to these Rules, Regulations and the Act, exercise all such powers and functions as may be exercised by the Board other than those powers and functions that are required by these rules to be exercised by general meetings of the Board.
 - (c) Subject to these Rules, the Regulations and the Act, has power to perform as such acts and things as appear to the Board of Management to be essential for the proper management of the business of the Association
 - (d) The members of the Board of Management shall be members of the Association, and be elected by the members.

(e) May appoint a member of the Association to fill a casual vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the next Annual General Meeting following the date of appointment.

(f) Shall meet at least 8 times in each year at such times as the Board of Management determines

(g) Shall be duly constituted with a valid quorum for the transaction of the business of a meeting of the Board of Management when 60% of the Board of Management are present

(h) Shall not transact any business unless a quorum is present, and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall be adjourned to the same place, at the same hour on the same day in the following week, unless the meeting was a special meeting, in which case it lapses

(i) Shall be presided over by -

(i) The President or in his absence the Vice-President or;

(ii) If the President and the Vice-President are absent such one of the remaining members of the Board of Management as may be chosen by the members present shall preside.

(j) Determine questions arising at a meeting of the Board of Management or any sub-Board of Management appointed by the Board of Management on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.

(k) Decide issues raised at Board of Management meetings on the basis of each member being entitled to one vote and in the event of an equality of votes on any question the person presiding may exercise a second or casting vote.

(l) May act notwithstanding any vacancy on the Board of Management.

(m) Shall require the Secretary to keep minutes of the resolutions and proceedings of each general meeting (Appendix 2) and each Board of Management meeting together with a record of the names of persons present at Board of Management meetings.

(n) Shall require the Treasurer of the Club:-

(i) To collect and received all monies due to the Association and make all payments authorised by the Board and;

(ii) To keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

(o) Ensure that the accounts and books referred to in the previous clause shall be available for inspection by members.

(p) Shall operate on the basis that if any member absents themselves from three

consecutive Board of Management meetings without giving an explanation in writing satisfactory to the Board of Management they shall be deemed to have vacated their office and the Board of Management shall have the power to fill the vacancy so created.

- (q) Shall have power at any meeting to grant leave of absence to a Board of Management member for such time as the Board of Management thinks fit.

(2) As soon as practicable after being elected or appointed to the Board, each Board member must become familiar with these Rules and the Act.

(3) The Board is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Board comply with these Rules.

(4) Board members must exercise their powers and discharge their duties with reasonable care and diligence.

(5) Board members must exercise their powers and discharge their duties—

(a) in good faith in the best interests of the Association; and

(b) for a proper purpose.

(6) Board members and former Board members must not make improper use of—

(a) their position; or

(b) information acquired by virtue of holding their position—

so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Note: See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

(7) In addition to any duties imposed by these Rules, a Board member must perform any other duties imposed from time to time by resolution at a general meeting.

(8) The Executive members of the Board being President, Vice President, Treasurer and Secretary may sign all legal and financial documents on behalf of the Association - any two members of the Executive to sign.

45 President and Vice-President

(1) Subject to sub rule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any Board and committee meetings.

(2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—

(a) in the case of a general meeting—a member elected by the other members present; or

(b) in the case of a sporting section committee meeting—a committee member elected by the other committee members present.

46 Secretary

(1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example: Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary, or appointed nominee, must—
 - (a) maintain the register of members in accordance with rule 17; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary, or appointed nominee, must give to the Registrar notice of his or her appointment within 14 days after the appointment.

47 Treasurer

- (1) The Treasurer must —
 - (a) take responsibility for ensuring the committee is empowered to manage the financial affairs of the club, is responsible for protection of the club’s cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.
 - (b) ensure that all financial transactions are recorded in the club’s accounts; produce the club’s financial reports for presentation to the committee at general meetings, and the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.
 - (c) coordinate the preparation of the financial statements of the Association, and their certification by the Board, prior to their submission to the Annual General Meeting of the Association.
- (2) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

48 Sporting Section Committees

- (1) The administration and operation of the Association’s Sporting sections shall each be managed by a committee made up of Executive members and ordinary members.
- (2) The Sporting Section Committee consists of—
 - (a) a President
 - (b) a Vice-President
 - (c) a Secretary
 - (d) a Treasurer
 - (e) ordinary members. Each member of the committee shall be allocated a Portfolio to manage. Portfolios will be dictated by member’s expertise.
- (3) The committee will meet at least 6 times throughout the year at a date and time to be determined by the members.

(4) Each Sporting Section Secretary will keep minutes of the resolutions and proceedings of each general meeting together with a record of the names of persons present at meetings. The Association's Meeting Minute Proforma (Appendix 2) will be used to record each meeting. These minutes must be forwarded to the Secretary of the Belrec Board of Management within three (3) days of the meeting.

(5) Each Sporting Section Treasurer will -

- (a) collect, receive and bank all monies due to the section and authorise all payments to be made;
- (b) keep correct accounts and books showing the financial affairs of the Section, with full details of all receipts and expenditure connected with the activities of the Section;
- (c) present a monthly financial report to the Board
- (d) all payments *must be* approved by the Association's Treasurer

Division 3—Election of Board members and tenure of office

49 Who is eligible to be a Board of Management member?

A member is eligible to be elected or appointed as a Board member if the member—

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting.

50 Positions to be declared vacant

(1) This rule applies to—

- (a) the first annual general meeting of the Association after its incorporation; or
- (b) any subsequent Annual General Meeting of the Association, after the Annual Reports and financial statements of the Association have been received.

(2) The Chairperson of the meeting must declare all positions on the Board vacant and hold elections for those positions in accordance with rules 51 to 54.

51 Nominations

(1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.

(2) An eligible member of the Association may—

- (a) nominate himself or herself; or
- (b) with the member's consent, be nominated by another member.

(3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

52 Election of Executive Positions

(1) At the Annual General Meeting, separate elections must be held for each of the following positions—

- (a) President;
- (b) Vice-President;
- (c) Secretary;

(d) Treasurer.

- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held in accordance with rule 54.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

53 Election of ordinary members

- (1) The annual general meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year.
- (2) A single election may be held to fill all of those positions.
- (3) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (4) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.

54 Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to—
 - (a) each member present in person; and
 - (b) each proxy appointed by a member.

Example: If a member has been appointed the proxy of 5 other members, the member must be given 6 ballot papers—one for the member and one each for the other members.

- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (8) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (9) If the returning officer is unable to declare the result of an election under sub rule (10) because 2 or more candidates received the same number of votes, the returning officer must—
 - (a) conduct a further election for the position in accordance with sub rules (4) to (10) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

Examples: The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

55 Term of office

- (1) Subject to sub rule (3) and rule 56, a Board member holds office for a two year period, half the positions being for year 1 and 2, and the second half of positions being for year 2 and 3. Under these guidelines, half the Board will have their position declared vacant at each Annual General Meeting.
- (2) A Board member may be re-elected.
- (3) A general meeting of the Board may—
 - (a) by special resolution remove a Board member from office; and
 - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under sub rule (3)(a) may make representations in writing to the Secretary or President of the Board (not exceeding a reasonable length) and may request that the representations be provided to the members of the Board.
- (5) The Secretary or the President may give a copy of the representations to each member of the Board or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

56 Vacation of office

- (1) A Board member may resign from the Board by written notice addressed to the Board.
- (2) A person ceases to be a Board member if he or she—
 - (a) ceases to be a member of the Association; or
 - (b) fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 67; or
 - (c) otherwise ceases to be a Board member by operation of section 78 of the Act.

Note: A Board member may not hold the office of Secretary if they do not reside in Australia.

57 Filling casual vacancies

- (1) The Board may appoint an eligible member of the Association to fill a position on the Board that—
 - (a) has become vacant under rule 56; or
 - (b) was not filled by election at the last Annual General Meeting.
- (2) If the position of Secretary becomes vacant, the Board must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 55 applies to any committee member appointed by the Board under sub rule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

Division 4—Meetings of Board

58 Meetings of Board of Management

- (1) The Board must meet at least 8 times in each year at the dates, times and places determined by the Board.

- (2) The date, time and place of the first Board meeting must be determined by the members of the Board as soon as practicable after the Annual General Meeting of the Association at which the members of the Board were elected.
- (3) Special Board meetings may be convened by the President or by any 4 members of the Board.

59 Notice of meetings

- (1) Notice of each committee meeting must be given to each Board member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one Board meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special Board meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

60 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Board.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

61 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Board must be determined from time to time by the Board.
- (2) The order of business may be determined by the members present at the meeting.

62 Use of technology

- (1) A Board member who is not physically present at a Board meeting may participate in the meeting by the use of technology that allows that Board member and the Board members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a Board member participating in a Board meeting as permitted under sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

63 Quorum

- (1) No business may be conducted at a Board meeting unless a quorum is present.
- (2) The quorum for a Board meeting is the presence (in person or as allowed under rule 62) of a majority (60%) of the Board members holding office.

- (3) If a quorum is not present within 30 minutes after the notified commencement time of a Board meeting—
 - (a) in the case of a special meeting—the meeting lapses;
 - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 59.

64 Voting

- (1) On any question arising at a Board meeting, each Board member present at the meeting has one vote.
- (2) A motion is carried if a majority of Board members present at the meeting vote in favour of the motion.
- (3) Sub rule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Board.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

65 Conflict of interest

- (1) A Board member who has a material personal interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.
- (2) The member—
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note: Under section 81(3) of the Act, if there are insufficient Board members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule 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.

66 Minutes of meeting

- (1) The Board must ensure that minutes are taken and kept of each Board meeting.
- (2) The minutes of all Board and Sporting Section committee meetings must be recorded on the Association's Minute Proforma. (See Appendix 1)
- (3) The minutes must record the following—
 - (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;

(d) any material personal interest disclosed under rule 65.

67 Leave of absence

- (1) The Board may grant a Board member leave of absence from Board meetings for a period not exceeding 3 months.
- (2) The Board must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Board member to seek the leave in advance.

PART 6—FINANCIAL MATTERS

68 Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Board.

69 Management of funds

- (1) The Board must open accounts with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Board, the Board may approve expenditure on behalf of the Board.
- (3) The Board may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
- (4) All gaming room cheques must be signed by the Association Treasurer or the Association President.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

70 Financial records

- (1) The Board must keep financial records that—
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Board must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in their custody, or under their control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Board.

71 Financial statements

- (1) For each financial year, the Board must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting sub rule (1), those requirements include—

- (a) the preparation of the financial statements;
- (b) if required, the review or auditing of the financial statements;
- (c) the certification of the financial statements by the Board;
- (d) the submission of the financial statements to the Annual General Meeting of the Association;
- (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7—GENERAL MATTERS

72 Common seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) 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 committee members;
 - (c) the common seal must be kept in the custody of the Secretary.

73 Registered address

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Board; or
- (b) in an emergency situation, the registered address will become the Association's Post Office box.

74 Notice requirements

- (1) Any notice required to be given to a member or a Board member under these Rules may be given—
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (c) by email, facsimile or social media posts.
- (2) Sub rule (1) does not apply to notice given under rule 60.
- (3) Any notice required to be given to the Association or the Board may be given—
 - (a) by handing the notice to a member of the Board; or
 - (b) by sending the notice by post to the registered address; or
 - (c) by leaving the notice at the registered address; or
 - (d) if the Board determines that it is appropriate in the circumstances—
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

75 Custody and inspection of books and records

- (1) Members may on request inspect free of charge—
 - (a) the register of members;
 - (b) the minutes of general meetings;
 - (c) subject to sub rule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Board meetings.

Note: See note following rule 17 for details of access to the register of members.

- (2) The Board may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Board must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to sub rule (2), a member may make a copy of any of the other records of the Board referred to in this rule and the Board may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this rule—

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

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

76 Winding up and cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

77 Gaming Venue

(1) The Venue Manager must display the Rules of Victorian Casino and Gaming Liquor regulation as directed by such Commission, and ensure all rules are maintained by members, guest, visitors and staff at all times.

(2) The Venue Manager must keep on the Club premises a register of authorised gaming visitors containing the name and residential address of each authorised gaming visitor admitted and the date of that admission.

- (3) An authorised gaming visitor must:
- (a) Produce evidence of his or her residential address before being admitted to the licensed premises.
 - (b) Carry identification at all times whilst on the licensed premises.
 - (c) Comply with any relevant rules of the Club whilst on the licensed premises.
- (4) For the purposes of these rules an authorised gaming visitor is hereby defined as a person who:
- (a) Is over the age of eighteen years.
 - (b) Is not a person who the Venue Manager or Board of Management has determined should not be admitted.

(5) The Venue Manager, or Duty Manager, has the power to suspend immediately any member from the venue, for up to 12 months. For a period over 12 months the Venue Manager and or Duty Manager will report the incident to the Board for assessment.

(a) The Venue Manager, or Duty Manager, must within seven (7) days then supply a written report to the Board of the incident that brought on the suspension of a member or members.

(b) If the ban is over the 12 months the member will have a right of appeal to the ban, and must present a request to the Board for the hearing of the full Board.

The Board has the final decision of the length of ban. This decision is final.

(c) The Venue Manager, as soon as practical, shall send a letter to the member, or members, informing them of the decision.

(d) Suspension by the Venue Manager means:

(i) the member, or members, will be refused access to the gaming and/or social clubrooms, and

(ii) at the discretion of the Board, may have nominated rights to club facilities and activities relinquished, whilst the suspension is in force.

(iii) If further action is required, the incident could be referred to the appropriate authorities.

78 Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

Note: An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

79 By Laws

The Board of Management shall have the power to make such by-laws for the carrying out of the objects of the Association, the proper administration of the Association and the performance of their respective duties, as they deem advisable and to vary or rescind such by-laws from time to time as necessary.

Appendix 1: Belrec’s Meeting Agenda Proforma

Date:

Time:

Section:

Venue:

**Meeting Agenda
Integrity First**

Agenda	Time
1/ Welcome <ul style="list-style-type: none">• Attendees• Apologies• Record of previous meeting minutes. Moved Seconded.• Matters arising of previous minutes	
2/ Reports <ul style="list-style-type: none">• President• Secretary• Treasurer• <Portfolio 1>• <Portfolio 2>• <Portfolio 3>	
3/ General Business	
4/ Meeting closed	
5/ Next meeting	

Appendix 2: Belrec's Meeting Minute Proforma

Date:
Time:
Section:
Venue:

**Meeting Minutes
 Integrity First**

Attendees		
Names:		
Apologies:		

Agenda Item	Action Who / When
1/ Welcome	
2/ Minutes from previous meeting	
3/ <Topic>	
4/<Topic>	
5/<Topic>	
6/ General Business	

Agenda Item	Action Who / When
7/ Next Meeting –	

Appendix 3: Belrec Nomination Form for Board of Management

Application for membership of Belrec Board of Management.

I,.....
(full name of applicant)

of.....
(address)

Suburb.....

Postcode.....

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

Signature of Applicant:
.....

Date:
.....

I,.....a member of Belrec, nominate the applicant who is personally known to me, for the membership of the Board.

Signature of Proposer:.....

Date:.....

I,.....a member of Belrec, second the nomination of the applicant who is personally known to me, for the membership of the Board.

Signature of Proposer:.....

Date:.....

Appendix 4: Form to nominate Proxy Vote

Appointment of Proxy

I,.....

Being a full member of the Bell Park Sport & Recreation Club (Belrec)

Hereby appoints

.....

(name)

To vote at the Annual General Meeting of Belrec inc. in accordance with my wishes.

.....

(sporting section if applicable)

Signature of Member:..... Date:

Signature of Proxy:..... Date:

This proxy form is to be in the hands of the Secretary of Belrec Inc at least 24 hours prior to the AGM

(date).....

Application for membership of Bell Park Sport and Recreation Club 'Belrec Incorporated'.

Name:.....

Address:.....

Suburb:.....Postcode.....

Email.....

Phone.....

Emergency contact

Person.....Phone.....

Relationship to you.....

Please tick section –

- Full/Sporting member \$.....
- Social member \$.....
- Junior member \$.....
- Gaming member \$.....

Paid.....

Date.....

Received by:
(name of committee person)

Nomination for Life Membership of Belrec Incorporated

I,.....

being a full member of the Bell Park Sport & Recreation Club (Belrec) wish to nominate

.....
(name)

for the Board's consideration for Life Membership for the following reasons:

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Signed:.....

Date:.....

This nomination form is to be in the hands of the Secretary of Belrec at least 14 days prior to the AGM

Appendix 7: Nomination for Ivor Stevens Service Award Form

Nomination for Ivor Steven Service Award

I,.....

being a full member of the Bell Park Sport & Recreation Club (Belrec) wish to nominate

.....
(name)

for the Board's consideration for the Ivor Steven Service Award for the following reasons:

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Signed:.....

Date:.....

PAYMENT ADVICE & AUTHORISATION

This nomination form is to be in the hands of the Secretary of Belrec at least 14 days prior to the AGM

Appendix 8: Payment and Authorisation form

DATE OF REQUEST:	
PAYABLE TO:	
ADDRESS:	
NET PAYMENT	
GST	
TOTAL AMOUNT PAID	

ACCOUNT: BELREC	FOOTBALL & NETBALL	CRICKET	
DETAILS:			
SECTION Authorisation:	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
BOARD Authorisation:	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>

FORM OF PAYMENT			
EFT/BPAY		DATE:	

CHEQUE NUMBER:

DATE: