

The Caulfield Malvern Basketball Club Inc.

Registered Under the Association Incorporation Act 1981 Section 7 No. A0038045W

Endorsed by the Waverley Basketball Association

PREAMBLE AND STATEMENT OF PURPOSE

The Caulfield Malvern Basketball Club Inc. is a junior basketball club drawing the majority of its membership from North Caulfield, Malvern and Glen Iris. It has approximately one hundred playing members and fields teams in the Waverley Basketball Association and at representative level, in the Victorian Metropolitan Junior Basketball League. It is administered by a management committee elected from and by adult members with voting entitlements according to the rules of the club.

The purpose of the Club is to develop Basketball among young people in the area bounded by Grange Road, Glenhuntly Road, Hotham Street and the City of Stonnington by promoting the game in schools, by forming basketball teams at local level, by conducting local competitions and by fielding representative teams in competitions conducted by Basketball Victoria and its affiliates.

RULES OF THE CAULFIELD MALVERN BASKETBALL CLUB INC.

1. Name

The name of the incorporated association is the Caulfield Malvern Basketball Club Inc.

2. Definitions

(1) In these Rules, unless the contrary intention appears –

“Act” means the Associations Incorporation Act 1981;

“club” means the Caulfield Malvern Basketball Club Inc.

“committee” means the committee of management of the Caulfield Malvern Basketball Club Inc.;

“financial year” means the year ending on 30 June;

“general meeting” means a general meeting of members with voting entitlements convened in accordance with rule 12;

“special general meeting” means a general meeting of members with voting entitlements, other than the annual general meeting, convened in accordance with rule 12;

“member” means a member of the Caulfield Malvern Basketball Club Inc. as follows;

(a) a member with voting entitlements is:

- i. a person 18 years or older on 31 December of the current calendar year who is accepted for membership in accordance with rule 4 sub-rule 1; and
- ii. the parent or guardian of a junior playing member who has paid the membership subscription and signed the Membership Form for that junior playing member and who has been accepted for membership in accordance with rule 4 sub-rule 1; and
- iii. an honorary life member who has been appointed in accordance with rule 4 sub-rule 13; and
- iv. a complementary member who has been appointed in accordance with rule 4 sub-rule 14.

(b) a junior playing member is a person under the age of 18 years on 31 December of the current calendar year who:

- i. has been accepted for membership in accordance with rule 4 sub-rule (1); and
- ii. attends training sessions conducted by the Caulfield Malvern Basketball Club Inc.; and
- iii. is available to be selected in teams representing the Caulfield Malvern Basketball Club Inc. in accordance with the rules of Basketball Victoria.

“ordinary member of the committee” means a member of the committee who is not an officer of the Caulfield Malvern Basketball Club Inc. under Rule 21;

“Regulations” means regulations under the Act;

“relevant documents” has the same meaning as in the Act.

(2) In these rules a reference to the Secretary of the Caulfield Malvern Basketball Club Inc. is a reference –

- (a) if a person holds office under these Rules as Secretary of the Caulfield Malvern Basketball Club Inc. – to that person; and
- (b) in any other case to the public officer of the Caulfield Malvern Basketball Club Inc.

3. Alteration of the rules

These rules and the statement of purposes of the Caulfield Malvern Basketball Club Inc. must not be altered except in accordance with the Act.

4. Membership, entry fees and subscription

- (1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Club.
 - (a) on payment of the annual subscription payable under these Rules; or
 - (b) in the case of a junior playing member for whom payment of the annual subscription has been waived by the committee on grounds of extraordinary compassionate circumstances.
- (2) A person who is not a member of the Club at the time of the incorporation of the Club (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless –
 - (a) he or she applies for membership in accordance with sub-rule (3); and
 - (b) the admission as a member is approved by the committee.
- (3) An application of a person for membership of the Club must –
 - (a) be made in writing in the form set out in Appendix 1; and
 - (b) be lodged with the Secretary of the Club.
- (4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.
- (5) The committee must determine whether to approve or reject the application.
- (6) If the committee approves an application for membership, the Secretary must, as soon as practicable –
 - (a) notify the applicant in writing of the approval for membership; and
 - (b) request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- (7) The Secretary must, after 28 days after receipt of the amounts referred to in sub-rule (6), enter the applicant's name in the register of members.
- (8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- (9) If the committee rejects an application must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (10) A right, privilege or obligation of a person by reason of membership of the Club –
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (11) The entrance fee is the relevant amount set out in Appendix 4.
- (12) The annual subscription is the relevant amount set out in Appendix 4 and is payable in advance within 4 weeks of joining and is for a period of 12 months from the date on which the member enrolls.
- (13) The club may appoint a person to the position of honorary life member due to his or her services to the club club, where that person has been duly nominated and elected at a special general meeting of members with voting entitlements, provided there are no more than 5 honorary life members at any one time.
- (14) The club may appoint a person to the position of complementary member for a 12 month period where that person has been duly nominated and elected as the representative of an organization that supports the club, at a special general meeting of members with voting entitlements, provided there are no more than 5 complementary members at any one time.

5. Register of members

- (1) The Secretary must keep and maintain a register of members containing –
 - (a) the name and address of each member; and
 - (b) the date on which each member's name was entered in the register; and whether the member
 - i. has voting entitlements; or
 - ii. is a junior playing member; or

- iii. is a life honorary member; or
- iv. is an honorary member.

- (2) The register is available for inspection, free of charge by any member upon request.
- (3) A member with voting entitlements may make a copy of entries in the register.

6. Ceasing membership

- (1) A member of the Club who has paid all moneys due and payable by a member to the club may resign by giving one month's notice in writing to the Secretary of his or her intention to resign.
- (2) Should a playing member who has paid all moneys due and payable by a member to the club resign prior to completing 12 months membership, that member may apply for a pro-rata refund of membership fees providing
 - i. the player has returned all property owned by the club to the club; and
 - ii. the player is not under any other financial or other obligation to the club; and
 - iii. the club has withdrawn the player from a club team, or no longer has a team for the player, or the player has been expelled from the club in accordance with rule 7.
 - iv. the player has other reasons for leaving that are acceptable to the club
- (3) Should a playing member resign having paid all moneys due and payable by a member to the club and
 - i. the player has returned all property owned by the club to the club; and
 - ii. the player is not under any other financial or other obligation to the club; and
 - iii. the club has withdrawn the player from a club team, or no longer has a team for the player, or the player has been expelled from the club in accordance with rule 7.
 - iv. the player has other reasons for leaving that are acceptable to the cluba clearance will be granted in accordance with the rules of Basketball Victoria.
- (4) After the expiry of the period referred to in sub-rule (1) –
 - (a) the member ceases to be a member; and
 - (b) the secretary must record in the register of members the date on which the member ceased to be a member.

7. Discipline, suspension and expulsion of members

- (1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club, the committee may by resolution –
 - (a) reprimand that member; or
 - (b) place that member on a behaviour management contract with the member's consent or in the case of a junior playing member with the consent of both the member and the parent or guardian of the member; or
 - (c) fine that member an amount not exceeding \$500; or
 - (d) place that member on a bond, not exceeding \$500 with the member's consent or in the case of a junior playing member with the consent of both the member and the parent or guardian of the member; or
 - (e) suspend that member from membership of the Club for a specified period; or
 - (f) expel that member from the Club.
- (2) A resolution of the committee under sub-rule (1) does not take effect unless –
 - (a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Club under this rule, the Club confirms the resolution in accordance with this rule.
- (3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).
- (4) For the purposes of giving notice in accordance with sub-rule (3), the secretary must, as soon as practicable, cause to be given to the member a written notice –
 - (a) setting out the resolution of the committee and the grounds on which it is based; and

- (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to the member; and
 - (c) stating the date, place and time of the meeting; and
 - (d) informing the member that he or she may do one or both of the following –
 - (i) attend that meeting
 - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - (e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the secretary a notice to the effect that he or she wishes to appeal to the Club in general meeting against the resolution.
- (5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must –
- (a) give the member, or his or her representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the secretary a notice to the effect that he or she wishes to appeal to the Club in general meeting against the resolution.
- (7) If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a meeting of the Club to be held within 21 days after the date on which the secretary received the notice.
- (8) At a general meeting of the Club convened under sub-rule (7) –
- (a) no business other than the question of the appeal may be conducted; and
 - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or his or her representative, must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less that two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

8. Disputes and Mediation

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between —
- (a) a member of the Club and another member; or
 - (b) a member and the Caulfield Malvern Basketball Club Inc; or
 - (c) a member and an employee, volunteer or agent of the club; or
 - (d) the parent or guardian of a member and the club or its employees or agents or other member.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be—
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—

- (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Club; or
 - (ii) in the case of a dispute between a member and the Club, a person who is a mediator appointed or employed by the judiciary of Basketball Victoria or the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Club can be a mediator.
 - (6) The mediator cannot be a member who is a party to the dispute.
 - (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
 - (8) The mediator, in conducting the mediation, must—
 - (a) give the parties to the mediation process 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 to the dispute throughout the mediation process.
 - (9) The mediator must not determine the dispute.
 - (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9. Annual general meetings

- (1) The committee may determine the date, time and place of the annual general meeting of the Club.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be—
 - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the committee reports upon the transactions of the Club during the last preceding financial year; and
 - (c) to elect officers of the Club and the ordinary members of the committee; and
 - (d) to receive and consider the statement submitted by the Club in accordance with section 30(3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

10. Special general meetings

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Club.
- (4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (5) The committee must, on the request in writing of members with voting entitlements representing not less than 5 per cent of the total number of members with voting entitlements, convene a special general meeting of the Club.
- (6) The request for a special general meeting must—
 - (a) state the objects of the meeting; and
 - (b) be signed by the members with voting entitlements requesting the meeting; and

(c) be sent to the address of the Secretary.

- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members with voting entitlements making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members with voting entitlements in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Club to the persons incurring the expenses.

11. Special business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

12. Notice of general meetings

- (1) The Secretary of the Club, at least 28 days, including if a special resolution has been proposed, before the date fixed for holding a general meeting of the Club, must cause to be sent to each member with voting entitlements of the Club, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent—
 - (a) by prepaid post to the address appearing in the register of members with voting entitlements; or
 - (b) if the member with voting entitlements requests, by facsimile transmission or electronic transmission.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member with voting entitlements intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

13. Quorum at general meetings

- (1) No item of business may be conducted at a general meeting unless a quorum of members with voting entitlements is present at the time when the meeting is considering that item.
- (2) Five members with voting entitlements personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present—
 - (i) in the case of a meeting convened upon the request of members with voting entitlements—the meeting must be dissolved; and
 - (ii) in any other case—the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members with voting entitlements given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members with voting entitlements personally present being not less than 3) shall be a quorum.

14. Presiding at general meetings

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Club.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members with voting entitlements present must select one of their number to preside as Chairperson.

15. Adjournment of meetings

- (1) The person presiding may, with the consent of a majority of members with voting entitlements present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16. Voting at general meetings

- (1) Upon any question arising at a general meeting of the Club, a member with voting entitlements has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member with voting entitlements is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Club have been paid a minimum of 28 days prior to the general meeting including the amount of the annual subscription payable.

17. Poll at general meetings

- (1) If at a meeting, a poll on any question is demanded by not less than 3 members with voting entitlements, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question may be taken at such time before the close of the meeting as the Chairperson may direct.

18. Manner of determining whether resolution carried

If a question arising at a general meeting of the Club is determined on a show of hands—

- (a) a declaration by the Chairperson that a resolution has been—
 - (i) carried; or
 - (ii) carried unanimously; or
 - (iii) carried by a particular majority; or
 - (iv) lost; and
- (b) an entry to that effect in the minute book of the Club—

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19. Proxies

- (1) Each member with voting entitlements is entitled to appoint another member with voting entitlements as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy must be—
 - (a) for a meeting of the Club convened under rule 7(7), in the form set out in Appendix 2; or
 - (b) in any other case, in the form set out in Appendix 3.

20. Committee of Management

- (1) The affairs of the Club shall be managed by the committee of management.
- (2) The committee

- (a) shall control and manage the business and affairs of the Club; and
- (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these Rules to be exercised by general meetings of the members with voting entitlements of the Club; and
 - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Club; and
 - (d) shall publish rules and policies applying to playing members from time to time.
- (3) Subject to section 23 of the Act, the committee shall consist of—
 - (a) the officers of the Club; and
 - (b) four ordinary members with voting entitlements—
 each of whom shall be elected at the annual general meeting of the Club in each year.

21. Office holders

- (1) The officers of the Club shall be—
 - (a) a President;
 - (b) a Vice-President;
 - (c) a Treasurer; and
 - (d) a Secretary.
- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).
- (3) Each office of the Club shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-rule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

22. Ordinary members of the committee

- (1) Subject to these Rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member with voting entitlements of the Club to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

23. Election of officers and ordinary committee members

- (1) Nominations of candidates for election as officers of the Club or as ordinary members of the committee must be—
 - (a) made in writing, signed by two members of the Club with voting entitlements and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (c) delivered to the Secretary of the Club not less than 14 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate for election as an officer or ordinary member of the committee must have been a member of the club with voting entitlements in accordance with rule 4 for a period of 28 days prior to the general meeting at which the election will be held.
- (3) A candidate for election as an officer or ordinary member of the committee must qualify under the provisions of the Coaches and Officials Screening Policy of Basketball Victoria.
- (3) A candidate for election as an officer of the club must have been a member of the management committee for a period of 12 months prior to the general meeting at which the election will be held.

- (4) A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.
- (5) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (6) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (7) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (8) The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

24. Vacancies

The office of an officer of the Club, or of an ordinary member of the committee, becomes vacant if the officer or member—

- (a) ceases to be a member of the Club; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Law; or
- (c) resigns from office by notice in writing given to the Secretary.

25. Meetings of the committee

- (1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the President or by any 4 members of the committee with voting entitlements.

26. Notice of committee meetings

- (1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27. Quorum for committee meetings

- (1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present—
 - (i) in the case of a special meeting—the meeting lapses;
 - (ii) in any other case—the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

28. Presiding at committee meetings

At meetings of the committee—

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

29. Voting at committee meetings

- (1) Questions arising at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member with voting entitlements requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member with voting entitlements present at a meeting of the committee, or at a meeting of any sub-committee appointed by the committee (including the person presiding at the meeting), is 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.

30. Removal of committee member

- (1) The Club in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member with voting entitlements in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Club (not exceeding a reasonable length) and may request that the representations be provided to the members of the Club.
- (3) The Secretary or the President may give a copy of the representations to each member with voting entitlements of the Club or, if they are not so given, the member may require that they be read out at the meeting.

31. Minutes of meetings

The Secretary of the Club must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

32. Funds

- (1) The Treasurer of the Club must—
 - (a) collect and receive all moneys due to the Club and make all payments authorized by the Club; and
 - (b) keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee with voting entitlements.
- (3) The funds of the Club shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.

33. Seal

- (1) The common seal of the Club must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Club.

34. Notice to members

Except for the requirement in rule 12, any notice that is required to be given to a member, by or on behalf of the Club, under these Rules may be given by—

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner, or
- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

35. Winding up

In the event of the winding up or the cancellation of the incorporation of the Club, the assets of the Club must be disposed of in accordance with the provisions of the Act.

36. Custody and inspection of books and records.

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Club.
- (2) All accounts, books, securities and any other relevant documents of the Club must be available for inspection free of charge by any member with voting entitlements upon request.
- (3) A member with voting entitlements may make a copy of any accounts, books, securities and any other relevant documents of the Club.