



**CONSTITUTION OF THE LANCELIN ANGLING AND AQUATIC CLUB (INC)**  
**Founded 1981**

**RULES AND REGULATIONS**

*Reprinted December 2017*

<b><i>Date</i></b>	<b><i>Item</i></b>	<b><i>Signed</i></b>
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<b><i>20-11-17</i></b>	<b><i>Update Constitution v6.1 to reflect Associations Incorporation Act 2015 Also add Table of contents</i></b>	<b><i>Mal Cobb Past Commodore Pat Shinnick Committee</i></b>

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### NAME OF CLUB

1. The Club shall be named LANCELIN ANGLING AND AQUATIC CLUB (INC).

### OFFICE AND PLACE OF BUSINESS

The Office and place of business of the Club shall be at Lot 1022 Hopkins Street, Lancelin 6044 Telephone 08 9655 2162, Fax 08 9655 2163

### DEFINITIONS

2. In these rules, unless the contrary intention appears:

"**The Act**" referred to in this document which legally binds our Club is the Associations Incorporation Act, 2015.

"**Committee Meeting**" means meeting referred to in Item 32 "Proceedings of Executive Committee"

"**General Committee Meeting**" means every second meeting referred to in Item 26, 27, 29, 30, 32 and 33

"**Committee Member**" means person referred to in Item 36, 37, 38, 39, 40, 41, 42 and 43

. of the Committee of Management.

"**Financial Year**" has the meaning commences at the 1st of July and completes 30th June the following calendar year.

"**Member**" means a financial member who has been accepted as a member of this Club up until the 1<sup>st</sup> July in each financial year.

"**Life Member**" means member other than full or associate. Refer Item 11.

"**Ordinary Resolution**" means resolution other than a special resolution,

"**Special Resolution**" means resolution resulting from meetings other than those identified as regular Management Committee meetings. Refer Item 28.

"**The Club**" means the Club name Lancelin Angling and Aquatic Club Inc.

"**The Commodore / Chairperson**" means that in relation to the proceedings at any properly convened meeting of the Club, the person presiding at the meeting shall conduct that meeting in accordance with Item 37 "Club Chairperson".

"**The Vice-Commodore / Chairperson**" means the Vice-Commodore/ Chairperson referred to in Item 38 "Club Chairperson".

"**The Rear Commodore**" means the Rear Commodore referred to in Item 39

"**The Secretary**" means the Secretary referred to in Item 40 "Club Secretary".

"**The Treasurer**" means the Treasurer referred to in Item 41 "Club Treasurer".

"**Committee person**" means a member (elected at the A.G.M. and referred to in Item 42.) as a representative of the Club but not holding one of the positions previously defined in this section

"**Standing Orders**" means the rules and or orders that are put in place by the Management Committee to ensure the efficient day to day running of the Club in its quest to provide a safe and efficient aquatic and athletic (refer Item 33). These are binding on "all" members of the club.

### **OBJECTS AND POWERS**

3. The Objects and Powers for which this Club is established are:
- a. The promotion and encouragement of Aquatic and other athletic pursuits.
  - b. The promotion and encouragement of the sport of angling generally, the mutual exchange of knowledge relative to angling, imparting information as to localities in which the sport is available, assisting in securing legislation when necessary for the propagation and protection of fish and the promotion of fellowship amongst anglers generally.
  - c. The promotion and encouragement of safety at sea by tuition and example to members, and others.
  - d. To purchase, take on lease or exchange hire or otherwise acquire for the purposes of the Club any real or personal property or any rights or privileges which may be thought necessary or expedient, and to sell demise let mortgage or dispose of the same.
  - e. To provide and maintain a Clubhouse and conveniences generally for the accommodation, entertainment and use of the members of the Club and their guests.
  - f. To borrow or raise money by the issuing of or upon bonds, Raising of Levies, debentures, bills of exchange, promissory notes or other obligations or securities of the Club, or by mortgage or charge of all or any part of the property of the Club, and to liquidate, redeem or pay off such obligations or any of them.
  - g. To promote, arrange and control angling and other aquatic competitions and such other sports, games, amusements, recreation and entertainment as may be deemed expedient.
  - h. The doing of all such other acts and things as are conducive or incidental to the above-mentioned objects.
  - i. Committee members may be granted reasonable out of pocket expenses as necessary.
  - j. To apply for and obtain and renew from time to time Registration under the current liquor act at the time of application.
  - k.

### **PROPERTY**

4. The income and property of the Club howsoever derived shall be applied solely towards the promotion of the objects of the Club herein before set forth and no portion thereof shall be paid or transferred directly or indirectly by way of individual bonus or transferred directly or indirectly by way of individual bonus or otherwise howsoever by way of pecuniary profit to the members of the Club provided that nothing herein shall prevent the payment in good faith of remuneration or reasonable out of pocket expenses as necessary to any officers or servants of the Club or to any member of the Club or other person for any services actually rendered to the Club.

### **COLOURS**

5. The colours of the Club shall be light blue and dark blue

### **OFFICERS**

6. The Club shall have the following officers all of whom shall be elected from the general body of members of the Club:

Commodore  
Vice Commodore  
Rear Commodore / Field Day Officer  
Secretary  
Treasurer  
General Committee – 5 (five) members  
Publicity Officer

The Club shall also elect 3 (three) trustees in whom the property of the Club shall remain vested until disposed of or until the same shall become vested in the Club in accordance with section 10 of the Association Incorporation Act 1895

### **EXECUTIVE**

7. The Club shall be managed by a General Committee consisting of the Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer and 5 (five) other members. If at any annual meeting the retiring Commodore be not re elected or does not seek re election to that office (as the case may be) he/she shall be deemed to be the immediate Past Commodore and shall be an ex officio member of the General Committee for a period of 12 (twelve) months commencing from the date of such Annual Meeting  
The Executive Committee as the Licensee has the power to dismiss staff or management if there has been found to be any misappropriation, but shall use powers of 22.1 Dispute Resolution.

### **TRUSTEES**

8. The Trustees of the Club shall retain office until death resignation or removal from the office by the vote of the majority of the members present at any general meeting or at a special general meeting called for the purpose and of which 14 days notice has been given to the members and Trustees. The Trustees or one of them shall use the Common Seal of the Club, and, in addition to the powers conferred upon the trustees by Association Incorporation Act, the Trustees shall exercise all such other rights, powers and authorities as may from time to time be conferred upon them by the Club.

### **THE SEAL**

9. The Seal of the Club shall not be affixed to any instrument by the Trustees and Seal holders except by the authority of a resolution of the General Committee and the Seal shall be so affixed in the presence of one Trustee and Seal holder and the Secretary who shall both counter sign every instrument to which the Seal of the Club is so

affixed. The seal of the Club shall be kept in custody of the Secretary who shall keep a record of all documents the Seal shall be affixed.

### **MEMBERSHIP**

10. The Club shall consist of all financial members whose names were entered in the register of the Club members on the 31<sup>st</sup> day of January 1981, and of all members duly elected after that date. Any person may become a member of the Club in the manner hereinafter provided. Members shall be classified as:

- a. Life Members (Honorary)
- b. Life Members (Financial)
- c. Ordinary Member
- d. Social Member
- e. Retired Member
- f. Associate Member see ruling
- g. Junior Members
- h. Family Membership

Except as hereinafter provided no person under the age of 18 (eighteen) years shall be admitted as a member of the Club.

Any person desirous of becoming a member of the Club shall sign a nomination paper in the form hereinafter appearing – such nomination shall be accompanied by the amount of the annual subscription and nomination fee as shall be laid down by the Club at a General Committee Meeting of the Club from time to time.

He or she may be proposed by any financial member and must be seconded by another financial member of not less than one (1) years standing. It shall be the duty of the proposer and seconder to ascertain that the intending member is in every respect eligible for election.

The names and addresses of persons proposed as ordinary members of the Club shall be displayed in a conspicuous place in the Club premises at least one week before their election and an interval of no less than 2 weeks shall elapse between their nomination and election. The election of a new member shall be by ballot of members of the General Committee present at a Committee Meeting to be held on a date to be notified.

One adverse vote in every 4 votes recorded shall exclude the applicant. A record shall be kept by the Secretary of the names of the Committee Members present and voting at each such election. In the event of a non-election of any applicant, the subscription fee and nomination fee deposited shall be returned.



## MEMBERSHIP FORM



Application for Membership

Membership No.....

I, Surname..... First Name.....(please Print)

Make application to become a member of the Lancelin Angling and Aquatic Club

Proposed by (financial member of the club) - Proposer .....(please Print)

Signature of Proposer.....Seconders.....

I hereby agree, if accepted, to be bound by the Rules, By-Laws and Regulations of the club and to observe the same.

Signature of applicant.....Date .....Male/ Female/ Junior

Occupation.....Date of Birth.....Spouse.....

Main Address.....

Postcode.....  
Phone.....Mobile.....Email.....

Lancelin Address.....Phone.....

Fees (Please fill in as required, *Membership not valid until confirmed at a committee meeting*)

Nomination Fee	\$22.00	<input type="text"/>	Full Membership	\$88.00	<input type="text"/>
Social Membership	\$66.00	<input type="text"/>	Retirees Membership	\$66.00	<input type="text"/>
Junior Membership	\$11.00	<input type="text"/>	Family Membership	\$150.00	<input type="text"/>

Cash/Cheque attached for \$.....Receipt #.....Radio #.....

EFT DETAILS please send SURNAME as Reference.

LAAC Radio Number Required Yes / No

**Boat Details**

Department of Transport #..... Radio Fitted ..Yes / No...Frequency.....

Second Radio fitted Yes / No...Frequency..... Other Club Radio #.....

Boat Name..... Boat Make.....

Boat Type/ Construction..... Colour .....Size.....(M)

Engine Type/ inb/outb..... Make .....HP.....

Fuel Capacity..... Reserve Motor            Yes / No

Trailer Make ..... Trailer

Registration.....

On acceptance of your membership a small portion of this fee goes to Lancelin Volunteer Marine Rescue and your records are filed with them for vessel identification. We recommend you always sign on and off with LVMR

## **LIFE MEMBERS**

11. Life Membership may be conferred as an Honorarium upon Members who have rendered long and meritorious service in the interests of the Club, or extraordinary service above and beyond normal expectation of benefit to the Club. Nominations for Life Membership are to include full details supporting the said nomination and shall be submitted in writing to the Secretary no later than 3 (three) months prior to the Annual Meeting. The General Committee will consider the nomination and may then submit same for member's decision by secret ballot at the Annual Meeting. The motion shall fail unless carried by a majority of three fourths of financial members present and voting at such meeting. A Life Member shall be entitled to all privileges of Ordinary Members but shall not be required to pay any subscription fees but required to pay all dues. A certificate of Life Membership shall be issued by the Club.

## **FULL FINANCIAL LIFE MEMBERS**

12. Full Financial Life Membership from 1984 to 1986 was accepted to assist with the initial finances for the starting up of the club. A Financial Life Member shall be entitled to all privileges of Ordinary Members but shall not be required to pay any subscription fees, but required to pay all dues.

## **ORDINARY MEMBER**

13. A member shall be entitled to all privileges of the club with the right to vote at a meeting or hold office, and is entitled to all privileges associated within the club.

## **RETIRED MEMBER**

14. A member shall be entitled to all privileges of the club with the right to vote at a meeting or hold office, and is entitled to all privileges associated within the club, at the associated discounted rate.

## **SOCIAL MEMBER**

15. A Social member shall be entitled to all privileges of the club except the right to vote at a meeting or hold office, this position has been added for members who do not do Aquatic or Athletic pursuits, but wish to utilise the facilities.

## **FAMILY MEMBERSHIP**

16. A member and their immediate family shall be entitled to all privileges of the club with the right to a single vote at a meeting or hold office, this position has been added for members, who want to partake in all activities within the LAAC, at the associated discounted rate.

## **ASSOCIATE MEMBERS**

17. In accordance with the minutes of the SGM of 23-04-00 existing Associate Members at that date may remain so but no new Associate members will be accepted from such date.

Existing associate members shall be entitled to all privileges of the club except the right to vote at a meeting or hold office.

### **HONORARY MEMBERS**

18. No person shall become an Honorary Member of the Club if:
  - a. His or her usual place of abode is less than 30 Kilometres from the Club premises by the shortest route.
  - b. He or She has been afforded Membership of the Club during the period of three (3) months immediately preceding the date of nomination.
  - c. He or she is under the age of eighteen (18) years.
- 18A. No person shall become an Honorary Member of the Club unless:
  - a. That person is proposed in writing, signed by a member in a form setting out that such a person is to the knowledge of the proposer, eligible according to the Rules of the Club.
  - b. Notice is posted on the Club premises by the Secretary thereof, the time of such posting being marked thereon.
  - c. At least four hours elapse between posting of such notice and the election.
  - d. The person proposed as a Honorary Member is duly elected according to the Rules of the Club. When the requirements of the foregoing rules have been complied with, the proposed Honorary Member may be elected by vote of one or more committee persons.

### **JUNIOR MEMBERS**

19. Any person who has not attained the age of eighteen (18) years may be elected as a Junior Member to the same manner as here in before provided for Ordinary Members, and shall be entitled to participate in the activities of the Club but shall have no vote in the management of the Club. Junior Members shall not be required to pay an entrance fee until the end of the financial year in which they reach the age of eighteen (18) years (when their Junior Membership shall be terminated) and their subscription until the end of the financial year in which they reach the age of eighteen years shall be set by the General Committee from time to time annually in advance. Junior Members on reaching the age of eighteen (18) years shall be eligible for election as ordinary members.

### **RESIGNATION OF MEMBERS**

20. Any member wishing to resign from the Club shall give notice in writing to the Secretary to that effect.

### **REJOINING MEMBERS**

21. Any former Member wishing to re-join the Club must be again elected as provided by rule 10.

### **FINING, SUSPENSION AND EXPULSION OF MEMBERS**

22. Any member who in the opinion of the General Committee has infringed any of the Rules and Regulations of the Club or is guilty of conduct detrimental to the interest of the Club shall be liable to be expelled from the Club, or to be suspended from membership for a period not exceeding two (2) months. Any member so dealt with may appeal to a Special Meeting of the Club convened pursuant to rule 23.

#### **22.1 Dispute Resolution**

- 22.2 Should any issue or dispute arise between you and the Club in relation to your membership, you need to discuss the issues and attempt to reach resolution. These discussions should take place as quickly as possible.
- 22.3 If these discussions do not resolve the issue, either you or your Club may refer the issue to the Clubs Commodore. The Commodore will discuss the dispute with you within 7 days or such other time as agreed.
- 22.4 If the issue is still not resolved after discussions with the Commodore, either you or the Club may refer the issue to the Fair Work Australia to settle within the processes available under the *Fair Work Act 2009* (Cth).
- 22.5 The continuation of normal membership will not prejudice the outcome of the issue resolution process.
- 22.6 At any stage of the process you may seek the assistance of a support person. That support person may be present at all or part of the ensuing discussions, at your option, but must not disrupt or inhibit the proceedings in any way.

- 22.7 Any Club representative involved in the resolution of this issue may elect to have another Club representative or external adviser present during any discussions with you.
- 22.8 In this process the term "issue" includes any dispute or difficulty between the parties.

#### **NOMINATION FEE AND ANNUAL SUBSCRIPTION**

23. Nomination fees and Annual Subscriptions for all classes of members shall be determined by the General Committee. Subscriptions shall become due and payable on the first day of the financial year. New members joining after 31<sup>st</sup> January shall pay full nomination fee and subscription fee shall be equal to half the annual fee.

#### **ARREARS**

24. (a).A member who has not paid the Club dues by the date of the Annual General Meeting shall not vote at any meeting, or be entitled to take part in any of the of the proceedings, or to exercise any of the privileges of the Club until all monies due by him or her to the Club have been paid.
- (b) Any member whose Annual Subscription shall be unpaid at the expiration of a period of one month after the same shall become due, shall be given written notice that if the subscription is not paid within 14 days from the date of such notice, then he or she will be struck off the register of Members. Any dues, fees subscriptions or other monies due by the Member so struck off may be recoverable by the Club.

#### **CLUB YEAR**

25. The Financial Year shall commence at the 1st of July and completes 30th June the following calendar year.

#### **MEETINGS**

26. The Annual Meeting of the Club shall be held on the Club premises or at such other place as the General Committee may determine, during the month of August each year.
- A copy of the Commodores Report and an audited copy of the balance sheet for 12 months ending 30<sup>th</sup> June shall be tabled at that meeting. The business to be transacted at an Annual Meeting shall be confined to the items set out in the notice calling such meeting. The minutes of the Annual, Special and General Meetings respectively shall be submitted for confirmation at the next following General Meeting

The Secretary, whenever required by the Committee or by a requisition made in writing by not less than twelve (12) Members of the Club shall with in fourteen (14) days after being so required, convene a special General Meeting. If he or she does not convene a Special General Meeting to be held in not less than fourteen (14) days, nor more than twenty one (21) days, from the time of the requisition being sent, the requisitioner or any of them may convene such meeting.

## **NOTICE OF SPECIAL MEETINGS**

- 27.
- (a) Seven (7) days notice at least of every General Meeting, specifying the time and place of the meeting and the nature of business shall be given to the members by post.
  - (b) No business shall be transacted at any Special meeting except what is stated in the notice thereof.
  - (c) At every Annual, General or Special meeting the Commodore shall preside. In the absence of the Commodore, the Committee shall nominate a chairperson.

## **RESOLUTION BINDING**

28. All resolutions passed at any Annual, Special or General meeting shall be conclusive and binding on all members of the Club whether they shall be present at such meeting or not.

## **CONDUCT OF A MEETING**

29. All meetings of the Club shall be conducted in accordance with the generally accepted Rules of Debate.  
Any motion which in the opinion of the Chairperson affects the funds or the policy of the Club shall be submitted as a recommendation to the General Committee for consideration.

## **QUORUM FOR MEETINGS**

30. At the Annual, Special and General Meetings of the Club, 5% of members eligible to vote must be present in order to constitute a quorum, In cases of equality in voting, the Chairperson shall have the casting vote as a member.  
If a quorum has not been immediately obtained, all reasonable efforts shall be made to entice members who are available that did not attend, to come, if after one hour, the quorum has not been met, then the meeting shall be held with no less than 10 persons outside of the committee is present, if the quorum still has not been met then the meeting shall be postponed for one week. If at the next scheduled meeting there is still not a quorum then those present shall constitute a meeting, so long as there is a minimum of 10 financial members.

## **NOTICE OF MOTION**

31. 1) Notice of motion is required for the following: -
- a. Amendment, addition or repeal of the Constitution and Rules of the Club.
  - b. Removal of the General Committee.
  - c. Conferment of Life Membership (see Clause 11)
  - d. Removal from Office of any Trustee (see Clause 8; Executive)
  - e. Dissolution of the Club (see Clause 56)
- 2) A Member desirous of submitting such a motion shall deliver to the Secretary a written draft of the proposed motion, signed and dated by the Member concerned at least 28 days prior to the date of the General Meeting at which the proposed motion will be submitted.

The Secretary shall deliver or post a copy of the motion together with the notice calling the meeting to every person shown on the Register of Members.

## **COMMITTEE MEETINGS**

32. Subject to the provisions of rule 37 hereof the various Committees shall meet at such times and places as such Committees respectively may determine, and may adjourn and otherwise regulate their meetings as they may think fit, and five (5) members of the General Committee shall be a quorum. The Commodore or any three (3) members of the General Committee may at any time summon a meeting of the General Committee. Notice of every meeting of the General Committee shall be given to the members thereof in such form and in such manner as the General Committee may determine. The members of the various Committees shall elect a Chairperson to preside at the meetings of these Committees. If any member of any Committee is absent from three (3) consecutive meetings of the Committee of which he or she is a member without leave obtained from such Committee, he or she shall be held to have vacated their office and such vacancy shall be filled as provided in rule 31. All decisions of the "Angling and sports Committee" and the "Social Committee", shall require approval and ratification by the General Committee. The majority of persons present and on the committee shall be financial members of the club.



## **POWERS OF THE GENERAL COMMITTEE**

33. In addition to all powers hereby expressly conferred herein upon them, but subject to the objects of the Club, the General Committee shall have the further following powers, namely:
- a) to expend the funds of the Club in such manner as they shall consider most beneficial for the purposes of the Club and to invest in the name of the Club such part thereof as they think fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale for the purposes of the Club.
  - b) To acquire in the name of the Club and build up, pull down, rebuild, add to, alter, repair, sell or dispose of, or otherwise deal with any land, buildings or premises for the use of the Club.
  - c) To enter into any contracts on behalf of the Club.
  - d) To borrow monies on the security of any of the property of the Club and to grant or direct to be granted mortgages for securing the same.
  - e) To authorise the Common seal of the Club to be affixed on any document.
  - f) To ratify and confirm all resolutions of the various sub-committees of the Club and to authorise all items of expenditure recommended by such Sub-Committees.
  - g) Committee may at any time appoint a paid manager who shall hold office, for such time and upon such conditions and be paid such salary as the Committee may from time to time determine.

The Manager shall attend all Committee meetings and take part in discussions but will neither have voting rights nor be deemed to be a member of the Committee.

- a) The General Committee shall define acceptable standards of dress which shall be observed by all members and visitors
- b) In case of any question arising not provided for in the Constitution or as to the interpretation of the Constitution, the majority decision of the General Committee shall be taken and acted upon.

## **ELECTION OF OFFICERS**

34. All officers of the Club shall be financial members of the Club and shall be elected at the Annual General Meeting of the Club, and shall retire in the following year at the close of the Annual General Meeting in such year.
- a) The election of officers at the Annual Meeting shall be under the control of the Chairperson, and shall be conducted by two (2) Poll clerks, appointed for that purpose at such meeting, assisted by Scrutineers.
  - b) Where there are more candidates for election than there will be vacancies for any office the election shall be by ballot.
  - c) Where an election is necessary in respect of any office a ballot paper showing separately the name of the candidates nominated there on, shall be distributed by the Scrutineers to every financial member present at the meeting, and when directed by the Chairperson so to do, the Scrutineers shall collect such ballot papers and deliver them to the poll clerks

Every member shall vote for as many candidates as there are vacancies or the vote will be invalid, and every member shall vote by striking out on the ballot paper the name of each candidate for whom it is not desired to vote

- a) All nominations for office shall be made in writing and shall be signed by the nominee and the proposer who shall be financial members of the Club.
- b) All such nominations shall be delivered to the Secretary not later than fourteen (14) days before the Annual Meeting and a summary of such nominations received by the Secretary shall be posted on the Club's notice board for at least seven (7) days prior to the Annual Meeting.
- c) Where there are insufficient officers elected, nominations to fill the vacancies shall be called for at the meeting and should more than one nomination be made for any one such office, an election shall be held by ballot and the foregoing provisions for election of officers shall apply.

### **CASUAL VACANCY**

35. Should a vacancy occur on the Committee during the year, the Committee has the ability to co-opt a member to fill such vacancy.

### **OFFICERS**

36. No payment or part-payment of any Secretary, manager or other officer or servant of the Club shall be made by way of Commission or allowance from or upon the receipts of the Club for liquor supplied.

### **COMMODORE**

37. The Commodore should, Schedule & manage committee meetings. If unavailable arrange alternate chair. Responsible for the overall running of the Club. Manage the annual general meeting. Manage any Special General Meetings. Promote and develop increased club membership. Represent the club at Official functions. Act as a facilitator for club activities. Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members. Representation or arrange representation for LAAC Direction and strategy. Member's issues and programs. Ensure compliance with all regulatory authorities. Ideally the Commodore is someone who. Can communicate effectively. Is well informed of all organisational activities. Is aware of the future directions and plans of members. Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees. Is a supportive leader for all LAAC members.

### **VICE COMMODORE**

38. The Vice Commodore should, be available at all times to assist the Commodore. Should be able to communicate the principles and values of the club. Ideally the Vice Commodore is someone who, can communicate effectively, is well informed of all organisational activities, is aware of the future directions and plans of members. Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees. Is a supportive leader for the general committee and members.

### **THE REAR COMMODORE**

39. The Rear Commodore shall introduce new members, existing members and visitors to members, and do everything to ensure that good fellowship is maintained. The Rear Commodore shall head the Angling Sub Committee as Field Day Officer. The angling subcommittee shall prepare a draft syllabus of competitions to be held during the year, and shall submit such draft together with conditions for such competitions to a Committee meeting not later than twenty-one (21) days after the Annual General Meeting. The Angling Sub Committee shall have charge of all competitions and
- a) Shall record the names of competitors and the points won for each competition, and
  - b) Announce the names of the winner of each competition at the Social Function of the Club, next following each such competition.
  - c) Shall maintain the records of angling competitions with fish capture records from the inception of the club.
  - d) Shall prepare all trophies and presentations for the Annual Dinner Presentation Evening.

### **THE SECRETARY**

40. The Secretary shall perform the secretarial duties required by the Club and shall have the authority to collect all monies due to the Club and shall issue official receipts for all monies received by the Secretary, such receipts shall be sufficient discharge. The Secretary shall:
- a) Hand all monies and accounts received in each week to the Treasurer.
  - b) Keep a correct Register of Members setting forth their names, occupations and addresses and dates of payment of their subscriptions respectively.
  - c) Keep a book of receipts and disbursements
  - d) Keep a file of the Clubs correspondence for each year.
  - e) Prepare minutes of Proceedings of all meetings of the Club and of the General Committee and record all such minutes in the Club's minute book.
  - f) The Secretary has the power to co-opt an assistant as and when required.

### **TREASURER**

41. The Treasurer shall:
- a) As soon as possible of receipt of any monies from the Secretary deposit all such monies into the credit of the Club's account at such banks as may be selected by the General Committee.
  - b) Produce at every meeting of the General Committee the Clubs bank pass book and receipts in respect of payments made by him or her.

- c) Prepare a Balance Sheet and a statement of receipts and disbursements in respect of the twelve (12) months ending 30<sup>th</sup> June each year for audit, and submit such balance sheet, together with the Auditors Report to the next Annual General Meeting.
- d) Submit all accounts received, to the General Committee for consideration, the Treasurer shall make no disbursements of the Club's funds without sanction of the General Committee.
- e) The Treasurer has the power to co-opt an assistant as and when required.

#### **THE GENERAL COMMITTEE**

42. The General Committee shall meet at least once in every month for the purpose of transacting business of the Club, five (5) members to form a quorum. The General Committee may from time to time make house regulations consistent with the constitution and rules of the Club and not expressly provided for therein. They shall also arrange for the proper upkeep of the Club's buildings.

#### **THE PUBLICITY OFFICER**

43. The Publicity Officer: Shall prepare articles from time to time concerning the activities of the Club for publication in appropriate journals.
- a) Provide Monthly reports for the Members regarding club events and articles, provided that any article of a controversial nature or affecting the policy of The Club shall not be submitted for publication unless approved by the General Committee.

#### **THE AUDITORS**

44. The General Committee shall appoint an external Auditor to audit the Club's books of account before the Annual General meeting

#### **THE SCRUTINEERS**

45. The Scrutineers shall distribute and collect voting papers or ballot material for all elections conducted by the Club and shall assist the poll clerks at the annual election of officers.

#### **ACCOUNTS**

46. The Treasurer or Assistant Treasurer shall pay all accounts payable by the Club and present at the committee meeting a statement of such accounts as paid.

#### **BANKING ACCOUNT**

47. The funds of the Club shall be lodged in the name of the Club at such banks as may be selected by the General Committee.

### **PROPERTY OF THE CLUB**

48. The property of the Club subject to its liabilities shall belong to the members for the time being but no member by reason of membership shall have any transmissible or assignable interest therein by operation of law or otherwise. Such property shall be vested in the Trustees and Seal Holders until disposed of or until the same shall become vested in the Club in accordance with section 10 of the Association Incorporation Act 1895-1955.

### **DAMAGE TO CLUB PROPERTY**

49. Any member who negligently causes any damage to or loss of Club property shall, subject to the approval of the General Committee, pay to the Secretary on demand the cost of replacing such damage or repairing such loss.

### **INSURANCE OF MEMBERS PERSONAL PROPERTY**

50. Members shall be responsible for the storage, protection and insurance of personal property kept in the Club's premises. The Club will not be liable for any loss or damage sustained to the property of any member.

### **REGISTER OF MEMBERS**

51. The Club shall keep an up-to date register of Members in respect of each class of membership. The register must be continually available for inspections at the Club premises.

### **GUEST BOOK**

52. a) The Club shall keep a guest book continually available, for the entry of the names of guests, on the licensed premises  
b) "TEMPORARY MEMBERSHIP" A person who is on any day visiting the Club as a member or an official of, or a person assisting a team that is to contest a pre-arranged event in that sport on the day or at the invitation of a member to engage in that sport on the day, may be taken to be a person who is afforded temporary membership on that day."

## **VISITORS**

53.

a) No visitor shall enter on the Club premises unless that visitors name and the date of attendance have been subscribed in the guest book kept by the Club and the entry has been subscribed by the member. Any member except junior members under the age of Sixteen (16) years may invite visitors up to three (3) in number on the Club premises provided that the guest book has been subscribed in accordance with these rules.

b) No stranger may use the Club premises nor may any member admit a stranger to use the Club premises except during hours when liquor may be lawfully sold or disposed of to the public on licensed premises and then only when in the company of a member and after having entered the name of the guest in the guest book in the manner previously described.

## **SUPPLY OF LIQUOR**

54.

a. No liquor shall be sold or supplied for consumption elsewhere than on the Club premises unless such liquor is removed from the premises of the Club and by or on the instructions of the member purchasing the same.

b. No liquor shall be sold or supplied to any person under the age of eighteen (18) years and no member under the age of eighteen (18) years shall be admitted to any portion of the Club premises where liquor is sold or consumed, unless accompanied by an adult. No person (other than a person employed in the clerical or administrative work of the Club) under the age of eighteen (18) years shall be employed at the Club. No person under the age of eighteen (18) years shall serve in the bar and no person under the age of eighteen (18) years shall be employed in or about the bar or in the delivery of liquor to the Club premises.

c. No steward, cook or other employee of the Club shall be employed for a longer period than is prescribed for in any relative award of the Court of Arbitration for persons similarly employed.

## **ALTERATIONS OF RULES OR REGULATIONS**

55.

No new rules shall be made nor any rule amended or repealed without the concurrence of three-fourths of financial members present and voting at a special meeting of the Club called for the purpose, or at an Annual general meeting. As soon as is practicable after the making of any proposal for a change to the Constitution or Rules of the Club, the Secretary shall provide to the Director of Liquor Licensing, certified particulars of the change proposed. No effects will be given to the change without the prior approval of the Director of Liquor Licensing.

## **DISSOLUTION OF THE CLUB**

56. The Club shall not be dissolved or its name changed without the concurrence of three – fourths of the financial members present and voting at a special meeting of the Club called for the purpose. In the event of a dissolution being carried into effect the assets of the Club shall be realised and any balance remaining after payment of all liabilities shall be transferred or paid to some other club institution or society having objects similar or partly similar to the objects of this Club such club institution or society being determined by the members of this Club at or before the time of dissolution and in default thereof by the Chief Secretary of the State of Western Australia and in so far as effect cannot be given to the aforesaid provision then to the Gingin Shire Council.

## **INSPECTION OF THE CONSTITUTION**

57. The Secretary shall hold a copy of this Constitution for the purpose of inspection by any member or any prospective member.

Commodore (Print Name) \_\_\_\_\_

Commodore (Sign here) \_\_\_\_\_

DATE \_\_\_\_\_

Secretary (Print Name) \_\_\_\_\_

Secretary (Sign here) \_\_\_\_\_

DATE \_\_\_\_\_

This reprint was done by Pat Shinnick December 2017