

Greystanes Cricket Club Inc. Constitution

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1. NAME

- 1) The name of the club shall be "Greystanes Cricket Club Inc"

2. OBJECT

- 1) The object of the club is to foster the game of cricket in the Greystanes community, and any other objects as the Committee may from time to time determine.

3. AFFILIATION

- 1) The Club's primary affiliation will be with Parramatta District Cricket Association. (PDCA)
- 2) Primary affiliation of the Club can only be changed at an Annual General Meeting or a Special General Meeting.
 - a) Voting shall be by show of hands.
 - b) To change in affiliation will require 67% or greater of votes.
 - c) The President or Chair shall not have a casting or second vote.
- 3) The Committee may decide at any General Meeting to affiliate with any other Association or Club provided that:
 - a) The PDCA remains the Clubs Primary affiliation.
 - b) Any association is in the interest of the Club's members and promotes the Game of Cricket, or
 - c) Is required for proper functioning of the club.
 - d) The Club acknowledge the Constitution and observe the Rules of the body or bodies with which the club becomes affiliated.

4. DEFINITIONS

- 1) In this constitution:
 - a) The word "**Club**" shall mean "Greystanes Cricket Club Inc".
 - b) **The Committee** means any office bearers or Committee members who were elected at the preceding Annual General Meeting and are present at any meeting of the Club.
 - c) **Committee Member** means a member of the committee who is not an office-bearer of the Club.
 - d) **Secretary** means:
 - i) The person holding office under this constitution as Secretary of the Club, or
 - ii) If no person holds that office - the public officer of the Club.
 - e) **Monthly Meeting** means any Club meeting called by the Committee other than a Special General Meeting or an Annual General Meeting.
 - f) **Annual General Meeting** means a meeting of the Club convened under Clause 24.

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- g) **Special General Meeting** means a meeting of the Club convened under Clause 25.
- h) **General Meeting** includes Monthly Meetings, Special General Meeting and Annual General Meetings.
- i) **Annual Membership Fee** has the same meaning as Registration Fee.
- j) **The Act** means the Associations Incorporation Act 2009.
- k) **The Regulation** means the Associations Incorporation Regulation 2016.
- l) **Code of conduct** means any Documents under heading of Code of Conduct as listed on the Clubs website. These can include Codes of Conduct from any of the Clubs affiliations including but not exclusive to Parramatta District Cricket Association, Cricket NSW or Cricket Australia. The address of the website and Codes of Conduct from affiliated bodies shall be included Annexure 1 Standing rules

5. MEMBERSHIP GENERALLY

- 1) All members will:
 - a) Be interested in furthering the aims of the club.
 - b) His/her conduct shall always be in the interest of the club.
 - c) Shall abide with the Constitution and Standing rules of the Club in Annexure 1.
 - d) Shall comply with “Code of Conduct” appearing on the Clubs website.
- 2) Four types of membership are available at the Club:
 - a) Ordinary Member also known as a Playing Member.
 - b) Junior Member.
 - c) Honorary Member.
 - d) Life Member.
- 3) Ordinary Member also known as Playing Member:
 - a) The person is a natural person, who has attained the age of 18 years and
 - i) The person has applied and been approved for membership of the Club in accordance with Clause 6.
 - ii) Has paid membership fees in accordance with Clause 7.3.a
 - iii) Ordinary Membership entitles a person to one deliberate vote at any General Meeting. or
 - b) The person is a natural person, who has not attained the age of 18 years and
 - i) The person has applied and been approved for membership of the Club in accordance with Clause 6.
 - ii) Has paid membership fees in accordance with Clause 7.3.a
 - iii) Ordinary Membership entitles a person to one deliberate vote at any General Meeting.
- 4) Junior Member
 - a) The person is a natural person, who has not attained the age of 18 years and

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- b) The person has applied and been approved for membership of the Club in accordance with Clause 6.
 - c) Has paid membership fees in accordance with Clause 7.
 - d) Junior Membership entitles a parent or guardian to one deliberate vote at any General Meeting.
- 5) Honorary Member
- a) The person is a natural person, who has attained the age of 18 years and
 - b) Is not a playing member of the Club.
 - c) Is prepared to assist in Club affairs, management, administration and become a Committee Member.
 - d) Can only become an Honorary Member by unanimous Vote of the Committee at any General Meeting.
 - e) Will not be required to pay membership fees.
- 6) Life Member
- a) Life Membership can be awarded to a member of the Club at the AGM.
 - b) Life Membership will occur via a secret Ballot process.
 - c) A proposal for Life Membership should be presented at the September Meeting for Committee discussion leading into the AGM that occurs in October. Prior to the AGM the executive committee will decide as to whether a proposal will go to vote at an AGM. The executive committee has sole discretion. No review or appeal can be made to overturn the executive's decision.
- 7) Prior to a vote for Life Membership at the AGM, the Guiding principles in Clause 5.8 should be read aloud to the AGM.
- a) Benefits of Life Membership:
 - i) Playing life member does not pay registration fees.
 - ii) Free entry into club events.
 - iii) Record listed on Club Website and Social pages.
- 8) Life Membership Guiding Principles:
- a) Life Membership is a distinguished and prestigious position, Life membership should **only** be granted to persons who have made significant and substantial contribution to the Club **over a long period of time**. A life member will be of good character and repute, worthy of being an ambassador of the Club.
 - b) When considering eligibility for Life Membership, the Executive and Voting members should take into consideration the following:
 - i) Effective Service as Executive of the Club.
 - ii) Making a positive contribution as a committee member.
 - iii) Coaching or managing Junior Teams.
 - iv) Playing and or captaining senior cricket for the Club.
 - v) Hands on assistance in Club operations including, running presentations, trophies, gear and equipment, acquisition of sponsors, player registrations, grounds management and promoting the game of Cricket in the community.

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- vi) Financial sponsorship of the Club.
- vii) Mentoring Junior and Senior Cricketers.
- viii) Have made a substantial positive contribution to the club other than those mentioned above, and
- ix) Length of time the service has been given to the Club.

6. APPLICATION FOR MEMBERSHIP

- 1) Prior to application of membership to the Club a person must be registered with any National, State or Regional body, where such registration is required to lawfully play Cricket. All fees for such registration must be paid in full. Information of any registrations will be contained in Annexure 1.
- 2) An application by a person for membership of the Club:
 - a) Must be made in writing (including by email or other electronic means, if the committee so determines) in the form determined by the committee, and
 - b) Must be lodged (including by electronic means, if the committee so determines) with the secretary or registrar of the Club.
 - c) The application for a Junior Member must contain in writing consent of a parent or guardian.
 - d) Pay registration fees see Clause 7.
- 3) As soon as practicable after receiving an application for membership, the secretary or registrar must refer the application to the committee, who are to determine whether to approve or to reject the application.
- 4) As soon as practicable after the committee makes that determination, the Club must:
 - a) Notify the applicant verbally or in writing (including by email or other electronic means, if the committee so determines) that the committee has approved his/her application, or
 - b) If the application is rejected, the Secretary will notify the applicant in writing (including by email or other electronic means, if the committee so determines) that his application has been refused.
 - i) Any person whose application for membership is rejected by the management committee shall have the right of appeal to a club Monthly Meeting provided the appeal is lodged with the secretary, in writing, within 14 days of the official notice of rejection.
 - ii) The Club will refund any fees paid to the Club.
 - iii) The Club will not refund any fees payable to other bodies payable under Clause 6.1.
- 5) Applicants for ordinary membership shall be deemed members after the Committee has approved the application and all required fees have been paid.
- 6) A Parent or Guardian of an applicant for Junior Membership shall be deemed ordinary members after the Committee has approved the application and all required fees have been paid.

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7. FEES AND SUBSCRIPTIONS

- 1) A member of the Club must, on admission to membership, pay to the Club a fee of \$0 or, if some other amount is determined by the committee, that other amount. Admission membership will be reviewed Annually by the Committee. Admission Membership fee will be published in Annexure 1 Standing Rules.
- 2) In addition to any amount payable by the member under Clause 7.1, a member of the Club must pay to the Club an Annual membership fee, the amount is determined by the committee Annually.
- 3) On application of membership with the Club, and prior to playing any game of Cricket for the Club The applicant will pay the following fees:
 - a) In the case of an ordinary member, the fee for ordinary membership published in the Standing rules. Annexure 1.
 - b) In the case of a junior member, the fee for Junior Membership published in the Standing rules. Annexure 1.
- 4) By unanimous agreement, the Executive Committee, may, but is not obliged to, reduce the Annual membership fee for any member who registers late in the current Cricket season or for any other good reason.
- 5) The Committee may exempt players from paying Registration fees if they are a sponsor. Guidelines for such exemptions will be contained in Annexure 1.
- 6) Playing Senior members don't pay club registration fees if they are coaching a junior team.
- 7) The Club may charge additional fees should the member wish to play in additional Competitions organized by the Club. See Annexure 1.

8. MEMBERS' LIABILITIES

- 1) The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by Clause 7.

9. RESOLUTION OF DISPUTES

- 1) A dispute between a member and another member (in their capacity as members) of the Club, or a dispute between a member or members and the Club, is to be mediated by a member of the Executive Committee.
- 2) If a dispute is not resolved by mediation within 3 months of the referral to the member of the Executive Committee, the dispute is to be mediated at a normal Monthly Meeting. The Committee will attempt to find a resolution. If the Committee is unable to find a resolution, the Committee by majority vote to decide to expel any or all parties in the dispute from the Club. Any expulsions will be subject to Clause 10.
- 3) No other mediation or arbitration is allowed.

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10. DISCIPLINING OF MEMBERS

- 1) A complaint may be made to the committee, by any person who is a member of the Club, that another member:
 - a) Has refused or neglected to comply with a provision or provisions of this constitution, or
 - b) Has willfully acted in a manner prejudicial to the interests of the Club.
 - c) Has been accused of a breach of the Code of Conduct.
- 2) The committee may refuse to investigate a complaint if it considers the complaint to be trivial or vexatious in nature.
- 3) If the committee decides to investigate the complaint, the committee:
 - a) Must cause notice of the complaint to be served on the member concerned, and
 - b) Must give the member at least 7 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - c) Must take into consideration any submissions made by the member in connection with the complaint.
- 4) The committee may, by resolution, expel the member from the Club or suspend the member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- 5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under Clause 11.
- 6) The expulsion or suspension does not take effect:
 - a) Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - b) If within that period the member exercises the right of appeal, unless and until the Club confirms the resolution under Clause 11, whichever is the later.
- 7) Any disciplinary action taken by the Club will be independent of decisions taken by other Clubs, Association's or governing bodies. The Club may impose greater penalties imposed by other organizations.

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11. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- 1) A member may appeal to the Club in a Monthly Meeting against a resolution of the committee under Clause 10, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- 3) On receipt of a notice from a member under Clause 11.1, the secretary must notify the committee, which is to convene a Monthly Meeting of the Club to be held within 28 days after the date on which the secretary received the notice.
- 4) At a Monthly Meeting of the Club convened under Clause 11.3:
 - a) No business other than the question of the appeal is to be transacted, and
 - b) The committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - c) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 5) The appeal is to be determined by a simple majority of votes cast by members of the Club. In the event of the vote being equal number for and against expulsion, the Club President or the Chair of the Monthly Meeting will have a second or casting vote.

12. COMPOSITION AND MEMBERSHIP OF COMMITTEE

- 1) The committee is to consist of:
 - a) The office-bearers of the Club, and
 - b) At least 3 ordinary committee members, each of whom is to be elected at the Annual General Meeting of the Club under Clause 13.
- 2) The office-bearers of the Club, who will represent the executive committee, are as follows:
 - a) The president,
 - b) The vice-president,
 - c) The treasurer,
 - d) The secretary,
 - e) The registrar.
- 3) A committee member may hold up to 2 offices (other than both the offices of president and vice-president).
- 4) There is no maximum number of consecutive terms for which a committee member may hold office.
- 5) Each member of the committee is, subject to this constitution, to hold office until immediately before the election of committee members at The Annual General Meeting next following the date of the member's election and is eligible for re-election.

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- 6) All Committee officers shall take up their respective duties immediately upon the conclusion of the AGM.
- 7) In the event of matters of emergency, the executive committee shall act as they think befitting the interests of the Club and Shall report to the next meeting.
- 8) The Committee by majority vote at a General Meeting can alter any of the Rules and Procedures Contained in any Annexures.

13. ELECTION OF COMMITTEE MEMBERS

- 1) Nominations of candidates for election as office-bearers of the Club or as ordinary committee members:
 - a) Must be made at the AGM and supported by 2 members of the Club and consent of the candidate. (which may be endorsed on the form of the nomination)
 - b) If insufficient nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
 - c) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
 - d) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- 2) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the Annual General Meeting in any usual and proper manner that the committee directs.
- 3) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the Club must be a member of the Club.

14. SECRETARY

- 1) The secretary of the Club must, as soon as practicable after being appointed as secretary, lodge notice with the Club of his or her address.
- 2) It is the duty of the secretary to keep minutes (whether in written or electronic form) of:
 - a) All appointments of office-bearers and members of the committee, and
 - b) The names of members of the committee present at a General Meeting, and
 - c) All proceedings at General Meetings.
- 3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- 4) The signature of the chairperson may be transmitted by electronic means for the purposes of Clause 14.3.

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15. TREASURER

- 1) It is the duty of the treasurer of the to ensure:
 - a) That all money due to the Club is collected and received and that all payments authorized by the Club are made, and
 - b) That correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.

16. CASUAL VACANCIES

- 1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Club to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the Annual General Meeting next following the date of the appointment.
- 2) A casual vacancy in the office of a member of the committee occurs if the member:
 - a) Dies, or
 - b) Ceases to be a member of the Club, or
 - c) Is or becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
 - d) Resigns office by notice in writing given to the secretary, or
 - e) Is removed from office under Clause 17, or
 - f) Becomes a mentally incapacitated person, or
 - g) Is absent without the consent of the committee from 3 consecutive meetings of the committee, or
 - h) Is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - i) Is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.

17. REMOVAL OF COMMITTEE MEMBERS

- 1) The Club in a General Meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- 2) If a member of the committee to whom a proposed resolution referred to in Clause 17.1 relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the Club, the secretary or the president may send a copy of the representations to each member of the Club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

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18. MONTHLY MEETINGS AND QUORUM

- 1) The committee must meet at least 3 times in each period of 12 months at the place and time that the committee may determine.
- 2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- 3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- 4) Notice of a meeting given under Clause 18.3 must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- 5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- 6) No business is to be transacted by the committee 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 is to stand adjourned to the same place and at the same hour of the same day in the following week.
- 7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- 8) At a meeting of the committee:
 - a) The president or, in the president's absence, the vice-president is to preside, or
 - b) If the president and the vice-president are absent or unwilling to act, one of the remaining members of the committee chosen by the members present at the meeting is to preside.

19. APPOINTMENT OF CLUB MEMBERS AS COMMITTEE MEMBERS TO CONSTITUTE QUORUM

- 1) If at any time the number of committee members is less than the number required to constitute a quorum for a Monthly Meeting, the existing committee members may appoint a sufficient number of members of the Club as committee members to enable the quorum to be constituted.
- 2) A member of the committee so appointed is to hold office, subject to this constitution, until the Annual General Meeting next following the date of the appointment.
- 3) This clause does not apply to the filling of a casual vacancy to which Clause 16 applies.

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20. USE OF TECHNOLOGY AT GENERAL MEETINGS

- 1) A General Meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- 2) A committee member who participates in a General Meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

21. DELEGATION BY COMMITTEE TO SUB-COMMITTEE

- 1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of the member or members of the Club that the committee thinks fit) the exercise of any of the functions of the committee that are specified in the instrument, other than:
 - a) This power of delegation, and
 - b) A function which is a duty imposed on the committee by the Act or by any other law.
- 2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 3) A delegation under this clause may be made subject to any conditions or limitations as to the exercise of any function, or as to time or circumstances, which may be specified in the instrument of delegation.
- 4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- 5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- 6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- 7) A sub-committee may meet and adjourn as it thinks proper.

22. VOTING AND DECISIONS

- 1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- 2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 3) Subject to quorum being met, the committee may act despite any vacancy on the committee.

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- 4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

23. ANNUAL GENERAL MEETINGS - HOLDING OF

- 1) The Club must hold its first Annual General Meeting within 18 months after its registration under the Act.
- 2) The Club must hold its Annual General Meetings:
 - a) The AGM shall be held prior to the October Monthly Meeting.
 - b) If the AGM is unable to be held prior to the October Monthly Meeting, the AGM is to be held as soon as possible thereafter.

24. ANNUAL GENERAL MEETINGS - CALLING OF AND BUSINESS AT

- 1) The Annual General Meeting of the Club is, subject to the Act and to Clause 23, to be convened on the date and at the place and time that the committee thinks fit.
- 2) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the following:
 - a) To confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting,
 - b) To receive from the committee reports on the activities of the Club during the last preceding financial year,
 - c) To elect office-bearers of the Club and ordinary committee members,
 - d) To receive and consider any financial statement or report required to be submitted to members under the Act.
- 3) An Annual General Meeting must be specified as that type of meeting in the notice convening it.

25. SPECIAL GENERAL MEETINGS - CALLING OF

- 1) The committee may, whenever it thinks fit, convene a Special General Meeting of the Club.
- 2) The committee must, on the requisition of at least 5% of the total number of members, convene a Special General Meeting of the Club.
- 3) A requisition of members for a Special General Meeting:
 - a) Must be in writing, and
 - b) Must state the purpose or purposes of the meeting, and
 - c) Must be signed by the members making the requisition, and
 - d) Must be lodged with the secretary, and
 - e) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.

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- 4) If the committee fails to convene a Special General Meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than 3 months after that date.
- 5) A Special General Meeting convened by a member or members as referred to in Clause 25.4 must be convened as nearly as is practicable in the same manner as General Meetings are convened by the committee.
- 6) For the purposes of Clause 25.3:
 - a) A requisition may be in electronic form, and
 - b) A signature may be transmitted, and a requisition may be lodged, by electronic means.

26. NOTICE FOR MEETINGS

- 1) Except if the nature of the business proposed to be dealt with at a Special General Meeting requires a Special resolution of the Club, the secretary must, at least 14 days before the date fixed for the holding of the Special General Meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 2) If the nature of the business proposed to be dealt with at a Special General Meeting requires a Special resolution of the Club, the secretary must, at least 21 days before the date fixed for the holding of the Special General Meeting, cause notice to be given to each member specifying, in addition to the matter required under Clause 26.1, the intention to propose the resolution as a Special resolution.
- 3) No business other than that specified in the notice convening a Special General Meeting is to be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted under Clause 26.2.
- 4) A member desiring to bring any business before a Special General Meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a Special General Meeting given after receipt of the notice from the member.

27. QUORUM FOR SPECIAL GENERAL MEETINGS

- 1) No item of business is to be transacted at a Special General Meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- 2) Five members present (being members entitled under this constitution to vote at a Special General Meeting) constitute a quorum for the transaction of the business of a Special General Meeting.
- 3) If within half an hour after the appointed time for the commencement of a Special General Meeting a quorum is not present, the meeting:
 - a) If convened on the requisition of members—is to be dissolved, and

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- b) In any other case—is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

28. PRESIDING MEMBER

- 1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each General Meeting of the Club. If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

29. ADJOURNMENT

- 1) The chairperson of a Special General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 2) If a Special General Meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 3) Except as provided in Clauses 26.1 and 26.2, notice of an adjournment of a Special General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

30. MAKING OF DECISIONS

- 1) A question arising at a General Meeting of the Club is to be determined by:
 - a) A show of hands or, if the meeting is one to which Clause 35 applies, any appropriate corresponding method that the committee may determine, or
 - b) If on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- 2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

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- 3) Clause 30.2 applies to a method determined by the committee under Clause 30.1.a in the same way as it applies to a show of hands.
- 4) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

31. SPECIAL RESOLUTIONS

- 1) A Special resolution may only be passed by the Club in accordance with section 39 of the Act.

32. VOTING

- 1) On any question arising at a General Meeting of the Club a member has one vote only.
- 2) In the case of an equality of votes on a question at a General Meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- 3) A member is not entitled to vote at any General Meeting of the Club unless all money due and payable by the member to the Club has been paid.

33. PROXY VOTES NOT PERMITTED

- 1) Proxy voting must not be undertaken at or in respect of a General Meeting.

34. POSTAL OR ELECTRONIC BALLOTS

- 1) The Club may hold a postal or electronic ballot (as the committee determines) to determine any issue or proposal (other than an appeal under Clause 11).
- 2) A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

35. USE OF TECHNOLOGY AT GENERAL MEETINGS

- 1) A General Meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the Club's members a reasonable opportunity to participate.
- 2) A member of the Club who participates in a General Meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

36. INSURANCE

- 1) The Club may effect and maintain insurance.

37. FUNDS – SOURCE

- 1) The funds of the Club are to be derived from entrance fees and Annual subscriptions of members, donations and, subject to any resolution passed by the Club in General Meeting, any other sources that the committee determines.

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- 2) All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank or other authorized deposit-taking institution account.
- 3) The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

38. FUNDS – MANAGEMENT

- 1) Subject to any resolution passed by the Club in General Meeting, the funds of the Club are to be used solely in pursuance of the objects of the Club in the manner that the committee determines.
- 2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorized signatories.
- 3) Office Bearer fees to be paid each November after election, to the President, Treasurer and Secretary. The amount of the Office Bearer Fees will be listed in Annexure 1 Standing Rules. The quantum of the fees can be changed by the Committee at a General Meeting.

39. CLUB IS NON-PROFIT

- 1) Subject to the Act and the Regulation, the Club must apply its funds and assets solely in pursuance of the objects of the Club and must not conduct its affairs to provide a pecuniary gain for any of its members.

40. DISTRIBUTION OF PROPERTY ON WINDING UP OF CLUB

- 1) Subject to the Act and the Regulations, in a winding up of the Club, any surplus property of the Club is to be transferred to another organization with similar objects and which is not carried on for the profit or gain of its individual members.
- 2) In this clause, a reference to the surplus property of the Club is a reference to that property of the Club remaining after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of the winding up of the Club.

41. CHANGE OF NAME, OBJECTS AND CONSTITUTION

- 1) An application for registration of a change in the Club's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

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42. CUSTODY OF BOOKS ETC

- 1) Except as otherwise provided by this constitution, all records, books and other documents relating to the Club must be kept in New South Wales:
 - a) At the main premises of the Club, in the custody of the public officer or a member of the Club (as the committee determines), or
 - b) If the Club has no premises, at the Club's official address, in the custody of the public officer.

43. INSPECTION OF BOOKS ETC

- 1) The following documents must be open to inspection, free of charge, by a member of the Club at any reasonable hour:
 - a) Records, books and other financial documents of the Club,
 - b) This constitution,
 - c) Minutes of all General Meetings of the Club.
- 2) A member of the Club may obtain a copy of any of the documents referred to in Clause 44.1 on payment of a fee of not more than \$1 for each page copied.
- 3) Despite Clauses 44.1 and 44.2, the committee may refuse to permit a member of the Club to inspect or obtain a copy of records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club.

44. SERVICE OF NOTICES

- 1) For the purpose of this constitution, a notice may be served on or given to a person:
 - a) By delivering it to the person personally, or
 - b) By sending it by pre-paid post to the address of the person, or
 - c) By sending it via electronic transmission to an address specified by the person for giving or serving the notice.
- 2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
 - a) In the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - b) In the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - c) In the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

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45. FINANCIAL YEAR

- 1) The financial year of the Club is:
 - a) The period of time commencing on the date of incorporation of the Club and ending on the following 30 June, and
 - b) Each period of 12 months after the expiration of the previous financial year of the Club, commencing on 1 July and ending on the following 30 June.

46. CONSTITUTION RATIFICATION

- 1) This Constitution was proposed and passed at the Greystanes Cricket Club Inc Annual General Meeting held on 6th October 2022.