

CONSTITUTION OF THE SAWTELL R.S.L. BILLIARDS AND SNOOKER CLUB

1. NAME

The club shall be called the Sawtell R. S.L. Billiards and Snooker Club.

2. INTERPRETATION

The words "Club", "R.S.L." where herein used shall refer to the Sawtell R.S.L. Billiards and Snooker Club and the Sawtell R.S.L. Club Limited respectively. The word "member" herein used shall refer to a financial member of the Sawtell R.S.L. Billiards and Snooker Club.

All words imputing the female gender shall include the masculine gender and all words imputing the masculine gender shall include the female gender. All references to the words snooker and billiards are to be taken to include the other game.

3. PATRONS

The Club shall work under the patronage of the Sawtell R. S.L. Club Limited which, for all intents and purposes, shall be considered the **next** governing body to the Club. In the event of the affairs of the Club becoming redundant, all monies held by the Club shall become the property of the Sawtell R.S.L. Club Limited.

4. TRANSITION

The existing Billiards and Snooker sub-club shall cease to exist on the commencing date of this constitution, and all current office bearers and committee members of the then previous club shall become the office bearers and committee members of the club until the expiry of the terms for which they have been elected.

The commencing date of this Constitution shall be the day after the day on which this constitution is signed by the President of the Club, on behalf of the committee, and the General Manager on behalf of the R.S.L.

On the commencing date all funds and property of the previous club shall become funds and property of the Club.

5. OBJECTS

- a) To provide regular social competition snooker matches at the R.S.L.
- b) To arrange for regular snooker competition series at the R.S.L.
- c) To cooperate with like snooker clubs in arranging joint completions to the benefit of the games of snooker and billiards.
- d) To provide the best facilities for Club members to play Billiards and Snooker together with the R.S.L.;
- e) To co-operate with the R.S.L. Club to ensure that complete harmony exists enhance and further the interests of the Club.
- f) To carry out any activity whatsoever, calculated directly or indirectly to enhance and further the interests of the Club.

6. MEMBERSHIP

Membership shall be confined to financial members of the R.S.L. Club.

Members shall pay an annual fee as set from time to time by the Annual General Meeting.

Honorary Members are limited to patrons (1), Solicitors, Auditors or a person in any vocation rendering special services to the Club, all of which shall be elected at the Annual General Meeting of the Club. Such Honorary officers shall have no voting powers.

7. LIFE MEMBERSHIP

A member may be nominated for Life Membership providing the member has:

- a) been active within the Club for a period of at least eight (8) years.
- b) and that by work during that time made valuable contribution towards the best interests and development of the Club above and apart from duties required in any Committee position.

No more than two Life Memberships may be granted in any one year.

They shall be nominated and seconded by financial members. The nomination shall be approved by the committee by a unanimous decision and then put to the Annual General Meeting or a Special General Meeting for decision.

Presentation if not made immediately shall be at a club event as determined by the Committee.

8. OFFICERS

- a) The Executive Officers of the Club shall consist of: President, Vice Presidents(2), Secretary and Treasurer. The club may also elect up to four (4) members of the Committee in addition to the Officers. These shall form the Committee. The club may also elect a Handicapper to assist the Committee.
- b) The management of the Club shall be styled by the Committee.
- c) All officers and committee members elected shall hold office until the close of the Annual General meeting in the second year following their election or until otherwise ceasing to hold office for any reason, except as provided for under clause 4 of this constitution. Vacancies occurring during the year may be filled by the Committee subject to confirmation by the next General or Special General Meeting.
- d) An Executive Committee consisting of the President, Vice Presidents (2), Secretary, Treasurer, and when elected the Handicapper may deal with any urgent matters between meetings of the Committee.
- e) Should an officer/committee member of the Club absent himself from three (3) consecutive meetings without furnishing reasonable excuse, his seat shall be declared vacant and the position filled as provided for under these rules.
- f) Should an officer/committee member of the Club cease to be either a full financial member of the Club or a member of the R.S.L. with full membership rights his seat shall be declared vacant and the position filled as provided for under these rules. Where only financial membership of the Club has lapsed the committee may allow up to 28 days for the renewal to be effected before declaring the position vacant.

9. POWERS OF COMMITTEE

The Committee shall have the control and management of the income and expenditure of the Club, its affairs and concerns and officers and members, and have the power to appoint standing committees to report on any matter referred to them.

- a. Any recommendation or resolution made by a special or sub-committee, if adopted by the Committee, shall be recorded as business of the Committee.
- b. The Committee shall have power from time to time to draw up and amend a Code of Conduct to be binding on all members of the club.
- c. The Committee shall have power from time to time to draw such By-Laws and Regulations, for entering the more efficient management of the Club. Such By-Laws and Regulations shall be binding until amended or revoked by a General Meeting.
- d. That no cash donation will be given by this Club, to requests by community groups.
- e. However the committee may consider a request from a community group to be of such significant value to recommend to Club members to assist in a fund raising event that may be requested, e.g., outside community groups

10. ANNUAL GENERAL MEETING:

- a. The Annual General Meeting of the Club shall be held not later than the 28th February in each year to receive Annual Reports and Audited Accounts and for the Election of Officers **when required by this constitution** and to transact any other business as may be brought forward in accordance with this constitution.
- b. Notice of such meeting shall be communicated to all members and signed by the Secretary giving a summary of the business to be dealt with at such meeting in accordance with the constitution. Twenty eight (28) days' notice shall be given of intention to hold such meeting and a quorum of ten (10) shall form such meeting.
- c. The order of business shall be:
 - a. Apologies
 - b. Confirmation of Minutes of previous Annual General Meeting.
 - c. Presentation of Annual Reports and Audited Accounts and Balance Sheets.
 - d. Motions for which due notice has been given.
 - e. Election of Officers.
 - f. Correspondence.
 - g. General Business.

11. SPECIAL GENERAL MEETINGS

Special General Meetings are to be held for specific purposes compatible at the direction of the Committee and / or if called for by at least five (5) Members in writing to the Secretary.

12. MEETINGS

The Committee shall meet at least once a month during the months February to December.

13. QUORUMS

Quorums for meetings shall be

- a. Annual General Meeting (10)
- b. Special General Meeting (10)
- c. Committee Meeting (4)

If there is not a quorum present thirty minutes after the specified time for starting, the meeting shall stand adjourned for one (1) week and if there be no quorum then those members attending shall constitute a quorum.

14. ELIGIBILITY TO VOTE

Only financial members shall be eligible to vote or to stand for office at any meeting of the Club or committee appointed by the Club.

15. BALLOT

In the case of an election of Officers at an Annual or General Meeting, if the numbers of candidates exceed the number of vacancies, then such vacancy or vacancies shall be filled by an election by a secret ballot. Following the declaration of the poll, ballot papers will be destroyed at the direction of the returning officer.

16. METHOD OF VOTING

A simple majority method of voting shall be employed at all meetings. Where there is an equality of voting for two or more candidates contesting an election then there shall be a re-ballot limited to the candidates with equal votes.

17. FINANCE

- a. The Treasurer shall receive all monies accruing to the Club and issue all receipts.
- b. All monies received by the Treasurer shall be banked by him in the name of the club. All payments shall be made by cheque signed by the President, Vice President, Treasurer and two signatures shall be sufficient after accounts have been passed by the committee.
- c. The Auditor shall conduct an Audit of the books at the end of each financial year and shall certify the correctness of the Treasurer's balance sheet and to the correctness of the income and expenditure account and shall verify the existence of all club monies.
- d. The financial year for the Club shall be the Calendar year.

18. DUTIES OF OFFICERS

A. PRESIDENT - He shall

- (a) Preside at all meetings of the Club and Executive Committee. He shall be ex-officio a member of all Special and Sub Committee's. In the event of his non attendance at any meeting, then one of the Vice Presidents shall preside. In the event of none of these being in attendance, then the meeting shall elect a Chairperson.
- (b) be the nominal head of the Club and shall represent it at any function or gathering,
- (c) Have a Casting vote in all committee decisions excepting life membership and elections matters.

B. SECRETARY - He shall

- (a) Keep a register of all members in whom control of the Club is vested and all of their addresses.
- (b) Forward notices of all meetings and the business to be transacted thereat, to members in accordance with this constitution and the rules.
- (c) Compile an agenda paper for all Annual General Meetings and keep the minutes of all meetings.
- (d) Conduct the correspondence of the Club and be responsible for the custody of all documents belonging to the Club and for the disposition thereof, unless otherwise provided for in this constitution.
- (e) Be responsible for the drafting of the Annual Report and shall arrange for the printing of same for presentation at the Annual General Meeting after it has been passed by the President.
- (f) Be ex-officio a member of all Committees Special or Sub Committees.

C. TREASURER - He shall

- (a) Receive all monies on behalf of the Club and issue receipts for same. All monies so received shall be deposited by him to the credit of the banking account in the name of the Club.
- (b) Prepare for all meetings, including Committee Meetings, a statement showing details of receipts and expenditure for the period immediately preceding and also containing particulars of accounts payable together with the Bank Pass Book and Statement reconciling the balance shown therein with the balance shown in the Cash Book.
- (c) Arrange for the payment of all Club accounts provided such account has been passed for payment at any Club Meeting or at the direction of the Executive Committee.
- (d) Keep or cause to be kept proper books of records and also prepare books of account.
- (e) Once in every year prepare a statement of income and expenditure together with a Balance Sheet showing the position of the Club at the close of the financial year.

D. VICE PRESIDENTS. They shall conduct the duties of the President in his absence, or in the case of a vacancy in the Presidency.

19. AMENDMENT OF CONSTITUTION

- a. Any proposal for amendment of the constitution shall first be presented to the Committee at least two clear months in advance of any potential general meeting
- b. The Committee shall ensure no conflict exists with the ongoing operation of the club and that any consequential amendments are incorporated in the proposed amendment (amended as required) is presented within the appropriate notice period.
- c. No addition or amendment of the Constitution shall be made except by a resolution at a General meeting of the Club and that twenty one (21) days' notice has been given in writing to the Honorary Secretary. Such notice shall state the exact nature of the proposed addition or amendment.

20. NOTICE OF MOTION:

Notice of any motion intended to be moved at any Annual General Meeting or General Meeting shall be given in writing by the mover of, after duly seconded, to the Honorary Secretary at least twenty one (21) days prior to the date of such meeting. Any motion or resolution of the Club may be rescinded or altered provided notice of rescission or alteration has been given in accordance with the rules. Leave may be granted to amend such motion by resolution. A motion for which due notice has been given on being defeated cannot be re-submitted nor may any other motion having a similar effect be moved within three (3) months from the date of rejection .

21. RECISSION OF MOTION:

A resolution passed at an Annual General Meeting or a General Meeting or a Committee Meeting shall not be rescinded other than at a subsequent Annual General or General Meeting of which such notice in writing to the Honorary Secretary of his intention to propose such rescission by the mover (after being duly seconded). Such notice shall be forwarded to the Honorary Secretary not less than twenty one (21) days prior to the Annual General or General Meeting and shall be included on the notice convening the meeting.

22. DISTRIBUTION

On the approval by the R.S.L and the Club of this constitution, and upon any amendment hereto, the constitution shall be publicized through any or all of the following means

- By making it available on the website maintained by the Club.
- By providing a copy to all members.
- By making a copy available to the R.S.L. by providing a copy to the General Manager of the R.S.L.

Upon request a copy shall be made available to any member.

(Sgd. 29/2/2024)

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Bernard Couzens
President
Snooker and Billiards Club

Greg Agius
General Manager
Sawtell RSL Club Limited