

Northern Metropolitan Cricket Association Incorporated

(Inaugurated 1922)

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Constitution

2023-2024

SECTION 1 - CONSTITUTION

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SECTION 1 - CONSTITUTION

STATEMENT OF PURPOSES

The purposes of the Association are:

- (A)** To encourage, promote, protect, control and manage the game of cricket within the North Metropolitan Region as designated by Cricket Victoria.
- (B)** To arrange and determine differences and disputes, and appeals on disputes that arise from the game of cricket played under the auspices of the Association.
- (C)** To adopt the Laws of Cricket as laid down by the International Cricket Council and as adopted by the Australian Cricket Board.
- (D)** To undertake such other activities as may advance the purposes of the Association.
- (E)** Solely for furthering the purposes set out above the Association shall have power:
 - (i)** To hold or arrange competitions and provide or contribute towards the provision of prizes, awards and distinctions in connection therewith. Provided that no member of the Association shall receive any prize, award or distinction of monetary value, except as a successful competitor in any competition held or promoted by the Association.
 - (ii)** To purchase, take on lease or in exchange, hire or otherwise acquire any lands, buildings, easement or property, real and personal, and any rights or privileges which may be required for, or capable or being conveniently used in connection with, any of the purposes of the Association. Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts.
 - (iii)** To enter into any arrangements with any Government or authority that are incidental or conducive to the purposes of the Association, and to obtain from any such Government or authority any rights, privileges and concessions which the Association may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
 - (iv)** To construct, maintain and alter any buildings or works for the purposes of the Association.
 - (v)** To invest any monies of the Association not immediately required for the purposes of the Association in such manner as time to time be thought fit.
 - (vi)** To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of affiliation fees, donations, team registrations, membership fees or otherwise.
 - (vii)** To hire and employ all classes of persons for the purposes of the Association and to pay to them in return for services rendered.
 - (viii)** To do all such other things as are incidental or conducive to the attainment of the purposes and the exercise of the powers of the Association and as are permitted by the Rules.
 - (ix)** To help and advance junior cricket in Victoria.
 - (x)** To foster a better relationship and social spirit amongst the officials, players and members of the clubs comprising the Association.

1.1 ASSOCIATION – ASSOCIATION NAME

The name of the incorporated association is Northern Metropolitan Cricket Association Inc.

1.2 ASSOCIATION - COLOURS OF THE ASSOCIATION

- 1.2.1 The colours of the Association shall be royal blue and gold.
- 1.2.2 The colours of the Association may only be changed by a Special General Meeting of the members with a proper formal notice having been given to the clubs, and in accordance with the voting approval of at least a two-thirds majority of members.

1.3 ASSOCIATION - DEFINITIONS

- 1.3.1 “The Act” means the ‘Associations Incorporation Act 1981.
- 1.3.2 “The Association” means the Northern Metropolitan Cricket Association Inc.
- 1.3.3 “General Manager” means a person appointed by the Board for the purpose of undertaking administration duties on behalf of the Association.
- 1.3.4 “Board” means the Office Bearers and up to nine other duly elected Ordinary Members.
- 1.3.5 “Club” means a group of players, a team or a number of teams, regularly competing in games of cricket played under the control and management of the Association.
- 1.3.6 “Cricket” shall be taken to include all variations and/or modifications of the game of cricket.
- 1.3.7 “Executive” means President, Vice Presidents and Treasurer.
- 1.3.8 “General Meeting” means a meeting of the Association other than the A.G.M., Special General Meeting or Board Meeting.
- 1.3.9 “Financial year” means the year ending 31 May.
- 1.3.10 “NMCUA” means North Metro Cricket Umpires Association.
- 1.3.11 “Life Member” means a person recommended by the Board for recognition for services rendered to the Association.
- 1.3.12 “Match” means any official game of cricket sanctioned by the Board played between clubs or inter-association games.
- 1.3.13 “Office Bearers” means Executive and nine other Ordinary Members.
- 1.3.14 “Ordinary Members” means a minimum of five and up to seven members in accordance with the positions adopted by Board and shall be in conjunction with the job descriptions set down by the Board.
- 1.3.15 “Registered Members” means a person registered by a club with the Association as a player of that club – the words registered and registration shall have corresponding meanings.
- 1.3.16 “Rules” means Rules of the Association.
- 1.3.17 “V.C.A.” means Cricket Victoria.
- 1.3.18 “V.M.C.U.” means Victorian Metropolitan Cricket Union.
- 1.3.19 “V.S.D.C.A” means Victorian Sub District Cricket Association.

1.4 ASSOCIATION - MEMBERSHIP - APPLICATION

- 1.4.1 Any club which wishes to become a member of the Association shall make written application on the official form supplied by the Association.
- 1.4.2 New clubs entering the Association may be required to pay an entrance fee as determined by the Board.
- 1.4.3 The application for admission shall be considered by the Board and a decision on admission shall be accepted by a majority of votes cast.
- 1.4.4 The Register of Members shall be available for inspection by members.

1.5 ASSOCIATION – MEMBERSHIP – DISCIPLINE, SUSPENSION AND EXPULSION

- 1.5.1** Subject to these Rules, if the board is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the board may by resolution:—
- 1.5.1.1** Suspend that member from membership of the Association for a specified period; or
 - 1.5.1.2** Expel that member from the Association; or
 - 1.5.1.3** Fine that member an amount not exceeding \$500.00.
- 1.5.2** A resolution of the board under Constitution sub-rule 1.5.1 does not take effect unless:—
- 1.5.2.1** At a meeting held in accordance with Constitution sub-rule 1.5.3, the board confirms the resolution; and
 - 1.5.2.2** If the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- 1.5.3** A meeting of the board to confirm or revoke a resolution passed under Constitution sub-rule 1.5.1 must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with Constitution sub-rule 1.5.4.
- 1.5.4** For the purposes of giving notice in accordance with Constitution sub-rule 1.5.3, the General Manager must, as soon as practicable, cause to be given to the member a written notice:—
- 1.5.4.1** Setting out the resolution of the board and the grounds on which it is based; and
 - 1.5.4.2** Stating that the member, or his or her representative, may address the board at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - 1.5.4.3** Stating the date, place and time of that meeting; and
 - 1.5.4.4** Informing the member that he or she may do one or both of the following:—
 - 1.5.4.4.1** Attend that meeting;
 - 1.5.4.4.2** Give to the board before the date of that meeting a written statement seeking the revocation of the resolution; and
 - 1.5.4.5** Informing the member that, if at that meeting, the board confirms the resolution, he or she may, not later than 48 hours after that meeting, give the General Manager a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- 1.5.5** At a meeting of the board to confirm or revoke a resolution passed under Constitution sub-rule 1.5.1, the committee must:—
- 1.5.5.1** Give the member, or his or her representative, an opportunity to be heard; and
 - 1.5.5.2** Give due consideration to any written statement submitted by the member; and
 - 1.5.5.3** Determine by resolution whether to confirm or to revoke the resolution.
- 1.5.6** If at the meeting of the board, the board confirms the resolution, the member may, not later than 48 hours after that meeting, give the General Manager a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.
- 1.5.7** If the General Manager receives a notice under Constitution sub-rule 1.5.6, he or she must notify the board and the board must convene a general meeting of the Association to be held within 21 days after the date on which the General Manager received the notice.
- 1.5.8** At a general meeting of the Association convened under sub-rule 1.5.7:—
- 1.5.8.1** No business other than the question of the appeal may be conducted; and
 - 1.5.8.2** The board may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - 1.5.8.3** The member, or his or her representative, must be given an opportunity to be heard; and
 - 1.5.8.4** The members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 1.5.9** A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

1.6 ASSOCIATION - MEMBERSHIP - DISPUTES AND MEDIATION

- 1.6.1** The grievance procedure set out in this rule applies to disputes under these Rules between:—
- 1.6.1.1** A member and another member; or
 - 1.6.1.2** A member and the Association.
- 1.6.2** The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 1.6.3** If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 1.6.4** The mediator must be—
- 1.6.4.1** A person chosen by agreement between the parties; or
 - 1.6.4.2** In the absence of agreement—
 - 1.6.4.2.1** In the case of a dispute between a member and another member, a person appointed by the board of the Association; or
 - 1.6.4.2.2** In the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 1.6.5** A member of the Association can be a mediator.
- 1.6.6** The mediator cannot be a member who is a party to the dispute.
- 1.6.7** The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 1.6.8** The mediator, in conducting the mediation, must: –
- 1.6.8.1** Give the parties to the mediation process every opportunity to be heard; and
 - 1.6.8.2** Allow due consideration by all parties of any written statement submitted by any party; and
 - 1.6.8.3** Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 1.6.9** The mediator must not determine the dispute.
- 1.6.10** If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

1.7 ASSOCIATION - MEMBERSHIP - EFFECT OF MEMBERSHIP

- 1.7.1** All members of the Association agree to comply with and observe the Rules and any determinations or resolutions of the Board which may be made or passed. The members acknowledge and agree by submitting to the Rules they are subject to the jurisdiction of the Association.
- 1.7.2** Upon acceptance, a member shall be bound by the Rules and agrees and acknowledges:
- 1.7.2.1** That they have made themselves acquainted with the Rules.
 - 1.7.2.2** That they have submitted themselves without reserve to the consequences resulting from the Rules; and
 - 1.7.2.3** That the Rules are necessary and reasonable for the purpose of encouraging, controlling, managing, protecting and promotion the game of cricket and that;
 - 1.7.2.4** They will not become a party to any suit, at law or equity against the Association, its Officials or any other person subject to the Rules, until all remedies allowed by the Rules have been exhausted.

1.8 ASSOCIATION - MEMBERSHIP - QUALIFICATIONS

The Association membership shall consist of:

- 1.8.1** One Delegate appointed annually from each Club entering the competition.
- 1.8.2** The Board.
- 1.8.3** Life Members.
- 1.8.4** Such Clubs as may from time to time be formed and admitted, if approved by the Board.

1.9 BOARD

- 1.9.1** The Board shall consist of;
The President, Two Vice-Presidents, Treasurer and a minimum of 5 (five) and up to 7 (seven) other Ordinary Members.
- 1.9.2** There shall be a maximum of two members of the Board from any one Club, who are currently financial members of that club.
- 1.9.3** Each member of the Board shall;
- 1.9.3.1** Be elected for two years and shall be eligible for re-election.
- 1.9.3.2** Be elected in alternate years, the President, a Vice President and four (4) Board members shall be elected in one year and a Vice President, Treasurer and three (3) Board members shall be elected in the next year.
- 1.9.3.3** Take office at the conclusion of the meeting at which they are elected.
- 1.9.4** The Executive of the Association shall be: –
The President, Two Vice-Presidents and Treasurer.
- 1.9.5** The quorum for an Executive meeting shall be three.
- 1.9.6** The Executive shall meet at such times as deemed necessary by any member of the Executive provided proper formal notice is given to all members of the Executive.
- 1.9.7** All decisions made by the Executive must be referred to the next Board Meeting, after the Executive meeting, for ratification.

1.10 BOARD - BOARD VACANCIES

For the purposes of these Rules, a vacancy in the office of a member of the Board occurs if the member:-

- 1.10.1** Dies,
- 1.10.2** Resigns the office,
- 1.10.3** Is removed from office pursuant to Constitution sub rule 1.15,
- 1.10.4** Becomes an insolvent under administration within the meaning of the Corporations Law,
- 1.10.5** Suffers from mental or physical incapacity.

1.11 BOARD - DELEGATION BY BOARD TO SUB-COMMITTEE

- 1.11.1** The Board may by an instrument in writing or by Board decision delegate to one (1) or more sub-Committees (consisting of such member or members of the Association as the Board thinks fit) in the exercise of such of the functions of the Board as are specified in the instrument or Board decision, other than:-
- 1.11.1.1** This power of delegation; and,
- 1.11.1.2** A function imposed on the Board by the Act or any other law of Victoria or by resolution of the Association in general meeting.
- 1.11.2** A function, the exercise of which has been delegated to a sub-Committee under this Rule, may whilst the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.
- 1.11.3** A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances, as may be specified in the instrument of delegation.
- 1.11.4** Notwithstanding any delegation under this Rule, the Board may continue to exercise any function delegated.
- 1.11.5** Any act or thing done or suffered by a Sub-Committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Board.
- 1.11.6** The Board may, by an instrument in writing, revoke wholly or in part any delegation under this rule.

1.12 BOARD - ELECTION OF BOARD MEMBERS

- 1.12.1** Nominations for candidates for election as members of the Executive of the Association or as ordinary Board members:–
- 1.12.1.1** Shall be made in writing, and accompanied by the written consent of the candidate (which may be endorsed on a nomination form); and,
 - 1.12.1.2** Shall be delivered to the Association not less than two weeks before the date fixed for the Annual General Meeting at which the election is to take place.
- 1.12.2** If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- 1.12.3** If insufficient further nominations are received, any vacant positions remaining on the Board shall be deemed to be vacancies.
- 1.12.4** If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected.
- 1.12.5** If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 1.12.6** The ballot for the election of Board members shall be conducted at the Annual General Meeting in such manner as the Board may direct.

1.13 BOARD - MEETINGS OF THE BOARD

At meetings of the Board:–

- 1.13.1** The President or in the absence of the President, a Vice-President shall preside; or
- 1.13.2** If the President and both Vice-Presidents are absent, one of the remaining members of the Board may be chosen by the members present to preside.
- 1.13.3** Adjournment of meetings
- 1.13.3.1** The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
 - 1.13.3.2** No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
 - 1.13.3.3** If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with Constitution sub rule 1.24.2.
 - 1.13.3.4** Except as provided in Constitution sub-rule 1.13.3, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.
- 1.13.4** The quorum for a Board meeting shall be more than half of the currently elected positions
- 1.13.5** Voting at meetings shall be determined by a show of hands, unless a secret ballot or a division be demanded by half of the quorum present.
- 1.13.6** Members may not abstain from voting unless they have previously declared that they have a conflict of interest.
- 1.13.7** No member of the Board shall remain in the meeting room whilst a matter directly affecting his club is under discussion.
- 1.13.8** Any member absenting themselves from three consecutive Board meetings without a written valid excuse shall forfeit their seat and the vacancy filled pursuant to the Rules.

1.14 BOARD - POWERS OF THE BOARD

The Board, subject to the Act, the Rules and to any resolution passed by the Association in general meeting:

- 1.14.1** Shall control and manage the affairs of the Association.
- 1.14.2** May exercise all such functions as may be exercised by the Association other than those functions that are required by the Rules to be exercised by the Association in general meeting; and
- 1.14.3** Has power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the Association, and to advance the purposes of the Association.
- 1.14.4** Shall arrange, promote and select representative teams for Inter Association matches.
- 1.14.5** Shall appoint the General Manager and Umpires Advisor at the first Board meeting after the Annual General Meeting of the Association, who by invitation may be required to attend and participate in Board meetings in a non-voting capacity.
- 1.14.6** Shall allocate portfolios to the nine Ordinary Members at the first Board meeting after the Annual General Meeting of the Association.
- 1.14.7** Shall determine the team registrations payable by each participating team of Clubs at the commencement of each cricket season.
- 1.14.8** Shall adhere to any disqualification of any person in any manner by Cricket Victoria, the V.S.D.C.A or V.M.C.U.
- 1.14.9** Shall review on at least a triennial basis, the Association's Business Plan.
- 1.14.10** Shall be the governing body of all umpires connected within the Association.
- 1.14.11** Shall at any time summon any club, official or member thereof to appear before it and to produce its club's books if necessary when it is of the opinion that any such club, official or member has acted in any way detrimental to the Association, any club, or the game of cricket in general. Any such official or member who fails to attend or produce club books when summoned to do so by the Board may be suspended from all office in the Association or any club thereof.

1.15 BOARD - REMOVAL OF BOARD MEMBERS

The Association at a Special general meeting may by resolution, subject to compliance with the rules of natural justice, remove any member of the Board from the office of member of the Board before the expiration of the member's term of office.

1.16 FINANCIAL - AUDIT

- 1.16.1** The Board shall annually appoint an auditor, who preferably holds an accounting qualification with the Australian Society of CPA's or the Institute of Chartered Accountants, who is not a member of the Association and who has not prepared or assisted with the preparation of the Association's accounts.
- 1.16.2** The appointed auditor shall report to the Association on the accounts required to be laid before the Association at the annual general meeting and on the Association's accounting records and other records relating to those accounts.

1.17 FINANCIAL - FINANCES

- 1.17.1** The financial year of the Association shall be 1 June to 31 May.
- 1.17.2** The funds of the Association shall be derived from fees and levies of members, donations, funding, sponsorship and subject to any resolution passed by the Association in general meeting, such other sources as the Board determines.
- 1.17.3** All money received by the Association shall be forwarded to the Treasurer and deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- 1.17.4** The Treasurer shall as soon as practicable after receiving any money, issue an appropriate receipt.
- 1.17.5**
 - 1.17.5.1** All cheques and other negotiable instruments shall be signed by any two authorised office bearers of the Board.
 - 1.17.5.2** On the implementation of electronic banking being introduced by the Board, the Treasurer shall be the authorised officer for all electronic banking transactions and shall be required to submit all appropriate documentation to the next meeting of the Board.
- 1.17.6** Honorariums shall be paid to the elected Treasurer, appointed General Manager, Umpires Advisor and any other Board member, which shall be decided by the Board at its first meeting after the Annual General Meeting of the Association.
- 1.17.7** The Treasurer of the Association shall subject to the Board's direction and approval;
 - 1.17.7.1** Collect and receive all monies due to the Association and make all payments authorised by the Association.
 - 1.17.7.2** Keep correct accounts and books showing the financial affairs of the Association with full details of all receipt and expenditure connected with the activities of the Association.
 - 1.17.7.3** Conduct all financial business of the Association as instructed by the Board and prepare a Statement of Income and Expenditure for auditing and submission to the annual general meeting of the Association.
 - 1.17.7.4** Prepare and submit financial statements as required by the Act, and
 - 1.17.7.5** Prepare and submit a Statement showing the financial position of the Association to the Board at such times as the Board may direct.
 - 1.17.7.6** The Treasurer shall, under the Board's instruction, invest moneys of the Association with a financial institution in the best possible manner for the benefit of all clubs. This institution must be deemed to be an approved financial institution by the Law Institute of Victoria.

1.18 GENERAL - ALTERATION OF RULES

1.18.1 No alteration or addition to any of these rules shall be made without the approval of two thirds of the members voting on the motion proposing such alterations or additions.

No motion proposing such alteration or addition to these rules shall be voted upon at the Annual Meeting unless the club or member proposing the motion has given in writing, to the Board, details of the proposed motion at least twenty one (21) days prior to the Annual Meeting.

1.18.2 On receipt of such notice clubs shall be notified in writing of the proposed motion not less than fourteen (14) days prior to the Annual Meeting.

1.19 GENERAL - BY LAWS AND REGULATIONS

1.19.1 The Board may adopt such By-laws and Regulations as are necessary or desirable for the proper management of the Association and to advance the purposes of the Association.

1.19.2 By-Laws and Regulations adopted by the Board shall be consistent with the Act and these Rules and must be complied with.

1.19.3 By-Laws and Regulations adopted by the Board may be amended from time to time by the Board as circumstances dictate.

1.20 GENERAL - COMMON SEAL

1.20.1 The Common Seal of the Association shall be kept in the custody of the Public Officer.

1.20.2 The Common Seal shall not be affixed to any instrument except by the authority of the Board and the affixing of the common seal shall be attested by the signatures either of two members of the Board or of one member of the Board and the Public Officer of the Association.

1.21 GENERAL - CUSTODY OF BOOKS

Subject to the Act and these Rules, the Public Officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

1.22 GENERAL - DISSOLUTION, WINDING UP OR CANCELLATION

1.22.1 The Association may only be dissolved by Special Resolution at a Special General Meeting of the members which has been formally convened with proper formal notice having been given to the members clubs, with such dissolution being carried by a simple majority vote.

1.22.2 In the event of the dissolution, winding up or cancellation of the incorporation of the Association, the surplus assets of the Association shall be disposed of to a body with similar interests in accordance with the provisions of the Act.

1.23 GENERAL - INSPECTION OF BOOKS

The records, books and other documents of the Association shall be open for inspection upon reasonable notice at a place in Victoria, free of charge, by a member of the Association at any reasonable hour.

1.24 MEETINGS - ANNUAL GENERAL MEETING

- 1.24.1** The Annual General Meeting of the Association shall be convened each calendar year on such date and at such place and time as the Board thinks fit.
- 1.24.2** Notice to clubs shall be given in writing, (including by Email) at least twenty eight days before the scheduled meeting which shall be forwarded to the last advised official address.
- 1.24.3** In addition to any other business which may be transacted at an annual general meeting the business of the annual general meeting shall be;
 - 1.24.3.1** To confirm the minutes of the last preceding Annual General Meeting.
 - 1.24.3.2** To receive from the Board reports on the activities of the Association during the preceding twelve months.
 - 1.24.3.3** To elect members of the Board, including office bearers, and
 - 1.24.3.4** To receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to section 30(3) of the Act.
 - 1.24.3.5** To consider the recommendation of the Board for Life Membership.
 - 1.24.3.6** To appoint an auditor who is not a member of the Association and who has not prepared or assisted in the preparation of the Association's accounts.

1.25 MEETINGS - GENERAL MEETINGS

- 1.25.1** At all General Meetings of the Association, in the absence of the President, a Vice President shall preside, and in their absence a Chairman shall be elected from a currently elected Board Member.
- 1.25.2** Voting shall be by show of hands, unless a secret ballot be demanded by 1/3rd (one third) of financial members present.
- 1.25.3** The Board shall on a requisition in writing of not less than ¼ (one quarter) of financial clubs convene a Special General Meeting.
- 1.25.4** The requisition shall state the purpose or purposes of the meeting.
- 1.25.5** It shall be signed by an Executive Member of each of the clubs making the requisition shall be lodged with the Association. It may consist of several documents in a similar form, each signed by one or more of the clubs making the requisition.
- 1.25.6** The Board may call an emergency meeting at any time throughout the year. Each Club shall receive forty eight hours formal notice of any such meeting.
- 1.25.7** The General Manager of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

1.26 MEETINGS - VOTING AND DECISIONS

- 1.26.1** Questions arising at a meeting of the Executive, the Board or of any Sub-Committee appointed by the Board shall be determined by a majority of the votes of members of the Executive; the Board or Sub-Committee present at the meeting.
- 1.26.2** Each member present at a meeting of the Executive, the Board or of any Sub-Committee appointed by the Board (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.
- 1.26.3** Any act or thing done or suffered, or purported to have been done or suffered, by the Board or by a Sub-Committee appointed by the Board, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Board or Sub-Committee.
- 1.26.4** In all cases where a vote is required, proxy voting shall be allowed.
- 1.26.5** The formal advice of the proxy delegate must be submitted in writing authorised by the Club and given to the Chairman or Convenor of the meeting at least one half hour before the commencement of the meeting.