



Constitution

This constitution has been endorsed by the members of the club
effective 14 September 2014

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Part 1.1

Preliminary

1. Definitions

In these rules:

the Act means the [Associations Incorporation Act 1991](#).

the Club means the Tuggeranong Vikings Triathlon Club Inc.

financial year means the year ending on 30 June.

the Licensed Club means the Tuggeranong Valley Rugby Union and Amateur Sports Club Ltd.

member means a member, however described, of the Club.

ordinary Committee member means a member of the Committee who is not an officer-bearer of the Club as mentioned in section 12(1)(a).

the regulation means the *Associations Incorporations Regulation 1991*.

secretary means the person holding office under these rules as secretary of the Club or, if no such person holds that office, the public officer of the Club.

1A. Application of Legislation Act 2001

The Act applies to these rules in the same way as it would if they were an instrument made under the Act.

2. Club type

The Club is an incorporated association in accordance with the Act.

3. Affiliation

The Club is affiliated with the Licensed Club.

4. Objects

The objects of the Club are:

- (1) to participate in and promote the sport of triathlon and related sporting events;
- (2) to maintain communications systems that facilitate awareness of policy objectives, goals and agendas to foster the club's values amongst members;
- (3) to provide quality coaching and a wide range of training sessions to suit all levels of personal development;

- (4) to provide new members with support and encouragement through a structured induction process;
- (5) to create and develop a socially active club, catering for all members;
- (6) to encourage and promote the health and well-being of our members and their families;
- (7) to develop and sustain a financially viable club;
- (8) to create goodwill amongst participants and to preserve and promote the best tradition of triathlon;
- (9) to acquire by lease, purchase, exchange or otherwise such equipment necessary so that members and their guests may participate in the sport of triathlon;
- (10) to comply with the objectives of the Licensed Club and provide equal opportunity, responsibility and rights to all members; and
- (11) to provide a safe training environment for members.

5. Core values

The Club and its members abide by the following core values:

- Respect
- Humility
- Unity
- Health
- Enjoyment
- Achievement
- Belonging

Part 1.2 Membership

6. Membership Qualifications

- (1) A person is qualified to be an ordinary member of the Club if
 - (1) the person is a financial member of the Licensed Club;
 - (2) they have attained the age of eighteen years;
 - (3) they have applied, in writing, for membership of the Club; and
 - (4) membership of the Club has been accepted.
- (2) A person is qualified to be a life member of the club if
 - (a) they have been an ordinary member of the club for at least 10 years;
 - (b) they have made a significant contribution to the club; and
 - (c) the Committee has, by a majority of votes, determined that the person should be a life member.
- (3) A person is qualified to be a junior member of the club if
 - (a) they are under the age of eighteen years;
 - (b) they have applied, in writing, for membership of the Club; and
 - (c) membership of the Club has been accepted.
- (4) When an application for membership has been lodged, the new member shall, within 28 days, pay the first year's membership fee.
- (5) If the membership fee is not received the membership shall automatically become null and void.
- (6) Restrictions on membership shall not be imposed on any applicant by virtue of religious or political beliefs, nationality, gender or disability.

7. Number of members

- (1) The maximum number of members of the Club shall be determined by the Committee from time to time.
- (2) In determining the maximum number of members the Committee shall consult with the Licensed Club.

8. Nomination for membership

- (1) An application for membership of the Club
 - (a) must be made through the Club online registration system as notified on the Club website, in communications to members and other promotional materials; or

(b) as otherwise agreed to in writing by the secretary of the Club or other delegated authority.

(2) Membership of the club will be considered approved, subject to subsection (3) once

(a) all conditions on the online registration system are accepted by the applicant;

(b) all required details have been submitted on the online registration system; and

(c) full payment is made for the annual fees in accordance with Section 11.

(3) Applications for new membership are approved once accepted by the Committee. The secretary or other delegated authority is required to advise the Committee of any new membership applications at the next meeting of the Committee. There is no requirement for renewing members to be approved by the Committee.

(4) If the Committee determines that a membership is not to be accepted the applicant is to be advised in writing by the secretary within seven days of the decision of the Committee.

(5) The secretary or other delegated authority must, on payment by the nominee of the amounts mentioned in subsection (2) enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Club.

9. Membership entitlements not transferable

A right, privilege or obligation that a person has because of being a member of the Club

(1) cannot be transferred or transmitted to another person; and

(2) terminates on the cessation of the person's membership.

10. Cessation of membership

A person ceases to be a member of the Club if the person

(1) dies;

(2) resigns from membership of the Club;

(3) is expelled or suspended from the Club; or

(4) fails to renew membership of the Club.

11. Resignation of membership

- (1) A member is not entitled to resign from membership of the Club except in accordance with this section.
- (2) A member who has paid all amounts payable by the member to the Club may resign from membership of the Club by first giving notice (of not less than one month or, if the Committee has determined a shorter period, that shorter period) in writing to the secretary of the member's intention to resign and, at the end of the period of notice, the member ceases to be a member.
- (3) If a person ceases to be a member, the secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

12. Fee, subscriptions etc

- (1) The annual membership fee for an ordinary member of the Club is determined by resolution of the Committee prior to the annual renewal period.
- (2) There is no annual membership fee for a life member.
- (3) The annual membership fee for a junior member of the Club is determined by resolution of the Committee prior to the renewal period. A junior member is any member that is under 18 years of age as at the following 31 December.
- (4) The annual membership fee for a family membership is determined by resolution of the Committee prior to the renewal period. Only immediate family may be included in a family membership.
- (5) A family membership consists of up to five immediate family members with a maximum of two members who have attained the 18 years of age.
- (6) Payment of the family membership fee will result in the person(s) who have attained 18 years of age and are included in the application being ordinary members, and children less than 18 years of age included in the application being junior members.

13. Members' liabilities

The liability of a member 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 relation to membership of the Club as required by section 11.

14. Disciplining of members

- (1) If the Committee is of the opinion that a member
- (a) has persistently refused or neglected to comply with a provision of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Club;

the Committee may, by resolution

- (c) expel the member from the Club; or
- (d) suspend the member from the rights and privileges of membership of the Club that the Committee may decide for a specified period.

(2) A resolution of the Committee under subsection (1) is of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.

(3) If the Committee passes a resolution under subsection (1), the secretary must, as soon as practicable, serve a written notice on the member

- (a) setting out the resolution of the Committee and the grounds on which it is based; and
- (b) stating that the member may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
- (c) stating the date, place and time of that meeting; and
- (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the Committee at or before the date of that meeting written representations relating to the resolution.

(4) Subject to the Act, section 50, at a meeting of the Committee mentioned in subsection (2), the Committee must

- (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
- (b) give due consideration to any written representations submitted to the Committee by that member at or before the meeting; and
- (c) by resolution decide whether to confirm or to revoke the resolution of the Committee made under subsection (1).

(5) If the Committee confirms a resolution under subsection (4), the secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under section 14.

(6) A resolution confirmed by the Committee under subsection (4) does not take effect

(a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or

(b) if within that period the member exercises the right of appeal - unless and until the Club confirms the resolution in accordance with section 14 (4).

15. Right of appeal of disciplined member

(1) A member may appeal to the Club in general meeting against a resolution of the Committee that is confirmed under section 13 (4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

(2) On receipt of a notice under subsection (1), the secretary must notify the Committee which must call a general meeting of the Club to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.

(3) Subject to the Act, section 50, at a general meeting of the Club called under subsection (2)

(a) no business other than the question of the appeal may be transacted; and

(b) the Committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and

(c) the members present must vote by secret ballot on the question of whether the resolution made under section 13 (4) should be confirmed or revoked.

(4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 13 (4), that resolution is confirmed.

Part 1.3 Committee

16. Powers of Committee

The Committee, subject to the Act, the regulation, these rules, and to any resolution passed by the Club in general meeting

- (a) controls and manages the affairs of the Club; and
- (b) may exercise all functions that may be exercised by the Club other than those functions that are required by these rules to be exercised by the Club in general meeting; and
- (c) has power to perform all acts and do all things that appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

17. Constitution and membership

(1) The Committee consists of

- (a) the Office-Bearers of the Club; and
- (b) at least three ordinary Committee members;

each of whom must be elected under section 13 or appointed in accordance with subsection (4).

(2) The Office-Bearers of the Club are

- (a) the president;
- (b) the vice-president;
- (c) the treasurer; and
- (d) the secretary.

(3) Each member of the Committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

(4) If there is a vacancy in the membership of the Committee, the Committee may appoint a member of the Club to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

18. Election of Committee members

(1) Nominations of candidates for election as Office-Bearers of the Club or as ordinary Committee members

- (a) shall be called for by the President no less than seven days before the Annual General Meeting;

- (b) shall be made by a nominee who is a financial ordinary member or life member of the Club;
 - (c) shall be for the nomination of a financial ordinary member or life member of the Club for the available Office-Bearer or ordinary Committee positions; and
 - (d) candidates may withdraw their consent to nominations at any time.
- (2) Notwithstanding nominations received prior to the Annual General Meeting, the President shall accept further nominations at the Annual General Meeting subject to subclause (1).
 - (3) If insufficient nominations are received to fill all vacancies on the Committee any vacant positions on the Committee are taken to be vacancies.
 - (4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
 - (5) If the number of nominations for Office-Bearers received exceeds the number of vacancies to be filled, a ballot must be held.
 - (6) The ballot for the election of Office-Bearers must be conducted at the Annual General Meeting in the way the Committee may direct.
 - (7) A person is not eligible to simultaneously hold more than one Office-Bearer position on the Committee and no more than two Committee positions in total.

19. Term of office

- (1) The term of office for each Committee member commences at the Annual General Meeting that they were elected or if filling a vacancy, the date that they were appointed by the Committee to fill that vacancy.
- (2) A term of office has maximum one year duration.
- (3) There is no limit to the number of consecutive terms of office a Committee member may serve.
- (4) A Committee member elected to an Office-Bearer position is restricted to serving in that particular position to two consecutive terms.
- (5) A Committee member can serve no more than four consecutive terms in Office-Bearer positions subject to subclause (4).
- (6) Following the absence of at least one year from being elected to an Office-Bearer position an eligible member can again be considered for election for Office-Bearer positions.

20. President

- (1) The President of the Club is required to Chair meetings of the Club.
- (2) The Committee of the Club will vest in the President such powers and authority as it may from time to time determine.
- (3) The President will exercise such powers and authority in accordance with the Committee's direction.

21. Vice-President

- (1) The Vice-President of the Club is required to Chair meetings of the Club in the absence of the President.
- (2) The Committee of the Club will vest in the Vice-President such powers and authority as it may from time to time determine.
- (3) The Vice-President will exercise such powers and authority in accordance with the Committee's direction.

22. Secretary

- (1) The secretary of the Club must, as soon as practicable after being appointed as secretary, notify the Club of his or her address.
- (2) The secretary must keep minutes of
 - (a) all elections and appointments of Office-Bearers and ordinary Committee members;
 - (b) the names of members of the Committee present at a Committee meeting or a general meeting; and
 - (c) all proceedings at Committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the person presiding at the next succeeding meeting.

23. Treasurer

- (1) The treasurer of the Club must
 - (a) ensure that all moneys owing to the Club are deposited with the financial institution that the Committee has approved and make all payments authorised by the Club;
 - (b) keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club;
 - (c) ensure that all books showing the financial affairs are made available to the Licensed Club as required for review and audit; and

- (d) prepare and forward financial statements as required to the Licensed Club.

24. Vacancies

- (1) For these rules, a vacancy in the office of a member of the Committee happens if the member
 - (a) dies; or
 - (b) ceases to be a member of the Club; or
 - (c) resigns the office; or
 - (d) is removed from office under section 24 (Removal of Committee members); or
 - (e) becomes an insolvent under administration within the meaning of the Corporations Act; or
 - (f) suffers from mental or physical incapacity; or
 - (g) disqualified from office under the Act, section 63 (1); or
 - (h) is absent without the consent of the Committee from all meetings of the Committee held during a period of four months.

25. Removal of Committee members

The Club in general meeting may by resolution, subject to the Act, section 50, remove any member of the Committee from the office of member of the Committee before the end of the member's term of office.

26. Resignation from Committee

- (1) A Committee member is not entitled to resign from the Committee of the Club except in accordance with this section.
- (2) A Committee member may resign from their position on the Committee of the Club by first giving notice (of not less than one month or, if the Committee has determined a shorter period, that shorter period) in writing to the secretary of the Committee member's intention to resign and, at the end of the period of notice, the Committee member ceases to hold their position on the Committee.
- (3) If the Committee member holding the position of Secretary wishes to resign their position they must act in accordance with subclause (2) but make their submission in writing to the President.
- (4) If a person ceases to hold a position on the Committee, the Committee must act in accordance with subclause 17(4) to fill that vacancy.

27. Committee meetings and quorum

- (1) The Committee must meet at least six times in each calendar year at the place and time that the Committee may decide.
- (2) Additional meetings of the Committee may be called 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 subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the Committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any five members of the Committee, of whom two must be Office-Bearers of the Club, constitute a quorum for the transaction of the business of a meeting of the Committee.
- (6) No business may be transacted by the Committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands 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 after the time appointed for the meeting, the meeting is dissolved.
- (8) At meetings of the Committee
 - (a) the President or, in the absence of the President, the Vice-President presides; or
 - (b) if the President and the Vice-President are absent one of the remaining members of the Committee may be chosen by the members present to preside.

28. Delegation by Committee to Subcommittee

- (1) The Committee may, in writing, delegate to one or more subcommittees (consisting of the member or members of the Club that the Committee considers appropriate) the exercise of the functions of the committee that are specified in the instrument, other than
 - (a) this power of delegation;
 - (b) a function that is a function imposed on the Committee by the Act, by any other Territory law, or by resolution of the Club in general meeting.

- (2) A function, the exercise of which has been delegated to a Subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the Subcommittee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances that may be specified in the instrument of delegation.
- (4) Despite any delegation under this section, the Committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a Subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the Committee.
- (6) The Committee may, in writing, revoke wholly or in part any delegation under this section.
- (7) A Subcommittee may meet and adjourn as it considers appropriate.

29. Voting and decisions

- (1) Questions arising at a meeting of the Committee are decided by a majority of the votes of members of the Committee present at the meeting.
- (2) Each Committee member present at a meeting of the Committee (including the person presiding at the meeting) is entitled to one vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

30. Indemnity

- (1) The Club shall indemnify each member of the Committee against any costs, losses and expenses which any such member shall incur or become liable for by reason of any contract entered into or act or thing lawfully done by such member in his capacity as a member of the Committee.
- (2) It is the responsibility of the Committee to arrange payment of all such costs, losses and expenses as may be incurred by a member of the Committee.

Part 1.4 General Meetings

31. Annual general meetings - holding of

- (1) The Club must, at least once in each calendar year and within five months after the end of each financial year of the Club, call an annual general meeting of its members.
- (2) Subsection (1) has effect subject to the powers of the registrar-general under the Act, section 120 in relation to extensions of time.

32. Annual general meetings - calling of and business at

- (1) The annual general meeting of the Club must, subject to the Act, be called on the date and at the place and time that the Committee considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is
 - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the Committee reports on the activities of the Club during the last financial year;
 - (c) to elect members of the Committee, including Office-Bearers; and
 - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73(1).
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with section 24 (Notice).
- (4) An annual general meeting must be conducted in accordance with the provisions of this part.

33. General meetings - calling of

- (1) The Committee may, whenever it considers appropriate, call a general meeting of the Club.
- (2) The Committee must, on the requisition in writing of not less than 5% of the total number of fully paid ordinary members and life members, call a general meeting of the Club.
- (3) A requisition of fully paid ordinary and life members for a general meeting
 - (a) must state the purpose or purposes of the meeting;

- (b) must be signed by the fully paid ordinary and life members making the requisition;
 - (c) must be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the Committee fails to call a general meeting within one month after the date when a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may call a general meeting to be held not later than three months after that date.
- (5) A general meeting called by a member or members mentioned in subsection (4) must be called as early as is practicable in the same way as general meetings are called by the Committee and any member who thereby incurs expense is entitled to be reimbursed by the Club for any reasonable expense so incurred.

34. Notice

- (1) Except if the nature of the business proposed to be dealt with at a 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 general meeting, notify fully paid ordinary and life members in writing (which includes by email) 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 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 general meeting, send notice to each member in the way provided in subsection (1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under section 31 (2).
- (4) A member desiring to bring any business before a general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

35. General meetings - procedure and quorum

- (1) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Ten members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of 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 30 minutes after the time appointed for the start of the meeting, the members present (being not less than six) constitute a quorum.

36. Presiding member

- (1) The President, or in the absence of the President, the Vice-President, presides at each general meeting of the Club.
- (2) If the President and the Vice-President are absent from a general meeting, the members present must elect one of their number to preside at the meeting.

37. Adjournment

- (1) The person presiding at a 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 may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a 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 subsections (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

38. Making of decisions

- (1) A question arising at a general meeting of the Club is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding 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.
- (2) At a general meeting of the Club, a poll may be demanded by the person presiding or by not less than three members present in person or by proxy at the meeting.
- (3) If the poll is demanded at a general meeting, the poll must be taken
 - (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment;
or
 - (b) in any other case - in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

39. Voting

- (1) Subject to subsection (5), on any question arising at a general meeting of the Club an ordinary member has one vote only.
- (2) Subject to subsection (5), on any question arising at a general meeting of the Club a life member has one vote only.
- (3) On any question arising at a general meeting of the Club a junior member is not entitled to vote either in person or by proxy.
- (4) All votes must be given personally or by proxy but no member may hold more than five proxies.
- (5) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (6) A member or proxy is not entitled to vote at any general meeting of the Club unless all money due and payable by the member or proxy to the Club has been paid, other than the amount of the annual subscription payable for the then current year.

40. Appointment of proxies

- (1) Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- (2) The notice appointing the proxy must be in the form set out in appendix 1.

Part 1.5 **Miscellaneous**

41. Funds - source

- (1) The funds of the Club must be derived from membership fees, donations and, subject to any resolution passed by the Club in general meeting and subject to the Act, section 114, any other sources that the Committee decides.
- (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 account.
- (3) The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

42. Funds - management

- (1) Subject to any resolution passed by the Club in general meeting, the funds of the Club must be used for the objects of the Club in the way that the Committee decides.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the Committee or employees of the Club, being members of the Committee or employees authorised to do so by the Committee.

43. Alteration of objects and rules

Neither the objects of the Club mentioned in the Act, section 29 nor these rules may be altered except in accordance with the Act.

44. Custody of books

Subject to the Act, the regulation and these rules, the secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the Club.

45. Inspection of books

The records, books and other documents of the Club must be open to inspection at a place in the ACT, free of charge, by a member of the Club at any reasonable hour.

46. Service of notice

For these rules, the Club may serve a notice on a member by sending it by post to the member at the member's address shown in the register of members.

Note For how documents may be served, see the [Legislation Act](#), pt 19.5.

47. Surplus property

- (1) At the first general meeting of the Club, the Club must pass a special resolution nominating
 - (a) another Club for the Act, section 92 (1) (a); or
 - (b) a fund, authority or institution for the Act, section 92 (1) (b);in which it is to vest its surplus property in the event of the dissolution or winding up of the Club.
- (2) A Club nominated under subsection (1) (a) must fulfil the requirements specified in the Act, section 92 (2).

48. Governance obligations to the Licensed Club

In accordance with Section (3) The Club exists as an affiliate of The Licensed Club. The Club's obligations to The Licensed Club are to act in accordance with the *Affiliate Club Grant Scheme*. This includes meeting the criteria that apply from time to time.

- (1) Non-negotiable criteria:
 - (a) the Club must be incorporated;
 - (b) the Club must provide one set of their most recent annual audited financial reports; and
 - (c) the application for grants must be provided on or before the due date.
- (2) Other criteria:
 - (a) host at least one major function each year at a Licensed Club venue;
 - (b) show support for the Vikings Group Sports Awards through nominations and attendance;
 - (c) include Vikings Group logo on club letterhead and websites;
 - (d) acknowledge the Licensed Club's support in the Club's annual report, one copy of which is to be provided to the Vikings Group Sports and Community Coordinator;
 - (e) attend monthly Vikings Group Sports Council meetings (min. 80% annual attendance).
 - (f) provide up to date club contacts for use by the License Club;

- (g) provide up to date information for the Licensed Group's website;
- (h) all submission deadlines must be met unless prior arrangements have been made;
- (i) provide a minimum one submission annually for Vikings Group publications; and
- (j) if partaking in the raffle roster have an 80% attendance.

Appendix 1

(see s 30 (2))

Form of appointment of proxy

I,

(full name)

of

(address)

a member of Vikings Triathlon Club Incorporated

(name of incorporated association)

appoint

(full name of proxy)

of

(address)

a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the Club (Annual General Meeting or other general meeting, as the case may be) to be held on (insert date)..... and at any adjournment of that meeting.

*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

.....

(Signature of member

appointing proxy)

(*To be inserted if desired.)

Date

Note: A proxy vote may not be given to a person who is not a member of the association.