

11 appendix revised 2019-20 AGM & recorded

Rowville Cricket Club
ESTABLISHED 1953

(ABN: 91631081607)

THE HAWKS

Club Patron Sydney Blake

Club Constitution & Bylaws of Association

Updated May 2020

Table of Contents

page

1. STATEMENT OF PURPOSES	3
2. NATURE OF CLUB	3
3. REPEAL OF CONSTITUTION	3
4. RULES AND CONSTITUTION	3
5. MEMBERSHIP	4
6. ANNUAL GENERAL MEETING	7
7A. SPECIAL GENERAL MEETING	8
7B. NOTICE OF MEETING	8
8. PROCEEDINGS AT MEETINGS	8
9. CHAIRMAN	9
10. ADJOURNMENT	9
11. VOTING	9
12. COMMITTEE OF MANAGEMENT	10
13. ELECTION OF COMMITTEE MEMBERS	11
14. GROUNDS FOR TERMINATION OF OFFICE	11
15. QUORUM AND PROCEDURES AT MEETINGS	11
16. DUTIES OF OFFICERS	12
17. FINANCE	13
18. REMOVAL OF MEMBER OF COMMITTEE	13
19. SIGNING OF NEGOTIABLE INSTRUMENTS	13
20. SEAL	13
21. ALTERATIONS OF RULES AND STATEMENT OF PURPOSES	13
22. SERVICE OF NOTICES	14
23. WINDING UP	14
24. CUSTODY OF BOOKS AND OTHER DOCUMENTS	14
25. SOURCES OF FUNDS	14
26. JUNIOR TEAM ORGANISATION	14
27. DELEGATES (ASSOCIATION AND GROUNDS)	15
28. SOCIAL COMMITTEE	15
29. AUDITORS	15
30. COLOURS	15
31. AFFILIATION	15
32. DRESS AND CONDUCT OF MEMBERS	15
33. COMPLAINTS	16
34. PROPERTY	16
35. APPENDIX 1 TROPHIES	17
35. BATTING & BOWLING QUALIFICATIONS	18
36. APPENDIX 2 FEES,	19
36. APPENDIX 3 AGENDA ITEMS AGM & NORMAL CLUB MEETINGS	20

THIS CONSTITUTION SHOULD BE READ IN CONJUNCTION WITH THE RELEVANT MODEL RULES AS THE MODEL RULES WILL TAKE PRECEDENT

STATEMENT OF PURPOSES

The purposes of the Club are:

1. To promote the game of cricket as the Committee, Membership and community deem appropriate
2. To pay from funds all expenses incidental and relevant to the carrying out the objectives of the Club and its Constitution
3. To raise funds through lawful means for the attainment of these objectives
4. Perform all such lawful acts that are conducive to maintaining an appropriate standard acceptable by the Committee, Membership and community.

8

1. NATURE OF CLUB

The club is a non-proprietary Club and accordingly all profits, if any and other income of the Club shall be applied to the promotion of the purpose for which its members are associated together. The payment of any dividend or distribution of profits or income amongst the members of the Club is hereby prohibited.

2. REPEAL OF CONSTITUTION

This Constitution - adopted on the 30/04/2014 replaces all previous Rules and Constitutions of the Rowville Cricket Club Inc.

3. RULES AND CONSTITUTION

Name

The name of the Incorporated Association is ROWVILLE CRICKET CLUB INC. (in these Rules called "the Club").

Interpretation

In these Rules, unless the contrary intention appears:

1. Committee means the Committee of Management of the Club
2. Financial Year means the year ending on 30 April
3. General Meeting means a general meeting of members convened in accordance with Rule 5.
4. Ordinary Member of the Committee means a member of Committee who is not an Officer of the Club under Rule 12.
5. The Act means the Associations Incorporation Reform Act 2012
6. The Regulations means regulations under the Act

In these Rules, a reference to the Secretary of the Club is a reference:

7. Where a person holds office under these Rules as Secretary of the Club – to that person: and in any other case, to the public officer of the Club
8. Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

4. MEMBERSHIP

A natural person who is nominated and approved for membership as provided in these Rules is eligible to be a member of the Club on payment of the annual subscription made payable under these Rules. A person who is not a member of the Club at the time of the Incorporation of the Club (or who was such a member at that time but has ceased to be a member) shall not be admitted to membership unless;

- He/she is again nominated;
- His/her admission as a member is approved by the Committee

A nomination of a person for membership of the Club:

- Shall be made in writing on the appropriate form; and shall be lodged with the Secretary of the Club

As soon as is practicable after the receipt of a nomination, the Secretary shall refer the nomination to the Committee

Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or to reject the nomination

Upon a nomination being approved by the Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing or in person that he is approved for membership of the Club and request payment within one month after receipt of the notification of the sum payable under these Rules as equivalent to the first year's annual subscription

The Secretary shall, upon payment of the amount referred to in sub-clause (5C) within the period referred to in that sub-clause, enter the nominee's name in the register of members kept by him/her and, upon the name being so entered, the nominee becomes a member of the Club.

A right, privilege, or obligation of a person by reason of his/her membership of the Club;

Is not capable of being transferred or transmitted to another person;

Terminates upon the cessation of his/her membership whether by death or resignation or otherwise.

Members of the Club shall be classified into the following categories:

- Life Members; (refer Life Membership - Clause 5A)
- Special Members; (refer Special Membership – Clause 5B)
- Senior playing members including the Veteran Section;
- Student playing members; (defined as being in full time attendance at a Secondary school, College or University, as at the first playing Saturday in respect of the ensuing season)
- Junior playing member; (defined as not having attained the age of 17 years by the first playing Saturday in respect of the ensuing season)
- Honorary Members, (refer Honorary Membership - Clause 5C)
- Non Playing Members

(A) Life Membership

(a) A member, who has rendered long and valued service to the Club, may be nominated for Life Membership, by any two members of the Club, to the Secretary prior to the Annual General Meeting. Such nomination requires a three-fourths majority approval of the Committee. It is then sent to a sub-committee of 5 (five) existing life members still involved in the club for assessment. A 4/5 majority required to be accepted for nomination. It then goes to the Annual General Meeting where the recommendation can be either accepted or rejected.

Election of Life Membership requires at least a three-fourths majority approval of members present at the Annual General Meeting.

If accepted by the Membership the Life Membership is bestowed at the Annual Presentation Night Following the Annual General Meeting

(b) A playing Life Membership may be awarded to any member who has played 20 years of Senior Cricket they must have played at least 75% of each season unless Injured & it starts when they start Playing in the seniors

A Life Member shall –

Be exempt from payment of the Annual Membership Subscription but have all privileges of membership;

Be presented with a suitably inscribed club medallion at the Annual Presentation Night following his/her nomination by the Committee and acceptance by the Membership as defined above
Only one nomination for general Life membership will be awarded each year
Playing Life Membership will be determined as it happens

A Life Membership may be revoked
Found to have brought the Club in to disrepute
Found guilty of a Criminal Offence by the Courts
Found guilty by the Cricket Association the Club is affiliated with
Or by a Tribunal set up by the Club consisting of the Club Executive and 5 Life members
And there is no appeal

(B) Special Membership

- 1) Any person who has rendered special support or service to the Club may be elected as a Special Member on a three-fourths majority approval of the Committee.
- 2) Such election shall be for a period not exceeding one year, at which time the Committee shall review the election.
- 3) Special Members shall not exceed 10 per cent of the total Life Members, Senior playing members and Student playing members.

A Special Member shall –

- Have all privileges of membership;
- Be exempt from payment of the Annual Membership Subscription.

(C) Honorary Membership

To ensure the clubs responsibility for Licensing and regulatory requirements is supported on Match Days, the following parties shall, on match days, at Club, Association or designated and approved matches and/or approved Social functions, be considered Honorary Members of the club.

- Visiting or opposing Club Players and Officials
- Association playing Representatives and Officials
- Social Function (Hired or otherwise) attendees, where the Function has been approved by the Committee

Honorary membership extends no other membership privileges to such members and all such members are bound by the rules and bylaws included herein.

Honorary membership commences on the arrival of such Member (s) to the club premises and concludes on their departure whereupon no further responsibility will be borne by The Club for said persons

Honorary Membership is extended only to those parties described above and does not extend to guests of such members.

(D) Nonplaying Members

Membership Subscription to be set at the same time as all others

(E) Subscriptions

To be set at the AGM or no later than 1 Month after said AGM

- The rate of Annual Membership Subscription and weekly playing charges for each membership classification shall be determined by the Committee and be advised to all members not later than the first day of September.
- Annual Membership Subscriptions shall be due and payable at a date to be determined by the Committee of the ensuing season. Thirty days grace shall be allowed and if payment is not made by the end of this period, Membership may only be continued in accordance with Clause 5 and its sub clauses.
- Refer to page 17 for Membership fees and Match fees

- (F) Register of Members

The Secretary shall keep and maintain a register of members in which shall be entered the full name, address of each member and the register shall be available for inspection by members at the Club.
Name –address and Date of birth.

(G) Resignation of a Member

- A member of the Club who has paid all moneys due and payable by him/her to the Club may resign from the Club by first giving one month's notice in writing to the Secretary of his/her intention to resign. Upon the expiration of that period of notice, the member shall cease to be a member.
- Upon the expiration of a notice given under the above sub clause, the Secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.

(H) Expulsion, Suspension or Fining of a Member

Subject to these Rules, the Committee may by resolution;

- Expel a member from the Club;
- Suspend a member from Membership of the Club for a specified period; or
- Fine a member in accordance with the regulations, if the Committee is of the opinion that the 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 Club

A resolution of the Committee under the above;

- Does not take effect unless the Committee, at a meeting held not earlier than 14 or not later than 28 days after the service on the member of a notice under the above confirms the resolution in accordance with this clause; and
- Where the member exercises a right of appeal to the Club under this clause does not take effect unless the Club confirms the resolution in accordance with this clause.

Where the Committee passes a resolution under the above, the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing;

Setting out the resolution of the Committee and the grounds on which it is based;
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;
Stating the date, place, and time of that meeting;
Informing the member that he/she may do one or more of the following –

- Attend that meeting;
- Give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
- Not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that he/she wishes to appeal to the Club in a general meeting against the resolution.

At a meeting of the Committee held in accordance with the above, the Committee:

Shall give the member an opportunity to be heard;
Shall give due consideration to any written statement submitted by the member; and
Shall by resolution determine whether to confirm or to revoke the resolution?

Where the Secretary received a notice under the above, he/she shall notify the Committee and the Committee shall convene a general meeting of the club to be held within 21 days after the date on which the Secretary received the notice.

At a General Meeting of the Club convened under the above...

No business other than the question of the appeal shall be transacted;

- 1) The Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
- 2) The member shall be given an opportunity to be heard; and
- 3) The members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

If at the general meeting:

- 1) Two thirds of members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
- 2) In any other case, the resolution is revoked.
- 3) Any member may have his/her membership suspended or terminated by vote at a General Meeting, providing that due notice of motion to terminate such membership is circulated to all members at least 21 days prior to such General Meeting.
- 4) In the event of a member of the Committee having his/her membership suspended, his/her place on the Committee shall be declared vacant, and the vacancy shall be filled in accordance with Rule 14.
- 5) All fines inflicted by the Committee and confirmed in accordance with these Rules must be paid within fourteen days; otherwise the member fined shall cease to be a member of the Club.

5. ANNUAL GENERAL MEETING

- 1) The Club shall in each calendar year convene an Annual General Meeting of its members
- 2) The Annual General Meeting shall be held on a date decided by the Committee, but in any case, such meeting must be held prior to the Annual General Meeting of any Association with which the Club may wish to affiliate. But no later than the **1st of June of any Calendar Year**
- 3) The Annual General Meeting shall be specified as such in the notice convening it.

The ordinary business of the Annual General Meeting shall be:

- 4) To confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that date;
- 5) To receive from the Committee reports upon the transactions of the Club during the last preceding financial year;
- 6) To elect officers of the Club;
- 7) To receive and consider the statement submitted to the Club in accordance with the relevant sections of the Act.

The Annual General Meeting may transact special business of which notice is given in accordance with these Rules.

The Annual General Meeting shall be in addition to any other General Meeting that may be held in the same year.

7A. SPECIAL GENERAL MEETING

All general meetings other than the Annual General Meeting shall be called Special General Meetings.

The Committee may, whenever it thinks fit, convene a special general meeting of the Club and, where, but for the sub-clause, more than 15 months would lapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

The Committee shall, on the requisition in writing of not less than 5% of the total number of members, convene a Special General Meeting of the Club.

The requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary. It may consist of several documents in a like form each signed by one or more of the members making the requisition.

If the Committee does not cause a Special General Meeting to be held within one month after the date which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.

A Special General Meeting convened by members in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring the expenses.

7B. notice of meeting

The Secretary of the Club shall, at least 14 days before the date fixed for holding a General Meeting of the Club, cause to be sent to each member of the Club at his/her address appearing in the register of members a notice of pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting. This can also be sent electronically (via text, internet, E-mail etc.)

No business other than that set out in the notice convening the meeting shall be transacted at the meeting. A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next General Meeting after the receipt of the notice.

8. PROCEEDINGS AT MEETINGS

All business that is transacted at a Special General Meeting and all business that is transacted at the Annual General Meeting with the exception of that specially referred to in these Rules as being the ordinary business of the Annual General Meeting. Shall be deemed to be special business.

No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these Rules to vote is present during the time when the meeting is considering that item.

Fifteen (15) members personally present (being members entitled under these Rules to vote at a General Meeting) constitutes a quorum for the transaction of the business of a General Meeting.

If within half an hour the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved.

In any other case it shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting the members present (being not less than 10) shall be a quorum.

9. CHAIRMAN

The President, or in his/her absence, one of the Vice-Presidents, shall preside as Chairman at each General Meeting of the Club.

If the President and the Vice-President are absent from a General Meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

10. ADJOURNMENT

The Chairman of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place. No business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

Where a meeting is adjourned for 14 days or more a like notice of the adjourned meeting shall be given as in the case of the General Meeting.

Except as provided in the above clauses it is not necessary to give notice of an adjournment or of the business to transact at an adjourned meeting.

11. VOTING

- 1) A question arising at a General Meeting of the Club shall be determined 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 Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost. An entry to the effect in the Minutes Book of the Club is evidence of the fact, without proof of the number or proportion of the votes recorded in favour, or against, that resolution.
- 2) Voting shall be open only to financial members who will have attained the age of sixteen on the first day of October, during the current financial year.
- 3) Upon any question arising at a General Meeting of the Club each eligible member, with the exception of the Chairman, shall have one vote.
- 4) All votes shall be given personally or by proxy.
- 5) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a casting vote, except when the motion is for an amendment to these Rules, in which case, an equal division renders for the motion lost. In the event of the Chairman not exercising his casting vote, the question shall be resolved in the negative.
- 6) If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 7) A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman direct.
- 8) Each member shall be entitled to appoint another member as his/her proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

9) COMMITTEE OF MANAGEMENT

A Committee of Management constituted as provided in Rule 4, shall manage the affairs of the Club.

The Committee shall control and manage the business and affairs of the Club;

- 1) May, subject to these Rules, the Act and Regulations, and any direction from a General Meeting, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Club. Subject to these Rules, the Act and Regulations, and any direction from a General Meeting, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Club.
- 2) Shall have the power to make by-laws or regulations, and to alter, amend or rescind them as occasion may require, and such by-laws and regulations shall have the same force as the Rules, but must not be in any way opposed to them.

The Executive Committee of four (4) shall be Officers of the Club comprising:

- A President,
- A Treasurer,
- A Secretary,
- A Junior President, and
- With a general committee of up to fifteen (15) members

The provisions of Rule 12 so far as they are applicable and with the necessary modification, apply in relation to the election of persons to any of the officers mentioned above.

- 1) Each Officer of the Club shall be elected at the AGM
- 2) Each officer of the Club shall hold office until the Annual General Meeting next after the date of his election but is eligible for re-election
- 3) In the event of a casual vacancy in any office referred to above the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next.
- 4) The Officers of the Club shall be the Executive (three of whom shall form a quorum) with power to meet and deal with any business of an urgent nature. Minutes of such meeting shall be submitted to the next regular Committee meeting. Such Executive Committee shall be deemed to hold the same powers as the Committee.

Subject to Section 23 of the Act, the Committee shall consist of:

- the Officers of the Club

3) ELECTION OF COMMITTEE MEMBERS

Nominations of candidates for election as officers of the Association or as Ordinary Members of the Committee:

- Shall be made in writing, at least One (1) month before the Annual General Meeting and
- Shall be delivered to the Secretary of the Club not less than One (1) month before the date fixed for the holding of the Annual General Meeting.

If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.

If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

If the number of nomination exceeds the number of vacancies to be filled, a ballot shall be held.

The ballot for the election of members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

A nomination of a candidate for election under this clause is not valid if that candidate has been elected to another office at the same election.

4) GROUND FOR TERMINATION OF OFFICE

For the purpose of these Rules, the office of an officer of the Club or an ordinary member of the Committee becomes vacant if the member:

- 1) Ceases to be a member of the Club;
- 2) Becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
- 3) Resigns his/her office by notice in writing given to the Executive.

Any officer of the Club or ordinary member of the Committee absents himself from three (3) consecutive notified Committee meetings without forwarding a satisfactory explanation in writing to the Secretary shall be deemed as having vacated his office. It shall be in the power of the Committee to fill such a vacancy.

5) QUORUM AND PROCEDURES AT MEETINGS

The Committee shall meet not less than once per month during the on season at such place and such time as the Committee determine. The off season meetings will be held as called by the executive

Special meetings of the Committee may be convened by the President or by any Five (5) of the members of the Committee.

Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.

Any 5 members of the Committee (providing at least one is an ordinary member of the Committee) constitute a quorum for the transaction of the business of a meeting of the Committee.

No business shall be transacted unless a quorum is present. If within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.

Meeting agenda for the AGM refer appendix 3 page 19

Normal committee meetings appendix 3 page 19

At meetings of the Committee:

- the President or in his/her absence a Vice-President shall preside; or
- If the President and the Vice-President are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.

Questions arising at a meeting of the Committee or any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.

Each member present at a meeting of the Committee or of any sub-committee appointed by the Com (excluding the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question; the person presiding may exercise a casting vote.

Written notice of each Committee meeting shall be sent to each member of the Committee by delivering it to him/her at a reasonable time before the meeting (by post-text or e-mail.)

The Committee shall have the power to appoint any sub-committee for any purpose within the aims of the Club, and to call upon the services of any member for such purpose. A majority of any such sub-committee shall form a quorum.

6) DUTIES OF OFFICERS

The President shall:

- Act as Chairman at all meetings;
- Maintain order and decorum;
- See that duties of other members are properly performed;
- Represent the Club at official functions and act as spokesman when required.

The Vice-President shall:

- Act as Chairman at meetings in the absence of the President;
- Perform any other duties of the President when the President is unavailable.

The Secretary shall:

- Keep minutes of the resolutions and the proceedings of each general meeting and each Committee meeting records together with a record of the names of persons present at Committee meetings? The records shall be available upon request for perusal by members.
- Carry out all lawful and reasonable instructions of the Committee, President and general meeting;
- Issue all notices, circulars and bulletins as required;
- Register all players, subject to approval of Committee, in accordance with the Rules of the Association with which the Club is affiliated;
- Present a report of the Club's activities to the Annual General Meeting; and
- Act as an agent for the Committee, with full power to order necessary materials authorised by the Committee, attend to correspondence, and shall notify all Committee members of details of Committee meetings.

7) FINANCE

The Committee shall fix due dates for payment of moneys which become payable to the Club. Unless otherwise specified the due date shall not exceed one month from the date of such moneys being owed

The Committee shall have the power to reduce, waive, or extend the time for payment of subscriptions or other moneys due by any member, upon written application, should it deem that special circumstances warrant it.

Subject to sub-clause (2), any member who has not paid any money owing to the Club by its due date shall be declared unfinancial.

Duties of the Treasurer

The Treasurer shall:

- 1) Collect and receive all moneys due to the Club and make all payments authorised by the Club;
- 2) Receive all money and pay the same into a Bank selected by the Committee to an account designated 'The Rowville Cricket Club Account';
- 3) Keep correct accounts and books showing the financial affairs of the Club with full details of all receipts;
- 4) Cause the preparation of a complete Annual Balance Sheet and Statement of Accounts; and
- 5) Submit Statements and Reports regarding the finance of the Club as required by the Committee.
- 6) Manage the association accounts including cheque facility. All cheques must be co-signed by two authorised signatories as determined at the AGM.

8) REMOVAL OF MEMBER OF COMMITTEE

The Club in general meeting may by special resolution remove any member of the Committee before the expiration of his/her term of office and appoint another member in his/her stead to hold office until the expiration of the term of the first mentioned member.

Where the member to whom a proposed resolution referred to above makes representations in writing to the Secretary or President of the Club (not exceeding a reasonable length) and requests that they 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 they are not so sent, the member may require that they be read out at the meeting.

9) SIGNING OF NEGOTIABLE INSTRUMENTS

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two of the President, Secretary, Treasurer, Junior president, and up to two nominated members

10) SEAL

The Common Seal of the Club shall be kept in the custody of the Secretary.

The Common Seal shall not be affixed to any instrument except by the Authority of the Committee or executive and the affixing of the Common Seal shall be attested by the signatures of any two of the President, Secretary and Treasurer.

11) ALTERATIONS OF RULES AND STATEMENT OF PURPOSES

These Rules and the statement of purposes of the Club shall not be altered except in accordance with the Act; and by approval with a three-fourths majority of a General Meeting attended by at least fifteen (15) of the members who are eligible to vote.

Proposed amendments must be:

- Recommended by the Committee; or
- In writing and signed by at least three members, and shall be forwarded to the Secretary at least one month prior to the date of such General Meeting

12) SERVICE OF NOTICES

A notice may be serviced by or on behalf of the club upon any member either personally or by sending it by post to the member at his/her address shown in the Register of Members.

Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

13) WINDING UP

In the event of the winding up or the cancellation of the Incorporation of the Club:

- 1) All assets shall be realised; and
- 2) All moneys shall be used to defray liabilities, and if any balance remains, it shall be paid to Ferntree Gully Cricket Ass or the Competition we last played in.
- 3) Trustees are to be appointed at the final meeting to guard equipment.

14) CUSTODY OF BOOKS AND OTHER DOCUMENTS

Except as otherwise provided in these Rules, the Secretary shall keep in his/her custody or under his/her control all books, documents and securities of the Club. These will be handed over to the New Committee and accounted for at the A.G.M.

The accounts and books referred to in sub-clause (17) shall be available for inspection free of charge by members.

- 1) The register of members, minutes of general meetings and subject to sub rule (below), the financial records, securities and any other relevant document of the association including minutes of committee meetings
- 2) The committee may refuse to permit a member to inspect records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.
- 3) The committee must on request make copies of these rules available to members and applicant for membership free of charge.
- 4) Subject to sub rule (2 above), a member may make a copy of any of the other records of the association referred to in this rule and the association may charge a reasonable fee for the provision of a copy of such a record.
- 5) For purposes of this rule –
A relevant documents mean the records and other documents, however compiled, recorded or stored that relate to the incorporation and management of the association and includes the following:
 - a) Its membership records
 - b) Its financial statements
 - c) Its financial records
 - d) Records and documents relating to transactions, dealings, business or property of the association

6) SOURCES OF FUNDS

The funds of the Club shall be delivered from entrance fees, Annual Membership Subscriptions, donations and such other sources as the Committee determine.

7) JUNIOR TEAM ORGANISATION

A Junior President shall be appointed by the committee after the Annual General Meeting who shall be responsible for the general running and supervision of the junior teams in accordance with directions as laid down by the Committee.

The Junior President shall be a member of the Executive

8) DELEGATES (ASSOCIATION AND GROUNDS)

The Committee shall appoint delegates as required by the Associations and Ground Committee of Management with which the Club is affiliated.

Nomination and election of these delegates shall be in accord with Rule 23, except that a member of the Committee can also be appointed as a delegate.

9) SOCIAL COMMITTEE

The Social Committee shall comprise the Social Secretary (who will be part of the committee) who has the authority to form as many sub committees as required.

The Social Committee shall act within the guidelines provided by the Committee. Ensure that all moneys received and/or expended are accurately recorded and forwarded to the Treasurer within (7) seven days after receipt of same

10) AUDITOR

As the Club is not Tier 3 we are not required to have the financial statements Audited

A tier 3 club turns over more than \$1,000,000.00 per year

If a Majority of Members vote at the AGM for the Financial Statements to be audited

Nomination and election of Auditor shall be in accord with the Rules.

The Committee cannot dismiss the Auditor from office; however they can be removed in accord with the Rules.

11) COLOURS

The colours of the Club shall be Brown and Gold-

12) AFFILIATION

The Association in which the Club intends to enter shall be decided at the Annual General Meeting or a Special General Meeting called for such purpose.

The Club shall abide by the Constitution and Rules of any Affiliated Association.

13) DRESS AND CONDUCT OF MEMBERS

- Dress and behaviour shall conform to the standards laid down by the Association with which the Club is affiliated. Any player, whose incorrect dress or behaviour causes a fine to be levied by the Association, shall reimburse the Club for such fine.
- No member of the Club shall take away or borrow any equipment belonging to the Club, without the consent of the Committee.
- Any member wilfully damaging Club property shall be responsible for the repair or replacement at a price determined by the Committee.
- A member shall play in the team for which he is selected and any refusal to play when so selected shall be deemed an offence and the Selection Committee shall have the power to stand down the offending player pending a decision from the Executive Committee
- Each member is bound by and shall strictly observe the Rules and By-Laws of the Club and shall not do anything to prejudice the Club's interests. Any member offending the Rules, By-Laws and interests of the Club shall be dealt with by the Committee.

1

D

14) COMPLAINTS

All complaints shall be made to the Secretary in writing. Such complaints shall be laid before the Committee with as little delay as possible. An answer will be sent in writing by the Secretary as the Committee directs.

15) PROPERTY

The property of the Club shall be considered as vested in the Committee for the time being.

16) APPENDIX 1 TROPHIES/AWARDS

The Committee shall decide the number, style and designation of trophies to be awarded.

The Committee shall withhold trophies in respect of unfinancial members until such time as the members are financial

CLUB CHAMPION Trophy to be called the DENIS DOOLAN TROPHY

CLUB PERSON Trophy to be called The PAT ARTHUR TROPHY

The Club Duck Award to be called the JOE BONATO TROPHY awarded to the 1st player with the most ducks

The most improved Senior Player Award to be called the KEN HILL TROPHY

The Try NET BALL Award (selected by the Coach) to be called the MATTHEW BLACKMAN TROPHY

The 1953 award for Best RCC player for the winning grand final side all grades

- The 1st Eleven Batting Trophy shall be called the PAUL EVANS award
- The 1st Eleven Bowling Trophy shall be called the DARREN HILL award
- The 1st Eleven Captains award shall be called the TATE BURGMANN award

- The 2nd Eleven Batting Trophy shall be called the Alan Freeman award
- The 2nd Eleven Bowling Trophy shall be called the STEWART FINN award
- The 2nd Eleven Captains award shall be called the CRAIG MITCHELL award

- The 3rd Eleven Batting Trophy shall be called the ALAN WINTER award
- The 3rd Eleven Bowling Trophy shall be called the ANDREW ARTNER award
- The 3rd Eleven Captains award shall be called the LLOYD LENNON award

- The 4th Eleven Batting Trophy shall be called the RODNEY ARTHUR award
- The 4th Eleven Bowling Trophy shall be called the DAVID LONG award
- The 4th Eleven Captains award shall be called the JIMMY ROGERS award

- The 5th Eleven Batting Trophy shall be called the TREVOR WOOD award
- The 5th Eleven Bowling Trophy shall be called the JEFF BRIDGE award
- The 5th Eleven Captains award shall be called the BRIAN GILMORE award

The Veteran st MVP Award shall be called the SYDNEY BLAKE TROPHY

- The Veteran 1st Eleven Batting Trophy shall be called MATHEW Van ECK award
- The Veteran 1st Eleven Bowling Trophy shall be called the SUSIL PIYANANDANA award

The Veteran 2nd MVP Award shall be named the RAY DRANE TROPHY

- The Veteran 2nd Eleven Batting Trophy shall be called MARK LAAKSONEN award
 - The Veteran 2nd Eleven Bowling Trophy shall be called the DARYL KOCH award
- To qualify for the club Champion you must have played in the 1st or 2nd & played 4 games

This is decided on a points system as listed below all awards are on the home & away games only not finals

1 point per run

10 points per unassisted wicket (bowled or lbw and caught & bowled)

10 points per unassisted run out

10 points per stumping

5 points each to the bowler & catcher

5 points per assisted run out

The same points system applies for the junior section under 12 -13 -14 -15 -16 -17 sides

All under elevens & Milo players receive a participation award

Junior Club Champion Trophy shall be called the Matthew Blackman Trophy

Junior Club Person trophy shall be called the Barry Mitchell Trophy

Under 16/17 Champion Player Trophy shall be called the Ken Hill Trophy

Under 15 Champion Player Trophy shall be called the Michel Bond Trophy

Under 14 Champion Player Trophy shall be called the Craig Mitchell Trophy

Under 13 Champion Player Trophy shall be called the Larry Wood Trophy

Under 12 Champion Player Trophy shall be called the Mark Oudshoorn Trophy

APPENDIX 2

BEST ROWVILLE PLAYER OF THE WINNING GRAND FINAL SIDE

SHALL BE THE 1953 AWARD (IN HONOR OF THE FIRST FLAG IN OUR FIRST YEAR)

BATTING & BOWLING QUALIFICATION

Only home and away games count

BATTING 2 DAY GRADE 250 RUNS & PLAYED 4 GAMES

SPLIT GAME FORMAT 200 RUNS & PLAYED 4 GAMES

1 DAY SIDE 200 RUNS & PLAYED 6 GAMES

VETS 100 RUNS & PLAYED 3 GAMES

Any player who scores 100 runs in a innings in the 2 day sides or the split round side shall

Receives a trophy

BOWLING

ALL GRADES EXCEPT VETS

15 WICKETS

2 DAY & SPLIT GAME FORMAT PLAYED 4 GAMES

1 DAY GAME PLAYED 6 GAMES

VETS 7 WICKETS & PLAYED 3 GAMES

Any player who takes 5 or more wickets in a innings will receive a Trophy

Except in the Vets it will be taking 4 wickets as the bowler can only bowl 6 overs

If there is no winner in any senior grade the batting or bowling trophy goes to the player with the most runs or the most wickets

DUCK AWARD IN EACH GRADE TO THE PLAYER WITH MOST DUCKS

FOR THE SEASON IF MORE THAN ONE PLAYER QUALIFIES IT WILL

BE DECIDED ON WHO SCORES THE LEAST AMOUNT OF RUNS IF THERE IS STILL A TIE THEN EACH PLAYER RECEIVES ONE

JUNIOR QUALIFICATIONS

Junior Bowling 7 Wickets & played 4 matches

In the event nobody has qualified it then goes to the bowler with the most wickets & if there is a tie the best average wins if still a tie each receive a trophy

Junior Batting 100 runs & played 4 matches

In the event nobody has qualified it then goes to the player with the most runs & if there is a tie the best average if still a tie each receives a trophy

Each junior player who participates in milo or plays in the under 11/12/13/14/15/16/or17s and is financial will

Receive a participation Award.

In the 12/13/14/15/16/17 there will be batting, bowling & a coach's award given on junior Presentation Night

THE PERPETUAL TROPHIES FOR THE SENIOR, JUNIOR & VETS SECTIONS

HAVE BEEN NAMED AFTER MEMBERS OF THE CLUB IN THERE HONOR FOR THEIR PERCEIVED SERVICE TO THE CLUB.

THESE MAY BE ALTERED AT THE CLUBS AGM OR AT A SPECIAL AGM CALLED FOR THAT PURPOSE

IF A SPECIAL RESOLUTION IS PASSED AT THE AGM TO HAVE SOME OR ALL TROPHIES RENAMED THIS WILL BE CARRIED BY A MAJORITY VOTE ON A SHOW OFF HANDS OR BY A SECRET VOTE AS DECEIDED BY THE MEMBERS PRESENT WHICH METHORD TO USE.

APPENDIX 3

Fees as Passed by the Committee for season 2015-16

Annual Membership	\$000.00
Life Membership	\$000.00
Senior Playing Game Fees	\$000.00
Student Playing Game Fees	\$000.00
Junior Playing Game Fees	\$000.00
Veteran Playing Game Fees	\$000.00
Special Membership	\$000.00
Honorary Membership	\$000.00
Non Playing Membership	\$000.00
Sponsors can have a membership paid as part of their sponsorship Package	

The presidents club the same can apply

Any other fundraising group the same can apply

This would depend on the amount set by the committee

APPENDIX 3A

**That the Club have a capped monetary amount to spend on coaching
And player payments to be no more than 15% of revenue raised in the
previous year**

**This amount can be increased only by a notice of motion passed at a
Normal committee meeting where 75% of the committee vote in favour.
If this is exceeded the extra amount will be made up by the EXECUTIVE
that was elected the season in which the offence occurred.**

No exemptions

**This means the persons spending over will be responsible for the extra
debt not the Club.**

APPENDIX 4

Agenda items for the AGM refer section 5 page 7

Meeting opened time & date recorded

The minutes of the meeting are recorded by the outgoing secretary or a person appointed to do so.

Roll call & names listed off attendance.

Apologies called for & listed.

Minutes of the previous AGM read out & voted on as true & accurate account only persons who were at the previous AGM can move or second the motion.

President report

Secretary report

Treasure report

Any other reports. (le... junior, vets, coaches etc.)

After all reports have been given. The president declares all Positions Vacant & a chairperson is elected to oversee the Election of the new Committee of management & the general committee members as per section 9 page 10.

When the new office bearers have been elected the chairperson hands the meeting over to the new President

Then calls for any special general business arising this is addressed as required such business must be lodged in writing with the Secretary 28 Days prior to the AGM, so it becomes an agenda item for that meeting.

Any member who preposes any special business must be at the start of the meeting if not then the matter, will lapse.

Any changes required to the appendix will be dealt with as a procedural matter.

On the completion of general business, a time & place is set for the next meeting.

After which the meeting is closed.

Normal meeting as above except the election of office bearers will not be required.