



Parramatta Cheetahs Cricket Club Inc

Constitution August 2025

Website: parramattacheetahs.com.au
ABN: 79160269102

Table of Contents

Preliminary	4
1) Name and Object	4
2) Affiliation	4
3) Definitions	4
Members of the Club	5
4) Membership Generally	5
5) Membership Application	5
6) Fees and Subscriptions	6
7) Register of members	6
8) Members' Liabilities	6
9) Disciplining of Members	7
10) Right of Appeal of a Disciplined Member	7
11) Resolution of Disputes	8
12) Cessation of Membership	8
Committee	9
13) Committee Composition	9
14) Terms of Office	9
15) Powers of Executive Committee	10
16) Powers of Management Committee	10
17) Selection Committee, Election Of Captains and Coaches	10
18) Delegation by the Committee to Sub Committees	11
19) Election of Committee Members	11
20) Vacancies in Office	11
21) Removal of Committee Members	12
22) Pecuniary interest	12
23) President	13
24) Secretary	13
25) Treasurer	13
26) Public officer	14
Meetings	14
27) Committee Meetings	14
28) Notice of Committee Meeting	14
29) Committee Meeting Quorum	15
30) Presiding Committee Member	15
31) Voting and Decisions	15
32) Transaction of Business Outside Meetings	16
33) Annual general meetings	16
34) Special general meetings	16
35) Notice of general meeting	17

36) General Meeting Quorum	17
37) Adjourned meetings	18
38) Presiding member	18
39) Voting	18
Administration	19
40) Change constitution	19
41) Funds	19
42) Non-profit status	19
43) Service of notices	19
44) Custody of records and books	20
45) Inspection of records and books	20
46) Financial year	20
47) Distribution of property on winding up	20

Preliminary

1) Name and Object

- a) The Club shall be known as the “Parramatta Cheetahs Cricket Club Inc”. The object of the club is to foster the game of cricket in Parramatta and nearby areas, and any other objects as the Committee may determine from time to time.

2) Affiliation

- a) The Club’s primary association and affiliation will be with
 - i) Parramatta District Cricket Association(PDCA)
 - ii) Cricket NSW
 - iii) Cricket Australia
- b) The Committee may decide at any Committee Meeting to affiliate with any other Association or Club provided that:
 - i) The PDCA remains the Club's Primary affiliation in Summer season
 - ii) Winter Season affiliation may include Sydney Morning Cricket Association, Blacktown District Cricket Association
 - iii) Any association is in the interest of the Club’s members and promotes the game of Cricket, or
 - iv) Is required for proper functioning of the club

3) Definitions

- a) In this constitution:
 - i) The word “**Club**” shall mean “Parramatta Cheetahs Cricket Club Inc”.
 - ii) The **Committee** means any Executive Committee members or Management Committee members and are present at any meeting of the Club.
 - iii) **Committee Member** means a member of the Executive Committee or Management Committee
 - iv) **Annual General Meeting** means a meeting of the Club convened under [Clause 33](#)
 - v) **Special General Meeting** means a meeting of the Club convened under [Clause 34](#)
 - vi) **General Meetings** include Ordinary General Meetings, Special General Meetings and Annual General Meetings.
 - vii) The Act means the Associations Incorporation Act 2009.
 - viii) The Regulation means the Associations Incorporation Regulation 2022.
 - ix) Code of conduct means any documents listed under Code of Conduct and policies on the Clubs website. These can include Codes of Conduct from any of the Club’s affiliations including but not exclusive to Parramatta District Cricket Association, Cricket NSW or Cricket Australia.

Members of the Club

4) Membership Generally

- a) Four types of membership are available at the Club
 - i) Senior Playing Member
 - ii) Junior Playing Member
 - iii) Casual Playing Member
 - iv) Honorary Member
- b) Senior Playing Member
 - i) Has attained the age of 18 years and
 - ii) Have officially registered and approved as a player in the club's registration system also known as PlayHQ, registration fees paid and played at least five games of cricket for the club in the financial year between 1st April to 31st March
 - iii) Entitles a person to one deliberate vote at any General Meeting
 - iv) Entitles the person to nominate for any committee role
- c) Junior Playing Member
 - i) Has not attained the age of 18 years and
 - ii) Have officially registered and approved as a player in the club's registration system also known as PlayHQ, registration fees paid and played at least one game of cricket for the club in the financial year between 1st April to 31st March
 - iii) Entitles a parent or guardian to one deliberate vote at any General Meeting.
 - iv) Entitles a parent or guardian to nominate for any committee role
- d) Casual Playing Member
 - i) Has attained the age of 18 years and
 - ii) Have officially registered and approved as a player in the club's registration system also known as PlayHQ, registration fees paid and played less than five games of cricket for the club in the financial year between 1st April to 31st March
- e) Honorary Member
 - i) Has attained the age of 18 years and
 - ii) Is not a playing member of the Club.
 - iii) Is prepared to assist in Club affairs, management, administration and become a Committee Member.
 - (1) Can only become an Honorary Member by unanimous vote at any Committee or General Meeting.
 - iv) Is prepared to assist a junior team in the capacity of a coach or Manager
 - (1) Must be registered and assigned to a club's official junior team under the club's official system (e.g., PlayHQ) in a formal volunteer role
 - v) Will not be required to pay membership fees.
 - vi) Entitles a person to one deliberate vote at any General Meeting
 - vii) Entitles the person to nominate for any committee role

5) Membership Application

- a) Any person willing to become a member under [Clause 4\(b.c & d\)](#) should register in PlayHQ or any other system as determined by the committee, and

- b) Must be approved and assigned to a team in PlayHQ by the committee
- c) Paid the competition fees for the season or the game as determined by the executive committee in [Clause 6](#)
- d) Must be listed in the playing squad and has played a game.

6) Fees and Subscriptions

- a) On registration with the Club as player member(Senior and Junior), and prior to playing any game of Cricket for the Club the applicant will pay the following fees:
 - i) The competition fee for the season as determined by the executive committee
- b) In the case of a casual playing member,
 - i) The casual registration fee as determined by the executive committee
 - ii) And the per match fee for all the games played should be paid in full at the end of the season
- c) By unanimous agreement, the Executive Committee may, but is not obliged to, reduce the competition fee for any member who registers late in the current Cricket season or for any other good reason.
- d) The Executive Committee may, at its discretion, exempt players from paying full or partial competition fees if they are hands on assistance in Club operations including, junior coaching, player registrations, digital operations, running presentations, gear and equipment, acquisition of sponsors, grounds management and promoting the game of Cricket in the community.
- e) The Club may charge additional fees should the member wish to play in additional Competitions organized by the Club.

7) Register of members

- a) The secretary must establish and maintain a register of members of the club.
- b) The register:
 - i) may be in written or electronic form, and
 - ii) must include, for each member:
 - (1) the member's full name, and
 - (2) a residential, postal or email address, and
 - iii) if kept in electronic form -must be able to be converted to hard copy.
- c) A member may obtain a hard copy of the register, or a part of the register, on payment of a fee of not more than \$1, as determined by the committee, for each page copied.
- d) Information about a member, other than the member's name, must not be made available for inspection if the member requests that the information not be made available.
- e) A member must not use information about a member obtained from the register to contact or send material to the member.

8) Members' Liabilities

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

Club.

9) Disciplining of Members

- a) A written email complaint may be made to the secretary or president, by any person who is a member of the Club, that another member:
 - i) Has refused or neglected to comply with a provision or provisions of this constitution, or
 - ii) Has willfully acted in a manner prejudicial to the interests of the Club.
 - iii) Has been accused of a breach of the Code of Conduct
- b) The committee then:
 - i) Must cause notice of the complaint to be served on the member concerned, and
 - ii) Must give the member at least 7 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - iii) Must take into consideration any submissions made by the member in connection with the complaint.
- c) The committee may appoint a judiciary committee with two or more members to resolve the dispute that is raised.
- d) The committee on the advice of judiciary committee may, by resolution, expel the member from the Club or suspend the member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that
 - i) the facts alleged in the complaint have been proved and
 - ii) the expulsion or suspension is warranted in the circumstances.
- e) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under [Clause 10](#).
- f) The expulsion or suspension does not take effect:
 - i) Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - ii) If within that period the member exercises the right of appeal, unless and until the Club confirms the resolution under [Clause 10](#), whichever is the later.
- g) Any disciplinary action taken by the Club will be independent of decisions taken by other Clubs, Associations or governing bodies. The Club may impose greater penalties imposed by other organizations

10) Right of Appeal of a Disciplined Member

- a) A member may appeal to the Club in a General Meeting against a resolution of the committee under [Clause 9](#), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- b) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- c) On receipt of a notice from a member, the secretary must notify the committee, which is to convene an Ordinary General Meeting of the Club to be held within 28 days after the

date on which the secretary received the notice.

- d) At an Ordinary General Meeting Meeting of the Club convened :
 - i) No business other than the question of the appeal is to be transacted, and
 - ii) The committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - iii) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- e) The appeal is to be determined by a simple majority of votes cast by members of the Club. In the event of the vote being equal number for and against expulsion, the Club President or the Chair of the Ordinary General Meeting will have a second or casting vote

11) Resolution of Disputes

- a) A dispute between a member and another member (in their capacity as members) of the Club, or a dispute between a member or members and the Club, is to be mediated by a member of the Committee.
- b) If a dispute is not resolved by mediation within 3 months of the referral to the member of the Committee, the dispute is to be mediated at a General Meeting. The Committee will attempt to find a resolution. If the Committee is unable to find a resolution, the Committee by majority vote decides to expel any or all parties in the dispute from the Club. Any expulsions will be subject to [Clause 9](#).
- c) No other mediation or arbitration is allowed.

12) Cessation of Membership

- a) A person's membership of the Club shall be deemed to have ceased in any of the following circumstances –
 - i) Dies, or resigns by giving notice in writing to Secretary, or expelled from the club
 - ii) Incase of Playing member or junior has not played atleast one game in the financial year
 - iii) If a Player or Junior member in arrears with their competition fee shall be deprived of all privileges of membership
 - (1) Any defaulters as at the end of the financial year of the Club will be notified to respective association such as PDCA/SMCA as determined by CricketNSW By-Law 16.6

Committee

13) Committee Composition

- a) The committee is to consist of:
 - i) The Executive Committee, and
 - ii) Management committee
- b) The Executive Committee of the Club, who will represent the committee, are as follows:
 - i) The president,
 - ii) The Juniors vice-president,
 - iii) The treasurer,
 - iv) The secretary,
 - v) One Appointed Executive Member
 - (1) The appointed executive member is not subject to ballot
 - (2) Is appointed by the Committee
- c) The Management committee members, who will represent the committee, may include following but not limited to:
 - i) Inventory Officer
 - ii) Grants Officer
 - iii) Social Media Manager
 - iv) Sponsorship Manager
 - v) Blast Co-ordinator
 - vi) Club Statistician
 - vii) Child Safety officer
 - viii) Scores Compliance Officer
 - ix) Junior Cricket Co-ordinator
 - x) Events Co-ordinator
- d) The Executive Committee shall have the authority to create and appoint new Management Committee Member roles at any time throughout the year, including after the Annual General Meeting. These roles may be established as required to meet the evolving needs of the Club and to support its effective functioning and growth.
- e) A committee member may hold up to 2 offices (other than both the offices of president and vice-president).

14) Terms of Office

- a) There is no maximum number of consecutive terms for which a committee member may hold office.
- b) Each of the committee members except the appointed executive member [Clause 13.B.v](#) is to be elected at the Annual General Meeting of the Club
- c) Each member of the committee is, subject to this constitution, to hold office until immediately before the election of committee members at The Annual General Meeting next following the date of the member's election and is eligible for reelection.
- d) All Committee officers shall take up their respective duties immediately upon the conclusion of the AGM.

15) Powers of Executive Committee

- a) The Executive Committee of the Club, subject to the Act, the Regulation and these rules and to any resolution passed by the Club in general meeting –
 - i) Shall control and manage the financial and strategical decisions of the Club.
 - ii) Has power to perform all such acts and do all such things as appear to the Executive Committee to be necessary or desirable for the proper management of the affairs of the Club and organization of Junior and Senior teams.
 - iii) May form and manage any sub-committee as appear to the Executive Committee to be necessary or desirable;
 - iv) Shall set such fees and charges for the participation and registration of its members for the participation in the club teams
 - v) Has power to accept or reject applications of any person wishing to take part in its club teams or membership.
 - vi) In the event of matters of emergency, the executive committee shall act as they think befitting the interests of the Club and Shall report to the next meeting

16) Powers of Management Committee

- a) The Management Committee of the Club, subject to the Act, the Regulation and these rules and to any resolution passed by the Club in general meeting –
 - i) Shall control and manage the affairs of the Club.
 - ii) Has power to perform all such acts and do all such things as appear specific to their required for the role, which may include, but are not limited to, sponsorship management, inventory and equipment management, social media and communications, event coordination, child safety, and statistical record-keeping.
 - iii) Contribute in the day-to-day operations and the implementation of the objectives and strategies of the Club.
 - iv) Organize planning, and delivery of Club events, fundraising activities, workshops, and presentations.
 - v) Support player and volunteer registration processes, and onboarding of new members.
 - vi) Provide advice, recommendations, and operational updates to the committee

17) Selection Committee, Election Of Captains and Coaches

- a) The Executive committee shall elect captains for each senior team and coaches for junior teams.
- b) The provisional senior selection committee shall consist of executive committee and Senior Captains.
- c) The provisional junior selection and grading committee shall consist of executive committee and junior coaches.
- d) The Executive Committee may appoint additional members to either the Senior or Junior Selection Committees at its discretion, when deemed necessary or beneficial to the selection process.

18) Delegation by the Committee to Sub Committees

- a) The Committee may, by instrument in writing, create, establish or appoint special committees, individual officers and consultants to carry out specific duties and functions. The Committee will determine what powers these committees are given. In exercising its power under this clause, the Committee should take into account broad stakeholder involvement.
- b) Notwithstanding any delegation under this rule, the Executive Committee may continue to exercise any function delegated.
- c) Any act or thing done or suffered by a Committee acting in exercise of a delegation under this rule has the same force and effect as it would have if it had been done or made by the Executive committee.
- d) The Executive committee may, by resolution, revoke wholly or in part any delegation under this rule.
- e) A Committee may meet and adjourn as it thinks proper.

19) Election of Committee Members

- a) Only an eligible member as defined in [Clause 4-b,c,e](#) (Senior Playing member or a Parent of Junior Playing member or Honorary member) can be nominated as a candidate as an Executive Committee or Management Committee member.
- b) The nomination must be:
 - i) made in writing, either electronically or any form determined by the committee
 - ii) accompanied by the written or electronic nomination form signed by the candidate, and
 - iii) given to the secretary at least 7 days before the date fixed for the annual general meeting at which the election is to take place.
- c) If insufficient nominations are received to fill all vacancies:
 - i) the candidates nominated are taken to be elected, and
 - ii) a call for further nominations must be made at the meeting.
- d) A nomination made at the meeting in response to a call for further nominations must be made in the way directed by the member presiding at the meeting.
- e) Vacancies that remain after a call for further nominations are taken to be casual vacancies.
- f) If the number of nominations received is equal to the number of vacancies to be filled, the members nominated are taken to be elected.
- g) If the number of nominations received is more than the number of vacancies to be filled, a ballot must be held at the meeting in the way directed by the Returning officer.

20) Vacancies in Office

- a) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Club to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the Annual General Meeting next following the date of the appointment.
- b) The public officer shall act in an interim capacity as President, Secretary, or Treasurer in the event of a casual vacancy occurs in any of these roles and until they are filled

formally.

- c) A casual vacancy in the office of a member of the committee occurs if the member:
 - i) Dies, or
 - ii) Ceases to be a member of the Club, or
 - iii) Resigns office by notice in writing given to the secretary, or
 - iv) Is removed from office under [Clause 21](#), or
 - v) Becomes a mentally incapacitated person, or
 - vi) Is absent without the consent of the committee from 3 consecutive meetings of the committee, or
 - vii) Is or becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
 - viii) Is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - ix) Is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.

21) Removal of Committee Members

- a) A special general meeting as determined in [Clause 34](#) to be called with the proposed resolution
- b) A committee member to whom the proposed resolution to remove may:
 - i) give a written statement, of a reasonable length, to the president or secretary, and
 - ii) request that the committee send a copy of the statement to each member of the club at least 7 days before the special general meeting at which the proposed resolution voting will take place.
- c) If the committee does not send the statement to members as requested, the person running the special general meeting must read the statement out loud at the meeting before the vote is held.
- d) The Club members can vote at a special general meeting on a proposed resolution to:
 - i) Remove a committee member from their position at any time, and
 - ii) And by resolution appoint another eligible member to hold office for the rest of the original member's term.
- e) A Person removed under this clause cannot be re-appointed until next AGM

22) Pecuniary interest

- a) A pecuniary interest exists when a committee member, or someone close to them stands to gain financially—directly or indirectly—from a decision or action taken by the club.
- b) Committee members must:
 - i) Disclose any pecuniary interest as soon as the matter arises or is known.
 - ii) Declare the nature and extent of the interest to the committee.
 - iii) Ensure the disclosure is recorded in the meeting minutes.
- c) A committee member who has disclosed a pecuniary interest must not:
 - i) Be present during any discussion of the matter, or
 - ii) Vote on the matter
- d) The Secretary shall maintain a Register of Pecuniary Interests.
 - i) The register must be available for inspection by members upon request

23) President

- a) The President shall be responsible for the overall running of the club.
 - i) act as a Chairperson at meetings
 - ii) represent the club at official functions
 - iii) establish communication with the Parramatta Mayor and appropriate Council Officers
 - iv) establish communication with local schools and other sporting codes
 - v) handle correspondence as is appropriate to the position
 - vi) ensure the effective running of the committees
 - vii) ensure that there is an equal work distribution amongst Executive Committee, and
 - viii) act as Club Spokesperson when considered appropriate.
- b) The President shall have the power to deal with any matters of urgency occurring between dates set down for meetings of the Executive Committee. Any matters dealt with under this rule must be reported to the following Executive Committee meeting

24) Secretary

- a) The Secretary shall convene all meetings of the Committee and all General Meetings of the Club;
- b) Draw up an agenda for each meeting
- c) The secretary must keep minutes of:
 - i) all elections of committee members, and
 - ii) the names of committee members present at a meeting of the committee or a general meeting, and
 - iii) all proceedings at committee meetings and general meetings.
 - iv) Shall keep all the minutes of meeting in electronic form
- d) Arrange all matches to be played by the Club
- e) Maintain a register of all Club members as required in [Clause 7](#)
- f) Handle all correspondence
- g) Establish working relationship with Council Officials
- h) Carry out such tasks as required of the position by the affiliated cricket associations
- i) Act in conjunction with the President as Club spokesperson
- j) The Secretary shall have the power to deal with any matters of urgency occurring between dates set down for meetings of the Executive Committee. Any matters dealt with under this rule must be reported to the following Executive Committee meeting

25) Treasurer

- a) The treasurer of the club must ensure
 - i) all money owed to the club is collected, and
 - ii) all payments authorised by the club are made, and
 - iii) Correct books and accounts are kept showing the financial affairs of the club, including full details of receipts and expenditure relating to the club's activities.
 - iv) Provide a financial report to the Committee at intervals as determined by the Committee.

26) Public officer

- a) The Committee must appoint a Public Officer for the club. The Public Officer:
 - i) Must be at least 18 years of age
 - ii) Must be ordinarily resident in New South Wales.
 - iii) May be a member of the club or an external individual.
- b) The Public Officer will vacate the position if they:
 - i) Die;
 - ii) Resign in writing to the Committee;
 - iii) Are removed from office by resolution at a general meeting;
 - iv) Are declared bankrupt;
 - v) Are declared mentally incapacitated;
 - vi) Cease to be a resident of New South Wales; or
 - vii) Are subject to any disqualifying circumstances as outlined in the Constitution.
- c) The Public Officer, by virtue of their role, is an authorised signatory of the association and is responsible for:
 - i) Collecting and transferring all club-related documents from former committee members to the new committee as required.
 - ii) Receiving legal and official correspondence on behalf of the club;
 - iii) Notifying the committee of any such correspondence.
- d) The Public Officer shall act in an interim capacity as President, Secretary, or Treasurer in the event of a casual vacancy in any of these roles.
 - i) This interim role continues only until the vacancy is formally filled by the Committee or at a general meeting.

Meetings

27) Committee Meetings

- a) Executive committee Meeting:
 - i) The executive committee must meet at least 4 times in each 12-month period at a time determined by the executive committee.
 - ii) Additional meetings of the committee may be called by any executive committee member.
- b) Management Committee Meeting:
 - i) The committee may meet at any time of the year as and when required as determined by the committee.
 - ii) Additional meetings of the committee may be called by any committee member.
- c) A Committee Meeting may be held at 2 or more venues using any technology determined by the committee that gives each of the committee's members a reasonable opportunity to participate.
- d) A committee member who participates in a meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

28) Notice of Committee Meeting

- a) The secretary must give each committee member a notice of a meeting of the committee at least 48 hours, or another period on which the committee members unanimously

agree, before the time the meeting is due to commence.

- b) The notice must describe the general nature of the business to be transacted at the meeting.
- c) The notice can be given in oral or written or through electronic form determined by the committee, which may include but not limited to email or Whatsapp
- d) The only business that may be transacted at the meeting is:
 - i) the business described in the notice, and
 - ii) business that the committee members present at the meeting unanimously agree is urgent business.

29) Committee Meeting Quorum

- a) The quorum for a meeting of the committee is 3 committee members.
- b) No business may be transacted by the committee unless a quorum is present.
- c) If the number of committee members is less than the number required to constitute a quorum for a committee meeting, the committee members may appoint 1 or more members of the club as committee members to enable the quorum to be constituted.
- d) A member of the committee so appointed is to hold office, subject to this constitution, until the Annual General Meeting next following the date of the appointment.

30) Presiding Committee Member

- a) The following committee member presides at a meeting of the committee:
 - i) the president,
 - ii) if the president is absent - the vice-president,
 - iii) if both the president and vice-president are absent - 1 of the members present at the meeting, as elected by the other members.

31) Voting and Decisions

- a) Questions arising at a meeting of the committee are to be determined by a majority of the votes of members of the committee present at the meeting.
- b) Each member present at a meeting of the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- c) Subject to quorum being met, the committee may act despite any vacancy on the committee.
- d) An act done by a committee is not invalidated because of a defect relating to the qualifications or appointment of a member of the committee.

32) Transaction of Business Outside Meetings

- a) The committee may transact its business outside meetings by the circulation of papers or by telephone or by electronic group messages or by emails, among all committee members.
- b) The committee may transact its business at which 1 or more committee members participate by telephone or group messages or other electronic means, provided a member who speaks or provides their information on a matter can be seen or heard by the other members.
- c) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the committee for the purposes of the approval of a resolution
- d) A resolution approved must be recorded in the minutes of the meetings of the committee.

33) Annual general meetings

- a) The club must hold subsequent annual general meetings within:
 - i) 6 months of the last day of the club's financial year, or
 - ii) the later period allowed or prescribed in accordance with the Act, section 37(2)(b).
- b) Subject to the Act, the annual general meeting is to be held at the place and time determined by the committee.
- c) The business that may be transacted at an annual general meeting includes the following:
 - i) confirming the minutes of the previous annual general meeting and any special general meetings held since the previous annual general meeting,
 - ii) receiving reports from the committee on the club's activities during the previous financial year,
 - iii) receiving and considering financial statements or reports required to be submitted to members of the association under the Act.
 - iv) If any, amendment to the constitution, provided that amendment is listed in the notice
 - v) electing executive committee and management committee members,

34) Special general meetings

- a) The committee may call a special general meeting whenever the committee thinks fit.
- b) The committee must call a special general meeting if the committee receives a request made by at least 5% of the total number of members of the club.
- c) The request:
 - i) must be in writing or in email and lodged by electronic means.
 - ii) must state the purpose of the meeting, and
 - iii) must be signed by the members making the request, and
 - iv) may consist of more than 1 document in a similar form signed by 1 or more members, and
 - v) must be lodged with the secretary or president, and
- d) If the committee fails to call a special general meeting within 1 month of the request being lodged, 1 or more of the members who made the request may call a special

general meeting to be held within 3 months of the date the request was lodged.

- e) A special general meeting held under subclause (31-d) must be conducted, as far as practicable, in the same way as a general meeting called by the committee.

35) Notice of general meeting

- a) Annual general meeting, Ordinary general meeting and Special general meeting are referred as general meeting
- b) The secretary must give each member of the club a notice of a general meeting:
 - i) at least 21 days before the meeting, or
- c) The notice must specify:
 - i) the date and time at which the meeting will be held, and
 - ii) the method, online or physical venue as determined by the committee, and
 - iii) if any technology is used, procedure to join the meeting that gives members a reasonable opportunity to participate
 - (1) Members who participate in a general meeting using that technology are taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.
 - iv) the nature of the business to be transacted at the meeting, and
 - v) if a matter to be determined at the meeting requires a special resolution - that a special resolution will be proposed, and
 - vi) for an annual general meeting - that the meeting to be held is an annual general meeting.
- d) The notice can be given in written or through electronic form which may include but not limited to email or Whatsapp, or any other method determined by the committee.
- e) The only business that may be transacted at the meeting is:
 - i) the business specified in the notice, and
 - ii) for an annual general meeting - business referred to in [clause 33\(c\)](#).
- f) A member may give written notice to the secretary, the business the member wishes to raise at a general meeting.
- g) If the secretary receives a notice under subclause (f), the secretary must specify the nature of the business in the next notice calling a general meeting.

36) General Meeting Quorum

- a) The quorum for a general meeting is 10 members of the club entitled to vote under this constitution.
- b) No business may be transacted at a general meeting unless a quorum is present.
- c) If a quorum is not present within half an hour of the time the meeting commences, the meeting:
 - i) if called on the request of members - is dissolved, or
 - ii) otherwise - is adjourned to a new date, time, and venue (or online method), as determined by the committee, that is practicable and reasonable and the notice given to members at least 1 day before the adjourned meeting.
- d) If a quorum is not present within half an hour of the time an adjourned meeting commences, but there are at least 5 members present, the members present constitute

a quorum.

37) Adjourned meetings

- a) The member presiding at a general meeting may, with the consent of the majority of the members present, adjourn the meeting to another time and place.
- b) The only business that may be transacted at the adjourned meeting is the business remaining from the meeting at which the adjournment took place.
- c) If a meeting is adjourned for at least 14 days, the secretary must give each member oral or written or electronic notice, at least 1 day before the adjourned meeting, of:
 - i) the time and venue (or online method) at which the adjourned meeting will be held, and
 - ii) the nature of the business to be transacted at the adjourned meeting.

38) Presiding member

- a) The following member presides at a general meeting:
 - i) the president,
 - ii) if the president is absent - the vice-president,
 - iii) if both the president and vice-president are absent - 1 of the members present at the meeting, as elected by the other members.
- b) The member presiding at the meeting has:
 - i) a deliberative vote, and
 - ii) in the event of an equality of votes - a second or casting vote.

39) Voting

- a) A member is not entitled to vote at a general meeting unless the member:
 - i) is at least 18 years of age, and
 - ii) a Senior player member or a parent of a junior player member or Honorary member
 - iii) has paid all money owed by the member to the club.
- b) Each member has 1 vote, except as provided by [clause 38\(b\)\(ii\)](#).
- c) A question raised at the meeting must be decided by:
 - i) a show of hands, or
 - ii) an appropriate method as determined by the presiding member, or
 - iii) a written ballot, but only if:
 - (1) the member presiding at the meeting moves that the question or proposal be decided by ballot, or
 - (2) at least 5 members agree the question should be determined by ballot.
- d) If a question is decided using a method referred to in subclause (C- i or ii), either of the following is sufficient evidence that a resolution has been carried, whether unanimously or by a majority, or lost, using the method:
 - i) a declaration by the member presiding at the meeting,
 - ii) an entry in the club's minute book.
- e) A written ballot must be conducted in accordance with the directions of the member presiding.
- f) A member cannot cast a vote by proxy.
- g) A resolution is passed by the club as a special resolution

- i) At a general meeting of the club of which notice has been given to its members with the special resolution
- ii) if it is supported by at least three-quarters of the votes cast by members participating in the general meeting, who are eligible to vote on the proposed resolution under club's constitution.

Administration

40) **Change constitution**

An application for registration of a change in the club's constitution made under the Act, section 10 must be made by:

- (a) the public officer, or
- (b) a committee member.
- (c) After the special resolution is passed in a general meeting as defined in [Clause 39-G](#)

41) **Funds**

- a) Subject to a resolution passed by the club, the club's funds may be derived from the following sources only:
 - i) Player registration fees
 - ii) Sponsorships,
 - iii) Grants.
 - iv) Annual membership fees payable by members,
 - v) other sources as determined by the committee.
- b) Subject to a resolution passed by the club, the club's funds and assets must be used to pursue the club's objectives in the way that the committee determines.
- c) As soon as practicable after receiving money, the club must:
 - i) deposit the money, without deduction, to the credit of the club's authorised bank account, and
 - ii) issue a receipt for the amount of money received to the person from whom the money was received.

Note: The Act, section 36 provides for the appointment of authorised signatories.

42) **Non-profit status**

Subject to the Act and the Regulation, the club must not conduct the club's affairs in a way that provides a pecuniary gain for a member of the club.

Note: See the Act, section 40.

43) **Service of notices**

- a) For the purposes of this constitution, a notice may be given to or served on a person:
 - i) by delivering the notice to the person personally, or
 - ii) by sending the notice by electronic transmission to an address or mobile number specified by the person for giving or serving the notice.
- b) A notice is taken to have been given to or served on a person, unless the contrary is proved:

- i) for a notice given or served personally - on the date on which the notice is received by the person, or
- ii) for a notice sent by electronic transmission:
 - (1) on the date the notice was sent, or
 - (2) if the machine from which the transmission was sent produces a report indicating the notice was sent on a later date—on the later date.

44) Custody of records and books

Except as otherwise provided by this constitution, all records, books and other documents relating to the club must be kept in New South Wales:

- (a) in the custody of either of the following persons, as determined by the committee:
 - (i) the public officer,
 - (ii) a member of the committee, or

45) Inspection of records and books

- a) The following documents must be available for inspection, free of charge, by members of the club at a reasonable time:
 - i) this constitution,
 - ii) minutes of committee meetings and general meetings of the club,
- b) A member may inspect a document referred to in subclause (a):
 - i) in hard copy, if available or
 - ii) in electronic form,
- c) The committee may refuse to allow a member to inspect or obtain a copy of a document under this clause:
 - i) that relates to confidential, personal, commercial, employment or legal matters, or
 - ii) if the committee considers it would be prejudicial to the interests of the club for the member to do so.

46) Financial year

The club's financial year is:

The period commencing on the date of incorporation of the club and ending on the following 31 March, and

- (a) each period of 12 months after the expiration of the previous financial year, commencing on 1 April and ending on the following 31 March.

47) Distribution of property on winding up

- a) Subject to the Act and the Regulation, in a winding up of the club, the surplus property of the club must be transferred to another organisation:
 - i) As determined by the committee
 - ii) which is not carried on for the profit or gain of the organisation's members.
- b) In this clause:

surplus property has the same meaning as in the Act, section 65.