

CONSTITUTION OF GIRRAWEEN ATHLETICS CLUB INC.

Part 1 Preliminary

1. Name

The name of the club shall be Girraween Athletics Club Inc.

2. Definitions

(1) In these rules:

Club means Girraween Athletics Club Inc.

Commissioner means the Commissioner of the Office of Fair Trading.

ordinary member means a member of the committee who is not an office-bearer of the club, as referred to in rule 19 (2).

secretary means:

(a) the person holding office under these rules as secretary of the club, or

(b) if no such person holds that office—the public officer of the club.

public officer of the club means the person appointed under the Act.

special general meeting means a general meeting of the club other than an annual general meeting.

the Act means the Associations Incorporation Act 1984.

the Regulation means the Associations Incorporation Regulation 1999.

(2) In these rules:

(a) a reference to a function includes a reference to a power, authority and duty, and

(b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the Interpretation Act 1987 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

(4) Except insofar as the context or subject matter otherwise indicates or requires, words or expressions defined in the Act or Regulation carry the same meaning in these rules.

3. Objects

The objects of the club shall be to encourage and promote athletics in accordance with the laws and rules of Athletics NSW Ltd.

4. Powers

(1) To promote and manage athletic sports meetings which may from time to time be considered expedient.

- (2) To act alone or with any other body or representative bodies in the interests of sport and in particular athletics.
- (3) To select, appoint, finance and control individuals and teams of athletes to represent the club as may be deemed necessary.
- (4) To make such by-laws for the administration of the club as comply with the provisions of these rules.

5. Club Colours

- (1) The colours of the club shall be Royal Blue and White.
- (2) The competition uniform shall be Black running shorts or briefs and a Royal Blue singlet or top with White Braces front and back (but the White Braces may be omitted from the back of the top). A one piece uniform may be permitted provided the format is the same as above.
- (3) A badge of the club may be worn on the left breast of a track suit.

Part 2 Membership

6. Membership qualifications

- (1) A person is qualified to be a member of the club if, but only if:
 - (a) the person is a person referred to in section 15 (1) (a) of the Act and has not ceased to be a member of the club at any time after incorporation of the club under the Act, or
 - (b) the person is a natural person:
 - (i) who has applied for membership of the club as required by rule 8, and
 - (ii) who has been approved for membership of the club by the committee of the club.
- (2) Members shall be classed as follows:
 - (a) officials and non-competing members
 - (b) club members
 - (c) members registered with Athletics NSW Ltd
 - (d) life members.

7. Life Membership

- (1) A member may be elected a Life Member after at least ten years' service to the club, at a general meeting of the club of which written notice of the intended motion for election has been given. The motion must be voted on by secret ballot and must be carried by a three quarters majority of those present and voting.
- (2) Voting right for life members are as set out in rule 36(6).

8. Application for membership

- (1) An application of a person for membership of the club:
 - (a) must be made by that person in writing in the form set out in Appendix 1 to these rules and as required by Athletics NSW Ltd, and
 - (b) must be lodged with the registrar of the club along with the sum payable under these rules by a member as annual membership fee.
- (2) As soon as practicable after receiving an application for membership, the registrar must refer the application to the committee which is to determine whether to approve or to reject the application.
- (3) As soon as practicable after the committee makes that determination, the registrar must:
 - (a) if the committee rejected the application, notify the applicant in writing,
 - (b) if the committee rejected the application, reimburse the applicant (within the period of 28 days after receipt by the applicant of the notification) the sum paid, and
 - (c) if the committee approved the application, enter the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the club.

9. Cessation of membership

A person ceases to be a member of the club if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) remains unfinancial for a period of three months from the commencement of the financial year, or
- (d) is expelled from the club.

10. Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the club:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

11. Resignation of membership

- (1) A member of the club is not entitled to resign that membership except in accordance with this rule.
- (2) A member of the club who has paid all amounts payable by the member to the club in respect of the member's membership may resign from membership of the club by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

- (3) If a member of the club ceases to be a member under clause (2), and in every other case where a member ceases to hold membership, the registrar must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.
- (4) If a member of the club ceases to be a member under rule 9 (c), any amount owing to the club at that time shall remain a debt and may be actionable for recovery.

12. Register of members

- (1) The registrar of the club must establish and maintain a register of members of the club specifying the name and address of each person who is a member of the club together with the date on which the person became a member.
- (2) The register of members must be kept at the principal place of administration of the club and must be open for inspection, free of charge, by any member of the club at any reasonable hour.

13. Fees and subscriptions

A member of the club must pay to the club an annual membership fee (except Life Members). Members shall pay such fees as are determined by the club in general meeting.

14. Members' liabilities

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 as required by rule 13.

15. Resolution of internal disputes

- (1) Disputes between members (in their capacity as members) of the club, and disputes between members and the club, are to be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*.
- (2) At least 7 days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

16. Disciplining of members

- (1) A complaint may be made to the committee by any person that a member of the club:
 - (a) has persistently refused or neglected to comply with a provision or provisions of these rules, or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the club.
- (2) On receiving such a complaint, the committee:
 - (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and

- (c) must take into consideration any submissions made by the member in connection with the complaint.
- (3) The 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 the facts alleged in the complaint have been proved.
- (4) 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 rule 17.
- (5) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the club confirms the resolution under rule 17 (5),

whichever is the later.
- (6) Notification of the expulsion or suspension, and the reasons for taking such action, must be given to Athletics NSW Ltd as soon as the date referred to in clause (5) occurs.

17. Right of appeal of disciplined member

- (1) A member may appeal to the club in general meeting against a resolution of the committee under rule 16, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) 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.
- (3) On receipt of a notice from a member under clause (1), the secretary must notify the committee which is to convene a general meeting of the club to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the club convened under clause (3):
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the general meeting the club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

Part 3 The committee

18. Powers of the committee

The committee is to be called the committee of management of the club and, subject to the Act, the Regulation and these rules and to any resolution passed by the club in general meeting:

- (a) is to control and manage the affairs of the club, and
- (b) may exercise all such functions as may be exercised by the club, other than those functions that are required by these rules to be exercised by a general meeting of members of the club, and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the club.

19. Constitution and membership

(1) Subject in the case of the first members of the committee to section 21 of the Act, the committee is to consist of:

- (a) the office-bearers of the club, the coaching coordinator and
- (b) a minimum of four (4) ordinary members,

each of whom is to be elected at the annual general meeting of the club under rule 20 to fill the positions as listed in the by-laws.

(2) The office-bearers of the club are to be:

- (a) the president,
- (b) the secretary,
- (c) the treasurer, and
- (d) the registrar.

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

(4) 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 these rules, until the conclusion of the annual general meeting next following the date of the appointment.

20. Election of members

(1) Nominations of candidates for election as office-bearers of the club or as ordinary members of the committee:

- (a) must be made in writing, signed by 2 members of the club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and

- (b) must be delivered to the secretary of the club at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

21. Secretary

- (1) The secretary of the club must, as soon as practicable after being appointed as secretary, lodge notice with the club of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
 - (a) all appointments of office-bearers and members of the committee,
 - (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 chairperson of the meeting or by the chairperson of the next succeeding meeting.

22. Treasurer

It is the duty of the treasurer of the club to ensure:

- (a) that all money due to the club is collected and received and that all payments authorised by the club are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the club, including full details of all receipts and expenditure connected with the activities of the club.

23. Casual vacancies

For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member:

- (a) dies, or
- (b) ceases to be a member of the club, or

- (c) becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
- (d) resigns office by notice in writing given to the secretary, or
- (e) is removed from office under rule 24, or
- (f) becomes a mentally incapacitated person, or
- (g) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

24. Removal of member

- (1) The club in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations 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 the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

25. Meetings and quorum

- (1) The committee must meet at least 4 times in each period of 12 months at such place and time as the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or 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 such other period as 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 clause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any five (5) members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand 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 of the time appointed for the meeting, the meeting is to be dissolved.

- (8) At a meeting of the committee:
 - (a) the president or, in the president's absence, the secretary is to preside, or
 - (b) if the president and the secretary are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

26. Voting and decisions

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by 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.
- (3) Subject to rule 25 (5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 4 General meetings

27. Annual general meetings—holding of

- (1) With the exception of the first annual general meeting of the club, the club must, at least once in each calendar year and within the period of 3 months after the expiration of each financial year of the club, convene an annual general meeting of its members.
- (2) The club must hold its first annual general meeting:
 - (a) within the period of 18 months after its incorporation under the Act, and
 - (b) within the period of 3 months after the expiration of the first financial year of the club.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Commissioner under section 26 (3) of the Act.

28. Annual general meetings—calling of and business at

- (1) The annual general meeting of the club is, subject to the Act and to rule 27, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - (b) to receive from the committee reports on the activities of the club during the last preceding financial year,

- (c) to elect office-bearers of the club and ordinary members of the committee,
- (d) to receive and consider the statement which is required to be submitted to members under section 26 (6) of the Act.

(3) An annual general meeting must be specified as such in the notice convening it.

29. Special general meetings—calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the club.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the club.
- (3) A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting, and
 - (b) must be signed by the members making the requisition, and
 - (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 convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in clause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expense is entitled to be reimbursed by the club for any expense so incurred.

30. 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, give a notice to each member specifying 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, cause notice to be given to each member specifying, in addition to the matter required under clause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 28 (2).

- (4) A member desiring to bring any business before a general meeting may give notice in writing 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.

31. Procedure

- (1) No item of business is to 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) Eight (8) members present in person (being members 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 half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved, and
 - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the 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 half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) is to constitute a quorum.

32. Presiding member

- (1) The president or, in the president's absence, the secretary is to preside as chairperson at each general meeting of the club.
- (2) If the president and the secretary are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

33. Adjournment

- (1) The chairperson of 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 is to 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 clauses (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.

34. Making of decisions

- (1) A question arising at a general meeting of the club is to 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 chairperson 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 chairperson or by at least 3 members present in person or by proxy at the meeting.
- (3) If a poll is demanded at a general meeting, the poll must be taken:
 - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment, or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs,and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

35. Special resolution

A resolution of the club is a special resolution:

- (a) if it is passed by a majority which comprises at least three-quarters of such members of the club as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules, or
- (b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commissioner.

36. Voting

- (1) On any question arising at a general meeting of the club a member has one vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) 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 membership fee payable in respect of the then current year.
- (5) Members aged 18 years and over shall be entitled to vote at all general meetings. Members under the age of 18 shall be entitled to vote only on matters in respect to their class of members.
- (6) Life members are entitled to vote at a general meeting.

37. Appointment of proxies

- (1) Each member is to be entitled to appoint another member as 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.
- (2) The notice appointing the proxy is to be in the form set out in Appendix 2 to these rules.

Part 5 Miscellaneous

38. Insurance

The club may effect and maintain insurance.

39. Funds—source

- (1) The funds of the club are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the club in general meeting, such other sources as the committee determines.
- (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.

40. Funds—management

- (1) Subject to any resolution passed by the club in general meeting, the funds of the club are to be used in pursuance of the objects of the club in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee, being members authorised to do so by the committee.
- (3) The financial year of the club shall end on 31 March each year.

41. Alteration of objects and rules

- (1) The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the club.
- (2) Any amendment is subject to the approval of Athletics NSW Ltd, who shall be notified within 14 days of the date of the passing thereof. The amendment does not become effective until the approval of Athletics NSW Ltd has been advised to the club.

42. Common seal

- (1) The common seal of the club must be kept in the custody of the secretary.

- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the public officer or secretary.

43. Custody of books

Except as otherwise provided by 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.

44. Inspection of books

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

45. Service of notices

- (1) For the purpose of these rules, a notice may be served on or given to a person:
 - (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
 - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

Part 6 By-Laws

Committee positions and duties are:

PRESIDENT

- Preside at each meeting of the committee and any other meetings organised by the club (eg. Annual General Meeting).
- Submit a report to the Annual General Meeting of the club.
- Ensure that all committee members keep him/her informed of all club matters under their control.
- Perform such duties as may be required from time to time by the club.
- Represent the club at all functions, meetings and other occasions requiring the presence of a representative of the club either personally or by delegation to a member of the committee or any other person deemed appropriate by the President.

SECRETARY

- Take detailed minutes of the business from all committee and club meetings and distribute copies to all committee members.
- Compile all agendas for meetings with assistance from the committee.
- Submit a report to the Annual General Meeting of the club.
- Assist all committee members where required.
- Keep on file all material that may assist the organisation of athletics.
- Keep on file all correspondence received and a copy of all correspondence forwarded on behalf of the club by each committee member.
- Act on behalf of the club as directed by the committee.
- Be responsible for all keys, equipment, and uniforms, and conduct an annual inventory of stock.

TREASURER

- Keep a detailed ledger of all receipts and payments transacted for the club.
- Issue receipts for all monies received.
- Establish an account with a suitable Bank or Financial Institution.
- Collect all competition and miscellaneous fees owing to the club and arrange for banking as soon as possible after receipt.
- Present at each committee meeting a full summary of receipts and expenses, as well as the bank balance, for ratification by the committee.
- Present at each committee meeting accounts received by the club since the previous meeting to be passed for payment.
- Pay, on invoice only, all accounts passed by the committee for payment.

- Arrange for authorised committee members to act as signatories for withdrawals for payments.
- Plan and implement all financial arrangements for any promotions or other events organised by the club.
- At completion of the club's financial year, arrange for an independent audit of accounts.
- Present to the Annual General Meeting of the club a detailed Financial Statement of Income and Expenditure for the previous year.
- Submit a report to the Annual General Meeting of the club.

REGISTRAR

- Obtain and distribute registration forms for completion by former and prospective members in accordance with Athletics NSW rules.
- Receive each correctly completed registration form, accompanied by the fee set down by the committee, and proof of age of new members where necessary.
- Forward registrations, together with appropriate fees, to Athletics NSW within one week after receiving them.
- Distribute registration numbers to each member when received from Athletics NSW, and other material as required from time to time.
- Maintain a complete register of each member showing registration number, name, age group, date of birth, address, and any other detail deemed to be required by either Athletics NSW or the club.
- Submit a report to the Annual General Meeting of the club.

CANTEEN MANAGER

- Manage all catering activities in the canteen at the club's weekly summer competition.
- Purchase stock for sale in the canteen, with financial arrangements as agreed with the Treasurer.
- Arrange a cash float with the Treasurer.
- Present a stock and price list for ratification by the committee.
- Count monies weekly with the Treasurer, or other committee member, and obtain receipt for them.
- Keep a clear record of stock purchased and weekly proceeds to assist the Treasurer.

FUND RAISING OFFICER

- Plan, implement and maintain a record of the raising of monies for the club.
- Arrange social functions as required with assistance of the committee.
- Submit a report to the Annual General Meeting of the club.

PUBLICITY OFFICER

- Prepare and distribute a club newsletter to all members.
- Advertise the activities of the club throughout the local community.
- Compile and maintain local media publicity material.
- Organise promotional activities for the club.
- Keep sponsors informed.
- Submit a report to the Annual General Meeting of the club.

SUMMER COMPETITION OFFICER

- Direct, plan and organise the club's weekly summer competition.
- List all performances of members in the club's summer competition in a suitably prepared set of books or computer program.
- Compile and display weekly result summaries and rankings.
- Organise the ranking of all members in events for the club's summer competition.
- Submit a report to the Annual General Meeting of the club.

CLUB RECORDS OFFICER

- Maintain and display the club's summer competition records / best performances.
- Submit a report to the Annual General Meeting of the club.

WINTER COMPETITION OFFICER

- Direct, plan and organise the club's weekly winter competition.
- List all performances of members in the club's winter competition in a suitably prepared set of books or computer program.
- Compile and display weekly result summaries and rankings.
- Compile teams for club participation in winter championships events organised by Athletics NSW.
- Submit a report to the Annual General Meeting of the club.

COACHING COORDINATOR

- Co-ordinate coaching within the club.

DELEGATES (ATHLETICS NSW, C V KELLY PARK TRUST, BLAIR ZONE)

- Represent the club at meetings of these bodies.
- Keep the committee informed of matters raised by these bodies that are likely to affect the club.

GIRRAWEEN ATHLETICS CLUB Inc.

Appendix 1

Rule 8 (1)

APPLICATION FOR MEMBERSHIP

I,
(full name of applicant)

of.....
(address of applicant)

hereby apply to become a member of the above club.

In the event of my admission as a member, I agree to be bound by the rules of the club for the time being in force.

.....
(Signature of applicant)

Date.....

GIRRAWEEEN ATHLETICS CLUB Inc.

Appendix 2

Rule 37 (2)

FORM OF APPOINTMENT OF PROXY

I, of
(full name) (address)

being a member of Girraween Athletics Club Inc hereby appoint

.....
(full name of proxy)

of
(address of proxy)

being a member of the club as my proxy to vote for me on my behalf at the general meeting of the club (annual general meeting or special general meeting as the case may be) to be held on(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)

* To be inserted if desired.

.....
Signature of member appointing proxy

Date.....

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