

# RULES OF THE BRUNSWICK HOCKEY CLUB

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# RULES OF THE BRUNSWICK HOCKEY CLUB

## Name

1. The name of the incorporated Club is Brunswick Hockey Club Incorporated (in these Rules called 'the Club').

## Definitions

2. In these Rules, unless the contrary intention appears:  
**'Act'** means the **Associations Incorporation Reform Act 2012**;  
**'Committee'** means the Committee of Management of the Club;  
**'financial year'** means the year ending on 30 September;  
**'member'** means a member of the Club;  
**'Regulations'** means regulations under the Act;  
**'relevant documents'** has the same meaning as in the Act.

## Purposes of the Club

3. To encourage, promote and improve hockey within the City of Moreland and neighbouring districts.

## Alteration of the Rules

4. These Rules and the statement of purposes of the Club must not be altered except by means of a resolution of which all members have received notice in accordance with these rules and of which at least three quarters of the members present and voting at the general meeting at which the resolution is considered vote in favour. Members are to be given at least 21 days notice.

## Membership, entry fees and subscription

5. A natural person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Club on payment of the annual subscription payable under these Rules.
6. A person who is not a member of the Club at the time of the incorporation of the Club (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless:

- (a) he or she applies for membership in accordance with rule 5; and
  - (b) the admission as a member is approved by the Committee.
- 7. (A) An application of a person to be an Associate Member of the Club:
  - (a) shall be made in writing in the form set out in Appendix 1; and
  - (b) shall be lodged with the Secretary of the Club.
- (B) An application to be a Playing Member of the Club shall be made by registering to play for the Club through the Hockey Victoria registration process
- 8. As soon as practicable after the receipt of an application, the Secretary must refer the application to the Committee.
- 9. Upon an application being referred to the Committee, the Committee must determine whether to approve or reject the application.
- 10. No person shall be refused membership of the Club by reason of gender, race, creed, colour, sexual preference or age.
- 11. Upon an application being approved by the Committee, the Secretary shall, with as little delay as possible, notify the applicant in writing of the approval for membership of the Club and request payment within the period of 28 days after receipt of the notification of the sum payable under these Rules as the first year's annual subscription.
- 12. The Secretary shall, upon payment of the amounts referred to in rule 16, enter the applicant's name in the register of members kept by him or her and, upon the name being so entered, the applicant becomes a member of the Club.
- 13. A right, privilege, or obligation of a person by reason of his or her membership of the Club:
  - (a) Is not capable of being transferred or transmitted to another person.
  - (b) Terminates upon the cessation of his or her membership, whether by death or resignation or otherwise.

14. Membership of the Club shall be classified as:
- (a) Playing member
    - (i) Senior
    - (ii) Student, over 16 years of age
    - (iii) Junior, under 16 years of age
  - (b) Associate Member – a non-playing member
  - (c) Life Member – consisting of members who are appointed to this classification at the Annual General Meeting from time to time. Eligibility criteria for appointment as a Life Member shall be based on the criteria approved by the Committee and published on the Brunswick Hockey Club website from time to time.
  - (d) Honorary Member – Any player, official or umpire affiliated with Hockey Australia or Hockey Victoria competing or officiating in a match involving Brunswick Hockey Club at the Club's sports ground on a particular day is an honorary member for the day. Honorary Members are not required to pay a subscription and have no voting rights.
15. There is no entrance fee for membership of the Club.
16. The Club shall, from time to time, determine the Annual Subscription payable by each class of members, which shall be due and payable on the first day of November in each year, and no later than the 30th day of June each year.
17. If a member shall fail to pay the Annual Subscription by the 30 June in any year, that person's membership shall cease.

### **Register of members**

18. The Secretary must keep and maintain a register of members containing:
- (a) the name and address of each member; and
  - (b) the date on which each member's name was entered in the register.

19. The register is available for inspection free of charge by any member upon request.
20. A member may make a copy of entries in the register.

### **Ceasing membership**

21. A member of the Club who has paid all moneys due and payable by a member to the Club may resign from the Club by giving one month's notice in writing to the Secretary of his or her intention to resign.
22. After the expiry of the period referred to in rule 21:
  - (a) the member ceases to be a member; and
  - (b) The Secretary must record in the register of members the date on which the member ceased to be a member.

### **General rights of members**

23. A member of the Club who is entitled to vote has the right:
  - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
  - (b) to submit items of business for consideration at a general meeting; and
  - (c) to attend and be heard at general meetings; and
  - (d) to vote at a general meeting; and
  - (e) to have access to the minutes of general meetings and other documents of the Club as provided under rule 128; and
  - (f) to inspect the register of members.
24. A member is entitled to vote if:
  - (a) the member is a member; and
  - (b) more than 10 business days have passed since he or she became a member of the Club; and
  - (c) the member's membership rights are not suspended for any reason.

## Discipline, suspension and expulsion of members

25. Subject to these Rules, if the Committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club, the Committee may by resolution:
- (a) fine that member an amount not exceeding \$500; or
  - (b) suspend that member from membership of the Club for a specified period; or
  - (c) expel that member from the Club.
26. A resolution of the Committee under rule 25 does not take effect unless:
- (a) at a meeting held in accordance with rule 27, the Committee confirms the resolution; and
  - (b) if the member exercises a right of appeal to the Club under this rule, the Club confirms the resolution in accordance with this rule.
27. A meeting of the Committee to confirm or revoke a resolution passed under rule 25 must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with rule 28.
28. For the purposes of giving notice in accordance with rule 27, the Secretary must, as soon as practicable, cause to be given to the member a written notice:
- (a) setting out the resolution of the Committee and the grounds on which it is based; and
  - (b) stating that the member, or his or her representative, may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that he or she may do one or both of the following:

- (e) attend that meeting;
  - (f) give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
  - (g) informing the member that, if at that meeting, the Committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Club in general meeting against the resolution.
29. At a meeting of the Committee to confirm or revoke a resolution passed under rule 25, the Committee must:
- (a) give the member, or his or her representative, an opportunity to be heard; and
  - (b) give due consideration to any written statement submitted by the member; and
  - (c) determine by resolution whether to confirm or to revoke the resolution.
30. If at the meeting of the Committee, the Committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Club in general meeting against the resolution.
31. If the Secretary receives a notice under rule 30, he or she must notify the Committee and the Committee must convene a general meeting of the Club to be held within 21 days after the date on which the Secretary received the notice.
32. At a general meeting of the Club convened under rule 31:
- (a) no business other than the question of the appeal may be conducted; and
  - (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and



- (c) the member, or his or her representative, must be given an opportunity to be heard; and
- (c) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

33. A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## **Disputes and mediation**

34. The grievance procedure set out in this rule applies to disputes under these Rules between:

- (a) a member and another member; or
- (b) a member and the Club.

35. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

36. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

37. The mediator must be:

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement:
  - (i) in the case of a dispute between a member and another member, a person appointed by the Committee of the Club; or
  - (ii) in the case of a dispute between a member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

38. A member of the Club can be a mediator.

39. The mediator cannot be a member who is a party to the dispute.
40. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
41. The mediator, in conducting the mediation, must:
  - (a) give the parties to the mediation process every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
42. The mediator must not determine the dispute.
43. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **Annual General Meetings**

44. The Annual General Meeting shall be held in October, in a place and at a time to be decided by the Committee.
45. The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting.
46. The ordinary business of the Annual General Meeting shall be:
  - (a) to confirm the minutes of the previous Annual General Meeting and of any general meeting held since that meeting; and
  - (b) to receive from the Committee reports upon the transactions of the Club during the last preceding financial year; and
  - (c) to elect officers of the Club and the ordinary members of the Committee; and
  - (d) to receive and consider the annual statement submitted by the Club in accordance with the Act.

47. The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.

### **Special General Meetings**

48. In addition to the Annual General Meeting, any other general meetings may be held in the same year.
49. All general meetings other than the Annual General Meeting are special general meetings.
50. The Committee may, whenever it thinks fit, convene a special general meeting of the Club.
51. If, but for this rule, more than 15 months would elapse between Annual General Meetings, the Committee must convene a special general meeting before the expiration of that period.
52. The Committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Club.
53. The request for a special general meeting must:
- (a) state the objects of the meeting; and
  - (b) be signed by the members requesting the meeting; and
  - (c) be sent to the address of the Secretary.
54. If the Committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
55. If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the Committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Club to the persons incurring the expenses.

## Special business

56. All business that is conducted at a special general meeting and all business that is conducted at the Annual General Meeting, except for business conducted under the rules as ordinary business of the Annual General Meeting, is deemed to be special business.

## Notice of general meetings

57. The Secretary of the Club, at least 14 days before the date fixed for holding a general meeting of the Club, must cause to be sent to each member of the Club, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
58. Notice may be sent:
- (a) by prepaid post to the address appearing in the register of members; or
  - (b) by facsimile transmission or electronic transmission where the member has provided a facsimile number or email address.
59. No business other than that set out in the notice convening the meeting may be conducted at the meeting.
60. A member intending to bring any business before a meeting may notify in writing the Secretary of that business, who must include that business in the notice calling the next general meeting.

## Quorum at general meetings

61. No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
62. Fifteen members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
63. If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, in the case of a meeting convened upon the request of members - the meeting must be dissolved; and in any other case - the meeting shall stand adjourned to the same day

in the next week at the same time and (unless another place is specified by the Chairperson 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.

64. 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 personally present (being not less than 3) shall be a quorum.

### **Presiding at general meetings**

65. The President shall preside as Chairperson at each general meeting of the Club.
66. If the President is absent from a general meeting, or unable to preside, the members present must select one of their number to preside as Chairperson.

### **Adjournment of meetings**

67. The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
68. No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
69. If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 57.
70. Except as provided in rule 69, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

### **Voting at general meetings**

71. Upon any question arising at a general meeting of the Club, a member has one vote only. In the case of a member who is under the age of 18 at the time of the meeting, a Parent or Guardian is entitled to one vote on their behalf.
72. Votes may be given personally, electronically to the secretary or by proxy

73. In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
74. A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Club have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

### **Poll at general meetings**

75. If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
76. A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.
77. Manner of determining whether resolution carried
78. If a question arising at a general meeting of the Club is determined on a show of hands:
- (a) a declaration by the Chairperson that a resolution has been:
    - (i) carried; or
    - (ii) carried unanimously; or
    - (iii) carried by a particular majority; or
    - (iv) lost; and
  - (b) 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.

### **Proxies**

79. Each member is entitled to appoint another member as a 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.

80. The notice appointing the proxy must be:
- (a) for a meeting of the Club convened under rule 25, in the form set out in Appendix 2; or
  - (b) in any other case, in the form set out in Appendix 3.

## **Committee of Management**

81. The affairs of the Club shall be managed by the Committee of Management, constituted as provided in rule 82.
82. The Committee:
- (a) shall control and manage the business and affairs of the Club; and
  - (b) may, subject to these Rules, the Regulations and the Act, 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; and
  - (c) subject to these Rules, the Act and the Regulations, 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.
  - (d) can appoint from time to time members to form Sub-Committees (comprising playing and associate members). Such Committees shall be chaired by the relevant officer of the Committee of Management.
83. For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Club are met.
84. Without limiting rule 83, those requirements include:
- (a) the preparation of the financial statements;
  - (b) if required, the review or auditing of the financial statements;
  - (c) the certification of the financial statements by the Committee;

- (d) the submission of the financial statements to the Annual General Meeting of the Club;
- (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

## **Composition of the Committee of Management**

85. No one gender shall occupy greater than 60% of committee positions at any one time.

## **Office holders**

86. The officers of the Club shall be a:
- (a) President
  - (b) Vice President
  - (b) Men's Co-ordinator
  - (c) Women's Co-ordinator
  - (d) Juniors Co-ordinator
  - (e) Master's Co-ordinator
  - (f) Treasurer;
  - (g) Secretary; and
  - (h) 2 or more other members.

each of whom shall be elected at the Annual General Meeting of the Club in each year.

87. Each officer of the Club shall hold office until the Annual General Meeting next after the date of his or her election but is eligible for re-election.
88. In the event of a casual vacancy in any office referred to in rule 85, the Committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of the appointment.



## Secretary

89. The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
90. The Secretary must:
- (a) maintain the register of members in accordance with rule 18; and
  - (b) keep custody of the common seal (if any) of the Club and, except for the financial records referred to in rule 116(b), all books, documents and securities of the Club in accordance with rule 126; and
  - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - (d) perform any other duty or function imposed on the Secretary by these Rules.
91. The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

## Treasurer

92. The Treasurer must:
- (a) receive all moneys paid to or received by the Club and issue receipts for those moneys in the name of the Club; and
  - (b) ensure that all moneys received are paid into the account of the Club within 5 working days after receipt; and
  - (c) make any payments authorised by the Committee or by a general meeting of the Club from the Club's funds; and
  - (d) ensure cheques are signed by at least 2 Committee members and electronic bank payments are authorised by at least 2 Committee members..
93. The Treasurer must:

- (a) ensure that the financial records of the Club are kept in accordance with the Act; and
  - (b) coordinate the preparation of the financial statements of the Club and their certification by the Committee prior to their submission to the Annual General Meeting of the Club.
- 94. The Treasurer must ensure that at least one other Committee member has access to the accounts and financial records of the Club.

### **Election of officers and ordinary Committee members**

- 95. Nominations of candidates for election as officers of the Club or as ordinary members of the Committee:
  - (a) shall 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 nomination); and
  - (b) shall be delivered to the Secretary of the Club not less than 7 days before the date fixed for the holding of the Annual General Meeting.
- 96. A candidate may only be nominated for one office, or as an ordinary member of the Committee, prior to the Annual General Meeting.
- 97. If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General Meeting.
- 98. 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.
- 99. If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- 100. The ballot for the election of officers and other members of the Committee shall be conducted at the Annual General Meeting in such manner as the Committee may direct.

## Vacancies

101. For the purpose of these rules, the office of an officer of the Club, or of an ordinary member of the Committee, becomes vacant if the officer or member:
- (a) ceases to be a member of the Club; or
  - (b) becomes an insolvent under administration within the meaning of the Corporations Law; or
  - (c) resigns from office by notice in writing given to the Secretary:  
or
  - (d) is removed by special resolution of members at a general meeting: or
  - (e) becomes a 'represented person' for the purposes of the Guardianship and Administration Act 1986: or
  - (f) dies: or
  - (g) if Secretary, ceases to reside in Australia.

## Meetings of the Committee

102. The Committee must meet at least 8 times in each year at such place and such times as the Committee may determine.
103. Special meetings of the Committee may be convened by the President or by any 4 members of the Committee.

## Notice of Committee meetings

104. Written notice of each Committee meeting must be given to each member of the Committee at least 2 business days before the date of the meeting.
105. Written notice must be given to members of the Committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

## Quorum for Committee meetings

106. Any 4 members of the Committee constitute a quorum for the conduct of the business of a meeting of the Committee.

107. No business may be conducted unless a quorum is present.
108. If within half an hour of the time appointed for the meeting a quorum is not present:
- (a) in the case of a special meeting - the meeting lapses;
  - (b) in any other case - the meeting shall stand adjourned to the same place and the same time and day in the following week.
109. The Committee may act notwithstanding any vacancy on the Committee.

### **Presiding at Committee meetings**

110. At meetings of the Committee:
- (a) the President presides; or
  - (b) if the President is absent, or unable to preside, the members present must choose one of their number to preside.

### **Voting at Committee meetings**

111. Questions arising at a meeting of the Committee, or at a meeting of any sub-Committee appointed by the Committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
112. Each member present at a meeting of the Committee, or at a meeting of any sub-Committee appointed by the Committee (including 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 second or casting vote.

### **Removal of Committee member**

113. The Club in general meeting may, by resolution, remove any member of the Committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
114. A member who is the subject of a proposed resolution referred to in rule 112 may make representations in writing to the Secretary or President of

the Club (not exceeding a reasonable length) and may request that the representations be provided to the members of the Club.

115. The Secretary or the President may give a copy of the representations to each member of the Club or, if they are not so given, the member may require that they be read out at the meeting.

## Minutes of meetings

116. The Secretary of the Club must keep minutes of the resolutions and proceedings of each general meeting, and each Committee meeting, together with a record of the names of persons present at Committee meetings.

## Funds

117. The Treasurer of the Club must:
- (a) collect and receive all moneys due to the Club and make all payments authorised by the Club; and
  - (b) keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.
118. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 members of the Committee and all electronic bank payments must be authorised by 2 members of the Committee.
119. The funds of the Club shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.
120. The Club must not distribute any surplus, income or assets directly or indirectly to its members.
121. Rule 119 does not prevent the Club from paying a member:
- (a) reimbursement for expenses properly incurred by the member; or
  - (b) for goods or services provided by the member

if this is done in good faith on terms no more favourable than if the member was not a member.

## **Seal**

122. The common seal of the Club must be kept in the custody of the Secretary.
123. 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 one member of the Committee and of the Secretary of the Club.

## **Notice to members**

124. Except for the requirement in rules 57 to 60, any notice that is required to be given to a member, by or on behalf of the Club, under these Rules may be given by:
- (a) delivering the notice to the member personally; or
  - (b) prepaid post to the address appearing in the register of members; or
  - (c) by facsimile transmission or electronic transmission where the member has provided a facsimile number or email address.

## **Winding up**

125. In the event of the winding up or the cancellation of the incorporation of the Club, the assets of the Club must be disposed of in accordance with the provisions of the Act.

## **Custody and inspection of books and records**

126. Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Club.
127. All accounts, books, securities and any other relevant documents of the Club must be available for inspection free of charge by any member upon request.

128. A member may make a copy of any accounts, books, securities and any other relevant documents of the Club.

### **Rules required to comply with Liquor Licencing requirements**

129. Whilst the Club is the holder of any licence, permit or authority issued pursuant to any provision of the Liquor Control Reform Act 1998 or any amendment or re-enactment thereof, the following rules shall be rules of the Club:
- (a) No payment shall be made to an officer, official or servant of the Club by way of commission or allowance from the receipts of the Club from the sale and disposal of Liquor.
  - (b) The sale, supply or consumption of alcohol to any person or persons shall immediately cease upon the direction or instruction of any Officer of the Club.
  - (c) The sale, supply or consumption of alcohol to any under the age of 18 is prohibited.
  - (d) The permitted hours of operation shall be strictly observed. Those hours shall be clearly displayed at the licenced premises.
  - (e) A visitor shall not be supplied with liquor on the premises unless in the Company of a member, providing that a visitor may be supplied with liquor on the Club premises when not in the company of a member at a particular function or occasion in respect of which a Limited Licence has been granted pursuant to the Liquor Control Reform Act 1998.
  - (f) Visitors being invitees of the Members of the Club may be admitted to the licensed premises of the Club subject to the names and residential addresses of all such visitors being recorded in writing in a Visitor's Book to be provided by the Club and kept in a conspicuous position at the entrance to the licensed premises. Each written entry shall be signed and dated by the Member who invited the visitor.

- (g) The conduct of any visitor to the Club's premises or grounds who is a guest of a Member shall be the responsibility of the introducing Member.







**Appendix 3**

**Form of appointment of proxy**

I, \_\_\_\_\_  
(name)

of \_\_\_\_\_  
(address)

being a member of Brunswick Hockey Club appoint  
\_\_\_\_\_  
(name of proxy holder)

of \_\_\_\_\_  
(address of proxy holder)

being a member of that Incorporated Club, as my proxy to vote for me on my behalf at the annual/special\* general meeting of the Club to be held on \_\_\_\_\_-(date of meeting) and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against\* the following resolution (insert details of resolution).

Signed \_\_\_\_\_ Date \_\_\_\_\_

\* Delete if not applicable