



CONSTITUTION

(OBJECT AND RULES)

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SECTION 1 - NAME AND OBJECTS

NAME OF ASSOCIATION

1. The name of the Association shall be The Springwood Bushwalking Club Incorporated.

OBJECTS

2. The objects of the Club shall be:
 - (a) To provide opportunities and training for persons interested in the outdoors by conducting bush walking activities and other outdoor activities such as camping, ski, bicycle, canoe, canyon and abseiling trips and also Social Activities / Events; and
 - (b) To encourage the establishment, preservation, wise management and use of conservation reserves such as National Parks and Wilderness Areas.

SECTION 2 - RULES

PART I - PRELIMINARY

INTERPRETATION

1. (1) Where, in relation to any matter, these rules make no provision but the Model Rules of the Act do make provision, the Model Rules in relation to the matter shall be deemed to be included in these rules.
 - (2) In these rules some words have special meanings:
 - (a) Club means The Springwood Bushwalking Club Incorporated.
 - (b) Committee means the Committee of The Springwood Bushwalking Club Incorporated.
 - (c) Member means any person admitted to Membership, in any category, of The Springwood Bushwalking Club Incorporated.
 - (d) Close personal relative means parent, step-parent or grandparent
 - (e) Secretary means the person holding office under these rules as Secretary of The Springwood Bushwalking Club Incorporated.
 - (f) Special General Meeting means any general meeting of the Club other than the Annual General Meeting at which a special resolution is discussed.
 - (g) Activity means any bush walk, ski tour, bicycle ride, camping trip, canyon trip, canoe trip, abseiling or caving trip or other activity which conforms with the Objects of the Club and it's By-Laws and is undertaken by a party in which:
 - (i) at least three are adult Ordinary or Life members of the Club, and
 - (ii) except as provided in subclause (iv), at least half are Ordinary or Life members of the Club, or members of another club affiliated with Bushwalking NSW, and
 - (iii) a member of the Club is the leader or co-ordinator of the activity, or leads a Springwood Bushwalking Club officially recognized team, endorsed by the committee, in an insurable activity, supported by Springwood Bushwalking Club, which has been organized by another group
 - (iv) for an activity which is advertised or designated as a prospectives' training or induction activity; involves no off-track walking or camping out; and is graded Grade 1 (Easy) by the Club; at least one quarter are Ordinary or Life members of the Club.
 - (v) the activity is advertised to other members either in the club newsletter or emailed to club members by the committee or is listed in the members area of the club's web site or is announced at an ordinary general meeting or in accordance with By-Law 3. Members are discouraged to book on an activity until it has been made available to all members by the committee.
 - (h) Act means the Associations Incorporation Act, 1984, and Regulation means the Associations Incorporation Regulation, 1985.

PART II - MEMBERSHIP

MEMBERSHIP QUALIFICATIONS AND DEFINITION

2. (1) There are five kinds of Members:
 - (a) Ordinary Member; a person over 18 years old with full membership privileges, being a member prior to creation of prospective membership requirements, or a person who has fulfilled requirements for ordinary membership
 - (b) Junior Member, being any Member of age less than eighteen years.
 - (c) Life Member; a person who has fulfilled requirements for life membership through long term outstanding contribution to the objects of the club in accordance with Part II, 3 (5).
 - (d) Temporary Member, being any person who participates on any activity by invitation of the committee or by invitation of the activity leader or by a participating member provided the leader has approved prior to the activity
 - (e) Prospective member- a person who has applied for ordinary membership but has not yet fulfilled requirements for ordinary membership

NOMINATION FOR MEMBERSHIP

3. (1) Subject to clause (2), any person seeking Ordinary Membership of the Club shall,
 - (a) if OVER eighteen years of age, submit a written application for membership and pay the membership and application fee and sign the Annual Acknowledgement of Risk statement as well as the Acknowledgement of Risk statement on the Activity Sign-up form prior to participating in their first activity as a prospective member, and
 - (b) attend an induction course and participate in at least three committee approved activities as a prospective member, and undertake such training as is provided for in the By-Laws
 - (c) if UNDER eighteen years of age, submit a written application for JUNIOR membership and pay the membership and application fee and have their Parents or legally recognized Guardians submit a signed Junior Annual Acknowledgement of Risk statement and also an Acknowledgement of Risk statement on the Activity Sign-up form signed on their behalf, prior to participation in any club activity as a Junior member.
 - (d) at a General Meeting, be nominated for membership by the Committee and be accepted by a majority of members present AND
 - (e) pay the relevant Annual Membership Fee.
- (2) If a Prospective Member has not become a full member by the 30th June, they must renew their membership by making a new application with the appropriate fee. The Committee may reject such new application if it considers that it is in the best interests of the Club and its members to do so.
- (3) Any person who has within the preceding three years been an Ordinary Member of the Club may become an Ordinary Member and renew Membership by payment of the Annual Membership Fee.
- (4) On completion by a person of the requirements stated in clause (1) or clause (2), the person's name and details shall be entered in the register of Members and, upon the name being so entered, the person becomes an Ordinary Member of the Club.
- (5) The conferral of Life Membership on any Member shall require a resolution and 2/3 majority at an Annual General Meeting of the Club, and may be so conferred in appreciation of exemplary service to the Club. Life membership should be limited to the lesser amount of either:
 - (a) no more than three percent of the total membership of the preceding financial year, or
 - (b) a maximum of seven people.

CESSATION OF MEMBERSHIP

4. A person ceases to be a Member of the Club if the person -
 - (a) dies;
 - (b) resigns that Membership;
 - (c) is expelled from the Club; or
 - (d) fails to pay the annual Membership fee within six weeks of the due date.
 - (e) fails to submit their updated annual Acknowledgement of Risk statement within six weeks of the due date.

MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

5. A right, privilege or obligation that a person has by reason of being a Member of the association -
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon cessation of the person's Membership.

RESIGNATION OF MEMBERSHIP

6. (1) A Member of the Club may resign only in accordance with this rule.
- (2) The resignation of a fully paid Member shall be effective only upon receipt of written notice by the Membership Secretary.
- (3) Where a Member ceases to be a Member pursuant to clause (2), and in every other case where a Member ceases to hold Membership, the Membership Secretary shall make an appropriate entry in the register of Members recording the date on which the Member ceased to be a Member.

REGISTER OF MEMBERS

7. (1) The Membership Secretary shall establish and maintain a register of Members in which is recorded the name, contact details and address of each Member of the Club and the date of admission to Membership as well as any other details the committee believes is in the interest of the club to maintain. Junior membership records also include date of birth. The onus is on members to inform the Membership Secretary of any alterations to contact details.
- (2) The register of Members shall be in the control and custody of the Membership Secretary, with any copies kept securely by office bearers.
- (3) The membership register shall be available for inspection by any Member of the Club on the understanding that all membership details remain confidential in accordance with the privacy act.
- (4) Activity leaders, who have been approved by the committee, can request a list of member names, membership status (financial, Junior etc) and phone numbers (mobile and home) to facilitate the organization of activities. Members can elect to have their names be either removed from, or added to, the leaders membership list by contacting the membership secretary. This material is to be kept securely by leaders and not to be given to third persons.

FEES, SUBSCRIPTIONS ETC

8. (1) Each Member except a Life Member or Temporary Member shall pay an annual Membership fee.
- (2) The amount of the Annual Membership Fee or Fees for each club financial year shall be determined at the Annual General Meeting.
- (3) The Annual Membership Fee shall fall due on the first of July.

MEMBERS' LIABILITIES

9. The Members of the Club shall have no liability to contribute towards the payment of the debts of the Club, or the costs charges and expenses of the winding up of the Club.

DISCIPLINING OF MEMBERS

10. The procedure for disciplining Members shall be determined by the Committee according to the Model Rules.

RIGHT OF APPEAL OF DISCIPLINED MEMBER

11. Any disciplined Member who wishes to appeal against expulsion from Membership or other disciplinary action may do so at the next general meeting of the Club.

PART III - THE COMMITTEE

POWERS ETC, OF COMMITTEE

12. Subject to these rules and any resolution passed by the Club in a general meeting, the Committee-
- (a) shall control and manage the affairs of the Club;
 - (b) exercise all functions of the Club except those required by these rules to be exercised by a general meeting of Members; and

- (c) has the power to act and do everything that appears to the Committee to be desirable for the proper management of the affairs of the Club and the achievement of its objects.

CONSTITUTION AND MEMBERSHIP

13. (1) The Committee shall consist of the office-bearers of the Club.
- (2) The office-bearers of the Club shall be:
- (a) President;
 - (b) Vice President;
 - (c) Secretary;
 - (d) Membership Secretary;
 - (e) Activities Secretary;
 - (f) Treasurer;
 - (g) IT Officer;
 - (h) Editor;
 - (i) Training Officer, and
 - (j) other positions which may be filled from time to time, including (but not limited to) Publicity Officer, Social Secretary, Equipment Officer, Librarian, and delegates to Bushwalking NSW Incorporated.
 - (k) one of the office bearers also undertakes the role of child protection officer.
- (3) Each office-bearer shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the office-bearer'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 an Ordinary or Life Member of the Club to fill the vacancy and the Member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of appointment.
- (5) No Member shall be elected or appointed to more than one of the positions listed from (a) to (i) in clause (2).
- (6) The position of President may not be held by the same person for more than three consecutive years.
- (7) No Junior, Prospective or Temporary Member shall be an office-bearer.
- (8) Should an office-bearer not be able to attend committee meetings or are not available for a continuous period of up to four contiguous months, they should at the discretion of the committee, arrange for a temporary committee member to fulfil required duties of the office for the period of absence.

ELECTION OF MEMBERS OF COMMITTEE

14. (1) Nominations of candidates for election as office-bearers of the Club shall be submitted at the Annual General Meeting or in such other ways as may be determined by the Club at a general meeting.
- (2) If insufficient nominations are received any vacant positions on the Committee shall be deemed to be casual vacancies.
- (3) 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.
- (4) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of office-bearers at the Annual General Meeting shall be conducted in such usual and proper manner as the Committee may direct.

SECRETARY

15. (1) It is the duty of the Secretary to keep and hold in custody minutes of-
- (a) all appointments of office-bearers;
 - (b) the names of office-bearers present at a Committee meeting or general meeting; and
 - (c) all proceedings at Committee meetings and general meetings.
- (2) It is the duty of the Secretary to keep and maintain a file of all correspondence.

TREASURER

16. It is the duty of the treasurer of the Club to:

- (a) ensure that all money due to the Club is collected and received and that all payments authorised by the Club are made;
- (b) keep books and accounts showing the financial affairs of the Club including full details of all receipts and expenditure connected with the activities of the Club;
- (c) arrange for books and accounts to be audited annually in accordance with model rules; and
- (d) make books and accounts available by arrangement for inspection by any ordinary or life member at club meetings.

MEMBERSHIP SECRETARY

17. It is the duty of the Membership Secretary to-

- (a) deal with all applications for Membership; and
- (b) maintain the register of Members.

ACTIVITIES SECRETARY

18. It is the duty of the Activities Secretary to-

- (a) compile and promulgate programs of club activities, from information provided by activity Leaders;
- (b) compile reports on Activities undertaken, from information supplied by activity Leaders; and
- (c) retain records of activity participant numbers.

CASUAL VACANCY

19. A casual vacancy in any position shall occur if the occupant of that position-

- (a) dies;
- (b) resigns in writing from that position;
- (c) ceases to be a Member of the Club;
- (d) is removed from office under rule 20;
- (e) becomes of unsound mind; or
- (f) is absent without the consent of the Committee from all meetings of the Committee held during a period of three months.

REMOVAL OF OFFICER

20. The Club at a general meeting of Members may, by resolution, remove any Member of the Committee from office before the expiration of the Member's term of office and appoint another Ordinary or Life Member to hold office until the expiration of the term of office at the next Annual General Meeting.

MEETINGS AND QUORUM

21. (1) The Committee shall meet as often as necessary to conduct the affairs of the Club but not less than once every two months.

(2) Additional meetings of the Committee may be convened at any time by the President or any two Members of the Committee.

(3) Notice of Committee meetings shall be given at the previous Committee meeting or by such other means as the Committee may decide on.

(4) Any five office-bearers constitute a quorum for the transaction of the business of a meeting of the Committee.

(5) No business shall be transacted by the Committee unless a quorum is present and if a quorum is not present within one hour of the time appointed for the meeting, the meeting shall be dissolved.

(6) At a meeting of the Committee-

- (a) the President shall preside; or
- (b) if the President is absent, the Vice President, or if the Vice President is absent, one of the other office-bearers present at the meeting may be chosen to preside.

DELEGATION TO A SUB-COMMITTEE

22. (1) The Committee may, from time to time, appoint a sub-Committee and delegate to it some of the functions of the Committee, in the furtherance of the objects of the Club.
- (2) The chairman of the sub-Committee shall be appointed by the Committee.
- (3) The chairman of the sub-Committee shall report on the sub-Committee's activities from time to time, at the direction of the Committee.
- (4) The Committee or sub-Committee may co-opt any person to assist the Committee or sub-Committee but such persons will not have any right as a Member of such Committee and shall retire at the discretion of the Committee.
- (5) The Committee may revoke, wholly or in part, any delegation under this rule.
- (6) A sub-Committee may meet and adjourn as it thinks proper.

VOTING AND DECISIONS

23. (1) Matters arising at a meeting of any Committee or sub-Committee shall be decided by a majority vote of office-bearers present at the meeting.
- (2) Each office-bearer present at a meeting of the Committee or sub-Committee (including the person chairing the meeting) is entitled to one vote but, in the event of an equal number of votes on any question, the chairman may exercise a second or casting vote.

PART IV - GENERAL MEETINGS

ANNUAL GENERAL MEETINGS - HOLDING OF

24. (1) The Club shall, within six months of the expiration of the Club's financial year, convene an Annual General Meeting of its Members.

ANNUAL GENERAL MEETINGS - CALLING OF AND BUSINESS AT

25. (1) The Annual General Meeting of the Club shall, subject to the Act and Rule 24, be convened at on such date and at such time and place as the Committee thinks fit.
- (2) In addition to any other business that may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be-
- (a) to confirm the minutes of the last Annual General Meeting and of any Special General Meeting held since that meeting;
 - (b) to receive from the Committee reports upon the activities of the Club during the last preceding financial year;
 - (c) to elect office-bearers of the Club; and
 - (d) to receive and consider the statement which is required to be submitted to Members pursuant to section 26(6) of the Act.
- (3) An Annual General Meeting shall be specified as such in the notice convening it.

SPECIAL GENERAL MEETINGS - CALLING OF

26. (1) The Committee may, whenever it thinks fit, convene a Special General Meeting of the Club.
- (2) The Committee shall, on the requisition in writing of not less than 10 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) shall state the purpose or purposes of the meeting;
 - (b) shall be signed by the Members making the requisitions;
 - (c) shall 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 one month after the 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 three months after that date.

(5) A Special General Meeting convened by a Member or Members as referred to in clause (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee and any Member who thereby incurs expense is entitled to be reimbursed by the Club.

NOTICE

27. (1) Except where the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the Secretary shall, at least 14 days before the date fixed for holding the general meeting, give Members adequate notice of the meeting in such a manner as the Committee may direct.
- 2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the Secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by pre-paid post to each Member at the Member's address appearing in the register of Members, or by personal delivery, a notice specifying the date, time and place of the meeting; the nature of the business proposed; and the intention to propose the resolution as a special resolution.
- (3) At a general meeting convened to discuss a special resolution, no business other than that specified in the notice of meeting shall be transacted.
- (4) A Member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who shall include the business in the business paper of the next general meeting to be held after receipt of the Member's notice.
- (5) Any matter may be raised without notice by any Member present at a general meeting other than a Special General Meeting or Annual General Meeting.

PROCEDURE

28. (1) No item of business shall be transacted at a general meeting unless a quorum of Members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) A quorum for the transaction of the business of a general meeting shall be constituted by the presence in person of ten Ordinary or Life Members (being Members entitled under these rules to vote) or 25 per cent of the Club's Ordinary and Life Members entitled under these rules to vote.
- (3) If within one hour after the appointed time for the commencement of a Special General Meeting or Annual General Meeting a quorum is not present, the meeting if convened upon the requisition of Members shall be dissolved and in any other case shall 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 one hour after the time appointed for the commencement of the meeting, the Members present and entitled to vote under these rules (being not less than 3) shall constitute a quorum.

PRESIDING MEMBER

29. (1) The President or, in the President's absence, the Vice President or another Member of the Committee nominated by the President and acceptable to Members present at the meeting, shall preside as chairperson at each general meeting of the Club.
- (2) If neither the President, Vice President, nor the President's nominee is present, the Members present shall elect one of their number, not being a Junior Member, Prospective Member nor Temporary Member, to preside as chairperson at the meeting.

ADJOURNMENT

30. (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 shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for 14 days or more, the Secretary shall 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 adjourn meeting is not required to be given.

MAKING OF DECISIONS

31. (1) A question arising at a general meeting of the Club shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the 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 not less than 3 Members present in person or by proxy at the meeting.
- (3) Where a poll is demanded at a general meeting, the poll shall 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 shall be deemed to be the resolution of the meeting on that matter.

SPECIAL RESOLUTION

32. A resolution of the association is a special resolution if-
- (a) it is passed by a majority which comprises not less than three-quarters of such Members of the association as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which not less than 14 days' notice specifying the intention to propose a resolution as a special resolution was given in accordance with these rules; or
 - (b) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) - the resolution is passed in a manner specified by the Commission.

VOTING

33. (1) Upon any question arising at a general meeting of the Club a Member entitled to vote under these rules has one vote only.
- (2) No Junior Member, Temporary Member nor Prospective Member shall be entitled to a vote.
- (3) All votes shall be given personally or by proxy but no Member may hold more than one proxy.
- (4) 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.

APPOINTMENT OF PROXIES

34. Each Member shall be entitled to appoint another Member as proxy by written notice given to the Secretary prior to the commencement of the meeting in respect of which the proxy is appointed.

PART V - MISCELLANEOUS

INSURANCE

35. The Club shall effect and maintain insurance pursuant to section 44 of the Act, together with other insurance regarded as necessary by the Club.

FUNDS - SOURCE

36. (1) The funds of the Club shall be derived from the subscriptions of Members, donations, levies, grants, bequests and such other sources as the Committee determines.
- (2) All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- (3) The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.

FUNDS - MANAGEMENT

37. (1) The Club's income, however derived, shall be applied solely towards the promotion of the objectives of the Club and no portion shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise as profit to Members of the Club. This does not preclude the payment in good faith of remuneration to any officer or servant of the Club in return for the services actually rendered or for reasonable and proper rent for premises let by any Member of the Club.
- (2) All payments shall be made through a petty cash system for amounts up to a sum which is determined by a general meeting of the Club, or by cheques for amounts in excess of this sum.
- (3) All cheques shall be signed by any 2 office-bearers, being office-bearers authorised to do so by the Committee.
- (4) Major or unusual expenditures shall be authorised in advance by a general meeting of the Club.
- (5) The financial records of the Club shall be audited annually by a person appointed at the general meeting prior to this audit, and that person shall furnish a report to the Annual General Meeting.
- (6) An auditor may be a Member of the Club but shall not be an office-bearer, or a person closely related to an office-bearer.

ALTERATION OF OBJECTS AND RULES

38. (1) The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Club.
- (2) The Club may adopt By Laws that are consistent with the Objects and Rules, by resolution passed at any properly constituted Committee meeting and ratified by a subsequent properly constituted General Meeting.

COMMON SEAL

39. (1) The common seal of the Club shall be kept in the custody of the Secretary.
- (2) The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures of 2 office-bearers.

CUSTODY OF BOOKS, ETC

40. Except as otherwise provided by these rules, the public officer shall keep in his or her custody all records, books and other documents relating to the Club.

INSPECTION OF BOOKS, ETC

41. The records, books and other documents of the association shall be open to inspection, free of charge, by an Ordinary or Life Member of the Club at any reasonable hour.

SERVICE OF NOTICES

42. (1) For the purpose of these rules, a notice may be served by or on behalf of the Club upon any Member either personally or by sending it by post to a Member at the Member's address shown in the register of Members.
- (2) Where a notice is sent to a Member by proper, pre-paid post it shall be deemed to have been delivered two working days after the date of posting, as shown by the postage mark.

RIGHT TO ACQUIRE PROPERTY

43. The Club may purchase, acquire, receive or hold real property and personal property and may sell, transfer, deal with or otherwise dispose of such property in accordance with the Club's objects.

CARE AND CONTROL OF PROPERTY

44. Responsibility for the care and control of the Club's property may be allocated or removed by the Committee at its discretion.

SURPLUS PROPERTY

45. In the event of the winding up or cancellation of the incorporation of the Club, the Club shall at a meeting pass a special resolution nominating another Club, body, or association with similar objects, which has been approved as a tax exempt body under the Income Tax Assessment Act, in

which to vest its surplus property in accordance with Section 53 of the Act and none of the Club's property shall be paid or distributed among the Club Members.

PARTICIPATION IN ACTIVITIES

46. (1) Except as provided for in the By Laws, no person other than a member shall participate in any walk or other activity of the Club. Unless the activity is purely social in nature, all members must sign the relevant Acknowledgement of Risk statement on the Activity Sign-up form prior to participation in that activity.
- (2) No person under 18 years of age, whether a Member or not, will participate in an activity except under the supervision of his or her parent, legal guardian or close personal relative.

PART VI - THE PUBLIC OFFICER

APPOINTMENT AND REMOVAL

47. (1) The Committee shall appoint a person who is a resident of the state of New South Wales and over 18 years of age as public officer.
- (2) The first public officer shall be the person who completes the application for incorporation as an association.
- (3) The Committee may, at any time, remove the public officer and appoint a new public officer.

VACANCY OF POSITION

48. (1) The public officer shall be deemed to have vacated the position upon his or her-
- (a) death;
 - (b) resignation;
 - (c) removal by the Committee or at a general meeting of the Club;
 - (d) bankruptcy or financial insolvency;
 - (e) mental illness; or
 - (f) taking up residency outside the state of New South Wales.
- (2) When a vacancy occurs in the position of Public Officer the Committee shall, within 14 days, notify the relevant state body by the prescribed form and appoint a new Public Officer.

DUTIES AND ELIGIBILITY

49. (1) The Public Officer is required to notify the relevant state body by the prescribed form of-
- (a) his appointment or change of residential address;
 - (b) a change in the Club's objects or rules (within 30 days);
 - (c) the Club's financial affairs (within 30 days of the Annual General Meeting); and
 - (d) a change in the Club's name (within 30 days).
- (2) The Public Officer may be a Club Member, office-bearer, or any other person regarded as suitable for the position by the Committee.
- (3) The Public Officer shall maintain a register of committee members containing the following particulars;
- (a) the committee member's name, date of birth and residential address,
 - (b) the date on which the committee member takes office,
 - (c) the date on which the committee member vacates office,

END