Polocrosse Victoria Inc

Constitution

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# POLOCROSSE VICTORIA INCORPORATED

## Name

### The name of the incorporated association is: Polocrosse Victoria Incorporated.

## Purposes

### The purposes for which the proposed incorporated association is established are:

#### To promote, teach, stimulate, encourage, administer and further the interests of the game of polocrosse in Victoria in every possible way.

#### To promote within the State of Victoria, Clubs for the purpose of playing polocrosse and to require such clubs to affiliate with the Association.

#### To standardise constitutions, rules and by-laws of all Victorian and Clubs.

#### To standardise the grading of players and qualifications for appointments of umpires with the State of Victoria.

#### To affiliate with the Polocrosse Association of Australia and be continuously subject to the constitution, rules and by-laws of the Polocrosse Association of Australia.

#### All of the income and property of the Association wherever derived is to be applied solely towards the promotion and objectives of Polocrosse Victoria Incorporated.

## Interpretation

### In these rules, unless the contrary intention appears:

1. **Act** means the *Associations Incorporation Reform Act 2012* (Vic);
2. A Class Club means a Club composed of at least six natural persons who are registered with the Association to play polocrosse in addition to any social members registered as members of the Club;
3. Association means the Polocrosse Victoria Incorporated;
4. B Class Club means a Club composed of at least six natural persons of whom less than six such persons are registered with the Association to play polocrosse;
5. Committee means the Committee of Management of the Association;
6. **Committee member** means a person elected to the Committee under these rules;
7. Club means in the case of either an A Class Club or a B Class Club a group of not less than six natural persons who have formed either an incorporated or an unincorporated body which is constituted governed and affiliated as provided in these rules for the purposes of playing the sport of polocrosse and who have access to a suitable playing field;
8. Financial Year means the year ending 30th September;
9. General Meeting means a general meeting of Members convened in accordance with rule 12;
10. Member means
    1. a Club which is a member of the Association; and
    2. any natural person to whom the Association has granted Honorary Life Membership in accordance with these Rules and "Membership" has a corresponding meaning;
11. Misconduct means
    1. a breach by:
       1. a Member; or
       2. Player

of the Rules or any Regulation Policy or By-law of the Association or of the Rules of the Game; or

* 1. any conduct prejudicial to the advancement and good name of the game of polocrosse;

1. Ordinary member of the Committee means a Committee member who is not an officer of the Association under rule 13.3;
2. PAA means the Polocrosse Association of Australia Incorporated;
3. Player means a natural person who is either;
   1. registered with the Association as a player by a Member; or
   2. registered with the Association as a non-playing or social member of a Member;
4. Regulations means regulations under the Act;
5. Rules of the Game means the rules and by-laws relating to the game of polocrosse as published from time to time by the PAA;
6. Secretary means the secretary of the Association and is a reference
   1. where a person holds office under these rules as secretary of the Association, to that person; and
   2. in any other case, to the Public Officer of the Association;
7. Treasurer means the treasurer of the Association.

### Words or expressions contained in these rules are to be interpreted in accordance with the provisions of the *Interpretation of Legislation Act 1984* (Vic) and the Act as in force from time to time.

## Membership

### The Association may grant Membership to any Club which applies for Membership and affiliates with the Association, but the Association may refuse to grant Membership to any application in its absolute discretion without giving any reasons.

### A Club which is not a Member of the Association at the time of the incorporation of the Association (or who was such a Member at that time but has ceased to be a Member) will not be admitted to Membership unless:

#### nominated as provided in rule 4.3; and

#### admission as a Member is approved by the Committee.

### A nomination of a Club for Membership of the Association:

#### must be made in writing in the form set out in Appendix 1; and

#### must be lodged with the Secretary.

### The Secretary must refer the nomination to the Committee as soon as is practicable after the receipt of a nomination.

### The Committee must determine whether to approve or to reject the nomination promptly after receipt of the referral from the Secretary.

### After approval by the Committee of a nomination, the Secretary must promptly notify the nominee in writing of the approval for Membership. At the same time the Secretary must request payment of the sum payable under these rules as the entrance fee and the first year’s annual subscription. The Secretary may require payment to be made within 28 days of notification.

### Immediately after payment of the amounts referred to in rule 4.6 is made, the Secretary must enter the nominee’s name in the Register of Members. The nominee becomes a Member of the Association on the nominee's name being entered in the Register of Members.

### A right privilege, or obligation of a Member by reason of its Membership of the Association:

#### is not capable of being transferred or transmitted to another person or entity; and

#### terminates upon the cessation of the Membership by resignation or any other means.

### A Member who is entitled to vote is entitled:

#### to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these rules; and

#### to submit items of business on notice to the Committee in accordance with rule 16.3 for consideration at a general meeting; and

#### to attend and be heard at general meetings; and

#### to vote at a general meeting; and

#### to have access to the minutes of general meetings and other documents of the Association as provided under rule 15.4; and

#### to inspect the register of Members.

### A Member is entitled to vote:

#### Subject to rule 12.10; and

#### unless the Member's Membership rights are suspended.

### The Committee may appoint any natural person whom it considers has been actively involved in the sport of polocrosse in Victoria or in the administration of the sport of polocrosse as an Honorary Life Member of the Association. Honorary Life members are not entitled to vote at meetings of the Association.

### A Member's Membership of the Association ceases on resignation by the Member or expulsion of the Member.

### A Member of the Association who has paid all moneys due and payable by it to the Association may resign from the Association by first giving one month's notice in writing to the Secretary of its intention to resign and upon the expiration of that period of notice, the Member will cease to be a Member.

### On expiry of a notice given under rule 14.12, the Secretary will make an entry in the register of Members recording the date on which the Member by whom the notice was given, ceased to be a Member.

## Affiliation

### Players must affiliate with a Member. No Player may affiliate with more than one Member at any one time to play polocrosse but may affiliate with more than one Member as a social or non-playing member.

### Any Player or person seeking to be affiliated with a Member, is bound by these rules and by the Constitution of the PAA and the constitution of the Member and submits to the jurisdiction of the PAA and this Association as well as to that of the Member.

### Each Member must provide a list of applicants for registration with the Member with the Member to the Association in accordance with rule 6.1.

### Unless approved by the Committee no person is deemed to be registered with the Association as a Player.

### The Association may approve or refuse to approve any person applying for registration with a Member in its absolute discretion and without giving any reason for doing so.

## Clubs

### Clubs, once affiliated as Members, function for the control of their members and matters concerning polocrosse within the Club. At the start of each year the secretary of each Member must forward to the Secretary a full list of its financial members and affiliated persons in alphabetical order and must update the list within 14 days of the addition or deletion of any Player from the membership of the Club.

### Members must forward to the Association a copy of any proposed amendment to its constitution, rules or by-laws (if any) for approval by the Association before adoption. Unless approval is granted by the Association Members cannot amend their constitution rules or by-laws (if any) or other governing documents. The Association may submit any proposed amendments to the PAA for approval before considering the proposed amendment itself.

### Any Club seeking to become a Member of the Association and any Member seeking to continue its Membership of the Association must:

#### present its constitution, rules and by-laws (if any) to the Association for approval;

#### consent to its constitution, rules and by-laws (if any) being submitted to the PAA for approval; and

#### be continuously subject to the constitution, rules and by-laws for the time being of the Association and the PAA.

## Registration fees

### The Association may determine an entrance fee and annual subscription each year at the annual general meeting to be paid by Members to the Association and unless or until otherwise determined, the entrance fee and annual subscription will each be $100.00 payable in advance on or before the 1st day of January each year.

### The Association may determine an entrance fee and annual subscription each year at the annual general meeting to be paid by Players to the Association and unless or until otherwise determined, the entrance fee and annual subscription will each be $100.00 payable in advance on or before the 1st day of January each year.

### The Secretary must keep and maintain a register of Members in which he or she must enter the full Name, address and date of entry of the name of each Member. The register must be available for inspection by Members at the address of the Secretary.

### The Secretary must maintain a register of Players registered by each Member and only those Players approved under rule 5.5 and recorded on the register maintained by the Secretary and who have paid all moneys due and payable to the Association may have the benefits of the Association available to Members and their affiliates and those Players are subject to the disciplinary action and decisions of the Association as if they themselves were members of the Association.

### By a Member submitting a Player's name to the Association the Player accepts the rules of the Association and submits to the authority and jurisdiction of the Association in regard to all matters associated directly or indirectly with polocrosse in Victoria.

## Discipline, suspension and expulsion of Players and Members

### Subject to these rules, if the Committee is of the opinion that a Player or a Member:

#### has refused or neglected to comply with these rules or the Association's Purposes; or

#### may have been guilty of conduct unbecoming a Player or a Member or prejudicial to the interests of the Association; or

#### may have been guilty of misconduct; or

#### is not fit and proper to be a Player or Member;

#### the Committee may by resolution:

##### fine that Player or Member an amount not exceeding $500; or

##### suspend that Player or Member from Membership of the Association for a specified period; or

##### expel that Player or Member from the Association; and

##### in the case of a Player, prohibit the Player from participating in any polocrosse in the State of Victoria and/or from affiliating with a Member for a specified period.

### A resolution of the Committee under rule 8.1 does not take effect unless:

#### at a meeting held in accordance with rule 8.3, the Committee confirms the resolution; and

#### if the Player or Member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.

### A meeting of the Committee to confirm or revoke a resolution passed under rule 8.1 must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the Player or Member in accordance with rule 8.4.

### For the purposes of giving notice in accordance with rule 8.3, the Secretary must, as soon as practicable, cause to be given to the Player or Member a written notice:

#### setting out the resolution of the Committee and the grounds on which it is based; and

#### stating that the Player or Member, or his/her or its 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 Player or Member; and

#### stating the date, place and time of that meeting; and

#### informing the Player or Member that he/she or it may do one or both of the following:

##### attend that meeting;

##### give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;

#### informing the Player or Member that, if at that meeting, the Committee confirms the resolution, he/she or it may not later than 48 hours after that meeting, give the Secretary a notice to the effect that he/she or it wishes to appeal to the Association in General Meeting against the resolution.

### At a meeting of the Committee to confirm or revoke a resolution passed under rule 8.1, the Committee must:

#### give the Player or Member, or his/her or its representative, an opportunity to be heard; and

#### give due consideration to any written statement submitted by the Player or Member; and

#### determine by resolution whether to confirm or to revoke the resolution.

### If at the meeting of the Committee, the Committee confirms the resolution, the Player or Member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he/she or it wishes to appeal to the Association in General Meeting against the resolution.

### If the Secretary receives a notice under rule 8.6, he or she must notify the Committee and the Committee must convene a General Meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

### At a General Meeting of the Association convened under rule 8.7:

#### no business other than the question of appeal may be conducted; and

#### the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and

#### the Player or Member, or his/her or its representative, must be given an opportunity to be heard; and

#### the Members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked or whether any other penalty should be imposed by the Association and if so what penalty.

### 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.

## Grievance procedure

Application

### The grievance procedure set out in these rules applies to disputes under these rules between:

#### a Member and another Member;

#### a Member and the Committee;

#### a Member and the Association;

#### a Player and a Member;

#### a Player and the Association;

#### a Player and the Committee.

### A Player or Member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

Parties must attempt to resolve the dispute

### The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

Appointment of mediator

### If the parties to a dispute are unable to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party, the parties must within 10 days:

#### notify the Committee of the dispute; and

#### agree to or request the appointment of a mediator; and

#### attempt in good faith to settle the dispute by mediation.

### The mediator must be:

#### a person chosen by agreement between the parties; or

#### in the absence of agreement:

##### if the dispute is between a Member and another Member, a person appointed by the Committee; or

##### if the dispute is between a Player and a Member, a person appointed by the Committee; or

##### if the dispute is between a Player or Member and the Committee or the Association, a person appointed or employed by the Dispute Settlement Centre of Victoria.

### A mediator appointed by the Committee may be a Member or former Member of the Association but in any case must not be a person who:

#### has a personal interest in the dispute; or

#### is biased in favour of or against any party.

Mediation process

### The mediator to the dispute, in conducting the mediation, must:

#### give each party every opportunity to be heard; and

#### allow due consideration by all parties of any written statement submitted by any party; and

#### ensure that natural justice is accorded to the parties throughout the mediation process.

### The mediator must not determine the dispute.

Failure to resolve dispute by mediation

### If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## Annual general meeting

### The Association must in each calendar year convene an annual general meeting of its Members.

### The Committee will determine the date, time and place of the annual general meeting.

### The annual general meeting will be specified as the annual general meeting of the Association in the notice convening it.

### The ordinary business of the annual general meeting will be:

#### to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;

#### to receive from the Committee reports upon the transactions of the Association during the last preceding financial year;

#### to elect officers of the Association and the ordinary members of the Committee; and

#### to receive and consider the statement submitted by the Association in accordance with section 94 of the Act.

### The annual general meeting may transact special business of which notice is given in accordance with these rules.

### The annual general meeting is in addition to any other general meetings that may have been or will be held in the same year.

### Notice of the annual general meeting must be given in accordance with rule 11.7.

## Special General Meeting

### All general meetings other than the annual general meeting will be called special general meetings.

### The Committee may, whenever it thinks fit, convene a special general meeting of the Association and where but for this rule, more than 15 months would lapse between annual general meetings the Committee must convene a special general meeting before the expiration of that period.

### On the requisition in writing of Members representing not less than 25% of the total number of Members the Committee must convene a special general meeting of the Association.

### The requisition for a special general meeting must state the objects of the meeting and must be signed by the Members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the Members making the requisition.

### If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the Members making the requisition, or any of them may convene a special general meeting to be held not later than three months after that date.

### A special general meeting convened by Members under these rules must be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee, including the provision of notice in accordance with these rules, and all reasonable expenses incurred in convening the meeting are to be refunded by the Association to the persons incurring the expenses.

Notice for any general meeting

### The Secretary (or, in the case of a special general meeting convened by Members, the Members convening the meeting) must give to each Member of the Association:

#### at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or

#### at least 14 days' notice of a general meeting in any other case.

### The notice must:

#### specify the date, time and place of the meeting; and

#### indicate the general nature of each item of business to be considered at the meeting; and

#### if a special resolution is to be proposed:

##### state in full the proposed resolution; and

##### state the intention to propose the resolution as a special resolution

Notice must be served in accordance with rule 16.3

### This rule does not apply to a disciplinary appeal meeting.

## Proceedings of Meetings

### All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting is deemed to be special business.

### No item of business may be transacted at the general meeting unless a quorum of Members entitled under these rules to vote is present during the time when the meeting is considering that item.

### Two thirds of A Class Clubs present by no more than two representatives being personally present (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.

### If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting in the case of a meeting convened upon the requisition of Members will be dissolved, and in any other case stands adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjourned notice to Members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members present (being not less than five) constitute a quorum.

### If the President, or in his absence, the Vice-President are absent from a general meeting, the Members present must elect one of the natural persons present to preside as Chairman at the meeting.

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

### Where a meeting is adjourned for 14 days or more, a notice of the adjourned meeting must be given as in the case of the general meeting.

### Except as provided in rule 12.7 and rule 12.4, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

### Unless otherwise provided in these rules, a question arising at a general meeting of the Association may be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

### Upon any question arising at a general meeting of the Association, a Member which is an A Class Cub has one vote only. B Class Clubs do not have a vote at meetings of the Association.

### Unless otherwise provided in these rules all votes may be given personally or by proxy.

### In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.

### If at a meeting a poll on any question is demanded by not less than three Members, it may be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll is deemed to be a resolution of the meeting on that question.

### A poll that is demanded on the election of a Chairman or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question will be taken at such time before the close of the meeting as the Chairman may direct.

### A Member is not entitled to vote at any general meeting unless all moneys due and payable by the Member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

### Each Member is entitled to appoint another Member as its proxy by notice given to the Secretary prior to the time of the meeting in respect of which the proxy is appointed.

## Officers and Committee of Management

### The affairs of the Association will be managed by a Committee of Management constituted as provided in rules 13.6-13.7.

### The Committee, subject to these rules, the Regulations and the Act:

#### controls and manages the business and affairs of the Association;

#### may exercise all such powers and functions that are required by these rules to be exercised by general meeting of the Members; and

#### 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 Association.

### The Officers of the Association are:

#### a President;

#### a Vice-President;

#### a Secretary/Treasurer;

#### Chief Umpire;

#### Promotions Officer;

#### Coaching Director.

### The provisions of rule 13 so far as they are applicable and with the necessary modifications apply to and in relation the election of persons to any of the offices mentioned in rule 13.3.

### Each officer of the Association holds office until the second annual general meeting next after the date of his election but is eligible for re-election.

### The Committee consists of:

#### The President; Vice-President; Chief Umpire; Secretary/Treasurer; and

#### Six Committee members elected from affiliates of Members.

### Committee members, subject to these rules, are elected for a term of two years, which commences from the conclusion of the annual general meeting at which the election occurred until the conclusion of the second annual general meeting following.

### Elected Committee members are eligible for re-election at the end of their term.

### The President, Chief Umpire and three ordinary Committee members shall be elected in each year of odd number.

### The Vice-President, Secretary/Treasurer and three ordinary Committee members shall be elected in each year of even number.

### If any adjustment to the term of Committee members elected under these rules is necessary to ensure rotational terms in accordance with rule 13.7, the Committee is empowered to determine which Committee members' terms will be adjusted and how they will be adjusted. Subsequent elections to the Committee will then proceed in accordance with this rule 13.7 with approximately half the Committee members retiring in each year.

### In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint an affiliate of a Member of the Association to fill the vacancy and the person so appointed holds office, subject to these rules, until the conclusion of the annual general meeting next following the date of his or her appointment.

### The Association has the power to intervene in the affairs of any Member if in the sole and final opinion of the Committee it is desirable to do so for the purposes of the objects of the Association. In the case of such intervention all books papers and records for any such Member must be delivered by the persons having custody of them to the President or his authorized representative immediately on demand. In the case of intervention by the Association the Committee has the power to dismiss the Committee of the Member and to call elections to replace such Committee.

### The Committee may by itself or by its nominee require the Secretary of a Member on 24 hours notice in writing, to produce all books records and papers of the Member for inspection.

### The Secretary/Treasurer must attend all meetings of the Association (but may delegate his or her attendance to a representative) but has no vote at meetings of the Committee.

## Nominations for election and vacations of office

### Nominations of candidates for election as officers of the Association or as ordinary members of the Committee:

#### must be made in writing, signed by two affiliates of Members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination);

#### must be delivered to the Secretary of the Association not less than 28 days before the date fixed for the holding of the annual general meeting;

#### must be deemed to be elected if insufficient nominations are received to fill all vacancies on the Committee, and if the candidates nominated have accepted nomination.

### If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are deemed to be elected if the candidates nominated have accepted nomination.

### If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

### The ballot for the election of officers and ordinary members of the Committee will be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.

### For the purpose of these rules, the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member:

#### ceases to be an affiliate of a Member of the Association;

#### becomes in insolvent, or under administration within the meaning of the *Corporations Law 2001* (Cth); or

#### becomes a represented person within the meaning of the *Guardianship and Administration Act 1986* (Vic);

#### resigns his or her office by notice in writing given to the Secretary; or

#### is removed from office by special resolution; or

#### dies; and

#### in the case of the Secretary, ceases to reside in Victoria.

## Proceedings of Committee

Proceedings

### The Committee must meet at least two times in each year at such place and such times as the Committee may determine.

### Written notice of each Committee meeting must be served on each member of the Committee at a reasonable time before the meeting in accordance with rule 16.3.

### Special meetings of the Committee may be convened by the President or by any six of the Committee members.

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

### Any six Committee members constitute a quorum for the transaction of the business of a meeting of the Committee.

### No business may be transacted 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 stands adjourned to the same place and the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.

### At the meetings of the Committee:

#### the President or in his absence the Vice-President will preside; or

#### if the President and the Vice-President are both absent, such of the remaining members of the Committee as may be chosen by the members present will preside

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

### Each Committee 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 and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

### Subject to there being a quorum, the Committee may act despite any vacancy on the Committee.

### A Committee member who has a material personal interest in a matter being considered at a Committee meeting must disclose the nature and extent of that interest to the Committee and at the next general meeting of the Association.

### The Committee member:

#### must not be present while the matter is being considered at the Committee meeting; and

#### must not vote on the matter.

### For the purposes of this rule a material personal interest includes:

#### any matter directly regarding the Committee member's family; and

#### any business matter of the Committee member.

### Rule 15.1(k) does not apply to a material personal interest:

#### that exists only because the member belongs to a class of persons for whose benefit the Association is established; or

#### that the Committee member has in common with all, or a substantial proportion of, the Members of the Association.

Secretary

### The Secretary of the Association must maintain the register of Members and keep minutes of the resolutions and proceedings of each general meeting and each Committee meeting in books provided for that purpose together with a record of the names of the persons present at Committee meetings.

### The minutes must record:

#### the names of the Committee members in attendance at the meeting;

#### the business conducted at the meeting;

#### any resolution on which a vote is taken and the result of that vote;

#### any material personal interest disclosed under rule 15.1(k).

Treasurer

### The Treasurer must collect and receive all moneys due to the Association and make all payments authorised by the Association.

### The Treasurer must keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

Access to records

### Members may on request inspect for a reasonable fee:

#### the rules of the Association;

#### the register of Members;

#### the minutes of general meetings;

#### subject to rule 15.4(b), the financial records, books, securities and any other relevant document of the Association, including those referred to in rules 15.2 and 15.3 and minutes of Committee meetings.

### The Committee may refuse to permit a Member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.

### The Committee must on request make copies of the register of members, the rules of the Association and the minutes of general meetings available to Members and applicants for Membership within 14 days and the Association may charge a reasonable fee for provision of a copy.

### Subject to rule 15.4(b), a Member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.

### For the purposes of this rule 15.4:

#### relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following:

#### its Membership records;

#### its financial statements;

#### its financial records;

#### records and documents relating to transactions, dealings, business or property of the Association.

Removal of a Committee member

### The Association in a general meeting may by resolution remove any member of the Committee before the expiration of his or her term of office and appoint another affiliate of a Member in his or her stead to hold office until the expiration of the term of the first-mentioned Committee member.

### Where the Committee member to whom a proposed resolution referred to in rule 15.5(a) makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that they be notified to the Members the Secretary or the President may send a copy of the representations to each Member or if they are not so sent, the Committee member may require that they be read out at the meeting.

## General

Seal

### The Common Seal of the Association will be kept in the custody of the Secretary.

### The Common Seal cannot be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal will be attested by the signatures either of two members of the Committee or of one member of the Committee and the Public Officer of the Association.

Alteration of rules

### These rules may only be altered by special resolution of a general meeting of the Association.

Service of notice

### A notice may be served by or on behalf of the Association or a Member upon any Member or Committee member or the Association either personally or by sending it by post to the Member or Committee member or the Association at his/her or its address shown in the Register of Members or that which is his/her or its last known place of abode or headquarters.

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

### A notice under rule 16.3(a) may also be served by email.

### Where a document is sent by email, it is deemed to have been given to the person or entity at the time of receipt as set out section 13A of the *Electronic Transactions (Victoria) Act 2000* (Vic).

Special resolution

### A special resolution is passed if, at the General Meeting, not less than three-quarters of the Members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

Winding Up or cancellation

### The Association may be wound up voluntarily by special resolution of a general meeting of the Association.

### In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association are to be forwarded to the Polocrosse Association of Australia to be held until such time as the Victorian Association is reformed, subject to any court order made under section 133 of the Act.

### In the event of winding up, the assets of the Association must not be distributed to any members or former members of the Association.

Funds

### The funds of the Association may be derived from entrance fees, annual subscriptions, levies, donations and such other sources as the Committee determines.

### The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

### Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.

### The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.

### All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two committee members.

### All funds of the Association must be deposited into the financial account of the Association no later than five working days after receipt.

### With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

Non Profit

### The assets and income of the organisation are to be applied exclusively to the promotion of its objects and no portion may be paid or distributed directly or indirectly the Members except as bona fide remuneration for services rendered or expenses incurred on behalf of the Association.

## Transitional arrangements

### Notwithstanding any rule contained in this Constitution, the transitional arrangements set out in this rule 17 shall apply from the date this rule is introduced as an amendment to this Constitution.

### The tenure of the President, Chief Umpire and three ordinary Committee members as referred to in rule 13.7(b) elected at the next annual general meeting following this amendment will be for two years as per rule 13.7.

### The tenure of the Vice-President, Secretary/Treasurer and three ordinary Committee members as referred to in rule 13.7(c) elected at the next annual general meeting following this amendment will be for one year for the purposes of achieving rotational terms in accordance with rule 13.7, after which the Committee members will be eligible for re-election for two year terms in accordance with rule 13.7.