

Penrith Valley Seniors Computing Club Inc. Constitution

RULE 1. Name

- 1.1 The name of the Club shall be **Penrith Valley Seniors Computing Club Inc.** and referred to in these Rules as the Club.

RULE 2. Preliminary

Definitions:

- 2.1 In these Rules:

Director-General means the Director-General of the Department of Fair Trading.

Member means a financial Member of the Club.

Committee means the elected Management Committee of the Club at the Annual General Meeting

Secretary means:

- (a) The person holding office under these Rules as Secretary of the Club, or
- (b) If no such person holds that office – The Public Officer of the Club

Special General Meeting means a general meeting of the Club other than an Annual General Meeting.

The Act means the Associations Incorporation Act 1984.

The Regulation means the Associations Incorporation Regulation 1999.

- 2.2 In these Rules:

- (a) A reference to a function includes a reference to a power, authority and duty; and
- (b) A reference to the exercise of a function includes, if the function is a duty, a Reference to the performance of the duty.

- 2.3 The provisions of the Interpretation Act 1987 apply to these Rules as if these Rules Were an instrument under the Act.

Penrith Valley Seniors Computing Club Inc. Constitution

Rule 3. Aims and Objectives

3.1 The objectives of the Club are as follows:

- (a) To introduce and advance computer knowledge and usage to its Members.
- (b) Enabling Members, through mutual help and at minimal cost, to acquire and improve their computer and electronic communication skills.
- (c) Providing Members with computing facilities at Club premises.
- (d) Providing a setting for the interchange of computer and communications knowledge, skills and ideas.
- (e) Enabling Members to keep up with developments in the use of computers.
- (f) Providing regular meetings, activities and training sessions pursuant to attaining these objects.
- (g) To be non-profit, non-political and non-sectarian.
- (h) Not to be, or seen to be, a fund-raising body.
- (i) For all Members to observe and uphold the Rules of the Club and actively support and defend the Club, its aims and objectives.

Rule 4. Membership Qualifications

4.1 Membership of the Club shall be open to any persons, 50 years and over who Keen to advance their knowledge of computers.

4.2 A person is qualified to be a Member of the Club if:

- (a) The person is a person referred to in Section 15 (1)(a) of the Act and has Not ceased to be a Member of the Club under Rule 6.1(a), (c) or (d) at any Time since incorporation of the Club under the Act: or
- (b) The person has not previous ceased to be a Member of the Club under Rule 6.1(a), (c) or (d) and has applied for membership of the Club as Provided by Rule 5.

Penrith Valley Seniors Computing Club Inc. Constitution

Rule 5. Application for Club Membership

5.1 To apply for Club membership a person:

- (a) Must satisfy the membership qualifications under Rule 4; and
- (b) Must complete an application form as set out in Appendix 1 of these Rules, as amended from time to time by the Committee; and
- (c) Must lodge the application form with a member of the Club Committee or Club Membership sub-committee.

5.2 Upon receipt of an application form the receiving member must check that the applicant has provided the minimum required personal identification and residential details on their application form.

- (a) If the applicant has NOT provided the minimum details required, then the Applicant is to be advised that their application for membership can not be Accepted until the minimum details are provided.
- (b) If the applicant HAS provided the minimum details required, then the applicant is to be advised that their application for membership is accepted and request the applicant to pay the whole of the sum payable under Rule 10, as a person joining the Club.

5.3 The Public Officer or delegated member must on payment by the applicant of sum, referred to in Rule 5.2(b), issue the applicant with a receipt for their payment and enter the applicant's name in the register of Members and, on the name being so entered, the applicant becomes a Member of the Club.

Rule 6. Cessation of Membership

6.1 A person ceases to be a Member of the Club if the person:

- (a) Dies, or
- (b) Resigns membership, or
- (c) Is expelled from the Club, or
- (d) Ceases to be a financial Member.

Penrith Valley Seniors Computing Club Inc. Constitution

Rule 7. Membership Entitlements Not Transferable

7.1 A Member of the Club's rights, privileges or obligations:

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

7.2 A member may, with the permission of the Club's Duty Member, invite up to a maximum of two (2) guests (non members) at any one time.

- (a) Guests may attend a General Meeting in the company of their Inviting member but they are not permitted to take any active part In the meeting. They are permitted to observe the meeting in silence Only.
- (b) Guests may attend an education session in the company of their inviting member, but only with the education session leader's permission. They are not permitted to take any active part in the education session, they are permitted to observe only.

7.3 With regard to Member invited guests, the inviting Member:

- (a) Is to ensure that their guest(s) is/are provided with a Club Visitor name tag, obtainable from the Duty Member, upon which the guest is to write their First and Family name. The guest must, whilst they are on the Club's premises, wear the Visitor tag in a prominent position on their clothing, the upper left chest area is recommended. The visitor name tag is to be returned to the Duty Member prior to their guest's departure from the Club by the member.
- (b) Is responsible for the conduct of their guest(s) at all times whilst their guest(s) are on the Clubs premises; and
- (c) Must ensure their guests depart the Clubs premises prior to the departure of the Member or in the company of the Member when the Member departs the Clubs premises.

Penrith Valley Seniors Computing Club Inc. Constitution

Rule 8. Resignation of Membership

- 8.1 A member of the Club is not entitled to resign that membership except in accordance with this Rule
- 8.2 A Member of the Club who has paid all amounts payable to the Club in respect of the Member's membership may resign from the Club by first giving to the Secretary written notice of at least twenty eight (28) days of the Member's intention to resign and, on the expiration of the period of notice, The Member ceases to be a Member.
- 8.3 If a Member of the Club ceases to be a Member under Rule 8.2, and in Every other case where a Member ceases to hold membership, the Secretary must make an appropriate entry in the register of Members recording the month in which the membership ceases.

Rule 9. Register of Members

- 9.1 The Public Officer of the Club must establish and maintain a register of Members of the Club specifying the name and address of each person who is a Member of the Club together with the month in which the person became a Member.

Rule 10. Fees and Subscriptions

- 10.1 Annual membership fees are payable by all members and are due on the 1st of July of each year. Payment of the annual membership fee must be made by the end of that same July. Failure to meet this payment in the time allowed will result in lapse of membership. The Committee may extend time for payment for members in a situation of hardship only if the member notifies the Secretary in writing of their situation prior to the end of the payment period.
- 10.2 All persons joining the Club must;
- (a) pay the full entry/joining fee, as determined by the Committee.
 - (b) Pay a pro-rata annual membership fee based on the number of months remaining in the current membership year excluding the month in which they join. For example:
 - (i) Person notified membership approved and payment due 20th September, Rule 5.2(b).

Penrith Valley Seniors Computing Club Inc. Constitution

- (ii) Pro-rata annual membership fee is due for October to following June inclusive, 9 months
- (iii) Pro-rata annual membership fee is nine twelfths (9/12) of the current annual membership.

10.3 Additional fees will be payable by Members to participate in computer Classes, training sessions and/or special activities as organised from time to time for members of the Club. These fees and any associated refund policy may be established as and when required by the Committee or a sub-committee established for the purpose of organising a special activity.

10.4 Annual Membership fees and Entry/Joining fees shall be reviewed at each Annual General Meeting or at a Special General Meeting convened specifically for that purpose.

10.5 Refunds
(a) Annual Membership fees are not refundable
(b) Joining/Entry fees are not refundable.

Rule 11. Members' Liabilities

11.1 The liability of a Member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the Member in respect of membership of the Club as required by Rule 10.

Rule 12. Resolution of Internal Disputes

12.1 If disputes between Members (in their capacity as Members) of the Club, and disputes between Members and the Club, cannot be resolved, they are to be referred to a Community Justice Centre for mediation in accordance with the Community Justice Centres Act 1983.

12.2 At least seven (7) days before a mediation session is to commence, the Parties are to exchange statements of the issues that are in dispute Between them and supply copies to the mediator.

12.3 The Club shall not accept any costs incurred by the Member/s In dispute.

Penrith Valley Seniors Computing Club Inc. Constitution

Rule 13. Disciplining of Members

- 13.1 A complaint may be made in writing to the Committee by any Member of the Club in respect of another Member of the Club That:
- (a) Has persistently refused or neglected to comply with a provision or provisions of these Rules, or
 - (b) Has persistently and wilfully acted in a manner prejudicial to the interests of the Club.
- 13.2 On receiving such a complaint, the Committee:
- (a) Must cause notice of the complaint to be served on the Member Concerned in writing:
 - (b) Must give the member at least fourteen (14) days from the time The notice is served within which to make submissions in writing To the Committee in connection with the complaint; and
 - (c) Must take into consideration any submissions made by an Member in connection with the complaint.
- 13.3 The Committee may, by resolution, expel the Member from the Club Or suspend the Member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- 13.4 If the Committee expels or suspends a Member, the Secretary must, within fourteen (14) days after the action is taken, cause written notice to be given to the Member by the Committee for having taken that action and advise of the Member's right of appeal under Rule 14.
- 13.5 The expulsion or suspension does not take effect:
- (a) Until the expiration of the period within which the Member Is entitled to appeal against the resolution concerned; or
 - (b) If within that period the Member exercises the right of appeal unless and until the Club confirms the resolution under Rule 14.5 whichever is the later.

Penrith Valley Seniors Computing Club Inc. Constitution

- 13.6 If, upon enquiry, the Committee is of the opinion that a Member has Wilfully infringed the Club's Constitution or By-laws or has been Guilty of conduct prejudicial to the Club or to individuals, the Committee May request of that Member, in writing, an explanation for the action and a reason why the Member should not be expelled.
- 13.7 If no such explanation and reason is received within fourteen (14) days, or if the opinion of the Committee, such explanation and reason is inadequate, the Committee shall suspend the Member.
- 13.8 The Member may then plead his or her case at the next committee meeting.
- 13.9 Whether or not such explanation is made, a secret ballot of Members at that Meeting shall decide whether the Member is to be expelled. Any expelled Member is not entitled to attend Club meetings or activities.

Rule 14. Right of Appeal of Disciplined Member

- 14.1 A Member may appeal to the Club in a General Meeting against a resolution Of the Committee under Rule 13.7 within seven (7) days after notice of the Resolution is served on the Member, by lodging with the Secretary a notice to that effect.
- 14.2 The notice may, but need not, be accompanied by a statement of the grounds On which the Member intends to rely for the purposes of the appeal.
- 14.3 On receipt of a notice from a Member under Rule 14.1, the Secretary must Notify the Committee which is to convene a General Meeting of the Club to be held within twenty eight (28) days after the date on which the Secretary received the notice.
- 14.4 At a General Meeting of the Club convened under Rule 14.3:
- (a) No business other than the question of the appeal is to be Transacted;
 - (b) The Committee and the Member must be given the opportunity to state Respective cases orally or in writing, or both; and
 - (c) The Members present are to vote by secret ballot on the question of Whether the resolution should be confirmed or revoked.
- 14.5 If, at the General Meeting, the Club passes a special resolution in favour of The resolution, the resolution is confirmed.

Penrith Valley Seniors Computing Club Inc. Constitution

Rule 15. Powers of the Committee

15.1 The Committee is to be called the Management Committee of the Club and, Subject to the Act, the Regulation and of these Rules and to any resolution passed by the Club in General Meeting:

- (a) Is to control and manage the affairs of the Club;
- (b) Exercise all such functions as may be exercised by the Club, other than those functions that are required by these Rules to be exercised by a General Meeting of Members of the Club; and
- (c) Has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

15.2 The Executive of the Committee shall consist of the President, the Vice-President, the Secretary and the Treasurer.

15.3 The Executive of the Committee may make a decision between meetings so As to allow any matter that requires immediate action to be completed. Not Less than two (2) of the Executive as per Rule 15.2 shall participate in such a decision.

15.4 These matters shall be tabled and justified at the next General Meeting And/or at a special General Meeting if so required.

Rule 16. Constitution and Membership

16.1 Subject in the case of the first Members of the Committee to Section 21 Of the Act, the Committee is to consist of:

- (a) President
- (b) Vice-President
- (c) Treasurer
- (d) Secretary, and
- (e) Up to five (5) Ordinary Members.

16.2 Each Member of the Committee is, subject to these Rules, to hold office Until the conclusion of the Annual General Meeting following the date Of the Member's election, but is eligible for re-election.

Penrith Valley Seniors Computing Club Inc. Constitution

- 16.3 In addition to the Committee in Rule 16.1, the Committee may appoint Persons to act as the Training Co-ordinator, Public officer and Membership Co-ordinator etc. which will be non-voting roles.
- 16.4 To be eligible for a position on the Committee the Member must be A current financial Member of the Club
- 16.5 Only one Member of the same family (husband, wife, brother, sister) Can be elected to an Executive position of the Committee.
- 16.6 A candidate may be nominated for more than one position on the Committee, but may only be elected to one position.
- 16.7 In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint a Member to fill the vacancy, Subject to these rules, ending at next Annual General Meeting.

Rule 17. Election of Members

- 17.1 Nominations of candidates for election to the Committee:
- (a) Must be made in writing, signed by two (2) Members of the Club and accompanied by written consent of the candidate (which May be endorsed on the form of the nomination).
 - (b) The candidate must be present in person at the Annual General Meeting: and
 - (c) Must be delivered to the Secretary of the Club at least (14) days Before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- 17.2 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated are taken to be elected and further Nominations are to be received at the Annual General Meeting.
- 17.3 If insufficient further nominations are received, any vacant positions Remaining on the Committee are taken to be casual vacancies.
- 17.4 If the number of nominations received exceeds the number of vacancies To be filled, a ballot is to be held.
- 17.5 The ballot for the election of Members to the Committee is to be conducted At the Annual General Meeting in such usual and proper manner as the Members may direct.

Penrith Valley Seniors Computing Club Inc. Constitution

Rule 18. The President

18.1 The President shall;

- (a) Uphold the Constitution of the Club and enforce its Rules;
- (b) Chair all Club meetings unless unable to be present;
- (c) Be the sole spokesperson to the mass media after consultation with a quorum of the Committee;
- (d) Where considered desirable, may issue job descriptions for serving Committee Members, but shall not contradict those primary office duties described herein; and
- (e) May delegate responsibilities and duties to the Vice President.

Rule 19. The Secretary

19.1 The Secretary of the Club must, as soon as practicable after being appointed As Secretary, lodge notice with the Club of his or her address.

19.2 It is the duty of the Secretary to keep minutes of;

- (a) All appointments of Executive and Members of the Committee;
- (b) The names of Members present at a Committee meeting and a General Meeting and apologies for non-attendance; and
- (c) All proceedings at Committee meetings and General Meetings.

19.3 Minutes of proceedings at a Meeting must be signed by the Chairperson of The Meeting or by the Chairperson of the next succeeding Meeting.

19.4 In the absence of the Secretary, these duties will be delegated to other Committee Members.

Rule 20. The Treasurer

20.1 It is the duty of the Treasurer of the Club to ensure;

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

Penrith Valley Seniors Computing Club Inc. Constitution

Rule 21. Casual Vacancies

21.1 For the purposes of these Rules, a casual vacancy in the office of a Member of the Committee occurs if the Member:

- (a) Dies; or
- (b) Ceases to be a Member of the Club; or
- (c) Becomes an insolvent under administration within the meaning of the Corporation Law; or
- (d) Resigns office by notice in writing given to the Secretary; or
- (e) Is removed from office under Rule 22; or
- (f) Becomes unable to fulfil their duties; or
- (g) Is absent without the consent of the Committee from all meetings of the Committee held during a period of three (3) months.

Rule 22. Removal of Member

22.1 The Club in General Meeting may by resolution remove any Member of the Committee from the office of Member before the expiration of the Member's term of office and may by resolution, appoint another person to hold office until the expiration of the term of office of the Member so removed.

22.2 If a Member of the Committee to whom a proposed resolution referred to in Rule 22.1 relates, makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representation be notified to the Members of the Club, the Secretary or the President may send a copy of the representations to each Member of the Club or, if the representations are not so sent, the Member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

Rule 23. Meetings and Quorum

23.1 The Committee must meet at least three (3) times in each period of twelve (12) months at such a place and time as the Committee may determine.

23.2 Additional meetings of the Committee may be convened by the President or by any Member of the Committee

23.3 Oral or written notice of a Meeting of the Committee must be given by the Secretary to each Member of the Committee at least forty eight (48) hours before the time appointed for the holding of the Meeting.

Penrith Valley Seniors Computing Club Inc. Constitution

- 23.4 Notice of a Meeting given under Rule 23.3 must specify the general nature Of the business to be transacted at the Meeting, except business which the Committee Members present at the Meeting unanimously agree to treat as urgent business.
- 23.5 Any five (5) Members of the Committee, with one (1) Member being an Executive, shall constitute a quorum for the transaction of the business of a Meeting of the Committee.
- 23.6 No business is to be transacted by the Committee unless a quorum is present. If, within half an hour of the time appointed for the Meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- 23.7 If at the adjourned Meeting a quorum is not present within half an hour of the time appointed for the Meeting, the Meeting is to be dissolved.
- 23.8 At a Meeting of the Committee;
- (a) The President or, in the President's absence, the Vice-President Is to preside, or
 - (b) If the President and the Vice-President are absent, one of the Remaining Members of the Committee may be chosen by the Members Present at the Meeting to preside.

Rule 24. Delegation by Committee to Sub-Committee

- 24.1 The Committee may form Sub-Committees (consisting of Members of the Club) to exercise specific functions of the Committee as so decided.
- 24.2 The President and Secretary shall be ex officio Members of all Sub-Committees.
- 24.3 A Sub-Committee may meet and adjourn, as it thinks proper
- 24.4 All resolutions of Sub-Committees must be referred to the full Committee For consideration at a Meeting

Rule 25. Voting and Decisions

- 25.1 Questions arising at a Meeting of the Committee or of any Sub-Committee appointed by the Committee are to be determined by a majority of the votes of Members of the Committee or Sub-Committee present at the Meeting.

Penrith Valley Seniors Computing Club Inc. Constitution

25.2 Each Member present at a Meeting of the Committee or of any Sub-Committee is entitled to one vote but, in the event of an equality of votes On any question, the person presiding may exercise a second or casting vote.

Rule 26. Annual General Meetings – Holding Of

26.1 With the exception of the first Annual General Meeting of the Club, the Club must, at least once in each calendar year and within the period of six (6) months after the expiration of each financial year of the Club, convene an Annual General Meeting of its Members.

26.2 The Club must hold its first Annual General Meeting;

(a) Within the period of eighteen (18) months after its incorporation Under the Act; and

(b) Within the period of six (6) months after the expiration of the first Financial year of the Club

26.3 Rule 26.1 and 26.2 have effect subject to any extension of permission Granted by the Director-General under section 26. (3) of the Act.

Rule 27. Annual General Meetings – Calling of and Business at

28.1 The Committee may, whenever it thinks fit, convene a Special General Meeting of the Club.

28.2 The Committee must, on the requisition in writing of at least eight (8) Per cent of the total number of Members, convene a Special General Meeting of the Club.

28.3 A requisition of Members for a special General Meeting:

(a) Must state the purpose or purposes of the meeting;

(b) Must be signed by the Members making the requisition;

(c) Must be lodged with the Secretary; and

(d) May consist of several documents in a similar form, each signed by one or more of the Members making the requisition.

Penrith Valley Seniors Computing Club Inc. Constitution

- 28.4 If the Committee fails to convene a Special General Meeting to be held Within twenty eight (28) days after that date on which a requisition of Members for the Meeting is lodged with the Secretary, any one or more of the Members who made the requisition may convene a special General Meeting to be held not later than three (3) months after that date.
- 28.5 A Special General Meeting convened by a Member or Members as referred To in Rule 28.4 must be convened as nearly as is practicable in the same manner as General Meetings are convened by the Committee and any Member who consequently incurs expense, which is appropriately receipted, is entitled to be reimbursed by the Club for such expense incurred.

Rule 29. Ordinary General Meetings

- 29.1 An Ordinary General Meeting of the Club shall be held at least three (3) Times in each calendar year at such time and place as the Members decide. Should it be necessary to alter the time or place of the Ordinary General Meeting, or to cancel such Meeting, a notice will be placed on the Club's notice board and published in the Club's newsletter. Where this is not possible, the Secretary shall inform the members of the change in venue and time or cancellation, at least one week before the scheduled time of the Meeting. The accidental omission of notice to a Member, or failure to receive such a notice shall not invalidate a General Meeting.
- 29.2 In addition to any other business which may be transacted at an Ordinary General Meeting, the business of an Ordinary General Meeting shall be :
- (a) To note Members present and apologies for non-attendance;
 - (b) To confirm the Minutes of the preceding Ordinary General Meeting;
 - (c) To transact business arising out of such Minutes;
 - (d) To receive reports of the Committee, the Secretary and the Treasurer and any other reports as may require to be given;
 - (e) To consider and deal with subjects and business to be discussed;
 - (f) To hear, through the Chair, answers to questions from Members and, where appropriate, to deal with the subject matter thereof; and
 - (g) Deal with such other business as the Chair may allow.

Penrith Valley Seniors Computing Club Inc. Constitution

Rule 30. Notice

- 30.1 Dates of all Meetings and proposed Agenda items will be displayed on the Club's notice board at least fourteen (14) days before the date of the Meeting.
- 30.2 If the nature of the business proposed to be dealt with at a General Meeting Requires a special resolution of the Club or it is the Club's Annual General Meeting, the Secretary must display a notice on the Club's notice board of the intention to propose the resolution as a special resolution and/or the Annual General Meeting, at least twenty eight (28) days before the date of the Meeting.
- 30.3 No business other than that specified in the notice convening a General Meeting is to be transacted at the Meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to Rule 27.2.
- 30.4 A Member desiring to bring any business before a General Meeting may Give notice in writing of that business to the Secretary, who must include that business in the next notice calling a General Meeting given after receipt of the notice from the Member.

Rule 31. Procedure

- 31.1 No item of business is to be transacted at a General Meeting unless a quorum of Members entitled under these Rules to vote is present.
- 31.2 Ten (10) Members present in person (being Members entitled under The Rules to vote at a General Meeting) constitute a quorum for the transaction of the business of a General Meeting.
- 31.3 If within half an hour after the appointed time for the commencement Of a General Meeting a quorum is not present, the Meeting:
- (a) If convened on the requisition of members, is to be dissolved: and
 - (b) In any other case, is to stand adjourned to the same day in the following week at the time and at the same place
- 31.4 If at the adjourned Meeting a quorum is not present within half an hour After the time appointed for the commencement of the Meeting, the Members present (being not less than three (3) is to constitute a quorum.

Penrith Valley Seniors Computing Club Inc. Constitution

Rule 32. Presiding Member

- 32.1 The President, or, in the Presidents absence, the Vice-President, Is to preside as Chairperson at any General Meeting of the Club.
- 32.2 If the president and the Vice-President are absent, the Members Present must elect one of the Committee to preside as Chairperson as the Meeting.

Rule 33. Adjournment

- 33.1 The Chairperson of a General Meeting at which a quorum is present may, With the consent of the majority of Members present at the Meeting, adjourn the Meeting from time to time, and place to place, but no business is to be transacted at an adjourned Meeting other than the business left unfinished at the Meeting at which the adjournment took place.
- 33.2 If a General Meeting is adjourned for fourteen (14) days or more, the Secretary must give written or oral notice of the adjourned Meeting to each member of the Club stating the place, date and time of the Meeting and the nature of the business to be transacted at the Meeting.
- 33.3 Except as provided in Rules 33.1 and 33.2 notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned Meeting is not required to be given.

Rule 34. Making of Decisions

- 34.1 A question arising at a General Meeting of the Club is to be determined On a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, an entry to that effect in the Minute book of the Club, is evidence of the fact without proof of the number of proportion of votes recorded in favour of or against that resolution.
- 34.2 At a General Meeting of the Club, a poll may be demanded by the Chairperson or by not less than five (5) members present in person at the Meeting.
- 34.3 If a poll is demanded at a General Meeting, the poll must be taken in any case, in such manner and at such time before the close of the Meeting as the Chairperson directs, and the resolution of the poll on the matter is taken to Be the resolution of the Meeting on that matter.

Penrith Valley Seniors Computing Club Inc. Constitution

Rule 35. Special Resolution

35.1 A resolution of the Club is a Special Resolution:

- (a) If it is passed by a majority which comprises not less than Three quarters of such Members of the Club as, being Entitled under these Rules to do, vote in person at a General Meeting of which not less than twenty eight (28) days written notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with these Rules; or
- (b) Where it is made to appear to the Commissioner that it is not practicable For the resolution to be passed in the manner specified in Paragraph (a) If the resolution is passed in a manner specified by the Commissioner.

Rule 36. Voting

36.1 On any question arising at a Meeting of the Club, a Member has one vote Only.

36.2 All votes must be given personally. Vote by Proxy is invalid.

36.3 In the case of an equality of votes on a question at a General Meeting, The Chairperson of the Meeting is entitled to exercise a second or casting vote.

36.4 A Member is not entitled to vote at any General Meeting of the Club Unless all money due and payable by the Member to the Club has been paid.

Rule 37. Insurance

37.1 The Club may effect and maintain insurance under Section 44 of the Act as deemed appropriate by the Committee.

Rule 38. Funds – Source

38.1 The funds of the Club are to be derived from entry fees, annual Subscriptions and tuition fees of Members, and, subject to any resolution passed by the Club in General Meeting, such other sources as the Committee determines.

38.2 The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

Penrith Valley Seniors Computing Club Inc. Constitution

38.2 All money received by the Club must be deposited as soon as Practicable and without deduction to the credit of the Club's bank account.

Rule 39. Funds Management

39.1 The funds of the Club are subject to any resolution passed at a General Meeting, to be applied towards the promotion of the objects of the Club in a manner determined by the Committee.

39.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable Instruments must be signed by any two (2) of the Executive Members Of the Committee, with all four (4) Executive members being Club signatories.

Rule 40. Alteration of Objects and Rules

40.1 The statement of objects and these Rules may be altered, rescinded, Or added to only by special resolution of the Club.

Rule 41. Common Seal

41.1 The common seal of the Club must be kept in the custody of the Public Officer.

41.2 The common seal must not be affixed to any instrument except by the Authority of the Committee and the affixing of the common seal must be attested by the signatures either of two (2) Members of the Committee or of one (1) Member of the Committee and of the Public Officer.

Rule 42. Custody of Books, etc.

42.1 Except as otherwise provided by these Rules, the Public Officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Club

Rule 43. Inspection of Books, etc.

43.1 The records, books and other documents of the Club shall be open to Inspection, free of charge, by a Member of the Club at any reasonable hour. However, this information is not available for general publication.

43.2 Copies of Club notices, records, books, documents and Constitution and By-laws may only be issued in printed form.

Penrith Valley Seniors Computing Club Inc. Constitution

Rule 44. Service of Notices

- 44.1 For the purpose of these Rules, unless otherwise specified within These Rules, a notice may be served by or on behalf of the Club or any Member either personally or by sending it by prepaid post to the Member at the Member's address shown in the register of Members.
- 44.2 If a document is sent to a person by properly addressing, prepaying and Posting to the person a letter containing the document, the document is, unless the contrary is proved, taken for the purposes of these Rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

Rule 45. Financial Year

- 45.1 The financial year of the Club shall commence on the first (1st) day Of July in each year and terminate on the thirtieth (30th) day of June in the following year.

Rule 46. Audit and Auditor

- 46.1 The Auditor appointed at an Annual General Meeting shall hold that office Until the next Annual General Meeting. The Committee shall appoint a casual vacancy for the position of Auditor.
- 46.2 Notice of the nomination of any person other than a retiring Auditor For appointment as Auditor shall be given to Members not less than twenty eight (28) days before the Annual General Meeting at which the appointment of the Auditor is to be made.
- 46.3 A person shall not be appointed to act as Auditor of the Club if he/she is an Executive Member or a Committee Member.

Rule 47. Winding Up

- 47.1 In the event of the Club being dissolved, the amount which remains after Such dissolution and the satisfaction of all debts and liabilities shall be transferred to a community organization which has similar aims and objectives and which has Rules prohibiting the distribution of its assets and income to Members.

Rule 48. Club Newsletter

- 48.1 The Members in a General Meeting by resolution passed may authorise the The publication of a Club Newsletter containing such subject matters as Members may determine from time to time.

Penrith Valley Seniors Computing Club Inc. Constitution

Appendix 1

Penrith Valley Seniors Computing Club Inc.

APPLICATION FOR MEMBERSHIP

Confidential

Please print using black Biro or pen – thank you

Surname _____ Date of Birth ____/____/19

First Name _____ Preferred 1st Name _____

Residential

Address _____

Suburb / Town _____ Post Code _____

Phone _____ Email Address: _____

Postal _____ Only complete if not the same as Residential Address

Address _____

Suburb / Town _____ Post Code _____

I hereby apply for Membership of the Club and agree to abide by the Club Rules.
I also understand that the Club may refuse my Membership under the Club Rules.

Signature _____ Date of Application _____

OFFICE USE

Application Received	Receiving Member
Date _____	Name _____ Signature _____

Membership Decision	Membership Sub-committee Member
Sub-committee _____	
Action Date _____	Name _____ Signature _____

Club Treasure Received Date _____	Receipt Number.
Full payment	Signature

