

**ASSOCIATIONS INCORPORATION ACT 1984**  
**SYDNEY NORTH VOLLEYBALL INC.**  
**RULES OF THE ASSOCIATION**

LODGED WITH THE COMMISSION:

PART 1: NAME

- 1.01 The name of The Association shall be SYDNEY NORTH VOLLEYBALL INCORPORATED (referred to in these rules as “The Association”).

PART 2: OBJECTS

- 2.01 The objects of The Association shall be to encourage, promote and control the sport of Volleyball in the northern and north western areas of Sydney and to do all things necessary and convenient to achieve those objects.
- 2.02 The assets and income of the Association shall be applied solely in furtherance of its above mentioned objectives and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

PART 3: MEMBERSHIP

- 3.01 Subject to these rules the members of The Association shall be comprised of the members of The Association immediately prior to incorporation together with such other individuals as the Board admits to membership.
- 3.02 Applications for membership of The Association shall be made in writing to the Committee and shall contain an undertaking to be bound by the terms of these rules should the application be approved.
- 3.03 Any member of The Association may, by giving notice in writing addressed to the Board, object to the application for admission to membership of any person and such objections shall be considered by the Board at the meeting at which the application for membership is considered.
- 3.04 The Board shall determine whether or not to accept an application for membership and shall not be required to supply reasons for not accepting or rejecting an application for membership.
- 3.05 Members shall pay such fees as are determined by the Board from time to time.
- 3.06 A register of members shall be kept by the Board showing the name, address and date of commencement of membership of each member. Provision for noting the date of cessation of membership shall also be contained in the register.
- 3.07 Membership shall cease upon resignation, expulsion, or failure to pay membership fees in accordance with by-laws.

PART 4: DISCIPLINING OF MEMBERS

- 4.01 The Administrator may, on his/her own motion, or upon receipt of a complaint against a member, and shall if so directed by the Board, issue a notice to that member to show cause within 28 days of issue of the notice, why that member should not be expelled, suspended, or otherwise dealt with by the Board.
- 4.02 The Board shall, prior to issuing a notice referred to in Clause 4.01:
- 4.02.1 Appoint a Judiciary Board to hear and determine the matter within 28 days or as possible thereafter.
- 4.02.2 Nominate a time and place for hearing of the matter.
- 4.03 Any notice issued pursuant to Clause 4.01 shall specify:
- 4.03.1 The nature and details of the complaint against the member.
- 4.03.2 The time and place of the hearing.
- 4.04 A judicial Committee appointed pursuant to Clause 4.02 shall have power to expel, suspend or fine a member.
- 4.05 Any member who is aggrieved by a decision of a judicial Board may by notice in writing appeal to the Board and the Board may uphold, vary or overrule any decision of the judicial committee.
- 4.06 Appeals to the Board shall be conducted in such manner and at such times as the Board thinks fit in its absolute discretion.

PART 5: MEMBERS' LIABILITY

- 5.01 The Members of the Association shall have no liability to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of The Association except to the amount of any unpaid membership fees.

PART 6: MANAGEMENT BY BOARD OF DIRECTORS

- 6.01 The Association shall have its affairs controlled and managed by the office bearers and other persons known as the Board of Directors (hereinafter called "The Board").
- 6.02 The office bearers shall consist of a President, Vice President and Treasurer. There shall be up to six (6) other members of the Board.
- 6.03 Nominations for election to any position on the Committee should be signed by the nominee and lodged with the Administrator no less than forty eight (48) hours prior to the Annual General Meeting.
- 6.04 Each member of the Board shall hold office for a period of one year from the date of their election or appointment until the next Annual General Meeting.
- 6.05 Retiring Board members are eligible for re-election.

- 6.06 The Board shall meet as often as necessary to conduct the business of The Association and not less than six times in each calendar year.
- 6.07 Notice of Board meetings shall be given at the previous Board meeting or by such other means as the Board may decide.
- 6.08 A member of the Board shall cease to hold office upon resignation in writing; removal as a member of the Association; or by absence from three successive Board meetings without approval by the Board.
- 6.09 The quorum for meetings of the Board shall be one half of the current number of Board members.
- 6.10 The Board may function validly provided its number is not reduced below the quorum. No business shall be transacted unless a quorum is present and if within half an hour of the time appointed from the meeting a quorum is not present the meeting shall be dissolved.
- 6.11 Questions arising at any meeting of the Board shall be decided by the majority of the votes of those present. In case of an equality of votes the motion shall be deemed to have been lost.

PART 7: THE EXECUTIVE

- 7.01 The Executive shall consist of the President, Vice President and Treasurer.

PART 8: GENERAL MEETINGS

- 8.01 An Annual General Meeting of the Association shall be held each year within 6 months from the end of the financial year of The Association (except with the first Annual General Meeting which shall be held within 2 months from the end of the first financial year and within 18 months of incorporation).
- 8.02 The Board may, whenever it thinks fit, convene a Special General Meeting of the Association. A Special General Meeting must be convened by the Board within one month of receiving a written request to do so from at least ten percent of the membership of the Association. 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 Administrator; and
  - d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 8.02.1 If the Board 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 Administrator, any one or more of the members who made the requisition may convene a Special General Meeting to be held no later than 3 months after that date.
- 8.02.2 A Special General Meeting convened by a member or members as referred to in Clause 8.02.1 shall be convened as nearly as practicable in the same manner as general meetings are convened by the Board and any member who thereby incurs expense is entitled to be reimbursed by The Association for any expense so incurred.

- 8.03 At least 21 days notice of all General Meetings shall be given to members and such notice shall specify the procedures and times for nominations and notices of motion or any other matter relevant to such general meeting. In the case of General Meetings where a special resolution is to be proposed, notice of the meeting shall be given to members at least 21 days before the meeting and the notice shall specify that the motions require a special resolution.
- 8.04 No business other than that specified in the notice convening a General Meeting shall be transacted at the Meeting. In the case of the Annual General Meeting the following business shall be transacted whether specified or not:
- 8.04.1 Confirmation of the minutes of the last Annual General Meeting and any recent Special General Meeting.
- 8.04.2 Receipt of the Committee's report upon the activities of the Association in the last financial year.
- 8.04.3 Election of office bearers and other members of the Committee.
- 8.04.4 Receipt and consideration of the Financial Statement which is required to be submitted to members by Section 26(6) of The Associations Incorporation Act.
- 8.05 A quorum for any General Meeting shall consist of 10 or more members as referred to in Clause 3.01.
- 8.06 Voting at General Meetings shall be by a show of hands unless a secret ballot is demanded by a member. Decisions shall be made by a simple majority vote except for those matters, which must be decided by special resolution where a  $\frac{3}{4}$  majority is required.
- 8.07 All votes shall be given personally or subject to Clause 8.11 by proxy but no member may hold more than one proxy vote.
- 8.08 At all General Meetings the decision of the President on points of order shall be final.
- 8.09 If at any General Meeting there be no quorum within thirty (30) minutes of the time appointed for the meeting then the meeting shall lapse unless a majority of the members decide to adjourn the meeting for a period not exceeding fourteen (14) days. If there be no quorum within thirty (30) minutes those present after the time appointed for such adjourned meeting shall constitute a quorum for the purpose of that meeting.
- 8.10 At any General Meeting all members referred to in Clause 3.01 may be entitled to one (1) vote.
- 8.11 Any member shall be entitled to appoint another member as a proxy by written notice given to the Administrator no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

#### PART 9: OFFICE BEARERS

- 9.01 The President, or in the President's absence, the Vice President shall act as President at each General Meeting and Board Meeting of the Association.
- 9.02 If the President and Vice President are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as President.

9.03 The Administrator of the Association shall keep records of the business of The Association including the rules, register of members, minutes of all General and Board Meetings and a file of correspondence.

9.03.1 It is the duty of the Administrator to keep minutes of:

- a) all appointments of office bearers and members of the Board;
- b) the names of members of the Board present at a General or Board meeting;
- c) all proceedings at General and Board meetings.

9.03.2 Minutes of proceedings at a meeting shall be signed by the President of the meeting or by the President of the next succeeding meeting.

9.04 The Treasurer shall ensure that all money received by the Association is paid into an account in the Association's name. Payments shall be made through a petty cash system or by cheque authorised by any two (2) of the four (4) signatures authorised by the Board.

9.04.1 It is the duty of the treasurer of The Association to ensure that:

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

9.05 The financial records kept by the treasurer shall be available for inspection by any member upon written request within 48 hours.

#### PART 10: SPECIAL RESOLUTIONS

10.01 A special resolution must be passed by a General Meeting of The Association to effect the following changes:

- 10.01.1 a change of the Association's name;
- 10.01.2 a change of the Association's rules;
- 10.01.3 a change of the Association's objects;
- 10.01.4 an amalgamation with another incorporated Association;
- 10.01.5 to voluntarily wind up the Association and distribute its property.

10.02 A special resolution shall be passed in the following manner:

- 10.02.1 a notice must be sent to all members advising that a General Meeting is to be held to consider a special resolution;
- 10.02.2 the notice must give details of the proposed special resolution and give at least 21 days notice of the meeting;
- 10.02.3 a quorum must be present at the meeting;

- 10.02.4 at least  $\frac{3}{4}$  of those present in person or by proxy must vote in favour of the resolution;
- 10.02.5 in situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to the Corporate Affairs Commission for permission to pass the resolution in some other way;
- 10.02.6 in respect to a special resolution at a General Meeting only, the members of the Board may vote in their own right.

#### PART 11: PUBLIC OFFICER

- 11.01 The Board shall ensure that a person is appointed as Public Officer.
- 11.02 The first Public Officer shall be the person who completed the application for incorporation for the Association.
- 11.03 The Board may at any time remove the Public Officer provided the person appointed is 18 years of age or older and a resident of New South Wales.
- 11.04 The Public Officer shall be deemed to have vacated his position in the following circumstances:
- a) death
  - b) resignation
  - c) removal by the Board or at a General Meeting
  - d) bankruptcy or financial insolvency
  - e) mental illness
  - f) residency outside New South Wales
- 11.05 When a vacancy occurs in the position of Public Officer the Board shall within 14 days notify the Corporate Affairs Commission by the prescribed form and appoint a new Public Officer.
- 11.06 The Public Officer may be an office bearer, Board Member, or any other person regarded as suitable for the position by the Board.

#### PART 12: MISCELLANEOUS

- 12.01 The Association shall effect and maintain insurance as required under the Association's Incorporation Act together with any other insurance which may be required by law or regarded as necessary by the Association.
- 12.02 The Common Seal of the Association shall be kept in the custody of the Administrator and shall only be affixed to a document with the approval of the Board.
- 12.03 The stamping of the Common Seal shall be accompanied by the signatures of two members of the Board.
- 12.04 The Association may at any time pass a special resolution determining how any surplus property is to be distributed in the event that the Association should be wound up. The distribution of surplus property shall be in accordance with Section 53 of the Association's Incorporation Act 1984.

- 12.05 A special resolution passed for the purpose of determining how surplus property is to be distributed on winding up must provide that the property be given to a registered or exempt charity or charities with similar objects.
- 12.06 The financial year shall be 1<sup>st</sup> January to 31<sup>st</sup> December or such other period as the Board may nominate.

PART 13: BY-LAWS

- 13.01 The Board may from time to time make such by-laws as may be necessary and convenient for the purposes of attaining the objects of The Association.
- 13.02 The Board may adopt wholly or in part by reference any rules relating to the conduct of Volleyball or Volleyball competitions.
- 13.03 The Board may from time to time vary, amend or repeal any by-law made pursuant to this clause.
- 13.04 A by-law made pursuant to this clause shall take effect from the date that it is made or such later date as the Board shall decide and shall be laid before the next Annual General Meeting of The Association. That General Meeting may disallow the by-law whereupon it shall cease to have effect from the date of that meeting.

PART 14: LIFE MEMBERS

- 14.01 At any Annual General Meeting of The Association any person or persons may be elected a Life Member of The Association in recognition of special services rendered to the Association.
- 14.02 Each nominee shall be recommended to the Board for consideration and, if approved by the Board, be submitted for election at the Annual General Meeting of The Association, and carried by three quarters of those present and eligible to vote.
- 14.03 A Life Member shall be entitled to attend, speak to any motion at all meetings of The Association and shall have such other privileges as may be decided upon from time to time by The Association. A Life Member is entitled to election to the Board with full voting power.