

CHOW CHOW CLUB OF VICTORIA INC.

RULES

Effective 30 November 2010

Rules – Index

PART 1 – PRELIMINARY

- 1.3 Rules constitute terms of a contract
- 1.4 No Proprietary Interest in Property of the CCCV

PART 2 – MEMBERSHIP

- 2.1 Application for membership-
- 2.2 Categories of Membership
- 2.3 Life Membership
- 2.4 Cessation of membership
- 2.6 Privileges of Membership
- 2.7 Register of Members
- 2.8 Membership Subscriptions
- 2.9 Members' Liability Limited
- 2.10 Disciplining of Members
- 2.12 Grievances of Members

PART 3 - THE MANAGEMENT COMMITTEE

- 3.1 Powers of the Management Committee
- 3.2 Age Qualifications of Management Committee
- 3.3 Office Bearers of Management Committee
- 3.8 Ordinary Members of Management Committee (
- 3.10 Casual Vacancies
- 3.11 Office Bearer or Ordinary Member of Management Committee to Stand Down from Office.

PART 4 - ELECTION OF MANAGEMENT COMMITTEE

- 4.2 Terms of Office of Management Committee
- 4.3 Voting System
- 4.8 Voting on Ballot Papers
- 4.11 Eligibility of Candidates to Nominate for Election
- 4.21 Eligibility of Members to Vote at Elections
- 4.27 Closing of Ballot.
- 4.30 Returning Officer.
- 4.36 Removal of Member of Management Committee

PART 5 - ADMINISTRATION

- 5.1 Meetings and Quorum and Adjournments
- 5.2 Voting and Decisions of Management Committee
- 5.3 Regulations
- 5.6 Appointment of Sub-Committees/Committees
- 5.9 Delegation by Management Committee to other Committees

- 5.10 Meetings of Committees other than the Management Committee
- 5.11 Secretary
- 5.13 Assistant Secretary
- 5.14 Auditor

PART 6 - ANNUAL GENERAL MEETINGS

- 6.1 Annual General Meetings - Holding Of
- 6.2 Annual General Meetings - Calling of and Business At
- 6.3 Notice of Meeting
- 6.4 Procedure, Quorum and Adjournments
- 6.5 Presiding Member
- 6.6 Adjournment When Quorum Present
- 6.7 Making of Decisions
- 6.8 Special Resolution
- 6.9 Voting
- 6.10 Proxies
- 6.11 Minutes of Meetings

PART 7 - SPECIAL GENERAL MEETINGS

- 7.1 Special General Meetings - Calling of
- 7.2 Notice
- 7.3 Procedure, Quorum and Adjournments
- 7.4 Presiding Member
- 7.5 Adjournment when Quorum Present
- 7.6 Making of Decisions
- 7.7 Special Resolution
- 7.8 Voting
- 7.9 Proxies
- 7.10 Minutes of Meetings

PART 8 - MISCELLANEOUS

- 8.1 Insurance
- 8.2 Funds - Source
- 8.3 Funds - Management, Signing of Cheques etc.
- 8.4 Reimbursement of Expenses
- 8.5 Property
- 8.7 Alteration of Rules AND Statement of Purposes
- 8.9 Indemnity and Exclusion of Liability
- 8.11 Custody of Books
- 8.14 Service of Notices
- 8.15 Construction of Rules and Regulations
- 8.16 Transitional Provisions

RULES OF THE CHOW CHOW CLUB OF VICTORIA INC.

PART 1 - PRELIMINARY

- 1.1 In these Rules:
 - 1.1.1 As an affiliate of the Victorian Canine Association (VCA), the CCCV is, at all times, subject to the Constitution, Rules, Regulations, Codes and Policies of the VCA (VCA Regulation 3.4.3.6)
 - 1.1.2 The principal objectives and powers of the CCCV are as set out in the CCCV Statement of Purpose.
 - 1.1.3 a reference to the masculine gender shall include the feminine gender and vice versa.
 - 1.1.4 a reference to the singular shall include the plural and vice versa where the context reasonably permits.
- 1.2. No heading to a Rule or series of Sub-Rules, nor any marginal notes or footnotes in these Rules, shall be taken to be or form part of the Rules.
- 1.3 **Rules Constitute Terms of a Contract** - These Rules shall constitute the terms of a contract between the Chow Chow Club of Victoria Inc (hereinafter referred to as the "CCCV") and its members for the time being.
- 1.4 **No Proprietary Interest in Property of the CCCV:** Membership of the CCCV shall not be deemed to confer upon any member any right, title or interest, whether legal or equitable, in any real or personal property of the CCCV.

PART 2 - MEMBERSHIP

- 2.1 **Application for Membership:** Application for membership shall be made in writing on the prescribed form, and shall be accompanied by the initial subscription fee plus any appropriate levy. Membership of the CCCV is subject to the application being submitted to and approved by the Management Committee. Such approval may be delegated to the CCCV President.
 - 2.1.1 An application for membership shall be in such form as the Management Committee may from time to time prescribe and shall be signed by the applicant and lodged with the Club Secretary. An applicant shall furnish to the Management Committee such information as may be required from time to time by the Management Committee and in particular shall furnish such information as is called for in the prescribed form.
 - 2.1.1.1 As soon as practicable after receipt of an application, the Club Secretary must refer the application to the Committee.
 - 2.1.1.2 The Club Secretary will, as soon as the application is received, enter the applicant's name in the register of members, listing the applicant as pending.
 - 2.1.2 The Committee will determine if it approves or rejections the application for membership.
 - 2.1.2.1 Any application for membership may be refused by the Management Committee without assigning any reasons therefore notwithstanding that a membership subscription was paid contemporaneously with the application and was banked by the CCCV provided that in the event of the application being refused such subscription shall be refunded to the applicant.
 - 2.1.2.2 The Club Secretary will, as soon as practicable, notify the applicant of the approval/rejection in membership, either by post or electronically.

- 2.1.2.3 As soon as the application is approved, the Club Secretary will amend the pending annotation in the register of members to show that the applicant's name is now a member.
- 2.2 **Categories of Membership:** The membership of the CCCV shall consist of:
- 2.2.1 Ordinary membership, being a natural person of at least 18 years of age and resident in Australia.
- 2.2.1.1 **Eligibility to hold office:** Only those members who also hold current VCA membership (single, dual or life) and are residents of Victoria are eligible to hold office on the CCCV Management Committee. If not a VCA member, they must apply for VCA membership within 14 days of becoming an office bearer. (VCA Regulation 3.4.3.4)
- 2.2.1.2 **VCA Levy** - Only those members who also hold current VCA membership or membership of another ANKC recognised canine controlling body will be exempt from the VCA levy as per Rule 2.1 above.
- 2.2.2 Dual membership, being two natural persons who each qualify as an ordinary member, and who are resident at the same address.
- 2.2.3 Life membership as provided for in Rule 2.3 and
- 2.2.4 Junior membership: A person aged 7 years but less than 18 years is eligible to apply for Junior Membership.
- 2.2.4.1 The privileges of membership of a Junior Membership is conditional upon a parent, guardian or mentor of the Junior member being an Ordinary, Dual or Life member and accepting responsibility for the actions of the Junior member.
- 2.2.5 Associate membership, being a natural person residing outside the State of Victoria but not a member of an ANKC recognised canine controlling body.
- 2.3 **Life Membership:** The Management Committee may by resolution award life membership status to a member in consideration of outstanding or special service rendered by that member to the CCCV and such member shall continue to enjoy all privileges and benefits of ordinary membership of the CCCV but shall not be liable to pay an annual membership subscription.
- 2.4 **Cessation of Membership:** Membership of the CCCV shall cease ipso facto:
- 2.4.1 Upon the termination of the period of membership (whether by effluxion of time or otherwise) unless the member shall be re-admitted by the Management Committee for a further period of membership;
- 2.4.2 If the member resigns by notice in writing addressed to the Club Secretary, such resignation is as amended from the date it is received by the Club Secretary and does not relieve the member from payment of overdue subscriptions or other monies owed by the member to the CCCV at the time of resignation;
- 2.4.3 If the member dies, save and except that the membership shall be continued in the name of the deceased member's Estate upon receipt of a written application in that behalf from the Executor/Administrator of the Estate pending the disposal by sale or bequest and transfer by the Executor/Administrator to another person of any prefix or dogs registered with the CCCV in the name of the deceased member.
- 2.4.4 If the member's annual subscription for the forthcoming year has not been paid within one calendar month of termination, in accordance with Rule 2.8
- 2.4.5 If a member is suspended from membership of the VCA or disqualified or otherwise declared ineligible to take part in any capacity in a Exhibition for the term of such suspension, disqualification or ineligibility, such member will be for the term of their VCA suspension, disqualification or ineligibility, be ineligible to participate in any capacity with regard to the CCCV, including rights to vote.

- 2.5 Membership in the CCCV shall be suspended in the event that:
- 2.5.1 there is owing by the member to the CCCV any monies for goods or services provided by the CCCV to or at the request of the member and such monies have been outstanding for more than sixty days provided that subject otherwise to the Rules, the suspension of membership shall cease upon payment by or on behalf of the member to the CCCV of the outstanding monies.
- 2.5.2 the member fails or neglects without good cause shown to reply in writing within 14 days from the date of a second written demand by the Management Committee requesting the member to reply to correspondence previously sent to the member by the Management Committee provided such suspension of membership shall cease upon receipt of a written reply to such demand and to such correspondence.
- 2.6 **Privileges of Membership:** Subject to the restrictions and limitations prescribed and obligations imposed by or pursuant to the Rules, the privileges of membership shall be:
- 2.6.1 the right to vote at the Annual General Meeting and any Special General Meeting of the CCCV;
- 2.6.2 the right to nominate for or propose or second a candidate for election to the Management Committee or to any other committee of the CCCV and to vote in any ballots conducted for elections to such committee;
- 2.6.3 the right to offer themselves for appointment to other committees of the CCCV; and
- 2.6.4 the right to compete for any prize available for competition by members of the CCCV.
- 2.6.5 Provided that an associate member shall not be entitled to the privileges granted by Sub-Rules .1, .2, .3 of this Rule.
- 2.7 **Register of Members:** A register of membership shall be kept by the Club Secretary and shall contain the category of membership, the name and address and other contact details, VCA or other ANKC Controlling body membership number (if any) and prefix (if any), of each member. The register of members shall be kept by the Club Secretary and may be made available by the Club President (if the Management Committee shall so determine but not otherwise) for inspection by such person/s and upon such conditions as the Management Committee may from time to time determine.
- 2.8 **Membership Subscriptions:** A member of the CCCV shall, upon admission to membership, pay to the CCCV an initial membership subscription plus any applicable VCA levy (see Category of Membership – Ordinary Membership, Rule 2.2.1.2 above) for the period which shall terminate at midnight on the last day of the last month of the calendar year (i.e., 31st December) in which falls the anniversary of the date of admission as a member and, thereafter, on renewal of membership, shall pay to the CCCV a membership renewal subscription plus any applicable VCA levy (as per Rule 2.2.1.1 above) at the rates determined from time to time by the Management Committee. Provided, that in the case of a membership approved after 31st October in any calendar year, such membership shall terminate on 31st December of the following year. Membership shall lapse if not renewed within one calendar month of termination (31st December). In renewing membership each year, a member shall complete and sign the prescribed renewal of membership form.
- 2.9 **Members Liability Limited:** The liability of a member of the VCA to contribute towards the payment of the debts and liabilities of the CCCV or the costs, charges and expenses of a winding up of the CCCV is limited to the amount, if any, unpaid by the member in respect of unpaid membership subscriptions and any other monies owing by them to the CCCV for goods or services provided by the CCCV to or at the request of the member.
- 2.10 **Disciplining of Members:** Members shall strictly observe and act in conformity with and not otherwise than in accordance with the CCCV Rules and shall not conduct themselves

in such a manner as to bring the CCCV into disrepute or to bring themselves as a breeder, owner, exhibitor, handler, Show official or CCCV member into disrepute.

- 2.10.1 Subject to these Rules, if the Management Committee is of the opinion that a member has refused or neglected comply with these Rules, or has been guilty of conduct comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the CCCV, the Management Committee may by resolution—
 - 2.10.1.1 suspend that member from membership of the CCCV for a specified period; or
 - 2.10.1.2 expel that member from the CCCV
- 2.10.2 Subject to the decision of the Committee, the Club Secretary will notify the member by post or by email within 7 days of the Committee's decision.
- 2.11 A member shall supply such relevant information or evidence within their knowledge, possession or control as requested by the Management Committee within 14 days of receiving such request.
- 2.12 **Grievances**
 - 2.12.1 The grievance procedure set out in this rule applies to disputes under these Rules between—
 - (a) a member and another member; or
 - (b) a member and the Club.
 - 2.12.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
 - 2.12.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
 - 2.12.3.1 This includes any matter concerning a breach, or alleged breach of the CCCV Rules and/or concerning misconduct, or alleged misconduct, under such Rules committed or allegedly committed by a member or by any other person who being a member of the CCCV is a member of the family of, or a close associate of, the member about whom the complaint is made.
 - 2.12.4 The mediator must be—
 - 2.12.4.1 a person chosen by agreement between the parties; or
 - 2.12.4.2 in the absence of agreement—
 - 2.12.4.2.1 in the case of a dispute between a member and another member, a person appointed by the CCCV Management Committee or a person appointed by request of the VCA/Dogs Victoria; or
 - 2.12.4.2.1 in the case of a dispute between a member and the CCCV, a mediator appointed on request to the VCA/Dogs Victoria or a mediator employed by the Dispute Settlement Centre of Victoria (Department of Justice).
 - 2.12.4.3 A member of the CCCV can be a mediator.
 - 2.12.4.4 The mediator cannot be a member who is a party to the dispute.
 - 2.12.4.5 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
 - 2.12.4.6 The mediator, in conducting the mediation, must—
 - 2.12.4.6.1 give the parties to the mediation process every opportunity to be heard; and

- 2.12.4.6.1 allow due consideration by all parties of any written statement submitted by any party; and
- 2.12.4.6.1 ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 2.12.5 The mediator must not determine the dispute.
- 2.12.6 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Rules and Regulations of the VCA, the Incorporations Act or otherwise at law.
- 2.13 A disqualified or suspended member of the VCA who is also an Office Bearer of the CCCV shall cease to be an Office Bearer of the CCCV during the term of disqualification or suspension.
- 2.14 Where a suspended member of another controlling body applies for membership of the CCCV such application shall not be approved until such suspension expires or is lifted.
- 2.15 No member of the CCCV shall have any claim or right of action whatsoever against:
 - 2.24.1.1 The CCCV; or
 - 2.15.1.2 The Management Committee of the CCCV or any members of that Committee; or
 - 2.15.1.3 Any other committees of the CCCV or any members of such committees; or
 - 2.15.1.4 Any employee, agent or member of the CCCCV in respect of any act, matter or thing done or omitted to be done in good faith and purporting to be done in accordance with either CCCV during any investigation or disciplinary proceedings pursuant to the Rules.

PART 3 - THE MANAGEMENT COMMITTEE

- 3.1 **Powers of the CCCV Management Committee** (hereinafter referred to as the Management Committee): There shall be a Management Committee comprised of 11 elected persons consisting of a President, two Vice-Presidents, a Treasurer, a Secretary and 6 ordinary Committee members which shall have the powers as provided for in the Rules contained .
- 3.2 **Age Qualifications of Management Committee:** Subject to Rule 2.2.1.1 herein, the office bearers and ordinary members of the Management Committee shall be elected from amongst the eligible ordinary, dual and life members of the CCCV, such members to be not less than 18 years of age when nominations for elections .
- 3.3 **Office Bearers of Management Committee:** The Office Bearers of the CCCV shall be:
 - 3.3.1 a President;
 - 3.3.2 two (2) Vice Presidents
 - 3.3.3 a Treasurer; and
 - 3.3.4 a Secretary
- 3.4 The office of President of the CCCV shall be filled by a member nominating for and being elected to that office by ballot of the voting membership of the CCCV and:
 - 3.4.1 the term of office of President shall be for a period of 1 year commencing on the day following the date of the Annual General Meeting held in November each year.
 - 3.4.2 in the event of a casual vacancy occurring in the office of President such vacancy shall be filled by one of the Vice Presidents who shall, ipso facto, be Acting President of the VCA and shall hold office as such until the next annual election when the vacancy shall be filled by a candidate nominating for and being elected by the membership to the office of President.
- 3.5 The offices of the two Vice Presidents of the CCCV shall be filled by a member nominating for and being elected to each office by ballot of the membership of the CCCV and:

- 3.5.1 the term of office of Vice President shall be for an period of 1 year commencing the day following the date of the Annual General
- 3.5.2 in the event of a casual vacancy occurring in the office of Vice President such vacancy shall be filled by an ordinary member of the Management Committee elected by that Committee from amongst their number and such member shall hold office as Acting Vice President until the next annual election when the vacancy shall be filled by a candidate nominating for and being elected by the membership to the office of Vice President.
- 3.6 The office of the Secretary of the CCCV shall be filled by a member nominating for and being elected to that office by ballot of the membership of the CCCV and:
 - 3.6.1 the term of office of Secretary shall be for an period of 1 year commencing the day following the date of the Annual General
 - 3.6.2 in the event of a casual vacancy occurring in the office of Secretary such vacancy shall be filled by an ordinary member of the Management Committee elected by that Committee from amongst their number and such member shall hold office as Acting Secretary until the next annual election when the vacancy shall be filled by a candidate nominating for and being elected by the membership to the office of Secretary.
- 3.7 The office of the Treasurer of the CCCV shall be filled by a member nominating for and being elected to that office by ballot of the membership of the CCCV and:
 - 3.7.1 the term of office of Treasurer shall be for an period of 1 year commencing the day following the date of the Annual General
 - 3.7.2 in the event of a casual vacancy occurring in the office of Treasurer such vacancy shall be filled by an ordinary member of the Management Committee elected by that Committee from amongst their number and such member shall hold office as Acting Treasurer until the next annual election when the vacancy shall be filled by a candidate nominating for and being elected by the membership to the office of Treasurer.
- 3.8 **Ordinary Members of Management Committee**
 - 3.8.1 Subject to Rule 4.4 herein, the term of office of an ordinary member of the Management Committee shall be one year from the day following the date of the Annual General Meeting when they took office.
 - 3.8.2 In the event of one or more casual vacancies occurring in the offices of the ordinary members of the Management Committee during the period between annual elections such vacancies, subject to Sub-Rule 3.3 of this Rule, shall continue until the next annual election when such vacancies, together with the scheduled vacancies of the Management Committee each year, shall be filled from amongst the candidates nominating for all such vacancies who shall be elected on the principle that the candidates polling the six highest number of votes in the election ballot shall fill the six scheduled annual vacancies for a term of one year; and
 - 3.8.3 In the event of four or more casual vacancies occurring in the offices of the office bearers and ordinary members of the Management Committee, from time to time, a Special Election to fill such vacancies shall be held as soon as practicable but otherwise in accordance with the Rules provided that a Special Election shall not be held where, pursuant to the Rules, the result would not be obtained prior to the close of nominations for the next scheduled annual election.
- 3.9 Subject to Rule 3.8, in the event that any vacancies for any office other than the offices of President and Vice President are not filled at any annual elections such vacancies shall be deemed to be casual vacancies.
- 3.10 **Casual Vacancies**

- 3.10.1 For the purpose of these Rules a casual vacancy in the office of an office bearer or an ordinary member of the Management Committee occurs if the office bearer or ordinary member:
 - 3.10.1.1 dies;
 - 3.10.1.2 ceases to be a member of the CCCV and/or VCA;
 - 3.10.1.3 becomes an insolvent under administration;
 - 3.10.1.4 resigns office by notice in writing addressed to the Club Secretary, such resignation is effective from the date it is received by the Club Secretary;
 - 3.10.1.5 is removed from office under Rule 4.36;
 - 3.10.1.6 becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
 - 3.10.1.7 is absent without the consent of the Management Committee from three successive scheduled meetings of the Committee;
 - 3.10.1.8 takes up permanent residence outside the State.
- 3.11 **Office Bearer or Ordinary Member of Management Committee to Stand Down from Office:** Any office bearer or ordinary member of the Management Committee who, as a Plaintiff or Co-plaintiff, institutes any legal action against the CCCV (except a legal action in respect of any personal injury sustained as a voluntary worker or as a member of the public whilst on CCCV premises or on any other premises used or occupied by the CCCV in respect of which the CCCV is indemnified under its insurance policies) shall forthwith stand down from office pending judgement, settlement or withdrawal of the action.

PART IV - ELECTION OF MANAGEMENT COMMITTEE

- 4.1 Annual elections shall be held in the month of November, with successful candidates taking office on the day following the date on which the AGM of members of the CCCV is held in November each year.
- 4.2 **Terms of Office of Management Committee:** The Management Committee of the CCCV shall comprise:
 - 4.2.1 a President;
 - 4.2.2 two (2) Vice Presidents;
 - 4.2.3 a Treasurer;
 - 4.2.4 a Secretary; and
 - 4.2.5 6 ordinary members of the Committee each of whom shall be elected for terms of office commencing on the day after the Annual General Meeting.
- 4.3 **Voting System:** Voting on ballot papers and counting of votes shall be under the Hare-Clark preferential voting system. The ballot papers will incorporate the ballot for the President, Vice President, Treasurer and Secretary as appropriate, together with the ballot for members of Management Committee Elections on the one paper. Only ballot paper(s) bearing the signature of the voting member and full name written in block letters shall be accepted as valid by the Returning Officer.
- 4.4 Where the number of candidates for an office on the Management Committee exceeds the number of vacancies in that office a ballot of the candidates for that office shall be held.
- 4.5 Where the number of candidates for an office on the Management Committee is not more than the number of vacancies in that office a ballot for that office will not be necessary and the candidates nominating for that office shall be deemed to be elected on the principle that the candidates, in descending order of the length of their unbroken period of membership of the CCCV shall fill the positions vacant, in descending order of their length of term of office.

- 4.6 Where the number of candidates for an office on the Management Committee is less than the number of vacancies in that office, the remaining vacancies shall be deemed to be casual vacancies.
- 4.7 At annual elections of the Management Committee the vacant offices shall, as and when required, be filled in the following order:
- 4.7.1 President; then
 - 4.7.2 Vice President; then
 - 4.7.3 Treasurer; then
 - 4.7.4 Secretary; then
 - 4.7.5 ordinary members of the Committee.
- 4.8 **Voting on Ballot Papers:** Voting on ballot papers shall be in accordance with instructions printed on the ballot paper as established by the Returning Officer.
- 4.9 In the event of equality in the number of votes for the election of the President, Vice President, Treasurer, Secretary or for the last available position for an ordinary member of the Management Committee, the candidate in each instance, with the longest unbroken period of membership with the CCCV shall, ipso facto, be elected to the office concerned.
- 4.10 A candidate may nominate for more than one office in an election and upon being elected to one of those offices, their nomination for any other office shall thereby lapse and the remaining votes on a ballot paper shall be counted under the voting system as provided at Rule 4.3.
- 4.11 **Eligibility of Candidates to Nominate for Election:** Nominations shall be made on the prescribed form and signed by the candidate, the proposer and seconder each of whom shall be an ordinary, dual or life member of the CCCV entitled to vote in accordance with Rule 2.2.1.1.
- 4.11.1 Subject to Rule 4.11.2 only an ordinary, dual or life member as described as eligible in Rules 2.2.1 through 2.2.3 shall be eligible to nominate as a candidate or propose or second a candidate for election to the Management committee provided that they were financial members of the CCCV for the whole of the previous financial year and that their membership renewal subscriptions have been paid not later than the date on which nominations close and provided further that:
 - 4.11.1.1 if a nominated candidate becomes ineligible under Rule 2.4 or Rule 2.5 between the date on which nominations close and the date on which the ballot closes and such ineligibility has not lapsed by the latter date; or
 - 4.11.1.2 if a nominated candidate revokes their nomination or dies after the date on which nominations close: any votes cast on a ballot paper in favour of that candidate shall be void and of no effect but the remaining votes on that ballot paper shall be counted under the voting system as provided at Rule 4.3.
 - 4.11.2 **In accordance with Rule 2.52.2 of the VCA Rules:**
 - 4.11.2.1 Any member of the CCCV who, at the date on which nominations close, is a Plaintiff or co-plaintiff in a legal action instituted against the CCCV (except a legal action in respect of any personal injury sustained as a voluntary worker or as a member of the public whilst on CCCV premises or on any other premises used or occupied by the CCCV in respect of which the CCCV is indemnified under its insurance policies) shall be ineligible to be nominated as a candidate for the office of President or Vice President or Treasurer or Secretary or an ordinary member of the Management Committee in an election of that Committee;
 - 4.11.2.2 Any votes cast on a ballot paper in favour of a nominated candidate who, between the date on which nominations closed and the date on which

the ballot closes, institutes any legal action as a Plaintiff or co-plaintiff against the CCCV (except a legal action in respect of any personal injury sustained as a voluntary worker or as a member of the public whilst on CCCV premises or on any other premises used or occupied by the CCCV in respect of which the CCCV is indemnified under its insurance policies) shall be void and of no effect but the remaining votes on that ballot paper shall be counted under the voting system described in Rule 4.3., but nothing in the provisions of Sub-Rules .1 and .2 of this Rule shall operate to prevent the aforesaid member or the nominated candidate as the case may be from proposing or seconding other candidates or from voting in the election.

- 4.12 It shall be the duty of the Club Secretary to promptly notify the Returning Officer not later than the date and time on which the ballot closes of the occurrence or non-occurrence of any of the events described in Rules 4.2.1 and 4.2.2 which would adversely affect the ordinary, dual or life member or nominated candidate's eligibility.
- 4.13 A nominated candidate may, prior to the date and time on which nominations close, withdraw their nomination in writing direct to the Returning Officer.
- 4.14 Where a nomination form has not been fully completed by the nominee in accordance with the instructions printed thereon such nomination form shall be invalid.
- 4.15 Nomination forms shall be available in the Club Newsletter and/or on the Club Website at least two months prior to the closing date and when completed by candidates both forms shall be sent direct to the Returning Officer no later than 5 pm on the day nominations close.
- 4.16 The date on which nominations close shall be published in the Club Newsletter in which the form will be published and on the Club Website no later than one month preceding the closing date of nominations.
- 4.17 The Club Secretary will provide to the Returning Officer at least 7 days before the close of nomination a copy of the register of members eligible to vote (under Rules 2.2.1-2.2.3).
- 4.18 A candidate may appoint a scrutineer who shall not be a candidate in the same election to represent them at the counting of votes by the Returning Officer in which event the candidate shall prior to the counting of votes commencing notify the Returning Officer in writing of the name of such scrutineer.
- 4.19 Candidates names on ballot papers shall be in random order determined by lot drawn by the Returning Officer.
- 4.20 Upon the nomination forms being certified by the Returning Officer, the Returning Officer shall print, or cause to be printed, ballot papers with voting instructions printed thereon. Voting will take place during the Annual General Meeting or Special General Meeting and ballot papers returned to the Returning Officer, who will be in attendance. All ballot papers returned will have the voter's name and signature provided either on the bottom or the back of the ballot paper.
- 4.21 **Eligibility of Members to Vote at Election:** A duplicate of the Register of ordinary, dual and life Members made up to the 30th September of each year shall constitute the Electoral Roll for each annual election and only the ordinary, dual and life members eligible to vote and whose names appear on the Roll shall be entitled to receive ballot papers and such Electoral Roll shall close on the 30th September each year.
- 4.22 All ordinary, dual and life members as described in Rule 2.2.1 - 2.2.3 shall be on the Electoral Role provided their membership is current by the 31st January when the Electoral Roll closes each year and provided that they are not ineligible at that date under Rule 2.4.5 or Rule 2.5.
- 4.23 Upon the closing of the Electoral Roll the Club Secretary shall certify the Roll and send it to the Returning Officer who shall forward to each member on the Roll a ballot paper and an

envelope addressed to the Returning Officer for return of the ballot paper. An election shall not be invalidated by reason merely that ballot papers have been irregularly forwarded to persons who are not entitled to vote or have been omitted to be sent to members who have registered to vote, unless in the opinion of the Returning Officer the irregularity or omission may have affected the result of the election.

- 4.27 **Closing of Ballot:** The Club Secretary shall cause to be advertised in the CCCV Newsletter and on the CCCV Website the date and time on which the ballot will close for each election in at least two months preceding the month in which the ballot closes.
- 4.30 **Returning Officer:** The Returning Officer shall be appointed and approved by the membership at the Annual General Meeting prior.
- 4.31 In the event of any question arising after election proceedings have commenced, and which may not be provided for in the relevant Rules, the decision of the Returning Officer on such question shall be final.
- 4.32 The Returning Officer's Report as to the number of votes polled by each candidate and the result of an election and any other matters pertaining thereto shall, ipso facto, be conclusive proof of all such matters.
- 4.33 Upon receipt of the Returning Officer's Report at the Annual General Meeting or any Special General Meeting called for the purposes of an election, the Club Secretary shall publish the result of the election on the Club Website and in the next available issue of the Club Newsletter.**
- 4.35 After the completion of the counting of votes and issuing the Report to the Club Secretary, the Returning Officer shall cause all nomination forms, used and unused ballot papers and ballot papers received after closing of the ballot, the Electoral Roll and any other relevant papers to be made up and sealed in packets for safe-keeping for three months from that date after which time the Returning Officer shall cause them to be destroyed and a notification to be forwarded to the Club Secretary.
- 4.36 **Removal of Member of Management Committee** The CCCV in a special general meeting may by Special Resolution remove any member of the Management Committee from office before the expiration of the member's term of office and the vacancy thereby caused shall, subject to the Rules, continue until the next annual election.
- 4.37 Where a member of the Management Committee to whom a proposed resolution referred to in Rule 4.36 relates makes representations in writing to the Club Secretary the member may require the representations to be read out at the meeting at which the resolution is considered and/or they may attend the meeting and make oral representations and in every such case the Club Secretary shall send to the member a notice of the meeting setting out the terms of the proposed Special Resolution at least twenty one days prior to the holding of the meeting and inform them that they may make written representations and/or attend the meeting and make oral representations.

PART 5 - ADMINISTRATION

5.1 Meetings and Quorum and Adjournments

- 5.1.1 The Management Committee shall meet at least three times a year at such place and time as the Management Committee may determine.
- 5.1.2 Additional meetings of the Management Committee may be convened by:
- 5.1.2.1 the President;
- 5.1.2.2 a Vice President;
- 5.1.2.3 by the Club Secretary upon receipt of a requisition in writing signed by no less than 4 members of the Management Committee.
- 5.1.3 At a meeting of the Management Committee:
- 5.1.3.1 the President, or in his/her absence, a Vice President shall preside; or

- 5.1.3.2 if the President and both Vice Presidents are absent or unwilling to act one of the other ordinary members of the Management Committee as may be elected by the members present at the meeting shall preside.
- 5.1.4 Written notice (which includes email or other electronic notification) of a meeting of the Management Committee shall be given by the Club Secretary to each member of the Management Committee at least 7 days (or such other period as may be agreed upon by the members of the Management Committee) before the date appointed for the holding of the meeting and shall specify the general nature of the business to be transacted at the meeting.
- 5.1.5 A minimum of five members of the Management Committee for the time being shall constitute a quorum for the transaction of business at a meeting of the Management Committee.
- 5.1.6 Subject to Sub-Rule 5.1.5 of this Rule, no business shall be transacted or continue to be transacted by the Management Committee unless a quorum is present throughout the duration of the meeting 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 members present fix another date or time or place and in any event notice shall be given accordingly to all members of the Management Committee.
- 5.1.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, those members who are present shall be a quorum and transact the business for which the meeting was called.
- 5.1.8 The Chairperson of a meeting of the Management Committee at which a quorum is present may, with the consent of the majority of Committee members present at the meeting, adjourn the meeting from time to time and place to place in which event notice shall be given accordingly to all members of the Management Committee.
- 5.1.9 The President may convene special meetings of the Management Committee or by any four members of the committee, subject to Sub Rules 5.1.13 and 5.1.5-5.1.8.
 - 5.1.9.1 Advance notification must be given to all members of the Management Committee of any Special Committee Meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.
- 5.2 **Voting and Decisions of Management Committee**
 - 5.2.1 All questions arising and all motions proposed at a meeting of the Management Committee shall be determined by a majority of votes of members of the Management Committee present and voting at the meeting.
 - 5.2.2 Each member present at a meeting of the Management Committee including the Chairperson is entitled to one vote but, in the event of an equality of votes on any question or motion, the Chairperson may exercise a second or casting vote.
 - 5.2.3 At any meeting of the Management Committee a member of such Committee shall not participate in a debate or vote on:
 - 5.2.3.2 any contract in which the member or their immediate family, business partner or business associates or employer has a financial interest or in which the member has a direct personal interest or involvement;
 - 5.2.3.3 any matter concerning a breach, or alleged breach of the CCCV Rules concerning misconduct, or alleged misconduct, under above mentioned Rules, committed or allegedly committed by the Committee member or by any other person who is a member of the family of, or a close associate of, the Committee member.

- 5.2.4 It shall be the duty of the member concerned to declare to the Chairperson of the meeting their ineligibility to debate or vote on any matter prior to debate commencing whereupon the Committee member shall temporarily depart the meeting, during the course of debate on such matter, and not return until after the matter has been voted upon.
- 5.2.5 The Minutes of all Management Committee and Sub-Committee meetings shall be kept by the Club Secretary together with the minutes of Annual General and Special General Meetings. The minutes register will be available for inspection by members, once the Minutes have been ratified by Management Committee.
- 5.3 Minutes of proceedings at a Management Committee shall, after ratification, be signed by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting.
- 5.4 Any act or thing done or suffered, or purported to have been done or suffered, by the Management Committee is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or election or qualification of any member of the Management Committee.
- 5.5 **Appointment of Sub-Committees/Committees:** Subject to Rule 5.8, the Management Committee may appoint such Sub-committees (herein referred to as "committees") as it considers necessary to carry out specific functions on behalf of the Management Committee and all such committees may consist of members of the Management Committee or of other members of the CCCV or of both and the Management Committee may appoint a Chairperson and Vice-chairperson of such committees. Members of such committees shall be not less than 18 years of age. In appointing committee members, the Management Committee shall consider the training and skills required by the relevant committee.
- 5.6 Notwithstanding Rule 5.7 the Management Committee may determine that the members of a particular committee shall be elected by postal ballot or otherwise by the members of the CCCV or by such of those members as represent a particular discipline or interest and shall make Regulations for the conduct of an election of that kind. Members of an elected committee of this kind shall elect its Chairperson and Vice-Chairperson.
- 5.7 The President and the Vice President shall, ipso facto, be entitled to receive notice and to attend and to vote at all meetings of any Committee of which they are not otherwise an appointed or elected member.
- 5.8 **Delegation by Management Committee to other Committees:**
- 5.8.1 The Management Committee may by these Rules delegate to one or more committees the exercise of such of the functions as are specified in the Rules other than this power of delegation.
- 5.8.2 A function the exercise of which has been delegated to a committee under this Rule may, while the delegation remains unrevoked, be exercised from time to time by the committee in accordance with the terms of the delegation.
- 5.8.3 A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function the subject thereof or as to time or circumstances as may be specified in the Rules.
- 5.8.4 Notwithstanding any delegation under this Rule, the Management Committee may continue to exercise any function delegated.
- 5.8.5 Any act or thing done or suffered by a committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Management Committee.
- 5.8.6 The Management Committee may revoke wholly or in part any delegation under this Rule.

5.10 Meetings of Committees other than the Management Committee

- 5.10.1 Meetings of such committees shall be held at such intervals as the exigencies of their business necessitates and shall be convened by the Chairperson of the committee.
- 5.10.2 The quorum for such committee meetings shall be not less than fifty per cent of the number of members of a committee for the time being, but the President and Vice President, unless they are elected or appointed members, shall not be counted when establishing the number of members of a committee for calculating the quorum, nor shall they be counted at committee meetings they attend as being present for quorum purposes.
- 5.10.3 Rules 5.1 (except Sub-Rules .1 and .2 of that Rule), 5.2, 5.5 and 5.6 which apply to meetings of the Management Committee in relation to the chairperson, notice of meeting, adjournments, voting, minutes and validity of proceedings shall apply to meetings of other committees as if each of such meetings were a meeting of the Management Committee and the Chairperson and Vice Chairperson were the President and Vice President thereof.
- 5.10.4 The business of meetings of other committees shall relate to such matters as are delegated to them by the Management Committee pursuant to Rule 5.10 and not otherwise.
- 5.10.5 Subject to any lesser period in the terms of appointment of an appointed or elected committee, the performance of such committee and its constituent members shall be reviewed by the Management Committee at least once in every twelve months.

5.11 Club Secretary

- 5.11.1 The Membership at its Annual General Meeting shall elect to the Management Committee a Club Secretary, who shall function under such terms and conditions as the Management Committee determines.
- 5.11.2 It is the duty of the Club Secretary:
 - 5.11.2.1 to manage the daily affairs of the CCCV; and
 - 5.11.2.2 to attend to the administrative functions of the CCCV, with the exception of those duties of the other members of the Executive; and
 - 5.11.2.3 to carry out secretarial functions of the CCCV from time to time; and
 - 5.11.2.4 to engage such staff as is necessary and to delegate to them such duties as he sees fit; and
 - 5.11.2.5 to attend to the requirements of the Management Committee and to submit to it such reports and recommendations as he or she sees fit; and
 - 5.11.2.6 to attend and keep minutes of the meetings of the Management Committee;
 - 5.11.2.6 to attend and keep minutes of Annual General Meetings and Special General Meetings.

5.12 Club Treasurer

- 5.12.1 The Membership at its Annual General Meeting shall elect to the Management Committee a Club Treasurer, who shall function under such terms and conditions as the Management Committee determines.
- 5.12.2 It is the duty of the Club Treasurer:
 - 5.12.2.1 to ensure that all money due to the CCCV is collected and received and banked and that all accounts for payment are authorised by the Management Committee; and
 - 5.12.2.2 to ensure that all money received and all payments made are allocated to the correct income accounts and expense and that vouchers/receipts are kept and preserved in respect of every payment made.

5.12.2.3 to ensure that correct books of account are kept showing the financial affairs of the CCCV including full details of all receipts and all payments made.

5.13 Assistant Secretary:

5.13.1 The Assistant Secretary will be appointed from amongst the ordinary committee members by the Management Committee.

5.13.2 The Assistant Secretary shall assist the Club Secretary in attending to and carrying out all statutory duties imposed on the CCCV pursuant to the relevant provisions of the Associations Incorporation Act 1981 and any amendments thereto.

5.13.3 The Assistant Secretary may from time to time act on behalf of the Secretary;

5.13.4 The Assistant Secretary, if not the Treasurer, may from time to time, act on behalf of the Treasurer.

5.14 Auditor: There shall be an Auditor of the CCCV who shall be appointed by the members of the CCCV at an Annual General Meeting or Special General Meeting for such a term and at such a fee and upon such conditions as the members may from time to time think fit. The members shall have the power to terminate any such appointment and make a fresh appointment.

5.15 CCCV Meeting Decorum: Persons involved in a meeting of the CCCV are to conduct themselves with decorum and in a manner acceptable to the Chairperson. Where a person fails to comply with this requirement the Chairperson is to formally warn the person. If after having been warned the person continues to fail to comply, the Chairperson will:

5.15.1 Direct the person to leave the meeting, hearing or the like immediately;

5.15.2 Continue the meeting in the person's absence;

SECTION 6 - ANNUAL GENERAL MEETINGS

6.1 Annual General Meetings - Holding Of: The CCCV shall convene an Annual General Meeting of its members for November each year.

6.2 Annual General Meetings - Calling of and Business At

6.2.1 The Annual General Meeting of the CCCV shall, subject to Rule 6.1, be convened on such date and at such place and time as the Management Committee thinks fit.

6.2.2 In addition to any other business of which notice has been received and published in the notice convening the meeting the business of the Annual General Meeting shall be:

6.2.2.1 to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting; and

6.2.2.2 to receive the audited Income and Expenditure Account of the CCCV for the last preceding financial year ended on 31st October and the Balance Sheet as at that date; and

6.2.2.3 to receive from the President and the Chairpersons of other nominated committees their respective reports upon the activities of the CCCV during the last preceding financial year; and

6.2.2.4 to receive and approve the Income and Expenditure Budget and Cash Flow Budget for the current year ending 31st October;

6.2.2.5 to receive and approve any Expenditure Budget and Cash Flow Budget for the period 1st November to 31st October in the year following the current financial year;

6.2.2.6 to appoint or reappoint Auditors for the current financial year.

6.2.2.7 to announce the results of the annual elections at the Annual General Meeting for Management Committee positions.

- 6.2.3 At all Annual General Meetings of the CCCV no business shall be considered or discussed other than that of which notice has been given on the notice convening the Meeting or any business which, in the opinion of the Chairperson, shall arise out of such business.
- 6.2.4 An Annual General Meeting shall be specified as such in the notice convening it.
- 6.3 Notice of Meeting**
- 6.3.1 The Club Secretary shall, at least 21 days before the date fixed for the holding of the General Meeting, notify each member of the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 6.3.2 Notice of the meeting shall be deemed to have been given to each member if it is:
- 6.3.2.1 published in the CCCV Quarterly Newsletter; and/or
- 6.3.2.2 published on the CCCV Website and/or
- 6.3.2.3 sent by prepaid post to each member at the members address appearing in the register of members referred to in Rule 2.7.
- 6.3.3 A member desiring to bring any business before an Annual General Meeting shall give notice in writing of that business to the Club Secretary by no later than 31st August who shall include the business in the next notice calling an Annual General Meeting given after receipt of the notice from the member.
- 6.3.4 A notice received shall show the names and signatures of the mover and seconder of the item/s of business.
- 6.4 Procedure, Quorum and Adjournments**
- 6.4.1 No item of business shall be transacted at an Annual General Meeting unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.
- 6.4.2 Five members present in person (being members entitled under these Rules to vote at the meeting) constitute a quorum for the transaction of the business of an Annual General Meeting.
- 6.4.3 If within half an hour after the appointed time for the commencement of the meeting a quorum is not present the meeting shall stand adjourned to the same day in the following week at the same time and at the same place unless another place is specified at the time of the adjournment by the person presiding at the meeting.
- 6.4.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, those members who are present and entitled to vote shall be deemed a quorum to validly transact the business for which the meeting was called.
- 6.5 Presiding Member**
- 6.5.1 The President or, in the President's absence a Vice President, shall preside as Chairperson at each Annual General Meeting of the CCCV.
- 6.5.2 If the President and both Vice Presidents are absent from the meeting or unwilling to act the members present shall elect one of their number to preside as the Chairperson at the meeting.
- 6.5.3 The decision or ruling of the Chairperson on any motion, result of votes cast or of a division, point of order, procedure or other matter shall be final except when a motion of dissent from the Chairperson's decision or ruling is passed as an ordinary resolution by members in attendance at the Meeting when such resolution shall prevail.
- 6.6 Adjournment When Quorum Present**
- 6.6.1 The Chairperson of an Annual 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 subject to a specified date, time and place being agreed to in each instance prior to adjournment by the majority of members in attendance but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

6.6.2 Where an Annual General Meeting is adjourned for 14 days or more, the Club Secretary shall notify each member of the CCCV of the adjourned meeting in the manner specified in Rule 6.3.2.

6.6.3 Except as provided in Sub-Rules 6.6.1 and 6.6.2 of this Rule notice of an adjournment of an Annual General Meeting or of the business to be transacted at the adjourned meeting is not required to be given.

6.7 **Making of Decisions**

6.7.1 A question arising or a resolution moved at an Annual General Meeting of the CCCV shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll or division is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the CCCV, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

6.7.2 At an Annual General Meeting of the CCCV a poll or division may be demanded by the Chairperson or by not less than five members present in person at the meeting.

6.7.3 Where the poll or division is demanded at the meeting, the poll or division shall be taken:

6.7.3.1 immediately in the case of a poll or division which relates to the election of the Chairperson of the meeting or to the question of an adjournment;
or

6.7.3.2 in any other case in such manner and at such time before the close of the meeting as the Chairperson directs and the resolution of the poll or division on the matter shall be deemed to be the resolution of the meeting on the matter.

6.7.4 For the purpose of counting votes on a show of hands, or on a poll or a division, the members present at the commencement of the meeting shall by ordinary resolution appoint three scrutineers from amongst the members present thereat.

6.8 **Special Resolution:** A resolution of members is a Special Resolution if it is passed by a majority which comprises not less than seventy five per cent in number of such members of the CCCV present in person and entitled to vote and voting on the resolution at a special general meeting of which not less than 21 days written notice specifying the intentions to propose and move the resolution as a Special Resolution was given in accordance with these Rules.

6.9 **Voting**

6.9.1 Upon any question arising or upon any resolution being moved at an Annual General Meeting of the CCCV an ordinary, dual or life member has one vote per each member.

6.9.2 All votes shall be given personally.

6.9.3 In the case of an equality of votes on a question or resolution at the meeting the Chairperson of the meeting is entitled to exercise a second or casting vote.

6.9.4 An ordinary, dual or life member is not entitled to vote at any Annual General Meeting of the CCCV unless all money due and payable by the member to the CCCV has been paid.

- 6.9.5 A junior or associate member is not entitled to a vote at any Annual General Meeting of members of the CCCV.
- 6.10 **Proxies:** Proxies are expressly precluded at all Annual General Meetings of the CCCV.
- 6.11 **Minutes of Meetings:** The Minutes of the Annual General Meeting of members shall be published in the next available issue of the Club Newsletter and on the Club Website.

PART 7 - SPECIAL GENERAL MEETINGS

7.1 Special General Meetings - Calling of

In addition to the annual general meeting, any other general meetings may be held in the same year.

- 7.1.1 All general meetings other than the annual general meeting are special general meetings and will be called for the purposes of seeking a vote by the membership for such special business as:
 - 7.1.1.1 interim Special Elections and/or
 - 7.1.1.2 special resolutions pertaining to the governance of the Club and/or
 - 7.1.1.3 to make or change the constitution and/or
 - 7.1.1.4 to make or change rules and/or
 - 7.1.1.5 to make or change other governing structures of the club.

7.1.1 The President or a majority of the other members of the Management Committee may convene a Special General Meeting of the CCCV.

7.1.2 The Club Secretary shall, on the requisition in writing of not less than **three** members, convene a Special General Meeting of the CCCV.

7.1.3 A requisition of at least **three** members of the CCCV members for a Special General Meeting:

7.1.3.1 shall state the purpose or purposes of the meeting as per the definition of a Special General Meeting found in the CCCV Regulations;

7.1.3.2 shall be signed by all members making the requisition.

7.1.3.3 shall be lodged with the Club Secretary; and

7.1.3.4 may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

7.1.4 A Special General Meeting shall be specified as such in the notice convening it.

7.2 Notice

7.2.1 The Club Secretary shall, at least 21 days before the date fixed for the holding of the Special General Meeting, notify each member of the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

7.2.2 Notice of the meeting shall be deemed to have been given to each member if it is:

7.2.2.1 published in the CCCV Newsletter and/or

7.2.2.2 published on the CCCV Website; and/or

7.2.2.3 sent by prepaid post to each member at the members address appearing in the register of members referred to in Rule 2.7.

7.2.3 No business other than that specified in the notice convening a Special General Meeting shall be transacted at the meeting.

7.2.4 A member desiring to bring any special business within the parameters of the purpose and definition of a Special General Meeting (CCCV Regulations) before a Special General Meeting shall give notice in writing of that business to the Club Secretary who shall include the business in the next notice calling a Special General Meeting within 30 days of the Club Secretary having received the notice from the member.

7.2.5 Such notice of the Special General Meeting shall show the names of the mover and seconder and all other members of the CCCV who wish the Special General

Meeting be called for the purpose of considering and voting on the item/s of special business.

7.3 Procedure, Quorum and Adjournments

- 7.3.1 No item of business shall be transacted at a Special General Meeting unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.
- 7.3.2 Five members present in person (being members entitled under these Rules to vote at the meeting) constitute a quorum for the transaction of the business of a Special General Meeting.
- 7.3.3 If within half an hour after the appointed time for the commencement of the meeting a quorum is not present the meeting, if convened upon the requisition of members, shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and at the same place unless another place is specified at the time of the adjournment by the person presiding at the meeting.
- 7.3.4 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting those members who are present and entitled to vote shall be deemed a quorum to validly transact the business for which the meeting was called.

7.4 Presiding Member

- 7.4.1 The President or, in the President's absence, a Vice President, shall preside as Chairperson at each Special General Meeting of the CCCV.
- 7.4.2 If the President and both Vice Presidents are absent from the meeting or unwilling to act the members present shall elect one of their number to preside as Chairperson at the meeting.
- 7.4.3 The decision or ruling of the Chairperson on any motion, result of votes cast or of a division, point of order, procedure or other matter shall be final except when a motion of dissent from the Chairperson's decision or ruling is passed as an ordinary resolution by members in attendance when such resolution shall prevail.

7.5 Adjournment when Quorum Present

- 7.5.1 The Chairperson of a Special 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, subject to a specified date, time and place being agreed to in each instance prior to adjournment by the majority of members in attendance but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 7.5.2 Except as provided in Rules 7.1 and 7.2, notice of an adjournment of a Special General Meeting or of the business to be transacted at the adjourned meeting is not required to be given.
- 7.5.3 Except as provided in Sub-Rules 7.5.1 and 7.5.2 of this Rule, notice of an adjournment of a Special General Meeting or of the business to be transacted at the adjourned meeting is not required to be given.

7.6 Making of Decisions

- 7.6.1 A question arising or a resolution moved at a Special General Meeting of the CCCV shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll or division is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the CCCV, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 7.6.2 At a Special General Meeting of the CCCV, a poll or division may be demanded by the Chairperson or by not less than 10 members present in person at the meeting.
- 7.6.3 Where the poll or division is demanded at the meeting the poll or division shall be taken:
- 7.6.3.1 immediately in the case of a poll or division which relates to the election of the Chairperson of the meeting or to the question of an adjournment;
or
- 7.6.3.2 in any other case, in such manner and at such time before the close of the meeting as the Chairman directs and the resolution of the poll or division on the matter shall be deemed to be the resolution of the meeting on the matter.
- 7.6.4 For the purpose of counting votes on a show of hands, or on a poll or a division the members present at the commencement of the meeting, shall by ordinary resolution appoint three scrutineers from amongst the members present thereat.

- 7.7 **Special Resolution:** A resolution of members is a Special Resolution if it is passed by a majority which comprises not less than seventy five per cent in number of such members of the CCCV present in person entitled to vote and voting on the resolution at a meeting of which not less than 21 days written notice specifying the intentions to propose and move the resolution as a Special Resolution was given in accordance with these Rules.

7.8 Voting

- 7.8.1 Upon any question arising or upon any resolution being moved at a Special General Meeting of the CCCV an ordinary, dual or life member has one vote per each membership.
- 7.8.2 All votes shall be given personally.
- 7.8.3 In the case of an equality of votes on a question or resolution at the meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 7.8.4 An ordinary, dual or life member is not entitled to vote at any Special General Meeting of the CCCV unless all money due and payable by the member to the CCCV has been paid.
- 7.8.5 A junior or associate member is not entitled to a vote at any Special General Meeting of members of the CCCV.
- 7.9 **Proxies:** Proxies are expressly precluded at all Special General Meetings of the CCCV.
- 7.10 **Minutes of Meetings** - The minutes of Special General Meetings of members shall be published in the next available issue of the CCCV Newsletter and/or on the CCCV Website. This will constitute appropriate distribution of said minutes to the members of the CCCV.

SECTION 8 - MISCELLANEOUS

- 8.1 **Insurance:** The CCCV Management Committee may, upon inspection of the insurance provided, decide whether or not to undertake further insurance coverage on behalf of the CCCV.
- 8.2 **Funds - Source**

- 8.2.1 The funds of the CCCV shall be derived from initial and subsequent annual subscriptions, registration and other fees, surcharges, monies received from members, fines, any Newsletter sales and advertising therein, interest, donations, and other sources as is determined from time to time.
- 8.2.2 Where considered appropriate by the Club Treasurer, as soon as practicable after receiving any money, a receipt may be issued.
- 8.3 **Funds - Management, Signing of Cheques etc.**
- 8.3.1 The funds of the CCCV shall be used in pursuance of the objects of the CCCV in such manner as is determined from time to time.
- 8.3.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by such person or persons as the Management Committee may from time to time determine.
- 8.4 **Reimbursement of Expenses:** The Management Committee may pay or reimburse the amount of any travelling or any other expenses properly incurred by a member in the performance of any services to the CCCV which have been properly authorised or requested by the Management Committee including any expenses or costs suffered by a member in respect of which the CCCV would have been vicariously liable.
- 8.5 **Property**
- 8.5.1 The income and property of the CCCV whensoever derived shall be applied solely towards the promotion of the objects of the CCCV and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit or gain to the members of the CCCV provided that nothing therein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the CCCV or to any member of the CCCV in return for any services actually rendered to the CCCV and shall not prevent the payment for out of pocket expenses, interest on money borrowed, or reasonable and proper rent for the premises demised or let by an officer or servant of the CCCV or member of the CCCV.
- 8.5.2 The CCCV shall not be dissolved except at a Special General Meeting of the CCCV specially convened for the purpose and by a Special Resolution carried by a majority of at least seventy five per cent of the votes recorded in respect of the same. If upon the winding up or dissolution of the CCCV there remains, after the satisfaction of all its debts and liabilities and the costs and expenses of winding up, any property whatsoever the same shall not be paid to or distributed amongst the members of the CCCV but shall be given or transferred to some other organisation or institution having objects similar or in part similar to the objects of the CCCV and which shall also prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the CCCV. Such organisation or institution to be determined by the members of the CCCV at or before the time of dissolution or in default thereof by a Judge of such Court as may have or acquire jurisdiction in the matter.
- 8.6 **Newsletter** - The CCCV may publish a quarterly or periodic Newsletter in such form and containing such matter as the Management Committee may from time to time direct and the Editor shall be appointed by the Management Committee.
- 8.7 **Alteration of Rules and Statement of Purposes**
- 8.7.1 **Alteration of Rules and/or Statement of Purposes:** The Rules and / or Statement of Purposes shall not be altered or rescinded or added to except by a Special Resolution of the members of the CCCV. Any alteration to, or rescission of, a Rule or Statement of Purposes or implementation of a new Rule or Statement of Purposes shall be of no effect until notice of such alteration to, or rescission of, the

Rule or Statement of Purposes or implementation of the new Rule or Statement of Purposes has been :

8.7.1.1 approved by the Registrar of Incorporated Associations pursuant to the Act; and

8.7.1.2 served on members by publication of the text of such alteration or rescission of the new Rule in the next available issue of the CCCV Newsletter and/or on the Club Website when the provisions of Rule 2.6, as to service of notice, shall apply.

8.8 Club Logo

8.8.1 The CCCV Club Logo shall be kept in the custody of the Club Secretary.

8.8.2 The CCCV Club Logo shall not be affixed to any instrument except by the authority of the Management Committee.

8.9 No member of the Management Committee or of any other committee constituted under these Rules or employee of the CCCV shall be liable for the acts, receipts, neglects omissions or defaults of themselves or of any other member of the Management Committee, committee or employee of the CCCV or for any loss, damage or expense however arising as the result of any act, omission or default of any person (including themselves) or for any loss occasioned by any error of judgment or oversight or neglect on their part or for any other loss or damage whatsoever which shall happen in the performance of their duties or in relation thereto unless the same shall happen through their own dishonesty, wilful act or default.

8.10 **Custody of Books:** Except as otherwise provided by these Rules, the Club Secretary shall keep in custody or under control all records, books, securities and other documents relating to the CCCV.

8.12 The records, books and other documents of the CCCV, other than those kept by the Treasurer, may be made available by the Club Secretary for inspection by such persons and upon such conditions as the Management Committee may from time to time determine but not otherwise.

8.12.1 Any member wishing copies of any of the documents held by the Club Secretary and which are not available either on the Club Website or in the Club Newsletter, may make a written request copies for said documents.

8.12.2 The Club Secretary will determine if the request and/or the time frame of the request is reasonable and will so inform the requesting member.

8.12.3 The Club Secretary will inform the requesting member of the expected costs for the provision of the document copies. Prior to any distribution, the costs will have to be paid by the requestor and receipt for same given.

8.12.4 Alternatively, at the convenience of the Club Secretary, the requesting member and Secretary may meet at a copying business whose location is convenient to the Secretary and within a reasonable timeframe, so that the member can engage and pay said business to reproduce those documents of interest to the requesting member.

8.13 The financial records, books and other documents of the CCCV, other than those kept by the Club Secretary, may be made available by the Club Treasurer for inspection by such persons and upon such conditions as the Management Committee may from time to time determine but not otherwise.

8.13.1 Any member wishing copies of any of the documents held by the Club Treasurer and which are not available either on the Club Website or in the Club Newsletter, may make a written request for copies of said documents.

8.13.2 The Club Treasurer will determine if the request and/or the time frame of the request is reasonable and will so inform the requesting member.

- 8.13.3 The Club Secretary will inform the requesting member the expected costs for the provision of the document copies. Prior to any distribution, the costs will have to be paid by the requestor and receipt for same given.
- 8.13.4 Alternatively, at the convenience of the Club Treasurer, the requesting member and Treasurer may meet at a copying business whose location is convenient to the Treasurer and within a reasonable timeframe, so that the member can engage and pay said business to reproduce those documents of interest to the requesting member.
- 8.14 Service of Notices**
- 8.14.1 For the purpose of these Rules and the Regulations, a notice may be served by or on behalf of the CCCV on any member either personally, by sending it prepaid post to the member at the members address shown in the register of members and/or by sending it electronically (i.e., via email) to the electronic address provided by the member and as shown in the register of members.
- 8.14.1.2 It shall be the responsibility of the member to inform the Club Secretary of any changes to addresses and other contact details as recorded in the register of members.
- 8.14.2 Where a document is sent to a person by properly addressing, pre-paying and posting to the person an envelope containing the document, the document shall be deemed for the purposes of the Rules and Regulations to have been served on the person on the second normal business day after posting.
- 8.14.3 Where a document is sent to a person electronically via the electronic address provided by the member, the document shall be deemed for the purposes of the Rules to have been served on the person on the next normal business day after posting.
- 8.15 Construction of Rules and Regulations**
- If a question shall arise as to the interpretation of the Constitution or the Rules or the Regulations thereto or as to the rights or obligations of the Management Committee or of a committee or of a member as to any matter or thing arising out of or governed by the Rules thereto such question may be determined by the Management Committee or referred to the solicitor for the time being acting for the CCCV and the determination of the Management Committee or the written determination of the said solicitors shall be final and binding and shall be given effect to accordingly.
- 8.16 Transitional Provisions:** The Management Committee shall have and be deemed always to have had the power to do all things necessary or convenient to be done to continue and complete all administrative procedures instituted or commenced prior to the date of adoption of these Rules by the members.