



**OLYMPIC KINGSWAY  
SPORTS CLUB EST. 1953**

# **CLUB'S CONSTITUTION**

The Official Club's Constitution for Olympic Kingsway Soccer Club

---

---

# CONSTITUTION

## INDEX

---

<b>1</b>	Name
<b>2</b>	Definitions
<b>3</b>	Objects
<b>4</b>	Powers Of The Club
<b>5</b>	Qualification For Membership Of The Club
<b>6</b>	Life Members And Sporting Life Members
<b>7</b>	Register Of Club Members
<b>8</b>	Guest Members
<b>9</b>	Subscription Of Club Members
<b>10</b>	Termination Of Club Membership
<b>11</b>	Suspension Or Expulsion Of Members Of Association
<b>12</b>	Board Of The Club
<b>13</b>	President And Vice President
<b>14</b>	Secretary
<b>15</b>	Treasurer
<b>16</b>	Casual Vacancies In The Club Committee
<b>17</b>	Proceedings Of The Management Committee
<b>18</b>	General Meetings
<b>19</b>	Quorum And Proceedings At A General Meeting
<b>20</b>	Minutes Of Meetings Of The Club
<b>21</b>	Voting Rights Of The Members Of The Club
<b>22</b>	Proxies Of Members Of The Club
<b>23</b>	Rules Of The Club
<b>24</b>	Common Seal Of The Club
<b>25</b>	Inspection Of Records Of The Club
<b>26</b>	Disputes And Mediation
<b>27</b>	Distribution Of Surplus Property On Winding Up Of The Club
<b>28</b>	By-Laws
<b>29</b>	Amenments To The Constitution

# CONSTITUTION

## 1-4

### 1 Name

The name of the Club is OLYMPIC KINGSWAY SPORTS CLUB (INC)

### 2 Definitions

In these rules, unless the contrary intention appears-annual general meeting is the meeting convened under paragraph (b) of rule 18 (1);

**"Board meeting"** means a meeting referred to in rule 17;

**"Board member"** means person referred to in paragraph (a), (b), (c), (d) or (e) of rule 12 (1);

**"Convene"** means to call together for a formal meeting;

**"Department"** means the government department with the responsibility for administering the, Associations Incorporation Act (1987);

**"Financial year"** means a period not exceeding 15 months fixed by the committee, being a period, commencing on the date of the incorporation of the club and ending on June 30th; and thereafter, each period commencing 1st July and ending on 30th June the following year;

**"AGM"** means, Annual General Meeting" is a meeting to which all members are invited;

**"Member"** means member of the club;

**"Ordinary resolution"** means resolution other than a special resolution;

**"Poll"** means voting conducted in written form (as opposed to a show of hands);

**"Special general meeting"** means a general meeting other than the annual general meeting;

**"Special resolution"** has the meaning given by section 24 of the act that is-a resolution is a special resolution if it is passed by a majority of not less than three-fourths of the members of the club who are entitled under the rules of the club to vote in person or, where proxies or postal vote, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with those rules.

At a meeting at which a resolution proposed as a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact, unless during

the meeting at which the resolution is submitted, a poll is demanded in accordance with the rules of the club, or if the rules do not make provision as to the manner in which the poll may be demanded, by at least 3 members of the club present in person or, where proxies are allowed, by proxy.

**"The act"** means the Associations Incorporation act 1987;

**"The club"** means the club referred to in rule 1;

**"The Chairman"** means,

a. in relation to the proceedings at a Board meeting or general meeting, the person presiding at the Board meeting or general meeting in accordance with Rule 13; or

b. otherwise than in relation to the proceeding referred to in paragraph (a), the person referred to in paragraph (a) of rule 12 (1) or, if that person is unable to perform his or her functions, the Vice chairman;

**"The Commissioner"** means the Commissioner for Fair Trading exercising powers under the act;

**"The Board"** means Board of management of the club referred to in rule 12 (1);

**"The Secretary"** means the Secretary referred to in paragraph (c) of rule 12 (1);

**"Treasurer"** means the Treasurer means the treasurer referred to in paragraph (d) of rule 12 (1);

**"Vice Chairman"** means the Vice-Chairman referred to in paragraph (b) of rule 12 (1);

### 3 Objects

**Objects of the club are:**

- a. To encourage, promote and foster the game of football and other sports from juniors to seniors and from social to competitive levels for male and female players;
- b. To take part in any interclub matches promoted or organised by Football West or any other such body or organisation from time to time as the club sees fit;
- c. To affiliate with Football West and other sporting organisations. And to withdraw and retire and or to re-affiliate with such body or organisation from time to time as the club sees fit.

- d. To promote and conduct social functions for the benefit of the club and its members;
- e. To affiliate with any other sporting body or organisation for the benefits of the club;
- f. To maintain registration of the club under the Liquor Control Act 1988, Rules 48 and 49 and its amendments for the benefit of the club and its members;
- g. The property and income of the association shall be applied solely towards the promotion of the objects of the club and no part of that property or income may be: "paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects;"

### 4 Powers of the club

The powers conferred on the club are the same as those conferred by section 13 of the act, so that subject to the act and any additions, exclusions or modifications inserted below. The club may do all things necessary or convenient for carrying out its objects and purposes and in particular, may:

- a. Acquire, hold, deal with, and dispose of any real or personal property;
- b. Open and operate bank accounts;
- c. Invest its money-
  - 1) in any security in which trust monies may lawfully be invested; or
  - 2) in any other manner authorised by the rules of the club;
- d. Borrow money upon such terms and conditions as the club thinks fit;
- e. Give such security for the discharge of liabilities incurred by the club as the club thinks fit;
- f. Appoint agents to transact any business of the club on its behalf;
- g. Enter into any other contract it considers necessary or desirable; and
- h. May act as trustee and accept and hold real and personal property upon trust, but does not have the power to do any act or thing as a trustee that, if done otherwise than as a trustee would contravene this act or rule of the club; »

# CONSTITUTION

## 5-9

### 5 Qualification for membership of the club

1 Membership of the club is open to – any person in the following categories:

- a. Full member
- b. Family membership
- c. Bingo Membership

2 A person who wishes to become a member must-

- a. Apply for membership to the committee in writing;
  - 1) Signed by that person and by both of the members referred to in paragraph (b); and
  - 2) In such form as the committee from time to time directs; and
- b. Be proposed by one member and seconded by another member;

3 The Board members must consider each applicant made under the sub rule 2 at a Board meeting and must at the Board meeting or the next Board meeting accept or reject that application.

4 An applicant whose application for membership of the club is rejected under sub-rule (3) must, if he or she wishes to appeal against that decision, give notice to the secretary of his or her intention to do so within a period of 14 days from the date he or she is advised of the rejection.

5 When notice is given under sub-rule (4). The club in a general meeting no later than the next annual general meeting, must either confirm or set aside the decision of the board to reject the application, after having afforded the applicant who gave that notice a reasonable opportunity to be heard by, or to make representation in writing to, the club in the general meeting

### 6 Life members and sporting life members

1 persons who have rendered special meritorious service to the club can be nominated for Life Membership of the Club.

2 Upon a proposal in writing to the Board, any member can nominate another member for a life membership, nominations, needs to be presented to the Board not less than 2 weeks prior to the AGM. The proposal must state the

achievements of the person nominated to the Board for their perusal prior to the next AGM.

3 It shall require that the nominated person(s) have to receive a 75% majority of the voting members present at the AGM to gain the life membership.

4 No more than three (3) life members to be nominated in any one year.

5 A member can be nominated as a sporting life member once he or she has served 10 or more years of unbroken service to the club as well as achieving outstanding sporting status upon proposal as in sub-rule (2).

6 Voting for both life memberships shall be decided by the ballot system not by a show of hands.

### 7 Register of club members

1 The club shall keep an upto date register of members in respect of each class of membership. This register must be continually available for inspection at the club premises.

2 The register must be so kept and maintained at the offices of the club

3 The Secretary must cause the name of a person who dies or who ceases to be a member, under rule 8 to be deleted from the register of members referred to in sub rule (1);

### 7 Temporary of members

Pursuant to section 48(5) of the act a person who is on any other day visiting the club (the "host club") as a member or official of another club:

A person who is on any day visiting the club as a member or an official of another club:

- a. That is to engage in a pre-arranged event with the host club conducted for the purposes of one of the host clubs principle objectives; or
- b. That is to hold a pre-arranged function at the host club involving the use of the host club's sporting facilities.

May be taken to be a person who is accorded temporary membership on that day.

### 8 Guest members

The maximum number of guests per member per day for the purposes of

section 48 (4) (b) of the Act is Five, (5)

A guest shall not be supplied with liquor in the club premises except on the invitation and in the company of that member.

- a. A guest shall be supplied with liquor to be consumed on the club premises only.
- b. The member introducing the guest shall be responsible for the proper conduct of that guest whilst on the club premises.
- c. A member may, at their expense and with the approval of the club committee, supply liquor to guests, without limitation as to the number, at a the club premises, any person who has been refused membership of the club or who is under suspension or expulsion, from the club, shall not be permitted as a guest of any member of the club.

### 9 Subscription of club members

1 The Board shall propose to the members the subscription fees for the following year in the various categories of membership for presentation at the Annual General Meeting.

2 Each member must pay to the Secretary or Treasurer their annual subscription fees on or before the 1st of January or, such other date as the Board from time to time determines, the amount of subscription, determined under sub-rule (1)

3 Subject to rule (4), a member whose subscription is not paid within 3 months after the relevant, date fixed by or under sub-rule (2) ceases on the expiry of that period to be a member, unless the, Board decides otherwise.

4 A person exercises all their rights and obligations of a member for the purpose of these rules if, his or her subscriptions are paid on or before the relevant date fixed by or under sub-rule (2) or, within 3 months thereafter, or such other times as the Board allows.

5 A defined annual, half yearly, quarterly or monthly subscription fee shall be payable in advance. »

---

# CONSTITUTION

## 10-12

---

### 10 Termination of club membership

Membership of the club may be terminated upon

- 1 receipt by the Secretary or another Board member of a notice in writing from a member of his or her resignation from the club. Such person remains liable to pay to the club the amount of any subscription due and payable by that person to the club but unpaid at the date of termination; or;
- 2 non payment by a member of his or her subscription within 3 months of the date fixed by the Board for subscription to be paid, unless the Board decides otherwise in accordance with rule 9 (3) or;
- 3 expulsion of a member in accordance with rule 11.

### 11 Suspension or expulsion of members of association

- 1 If the Board considers that a member should be suspended or expelled from membership, of the club because of his or her conduct is detrimental to the interest of the club, the Board, must communicate in writing to the member:
  - a. notice of proposed suspension or expulsion and the time and date and place of the Board, meeting at which the question of suspension or expulsion will be decided; and
  - b. particulars of that conduct; not less than 30 days before the date of the Board meeting referred to in paragraph (a)
- 2 At the Board meeting referred to in a notice of communication under sub-rule (1), the committee may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representation in writing to, the Board, suspend or expel or decline to suspend or, expel that member from membership of the club and must forthwith after deciding whether or not to, suspend or expel that member, communicate the decision in writing to that member.
- 3 Subject to sub-rule (5), a member has his or her membership suspended or ceases to be a member 14 days after the day on which the decision to suspend or expel the member is

communicated to him or her under sub-rule (2).

- 4 a member who is suspended under sub-rule (2) must, if he or she wishes to appeal against that suspension or expulsion, give notice to the secretary of his or her intention to do so
- 5 within the period of 14 days referred to in sub-rule (3).
- 6 when notice is given under sub rule (4):
  - a. The club, in a general meeting, must either confirm or set aside the decision of the Board to suspend or expel the member after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the club in a general meeting; and;
  - b. The member who gave that notice is not suspended or does not cease to be a member unless and until the decision of the Board to suspend or expel him or her is confirmed under this sub-rule.

### 12 Board Of The Club

- 1 Subject to sub-rule (9), the affairs of the club shall be managed exclusively by a Board of Directors consisting of the following:
  - a. Chairman
  - b. Two Vice Chairmen
  - c. Secretary
  - d. Treasurer
  - e. Not less than 4 other persons, appointed from the sub committees of the club, all of who must be members of the club.
  - f. One person can hold one or two position on the Board
- 2 Board members are to be elected to membership of the Board at an annual general meeting or appointed under sub-rule (8).
- 3 Subject to sub-rule (8), a Board member's term will be from his or her election at an annual general meeting until the election referred to in sub-rule (2) at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Board.
- 4 Except for nominees under sub-rule (7), a person is not eligible for

election to membership of the Board unless a member has nominated him or her for election by delivering notice in writing of that nomination, signed by:

- a. The nominator, and;
  - b. The nominee to signify his or her willingness to stand for election, to the Secretary not less than 7 days before the day on which the annual general meeting concerned is to be held.
- 5 A person who is eligible for re-election under this rule may:
    - c. propose or second himself or herself for election or re-election; and
    - d. vote for himself or herself.
  - 6 If the number of persons nominated in accordance with the sub-rule (4) for election to membership of the Board does not exceed the number of vacancies in that membership to be filled:
    - c. the secretary must report accordingly to;
    - d. the President must declare those persons to be duly elected as members of the Board at the annual general meeting concerned.
  - 7 If a vacancy remain on the Board after the declaration under sub-rule (6) additional nominees of committee members may be accepted from the floor of the annual general meeting. If such nominations from the floor do not exceed the number of vacancies the President must declare those persons duly elected as members of the Board. Where the number of nominations from the floor exceeds the remaining number of vacancies on the
  - 8 Board, elections for those positions must be conducted
  - 9 If a vacancy remains on the committee after the application of sub-rule (7), or when a casual vacancy within the meaning of rule 14 occurs in the membership of the Board.
    - a. the Board may appoint a member to fill that vacancy;
    - b. a member appointed under this sub-rule will:
      - i. hold office until the election referred to in sub-rule (2); and
      - ii. be eligible for election to membership of the Board >>

# CONSTITUTION

## 12-16

at the next following annual general meeting.

**10** The Board may delegate, in writing, to one or more sub-committees (consisting of such member or members of the club as the committee think fit) the exercise of such functions of the Board as are specified in the delegation other than:

- a. the power of delegation; and
- b. function which is a duty imposed on the Board by the Act or any other law.

**11** any delegation under sub-rule (9) may be subject to such conditions and limitations as to exercise that function or as time and circumstances as are specified in the written delegation and the Board may continue to exercise any function delegated.

**12** the Board may in writing revoke wholly or in part any delegation under sub-rule (9).

### 13 President and Vice President

**1** Subject to this rule the president must preside at all annual general meetings and Board meetings.

**2** in the event of the absence from a general meeting of:

- a. the Chairman, or the vice-Chairman; or
- b. both the president and vice-Presidents, a member elected by the other members present at an annual general meeting, or Board meetings.

### 14 Secretary

**The Secretary must;**

**1** co-ordinate the correspondence of the club

**2** keep full and correct minutes of the proceedings of all committee and general meetings of the club.

**3** comply on behalf of the club with-

- a. section 27 of the Act with respect to the register of members of the club, as referred to in rule 6.
- b. section 28 of the act by keeping and maintaining in an up to date condition the rules of the club and, upon request of a member of the club, must make available those rules for the inspection of the member and the member

may make a copy of or take an extract

- c. from the rules but will have no right to move the rules for that purpose; and
- d. section 29 of the Act by maintaining a record of:
  - i) the names and residential or postal addresses of the persons who hold the offices of the club provided for by these rules, including all offices held by persons who constitute the Board and persons who are authorised to use the common seal of the club under rule 22; and
  - ii) the names and residential addresses of any persons (c) and the Secretary must upon the request of a member of the Club, make available the record for, inspection of the member and the member may make a copy of or take an extract from the record, but will have no right to remove the record for that purpose;
  - iii) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Club, including those referred to in paragraph (c) but, other than those required by rule 15, to be kept and maintained by, or in the custody of the, Treasurer; and;
  - iv) perform such other duties as are imposed by these rules on the Secretary.

### 15 Treasurer

**The treasurer must;**

**1** be responsible for the receipt of all monies paid to or received by or by him or her on behalf of the Club and must issue receipts for those monies in the name of the Club;

**2.** pay all monies referred to in paragraph (a) into such account or accounts of the club as the Board may from time to time direct.

**3** make payments from the funds of the club with the authority of a general meeting or of the Board and in so doing ensure that all cheques are signed by himself or herself and one of the other **3** authorised signatories nominated by the committee.

**4.** comply on behalf of the Club with sections 25 and 26 of the Act with respect to the accounting records of the Club by:

- 1) keeping such accounting records as correctly record and explain the financial transactions and the financial position of the club;
- 2) keeping its accounting records in such manner as will enable true and fair accounts of the Club to be prepared from time to time;
- 3) keeping its accounting records in such manner as will enable true and fair accounts of the Club to be conveniently and properly audited and
- 4) submitting to members at each Board and Annual general meeting of the club the accounts of the Club showing the financial position of the Club at the end of the preceding financial year;

**5** Whenever directed to do so by the Chairman, submit to the Board a report, balance sheet or financial statement in accordance with that direction;

**6** unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the club including those referred to in paragraph (d) and (e); and

**7** perform such other duties as are imposed by these rules on the Treasurer.

### 16 Casual vacancies in the club board

A casual vacancy occurs in the office of a Board member and that office becomes vacant if the Board member:

- a. dies;
- b. resigns by notice in writing delivered to the President or, if the Board member is the President, to the Vice-President and that resignation is accepted by resolution of the Board;
- c. is convicted of an offence under >>

# CONSTITUTION

## 16-18

- the Act;
- d. is permanently incapacitated by mental or physical ill health;
  - e. is absent from more than:
    - i) Three consecutive Board meetings or;
    - 2) Three Board meetings in the same financial year without tendering an apology to the person presiding at each of those Board meetings; of which meeting the member receives notice, and the Board has resolved to declare the office vacant;
    - 3) Ceases to be a member of the Club;
  - f. is the subject of a resolution passed by the general meeting of members terminating his or her appointment as a Board member.

### 17 Proceedings of the board

- 1 The Board must meet together for the dispatch of business not less than six, times in each year and the president, or at least half the members of the Board, may at any, time convene a meeting of the Board;
- 2 each Board member has a deliberate vote.
- 3 A question arising at a Board meeting must be decided by a majority of votes but, if there is no majority, the person presiding at the Board meeting will have a casting vote in addition to their deliberative vote.
- 4 at a Management Committee meeting four (4) members shall constitute a quorum.
- 5 subject to these rules, the procedure and order of business to be followed at a Board meeting must be determined by the Board members present at the board meeting.
- 6 as required under sections 21 and 22 of the Act, a Board member having any direct or indirect pecuniary interest in a contract or proposed contract, made by or in contemplation of, the Board (except if that pecuniary interest exists only by virtue of the fact that the member of the Board is a member of a class of persons for whose benefit the Club is established), must:
  - a. as soon as he or she becomes aware of that interest

- discloses the nature and extent of his or her interest to the Board; and
  - b. not take part in any deliberations or decisions of the Board with respect to that contract.
- 7 Sub-rule (6) (a) does not apply with the respect to a pecuniary interest that exists only by, virtue of the fact that the member of the Board is an employee of the Club.
- 8 The Secretary must cause every disclosure made under sub-rule (6) (a) by member of the, Board to be recorded in the minutes of the meeting of the board at which it is made.

### 18 General meeting

#### 1 The Board:

- a. may at any time convene a special general meeting.
- b. must convene the Annual General Meeting within the time limits provided for the holding of such meetings by section 23 of the Act, that is, in every calendar year within four months after the end of the Clubs financial year or such longer period as may in a particular case be allowed by the Commissioner, except for the first annual general meeting which may be held at any time within 18 months after incorporation; and
- c. must within 30 days of:
  - 1 receiving a request in writing to do so from not less than 20 members convene a special general meeting for the purpose specified in that request; or
  - 2 the Secretary receiving a notice under rule 11 (4), convene a general meeting to deal with the appeal to which notice relates.
- d. must after receiving notice under rule 5 (4), convene a general meeting, no later than the next annual general meeting, at which the appeal referred to in the notice will be dealt with. Failing that the applicant is entitled to address the Club at the next annual general meeting in relation to

the committee's rejection of his or her application and the Club at that meeting must confirm or set aside the decision of the board.

- 1 the members making a request referred to in sub-rule (1) (c) (1) must:
  - a. state in that request the purpose for which the special general meeting concerned is required; and
  - b. sign that request.
- 3 if a special general meeting is not convened within the relevant period of 30 days referred to-(a) in sub-rule (1) (c) (1) the members who made the request concerned may themselves convene a special general meeting as if they were the board; or (b) in sub-rule (1) (c) (2) the member who gave the notice concerned may him or herself convene a special general meeting as if he or she were the board.
- 4 When a special general meeting is convened under sub-rule (3) (a) or (b) the Club must pay the, reasonable expenses of convening and holding the special general meeting.
- 5 subject to rule (7) the Secretary must give to all members not less than 14 days notice of a, special general meeting and that notice must specify:
  - a. when and where the general meeting concerned is to be held; and
  - b. particulars of the business is to be transacted at the general meeting concerned and of the order in which that business is to be transacted.
- 6 subject to rule (7) the Secretary must give to all members not less than 21 days notice of the, Annual General Meeting and that notice must specify:
  - a. when and where the annual general meeting is to be held;
  - b. the particulars and order in which business is to be transacted, as follows:
    - i) minutes of the previous year's meeting
    - ii) apologies
    - iii) Chairmans report
    - iv) The financial report
    - v) Election of President
    - vi) Election of 1 Vice >>



- President,
- vii) Election of Secretary
- viii) Election of Treasurer
- ix) The election of Patron
- x)) Any other business requiring consideration by the Club in a general meeting.
- xi) A special resolution may be moved either at a special general meeting or at an annual general meeting, however the Secretary must give all members not less than 21 days notice of the meeting, at which a special resolution is to be proposed. In addition to those matters specified in rule (5) or (6), as relevant, notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.

7 The secretary must give notice under sub-rule (v), (vi) or (vii) by-

- (1) serving it on a member personally; or
- (2) sending it by post to a member at the address of the member appearing in the register of members kept and maintained under rule 6.
  - xii) When a notice is sent by post under sub-rule (viii) (2) sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary pre-paid mail.

### 19 Quorum and proceedings at a general meeting

- 1 At a general meeting twenty (20) members present constitute a quorum.
- 2 If within 30 minutes after the time specified for the holding of a general meeting in a notice given, under rule 16 (5) or (6):

- a. as a result of a request or notice referred to in rule 16 (1) (c) or as a result of action taken under rule 16 (3) a quorum is not present the general meeting lapses; or
- b. otherwise than as a result of a request, notice or action referred to in paragraph (a), the general meeting stands adjourned to the same time on same day the following week and at the same venue.

3 if within 30 minutes of the time appointed by sub-rule (2) (b) for the resumption of an adjourned, general meeting a quorum is not present the members whom are present in person, or by proxy may, nevertheless proceed with the business of that general meeting as if a quorum were present.

4 The president may, with the consent of a general meeting at which a quorum is present, and must, if so directed by such a general meeting, adjourn the general meeting from time to time and place to place.

5 there must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.

6 when a general meeting is adjourned for a period of 30 days or more, the Secretary must give, notice under rule 16 of the adjourned general meeting as if that general meeting.

#### 7 At a general meeting:

- a. an ordinary resolution put to the vote will be decided by a majority of votes cast on the show of hands, subject to sub-rule (9); and
- b. a special resolution put to the vote will be decided in accordance with section 24 of the act as defined in rule 2, and, if a poll is demanded in accordance with sub-rule (9) and (11).

8 A declaration by the President of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that fact unless during the general meeting, at which the resolution is submitted, a poll is demanded in accordance with

sub-rule (9).

9 At a general meeting a poll may be demanded by the president or by three or more members, present in person or by proxy and, if so demanded, must be taken in such manner as the President, directs.

10 If a poll is demanded and taken under sub-rule (9) in respect of an ordinary resolution, a, declaration by the President of the result of the poll is evidence of the matter so declared.

11 a poll demanded under sub-rule (9) must be taken immediately on the demand being made.

### 20 Minutes of meetings of the club

1 the secretary must cause proper minutes of all proceedings of all general meetings and, committee meetings to be taken and then entered within 30 days after holding of each general, meeting or Committee meeting as the case requires, in a minute book kept for that purpose.

2 The Chairman must ensure that the minutes taken of a general meeting or committee meeting, under sub-rule (1), are checked and signed as correct by the Chairperson of the general meeting or committee meeting to which those minutes relate. Or by the chairperson of the next succeeding, general meeting or Board meeting as the case requires.

3 When minutes have been entered and signed as correct under this rule they are, until the contrary is provided, evidence that:

- a. the general meeting or Board meeting to which they relate (in this sub-rule called 'the meeting') was duly convened and held;
- b. all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
- c. all appointments or elections purporting to have been made at the meeting have been validly made. »



---

# CONSTITUTION

21-24

---

## 21 Voting rights of the members of the club

1 Subject to these rules each full member present in person or by proxy at a general meeting is entitled to a deliberate vote.

2 a member which is a body corporate may appoint, in writing, a neutral person, whether or not they are a member, to represent it at a particular general meeting or at all general meetings.

3 an appointment made under sub-rule (2) must be made by a resolution of the board or other, governing body of the body corporate concerned:

- a. which resolution is authenticated under the common seal of that body corporate; and
- b. a copy of which resolution is lodged with the Secretary.

4 a person appointed under sub-rule (2) to represent a member which is a body corporate is deemed for all purposes to be a member until that appointment is revoked by the body corporate or, in the case of an appointment, in respect of a particular general meeting, which appointment is not, so revoked, the conclusion of that general meeting.

## 22 Proxies of members of the club

A member (in this rule called "the appointing member") may appoint in writing another member who is a natural person to be a proxy of the appointing member and to attend, and vote on behalf of the, appointing member at any general meeting.

A member can only act as a proxy for no more than 3 (three) members at any one meeting.

## 23 Rules of the club

1 The Club may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in sections 17, 18, and 19 of the Act.

2 These rules bind every member of the Club to the same extent as if every member of the Club had signed and sealed these rules and agreed to be bound by all provisions.

## 24 Common seal of the club

1 the club must have a common seal on which its corporate name appears in legible characters.

2 the common seal of the club must not be used without the express authority of the Board and every use of that common seal must be recorded in the minute book referred to in rule 18.



**OLYMPIC KINGSWAY  
SPORTS CLUB EST. 1953**

The Official Club's Constitution for Olympic Kingsway Soccer Club

---