



**TERRIGAL SURF LIFE SAVING CLUB INC
CONSTITUTION**

**Passed unanimously at a
Special General Meeting
held Sunday 7 September 2008**

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1 NAME AND DEFINITIONS

- 1.1 The Club shall be called the TERRIGAL Surf Life Saving Club Incorporated hereinafter known as 'the Club'.
- 1.2 In this Constitution:
 - SLSC means Surf Life Saving Club
 - SLSCC refers to Surf Life Saving Central Coast Incorporated
 - SLSNSW refers to Surf Life Saving New South Wales Incorporated
 - SLSA refers to Surf Life Saving Australia Limited
 - Special General Meeting means a general meeting of the membership other than the Annual General Meeting

2 AFFILIATION

- The Club shall be affiliated with:
- 2.1 Surf Life Saving Australia Limited through Surf Life Saving Central Coast Incorporated and Surf Life Saving New South Wales Incorporated
 - 2.2 Any other organisation with kindred objectives or interests that the Board of Directors may determine

3 STATEMENT OF PURPOSES

- 3.1 Conduct, encourage, promote and advance Surf Life Saving, including performing, maintaining and improving lifesaving standards at Terrigal Beach.
- 3.2 Adhere to Surf Life Saving Australia standards, techniques, awards and education of the bodies involved in aquatic life saving.
- 3.3 Represent the interests of Club members at all times by providing opportunities for education, development, participation in competition, recognition and support of Club members.
- 3.4 To provide suitable premises and facilities for Club members.
- 3.5 To encourage the physical and social well being of Club Members.
- 3.6 To cooperate with the local governing authorities in taking such measures as are considered necessary by the Club to ensure the safety of the public and members using Terrigal Beach.

4 POWERS

- The club, through the Board of Directors, has power:
- 4.1 To acquire or hold (whether on trust or absolutely) and dispose of property.
 - 4.2 To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences to advance the Club's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control of them.
 - 4.3 To invest and deal with moneys not immediately required in such manner as is from time to time thought fit.
 - 4.4 To raise or borrow money upon such terms and in such manner as is from time to time thought fit.
 - 4.5 To secure the repayment of moneys so raised or borrowed or the payment of a debt or liability by giving a mortgage, charge or other security upon or over all or any property of the Club.
 - 4.6 To subscribe to, become a member of and co-operate with any other association, club or organisation whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the relationship between organisations is beneficial to the Club
 - 4.7 To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of promoting or procuring contributions to the funds of the club, in the shape of donations, grants, annual subscriptions or otherwise.
 - 4.8 To make donations for patriotic, charitable or community purposes.
 - 4.9 To enforce observance of the Club Constitution, Code of Conduct, By-Laws and Regulations governing the Club and deal with any infringement of same.

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- 4.10 To do all such other things as are incidental or conducive to the attainment of the purposes and the exercise of the powers of the club.

5 MEMBERSHIP

- 5.1 The Membership of Terrigal SLSC shall consist of members as recognised by Surf Life Saving Australia Limited and defined in the By-Laws of the Club. Categories of membership shall include:
- 5.1.1 General Membership - Available to any person over the age of six (6) years who is approved under clause 6. General members will have voting rights as defined by section 25 of this Constitution and/or By-Laws of the Club.
- 5.1.2 Life Membership - Life Membership of the Club may be conferred upon any person who has rendered outstanding and special service to the Club as provided for in the Constitutions and By-Laws of the Club.
- 5.1.3 Honorary Membership - Honorary Membership may be granted by the Board of Directors or by resolution at a General Meeting to citizens rendering special services to the Club.
- 5.2 All members shall abide by the Club's constitution and shall be bound by the Constitution of our affiliate organisations.
- 5.3 Members rights, privileges and obligations are not transferable to another person and terminate upon cessation of the persons membership.

6 NEW MEMBERS

- 6.1 New members must complete the required Membership Application form. Each application must be accompanied by all relevant membership forms and subscription.
- 6.2 Membership of all persons will be deemed Probationary until their application is put before the Board of Directors. The Board may accept or reject the nomination without giving any reason for such rejection and will give notice of the decision to the nominee.
- 6.3 No person financially indebted to or under suspension of any other affiliated Club within Surf Life Saving Australia shall knowingly be admitted to membership or allowed to use the Club facilities.
- 6.4 SLSA members seeking transfer from another club shall be considered new members and are subject to 6.2 and 6.3.

7 CHANGE OF MEMBERSHIP

- 7.1 Any member wishing to change their status of membership must submit a written application outlining the reasons for their requested change to the Board of Directors.

8 CESSATION OF MEMBERSHIP

- 8.1 A Member having paid all debts payable by them to Terrigal SLSC, may withdraw from membership by giving notice in writing of such withdrawal to the Club.
- 8.2 Membership of the Club may be revoked by the Board or Judiciary Committee upon breach of any clause of this Constitution and By-Laws (including, but not limited to the failure to pay any monies owed to the Club), and the Constitutions and By-Laws of SLSCC, SLSNSW or the SLSA constitution or SLSA Policies.
- 8.3 Membership shall not be revoked under clause 8.2 without the Club first giving the accused member the opportunity to explain the breach and/or remedy the breach.
- 8.4 Where a member fails to adequately explain or remedy the breach to the satisfaction of the Board of Directors or Judiciary Committee, that member's membership shall be revoked by the Club giving written notice of the cessation to the member.
- 8.5 A member who ceases to be a member shall forfeit all right in and claim upon Terrigal SLSC and its property, and shall not use any Surf Life Saving equipment or any other property of the Club, including Intellectual Property.
- 8.6 Membership fees or subscriptions paid by such member for the relevant year may be refunded on a pro-rata basis to the member upon cessation. The name of such member shall be removed from the register of members.
- 8.7 A member who has ceased to be a member must reapply for membership under Clause 6.

9 MEMBERSHIP FEES / SUBSCRIPTIONS

- 9.1 The Terrigal SLSC membership year shall be the 1st September to 31st August
- 9.2 The annual membership fee shall be determined by the Board of Directors and decided at the July Board Meeting each year and will be due by the first day of September in each year.
- 9.2 The Fees will be categorised into a number of areas within the various Membership categories as outlined in the Club By-Laws.
- 9.3 Other levies such as competition levies will be determined by the Board of Directors and communicated to members with dates due.
- 9.4 A membership holder being indebted in any respect to the Club cannot renew their membership until such debt has been satisfied.
- 9.5 Any member who fails to renew their membership by the 1st of December will cease to be a member.
- 9.6 Should any member find that he cannot pay the membership fee by the due date, they may apply in writing to the Board of Directors who may grant an extension to pay. Each case will be treated on its merits.

10 MEMBERS' LIABILITIES

- 10.1 The liability of a Member of Terrigal SLSC to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club, is limited to the amount, if any, unpaid by the member in respect of membership of Terrigal SLSC as required by clause 9.

11 OFFICERS OF THE CLUB

11.1 Board of Directors

- President
- Director of Administration*
- Director of Competition
- Director of Education*
- Director of Junior Activities
- Director of Finance*
- Director of Lifesaving
- Director of Member Services*
- Director of Sponsorship

11.1.1 Each member of the Board of Directors is to be elected in for a two year term with half the committee positions being subject to re-election each year.

11.1.2 The Board members denoted with an * shall be re-elected in odd years.

11.1.3 Board members may choose to nominate for a further term and shall be subject to election by the membership.

11.2 Other Position Holders

- Patron(s)
- Club Captain(s) and Vice-Captain(s) (Must hold Bronze Medallion)
- Competition Captains including Boat Captain, Board and Ski Captain, IRB Competition Captain, Lifesaving Competition Captain and Beach Captain
- Youth Committee Chairperson (between 14 and 21 years of age)
- Life Member Trustees (3)

Each position listed under clause 11.2 is subject to election at each Annual General Meeting. All other positions shall be elected by the Board of Directors at the first Board meeting of the new term.

11.3 The Honorary Officers shall consist of: -

- Hon. Solicitors

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- Hon. Medical Officers
- Hon. Auditors
- Others who provide special services to the club

all of whom will be appointed at the AGM or by the Board of Directors if not resolved at the AGM.

- 11.4 Any officer moving interstate or overseas, or unavailable to attend to duties for a period of three months or longer will automatically resign their position within the Club unless the officer obtains the dispensation of the Board.

12 OTHER OFFICERS

- 12.1 The Board of Directors may at their discretion appoint other officers, advisors and representatives as they feel necessary for the better running of the club's affairs. These will be defined in the Club By Laws.

13 ELECTIONS

- 13.1 Nominations for the above positions shall be lodged in writing with the Administration Director not less than 14 days prior to the Annual General Meeting.

- 13.2 An election must be held annually for each position of office with the exception of the Board of Directors being appointed for two year terms with half the Board being subject to re-election each year, refer to clause 10.1.

- 13.3 If a position, the subject of a written nomination is lost during a vote as in clause 14.4, or no written nominations are received for a position, it shall be declared a casual vacancy.

Subsequent written nominations for casual vacancy positions shall be received by the Director of Administration up to the commencement of the next scheduled Board of Directors meeting where appointments for those vacant positions shall be determined by a majority vote of the Board.

- 13.4 All Officers shall hold office until the appointment of their successor, or until otherwise ceasing to hold such office for any reason. Vacancies existing after the Annual General Meeting and occurring during the year may be filled by the Board of Directors.

- 13.5 For the purpose of this Constitution the office of an Officer of the Club becomes vacant if the Officer: -

- (i) Ceases to be a member of the Club; or
- (ii) Becomes a bankrupt; or
- (iii) Resigns their office by notice in writing given to the Director of Administration; or
- (iv) Is removed by majority vote of the Board of Directors. The Office Bearer shall have the right of appeal to a judiciary committee in this instance.

14 VOTING AT ELECTION OF OFFICE-BEARERS

- 14.1 In the event of there being two or more nominations for the one position, a secret ballot shall be conducted using the exhaustive voting method. At the end of each ballot, the person with the lowest number of votes is eliminated.

- 14.2 In the event of an equal number of votes being lodged for two or more candidates, then the election shall be determined by the drawing of one candidate's name from a hat.

- 14.3 In the event of there being one nomination for any one of the positions, it will be necessary for the candidate to receive a simple majority of votes to be elected to the position. Should that majority not be achieved, the position shall be declared vacant.

15 POWERS OF THE BOARD OF DIRECTORS

- 15.1 The elected Board of Directors shall have the control and management of the affairs and concerns of the club under clause 4.

- 15.2 They shall have the power to perform all such acts and do all such things as appear to the Board of Directors to be necessary or desirable for the proper management of the affairs of the Club.

- 15.3 Sub-Committees may be appointed to assist the Board of Directors in carrying out the business of the Club.

- 15.3.1 Such Sub-Committees shall have no authority to transact any business other than that referred to them by the Board of Directors.

15.3.2 Any vacancy existing on such Sub-Committee shall be filled by the Board of Directors.

15.3.3 Any recommendation or resolution made by the Sub-Committee, if adopted by the Board of Directors, shall be recorded as the business of the Board of Directors.

16 DISCIPLINE OF MEMBERS

The Board of Directors shall have power in its absolute discretion to: -

- 16.1 Suspend, expel, terminate, seek recompense from or impose other penalties on the membership of any member proved to its satisfaction to have been guilty of a breach of the Club Constitution and By-Laws, the Code of Conduct, misuse of Club equipment or equipment in the custody of the Club, misconduct in the club premises or elsewhere or who, in the opinion of the Board of Directors, has brought the Club or Surf Life Saving into disrepute.
- 16.2 Clause 16.1 may also be applied to members whose parents/guardians or other related parties may be found guilty of such breaches as outlined in the above clause.
- 16.3 Suspend from office any of its officers or members or who in its opinion have been guilty of any neglect of duty, breach of confidence, misconduct or absent themselves from two consecutive club meetings or four in any one year.
- 16.4 Members who are charged with such breaches in 16.1, 16.2 or 16.3 shall be summoned to appear before the Board of Directors or sent to a Judiciary Committee with at least seven (7) days notice in writing, and shall show cause why the Club should not exercise any of its foregoing powers as outlined in clause 16.1. The Board of Directors shall notify the member in writing of the Board decision within fourteen (14) days notice of this meeting. Offences to property go directly to Board, people go to judiciary
- 16.5 If summoned before the Board of Directors, the decision of the Board of Directors may be appealed against to the Judiciary Committee. Such an appeal must be in writing giving grounds and shall be lodged with the Director of Administration within twenty-eight (28) days from date of the Board of Directors' decision.
- 16.6 The Board of Directors shall have power from time to time to draw up a Code of Conduct for ensuring the conduct of Club members in regard to Club duties, and the Code of Conduct shall be binding until altered.
- 16.7 The Director of Member Services shall have the power to temporarily suspend any member who is suspected of any serious breach. Such suspension shall be enforced until the suspended member appears before the Board of Directors.

17 JUDICIARY COMMITTEE

- 17.1 The Judiciary Committee shall consist of five Life Members of the Club who have no other official position in the Club (except Life Member Trustees). This committee shall be appointed at the AGM
- 17.2 The Committee will be appointed at the AGM and a quorum will consist of three members.
- 17.3 The duties of the Judiciary Committee shall be to hear and give final judgement on any appeal which may be made by a member who has appeared before or sent directly to the Judiciary by the Board of Directors.
- 17.4 The report and findings of the Judiciary Committee shall be tabled at the first meeting of the Board of Directors after their investigation is concluded. The decision of the Board of Directors remains binding until the judiciary report is submitted to the Board of Directors.

18 FINANCES

- 18.1 The financial year for the club shall be 1st May to 30th April.
- 18.2 All monies received shall be banked in the name of the Club. Payments by the Club are to be made by cheque, direct deposit and petty cash, signed by the Director of Finance and one other signatory for accounts passed for payment by the Board of Directors or.
- 18.3 Emergency payments outside of normal business may be ratified by the Board if an account for payment is required prior to a Board of Directors meeting
- 18.4 The funds of the Club shall be derived from membership fees, levies, donations, sponsorships, commercial operations and such other sources as the Board of Directors determines.
- 18.5 The Board of Directors shall have power to expend funds of the Club in such manner as they think most expedient, but funds collected for a specific purpose must be expended only for such purposes unless otherwise specified by the instigators of that fund.

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- 18.6 Copies (as required) of the Annual Report and Financial Statement sheet shall be forwarded each year to the relevant local government authorities, Surf Life Saving Central Coast and Surf Life Saving New South Wales.
- 18.7 The Financial Statement Sheet must be presented to the Annual General Meeting accompanied by an independent Audit report. The Audit Report must be prepared by an Accountant with a minimum qualification and affiliation with appropriate professional body.

19 WINDING UP

- 19.1 On the winding up of the Club, the surplus of assets and property of the Club shall be reverted to Surf Life Saving Central Coast Inc. to be held in Trust pending the reformation of a Surf Life Saving Club at Terrigal Beach in the State of New South Wales, provided that such Club is reformed within the auspices of the Surf Life Saving Australia Limited.

20 MEETINGS

- 20.1 The Annual General Meeting and Special General Meetings shall be confined to members of the Club and such members of the public who meet with the approval of the Board of Directors. Any member of the public deemed as not suitable by the Board of Directors to attend the Annual General Meeting or General Meetings shall be removed from the Club premises by the Board of Directors through the Chairman. Board of Directors meetings shall be confined to members of the Club except when members of the public are specifically invited to attend.
- 20.2 For Annual General Meetings, General Meetings and Special General Meetings, an agenda detailing the date, time and place of the meeting as well as the business to be transacted, shall be circulated in accordance with the notices required in clauses 21.2, 22.1 and 22.2.
- 20.3 If a quorum of any meeting is not reached one half hour after the scheduled commencement time, the meeting cannot be held.

21 ANNUAL GENERAL MEETING

- 21.1 The date of the Annual General Meeting shall nominally be the last Sunday in June each year; in the event it cannot be held on this date as decided by the Board of Directors it shall be held within six (6) months of the Club's end of financial year.
- 21.2 Twenty one (21) days notice shall be given to the membership of the Annual General Meeting.
- 21.3 The core business of the Annual General Meeting will be to:
- (i) Confirm the minutes of the previous Annual General Meeting and any Special General Meetings held since that meeting
 - (ii) Receive the Annual Report and Financial Statement,
 - (iii) Elect Office Bearers for the club
 - (iv) Receive and consider applications and recommendations by the Life Members Committee for life membership of the club and honorary awards.
 - (v) Receive and consider the statements admitted by the Club in accordance with the provisions of the Associations Incorporation Regulations 1998 and transact general business.
 - (vi) Conduct urgent General Business of the club.
- 21.4 Those members that can be counted to form a quorum consist of members who are eligible to vote, as outlined in clause 25. The number required to form a quorum for the Annual General Meeting shall be one quarter (25%) of the members who are eligible to vote on that date or thirty-five (35) whichever is fewer. In the event of there being unable to obtain a quorum, subsequent meetings are to be called until such a quorum is obtained.
- 21.5 Two persons from outside the club shall be invited to fulfil the role of returning officers.

22 GENERAL AND SPECIAL GENERAL MEETINGS

- 22.1 General meetings shall be held as often as is necessary. The quorum shall be (33%) of the membership eligible to vote on that date, or thirty (30), whichever is the fewer. Seven (7) days notice is to be given. In the event of not being able to obtain a quorum, another meeting shall be called within a further (7) days, and if still not quorum is obtained the business shall be conducted by those present. Any decision arrived at shall be considered as binding as if a quorum had been present.
- 22.2 Upon receipt of a request in writing, and signed by at least twenty (20) of the membership eligible to vote or the Board of Directors, the Director of Administration shall call a Special General Meeting of which twenty one (21) days notice is to be given.

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The quorum shall be (33%) of the financial active membership on that date, or thirty (30), whichever is the fewer. In the event of not being able to obtain a quorum all business be referred to the next General Meeting.

- 22.3 Where the nature of the business of the Special General Meeting requires a special resolution of the club, the Director of Administration shall provide notice to members of the proposed special resolution.
- 22.4 Any member desiring to bring business before a general meeting may give notice in writing of that business to the Director of Administration, who shall include that business in the next notice calling a general meeting given.
- 22.5 No business other than that specified in the notice covering a general meeting shall be transacted at the meeting except in the case of the Annual General Meeting.

23 BOARD OF DIRECTORS MEETINGS

- 23.1 The Board of Directors shall meet as often as may be necessary but not less than once a month. Five (5) shall form a quorum. All Board of Directors members shall be required to report in writing their months activities at each meeting.
- 23.2 The President shall preside over the meeting of the Club. In the event of the President not being present, the meeting shall elect a Chairman from one of the members present, who is entitled to vote. The Chairman of any meeting shall be entitled to a casting vote as well as the deliberative vote.
- 23.3 A member desiring to bring any business before a Board of Directors meeting shall give notice in writing of that business to the Director of Administration who shall include that business in the next notice of meeting given after receipt of the notice from the member.

24 RULES OF DEBATE

- 24.1 Rules for debate at all meetings of the Club shall be followed as described in the By-Laws.

25 VOTING RIGHTS

- 25.1 The following persons shall form a quorum and have the right to vote at the Annual General Meeting, General Meetings and Special General Meetings of the club:
 - (i) Active members of 15 years of age on the day of the meeting, Life Members and members of the Board of Directors
 - (ii) Associate Members with a minimum of the last 3 consecutive years of membership
 - (iii) No member shall be entitled to be nominated for, or hold office or vote at any meeting of the Club unless their membership or outstanding debts for the then current year have been paid.
- 25.2 Members shall not be entitled to appoint a proxy for any meeting except for Board of Directors meetings.

26 VOTING ON RESOLUTIONS

- 26.1 At any meeting, a resolution put to the vote of the meeting shall be decided on a show of hands or a secret ballot, whichever is requested.
- 26.2 In the case of an equality of votes the Chairperson of the meeting shall be entitled to a casting vote.
- 26.3 Resolutions shall be recorded in the minutes as carried unanimously; carried by a particular majority or lost.

27 MOTIONS TO RESCIND

- 27.1 The club may fix its own conditions or qualifications of a motion to rescind a resolution carried at a previous meeting of the club provided that:
 - (i) The motion to rescind shall contain the signature of not less than three (3) persons eligible to vote as per Section 20.1.
 - (ii) Notice in writing must be given to the Director of Administration fourteen (14) days prior to the meeting at which it will be considered.
- 27.2 The Director of Administration shall forward a copy of such notice to all members at least fourteen (14) days prior to the meeting at which it will be considered.

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- 27.3 A motion to rescind a resolution carried at a previous meeting requires a two-thirds majority of those members present and eligible to vote at the meeting. If a two-thirds majority is not a whole number, then the figure shall be the next whole number.
- 27.4 A notice of motion of which due notice has been given, if unsuccessful, cannot be resubmitted nor may any motion having a similar effect be moved at a meeting for a period of twelve (12) months.
- 27.5 A notice of motion to rescind a motion is not required where a resolution has been resolved for two (2) years or more.

28 GRIEVANCE PROCEDURES

- 28.1 Where a member of the Club has a grievance with another member or with the Club, and that member considers the grievance warrants investigation and action by the Club, that member shall follow the following procedure:
- (i) The member shall present their grievance to the Member Protection Officer (or in the case of no Member Protection Officer in office, the Director of Membership) in writing, stating clearly and completely the details of the grievance.
 - (ii) Where a grievance has been received by the Member Protection Officer she or he shall, as soon as practicable, meet with, or discuss the grievance with the aggrieved member. The Member Protection Officer may take whatever steps and conduct whatever investigations necessary to determine whether the grievance is legitimate.
 - (iii) Where the Member Protection Officer determines the grievance is legitimate they shall take reasonable steps to ensure the grievance is addressed.
 - (iv) Where the Member Protection Officer determines the grievance is not legitimate they shall advise the aggrieved member accordingly. If the aggrieved member is not satisfied with the Member Protection Officer's determination they may refer the matter to Surf Life Saving Central Coast or NSW.
 - (v) The Board of Directors shall consider a referred grievance, and the member may be permitted to attend the meeting at which it is discussed, to present their case.
 - (vi) The Board of Directors shall, as soon as is practicable, decide on the matter and advise the member of the Committee's decision, in writing.
- 28.2 All grievances received by the Member Protection Officer, and all information surrounding the circumstances of a grievance which is discovered by the Member Protection Officer on investigation shall be confidential and may be communicated only to the Board of Directors of the Club.

29 CLUB COLOURS AND INTELLECTUAL PROPERTY

- 29.1 The Club's colours shall be royal blue as decided by the Club and shall be registered as required by Surf Live Saving Australia. The Club's insignia shall be in accordance with the design adopted by two-thirds of members present and entitled to vote at an Annual or Special General Meeting and shall be registered as required by Surf Life Saving Australia.
- 29.2 Club costumes and/or caps may be supplied to the members on payment of a price fixed by the Board of Directors.
- 29.3 Costumes and/or caps so obtained shall remain the property of the Club and must be returned in the event of the member being expelled.
- 29.4 The Board of Directors shall have the right to refund the whole or any portion of the price paid by the member expelled.
- 29.5 Any use of the club name and/or insignia is subject to the approval of the Board of Directors.

30 SALE AND CONSUMPTION OF LIQUOR/ SMOKING

- 30.1 The club shall at all times comply with the current requirements of the New South Wales Liquor Licensing Act.
- 30.2 Intoxicating Liquor shall not be brought to the Club premises by any person except under conditions fixed by the Board of Directors
- 30.3 The Club premises shall be non-smoking in all areas within the club footprint (both internal and external).

31 INSURANCE

- 31.1 It is the responsibility of the Board of Directors to maintain adequate insurance coverage of Club buildings, equipment, office bearers and its members. The insurance policy must be reviewed annually by Board of Directors as soon as possible after the Annual General Meeting to ensure that adequate insurance coverage is being maintained.

32 COMMON SEAL

- 32.1 The Common Seal of the Club shall be kept in the custody of the Director of Administration.
- 32.2 The Common Seal shall not be fixed to any instrument except by the authority of the Board of Directors and the affixing of the Common Seal shall be attested by at least two members of the Board of Directors provided that one of the signatories is either the Director of Administration, Director of Finance or President.

33 SERVICE OF NOTICES

- 33.1 Notices may be given by the Board of Directors or their representative to any member by sending the notice pre-paid post, facsimile transmission or where available, by electronic mail to the member's registered address or facsimile number or electronic mail address.
- 33.2 Where a notice is sent by post, service of the notice shall be deemed to be effected by addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three (3) business days after posting.
- 33.3 Correspondence using official club letterhead must be approved by the Director of Administration and ratified at the next Board of Directors meeting.

34 ALTERATION OF CONSTITUTION

- 34.1 The Club shall, alter its constitution only by special resolution,
- 34.2 The Club's Board of Directors may alter the by-laws of the club from time to time for the effective and efficient running of the club, subject to clause 1.1 of the By-laws.
- 34.3 No addition, alteration or amendment shall be made to or in their Constitution unless the change has been approved by a Special Resolution at a Special General Meeting or the Annual General Meeting.
- 34.5 Any alteration to the Statement of Purposes or Constitution of the Club must be forwarded to the Registrar of Incorporated Associations within one month of the General Meeting at which the amendment was passed.
- 34.6 A Certified copy of any alteration to the Statement of Purposes or Constitution of the Club must be forwarded to the Chief Executive Officer of the relevant Liquor Licensing authority within 14 days of the General Meeting at which the amendment was passed.