



# **Constitution of the Brindabella Cricket Club Inc**

---

The Constitution of the Brindabella Cricket Club Incorporated

---



---

# Constitution of the Brindabella Cricket Club Inc

## Preamble

Whereas we, the inaugural members of the Brindabella Cricket Club Inc,

*Being* a bunch of blokes who perhaps can't throw, can't bowl, perhaps may not always give 110%, yet don't mind a game of cricket to while away a Canberra afternoon,

*In the full knowledge* that Boonie, Warney, Belinda Clark and The Don are Aussie players we are never likely to surpass, in the wielding of the willow, or getting one to turn in sharply from the leg, or quenching a parched dry throat,

*But* by the very pulling on of creams, we garb ourselves in all the glory of these masters, and the many who came before them,

*And whereas* we deeply respect the traditions and tankstands of the age-old game which, while commonly associated with gentleman, also owes much to the innovative efforts of ladies (the ashes, the maiden over...),

*We aim* to be courteous to umpires, despite their dubious LBW decisions against us, when the ball clearly pitched outside the line, and we had our foot thrust well forward,

*And* holding these truths to be self evident:

- That we are playing okay just getting out that's all;
- Murali isn't a chucker;
- Boonie was, at the end of the day, a legend.

*And* when to be twelfth man is a blessing which means easy and timely access to cold beverages, without having the nuisance of physical exertion,

*With* one and multiple voices cry with joy—Aussie Aussie Aussie oi oi oi,

Have decided to come together to form a cricket club and agree to unite under the Constitution hereby established:

---

## Part 1.1

## Preliminary

### 1 Objects and purposes

- (1) The objects and purposes of the association are—
  - (a) to encourage and foster the game of cricket; and
  - (b) to enter a cricket team in a cricket competition in the Australian Capital Territory; and
  - (c) to provide the facilities and environment for social contact between members and their guests and generally to afford to them all the usual privileges, benefits, and conveniences of an association of like nature; and
  - (d) to do all such acts, deeds or things necessary or conducive to fulfilling these objects.

### 2 Interpretation

- (1) In this Constitution—

*Note* A definition applies except so far as the contrary intention appears (see *Legislation Act 2001*, s 155).

*Act* means the *Associations Incorporations Act 1991* (ACT).

*application for resumption of membership* refers to the process outlined in rule 9 whereby a person who has ceased to be a member of the association may reapply for membership of the association.

*financial year* means the year ending on 30 September.

*life member* means a person who has been conferred life membership of the association in accordance with rule 20.

*member* means a member, however described, of the association, and, unless the contrary intention appears, includes an *ordinary member*, a *non-playing member* and a *life member*.

*non-playing member* means a member of the association admitted in accordance with rule 14.

*ordinary member* means a member of the association admitted in accordance with rule 6.

*registrar-general* means the person required to fulfil those functions prescribed to the registrar-general under the Act.

*regulations* means the *Association Incorporations Regulations 1991* (ACT).

*secretary* means the person holding office under these rules as secretary of the association or, where no such person holds that office, the public officer of the association.

- (2) In these rules—
  - (a) a reference to a function includes a reference to a power, authority and duty; and

- 
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.
- (3) The provisions of the *Interpretation Act 1967* (ACT) apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

---

## **Part 1.2**

## **Membership**

### **3 Classes of membership**

Membership of the association shall consist of—

- (a) ordinary members; and
- (b) non-playing members; and
- (c) life members.

### **4 Membership entitlements not transferable**

A right, privilege or obligation which a person has by reason of being a member of the association—

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

### **5 Qualifications of ordinary members**

A person is qualified to be an ordinary member if—

- (a) the person is a person referred to in section 21(2)(a) or (b) of the Act and has not ceased to be a member of the association at any time after incorporation of the association under the Act; or
- (b) the person—
  - (i) has been nominated for membership in accordance with rule 6(1) or has made an application for resumption of membership in accordance with rule 9(2); and
  - (ii) has been approved for membership of the association by the executive committee of the association.

### **6 Nomination for ordinary membership**

- (1) A nomination of a person for membership of the association as an ordinary member—
  - (a) shall be made by a member of the association in writing in the form set out in appendix 1; and
  - (b) shall be lodged with the secretary of the association.
- (2) As soon as is practicable after receiving a nomination for membership as an ordinary member, the secretary shall refer the nomination to the executive committee which shall determine whether to approve or to reject the nomination.
- (3) Where the executive committee determines to approve a nomination for membership as an ordinary member, the secretary shall as soon as practicable after that determination notify the nominee of that approval and

---

request the nominee to pay within 28 days after receipt of the notification the sum payable under these rules by an ordinary member as the entrance fee and the first year's annual subscription.

- (4) The secretary shall, on payment by the nominee of the amounts referred to in subrule (3) within the period referred to in that subrule, enter the nominee's name in the register of members and, on the name being so entered, the nominee shall become an ordinary member of the association.
- (5) Nothing in this rule prevents the executive committee from recommending that the secretary enter the nominee's name in the register of members notwithstanding that the payment was not received from the nominee within the period referred to in subrule (3).

## **7 Cessation of ordinary membership**

- (1) A person ceases to be an ordinary member of the association if the person—
  - (a) dies or, in the case of a body corporate, is wound up; or
  - (b) resigns from membership of the association; or
  - (c) is expelled from the association; or
  - (d) fails to renew membership of the association.
- (2) Where a person ceases to be an ordinary member, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be an ordinary member.

## **8 Resignation of ordinary membership**

- (1) An ordinary member is not entitled to resign from membership of the association except in accordance with this rule.
- (2) An ordinary member who has paid all amounts payable by the member to the association may resign from membership of the association by first giving notice (being not less than 1 month or, if the executive committee has determined a shorter period) in writing to the secretary of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be an ordinary member.
- (3) An ordinary member who has giving notice under subrule (2) may withdraw that notice at any time before the expiration of the period of notice and that person's membership of the association shall continue.

## **9 Resumption of ordinary membership**

- (1) A person, who was previously an ordinary member of the association but ceased membership in accordance with rule 7(b) or (d), may make an application to the secretary to resume membership of the association in accordance with this rule.
- (2) An application by a person for resumption of membership of the association—

- 
- (a) shall be made in writing in the form set out in appendix 2; and
  - (b) shall be lodged with the secretary of the association.
- (3) As soon as is practicable after receiving an application for resumption of membership, the secretary shall refer the application to the executive committee which shall determine whether to approve or to reject the application.
  - (4) Where the executive committee determines to approve an application to resume membership, the secretary shall as soon as practicable after that determination notify the applicant of that approval and request the applicant to pay within 28 days after receipt of the notification the sum payable under these rules by an ordinary member as the entrance fee and the first year's annual subscription.
  - (5) Where the application for resumption of membership is received by the secretary within two calendar years of the date on which the person last ceased to be an ordinary member (as recorded in the register in accordance with rule 7(2)), the executive committee may determine that the sum payable by the applicant under sub-rule (4) shall consist only of the first year's annual subscription.
  - (6) The secretary shall, on payment by the applicant of the amounts referred to in subrule (4) within the period referred to in that subrule, enter the applicant's name in the register of members and, on the name being so entered, the applicant shall resume membership of the association as an ordinary member.
  - (7) Nothing in this rule prevents the executive committee from recommending that the secretary enter the applicant's name in the register of members notwithstanding that the payment was not received from the applicant within period referred to in subrule (4).
  - (8) For the purposes of this rule, the membership of a person who makes a successful application under this rule is deemed to commence from the date on which the secretary enters the applicant's name on the register in accordance with subrule (6).

## **10 Fees, subscriptions etc of ordinary members**

- (1) The entrance fee to the association as an ordinary member is \$80 or, if any other amount has been determined by resolution of the executive committee, such other amount.
- (2) The annual membership fee of the association as an ordinary member is \$180 or, if any other amount has been determined by resolution of the executive committee, that other amount.
- (3) The annual membership fee is payable—
  - (a) except as provided by paragraph (b)—before 1 October in each calendar year; or
  - (b) where a person becomes an ordinary member on or after 1 October in any calendar year—before 1 October in each succeeding calendar year.

---

## **11 Liabilities of ordinary members**

The liability of an ordinary member to contribute to towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amounts (if any) unpaid by the member in respect of membership of the association as required by rule 10.

## **12 Non-playing members**

- (1) The executive committee may admit persons as non-playing members of the association.
- (2) Non-playing members shall enjoy all the rights, privileges and obligations of ordinary members afforded by this Constitution except the right to participate in the association's cricket team conferred by rule 23.
- (3) For the avoidance of doubt, a non-playing member—
  - (a) is qualified to hold office as an office-bearer of the association in accordance with rule 26; and
  - (b) is entitled to nominate candidates for election as office-bearers of the association in accordance with rule 28; and
  - (c) is entitled to enjoy all the rights, privileges and obligations afforded to members under Part 1.4 of this Constitution.but—
  - (d) is not qualified to hold office as president of the association.

## **13 Qualifications of non-playing members**

A person is qualified to be a non-playing member if the person—

- (a) has been nominated for membership as a non-playing member in accordance with rule 14(1); and
- (b) has been approved for membership of the association as a non-playing member by the executive committee of the association.

## **14 Nomination for membership as a non-playing member**

- (1) A nomination of a person for membership of the association as a non-playing member—
  - (a) shall be made by a member of the association in writing in the form set out in appendix 3; and
  - (b) shall be lodged with the secretary of the association.
- (2) As soon as is practicable after receiving a nomination for membership as a non-playing member, the secretary shall refer the nomination to the

---

executive committee which shall determine whether to approve or to reject the nomination.

- (3) Where the executive committee determines to approve a nomination for membership as a non-playing member, the secretary shall as soon as practicable after that determination notify the nominee of that approval and request the nominee to pay within 28 days after receipt of the notification the sum payable under these rules by a non-playing member as the entrance fee and the first year's annual subscription.
- (4) The secretary shall, on payment by the nominee of the amounts referred to in subrule (3) within the period referred to in that subrule, enter the nominee's name in the register of members as a non-playing member and, on the name being so entered, the nominee shall become a non-playing member of the association.
- (5) Nothing in this rule prevents the executive committee from recommending that the secretary enter the nominee's name in the register of members as a non-playing member notwithstanding that the payment was not received from the nominee within the period referred to in subrule (3).

## **15 Cessation of non-playing membership**

- (1) A person ceases to be a non-playing member of the association if the person—
  - (a) dies or, in the case of a body corporate, is wound up; or
  - (b) resigns from membership of the association; or
  - (c) is expelled from the association; or
  - (d) fails to renew membership of the association; or
  - (e) becomes an ordinary member in accordance with rule 18.
- (2) Where a person ceases to be a non-playing member, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a non-playing member.

## **16 Resignation of non-playing membership**

- (1) A non-playing member is not entitled to resign from membership of the association except in accordance with this rule.
- (2) A non-playing member who has paid all amounts payable by the member to the association may resign from membership of the association by first giving notice (being not less than 1 month or, if the executive committee has determined, a shorter period) in writing to the secretary of the non-playing member's intention to resign and, on the expiration of the period of notice, the member ceases to be a non-playing member.
- (3) A non-playing member who has giving notice under subrule (2) may withdraw that notice at any time before the expiration of the period of notice and that person's membership of the association shall continue.

---

## **17 Fees, subscriptions etc of non-playing members**

- (1) The entrance fee to the association as a non-playing member is \$15 or, if any other amount has been determined by resolution of the executive committee, such other amount.
- (2) The annual membership fee of the association as a non-playing member is \$5 or, if any other amount has been determined by resolution of the executive committee, that other amount.
- (3) The annual membership fee is payable—
  - (a) except as provided by paragraph (b)—before 1 October in each calendar year; or
  - (b) where a person becomes a non-playing member on or after 1 October in any calendar year—before 1 October in each succeeding calendar year.

## **18 Non-playing members may become ordinary members**

- (1) A non-playing member of the association may make application to the secretary to become an ordinary member of the association.
- (2) An application by a non-playing member to become an ordinary member of the association—
  - (a) shall be made in writing in the form set out in appendix 4; and
  - (b) shall be lodged with the secretary of the association.
- (3) As soon as is practicable after receiving an application by a non-playing member to become an ordinary member, the secretary shall refer the application to the executive committee which shall determine whether to approve or to reject the application.
- (4) Where the executive committee determines to approve an application under this rule, the secretary shall as soon as practicable after that determination notify the applicant of that approval and request the applicant to pay within 28 days after receipt of the notification the sum payable under these rules by an ordinary member as the entrance fee and the first year's annual subscription.
- (5) The executive committee may determine that the sum payable by the applicant under sub-rule (4) shall be reduced to take into account any amounts already paid by the applicant as the entrance fee and annual subscription under rule 17.
- (6) The secretary shall, on payment by the applicant of the amounts referred to in subrule (4) within the period referred to in that subrule, enter the applicant's name in the register of members and, on the name being so entered, the applicant shall become an ordinary member of the association.
- (7) Nothing in this rule prevents the executive committee from recommending that the secretary enter the applicant's name in the register of members

---

notwithstanding that the payment was not received from the applicant within period referred to in subrule (4).

- (8) For the purposes of this rule, the ordinary membership of a person who makes a successful application under this rule is deemed to commence from the date on which the secretary enters the applicant's name on the register in accordance with subrule (6).

## **19 Liabilities of non-playing members**

The liability of a non-playing member to contribute to towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amounts (if any) unpaid by the non-playing member in respect of membership of the association as required by rule 17.

## **20 Life membership**

- (1) The association in general meeting may by special resolution, on the recommendation of the executive committee, confer life membership on any person who has rendered distinguished service to the association.
- (2) A life member is entitled to all the rights, privileges and obligations afforded to a member of the association.
- (3) A life member is not required to pay any annual subscription that would otherwise be payable by a member of the association under this Constitution.
- (4) The secretary shall, on the passing of a special resolution conferring life membership under subrule (1), enter the name of the life member in the register of members as a life member.

## **21 Disciplining of members**

- (1) Where the executive committee is of the opinion that a member—
  - (a) has persistently refused or neglected to comply with a provision of these rules; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association;the executive committee may, by resolution—
  - (c) expel the member from the association; or
  - (d) suspend the member from such rights and privileges of membership of the association as the executive committee may determine for a specified period.
- (2) A resolution of the executive committee under subrule (1) is of no effect unless the executive committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subrule (3), confirms the resolution in accordance with this rule.

- 
- (3) Where the executive committee passes a resolution under subrule (1), the secretary shall, as soon as practicable, cause a notice in writing to be served on the member—
    - (a) setting out the resolution of the executive committee and the grounds on which it is based; and
    - (b) stating that the member may address the executive committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
    - (c) stating the date, place and time of that meeting; and
    - (d) informing the member that the member may do either or both of the following:
      - (i) attend and speak at that meeting;
      - (ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution.
  - (4) Subject to section 50 of the Act, at a meeting of the executive committee held under subrule (2), the executive committee shall—
    - (a) give to the member mentioned in subrule (1) an opportunity to make oral representations; and
    - (b) give due consideration to any written representations submitted to the executive committee by that member at or prior to the meeting; and
    - (c) by resolution determine whether to confirm or to revoke the resolution of the executive committee made under subrule (1).
  - (5) Where the executive committee confirms a resolution under subrule (4), the secretary shall, within 7 days after that confirmation, by notice in writing inform the member of that confirmation and of the member's right of appeal under rule 22.
  - (6) A resolution confirmed by the executive committee under subrule (4) does not take effect—
    - (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
    - (b) where within that period the member exercises the right of appeal, unless and until the association confirms the resolution in accordance with rule 22(4).

## **22 Right of appeal of disciplined member**

- (1) A member may appeal to the association in general meeting against a resolution of the executive committee which is confirmed under rule 12(4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) On receipt of a notice under subrule (1), the secretary shall notify the executive committee which shall convene a general meeting of the

---

association to be held within 21 days after the date on which the secretary received the notice or as soon as possible after that date.

- (3) Subject to section 50 of the Act, at a general meeting of the association convened under subrule (2)—
  - (a) no business other than the question of the appeal shall be transacted; and
  - (b) the committee and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) the members present shall vote by secret ballot on the question of whether the resolution made under rule 12(4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under rule 12(4), that resolution is confirmed.

### **23 Members' right to participate in cricket team**

- (1) All members of the association (except non-playing members) are entitled to participate in the association's cricket team.
- (2) The executive committee may make by-laws prescribing any matter necessary for giving effect to this rule.
- (3) By-laws made under this rule may be disallowed by the association in general meeting in accordance with rule 62.
- (4) By-laws issued by the executive committee under this rule have the same force and effect as the rules of this Constitution.

---

## Part 1.3

## Executive committee

### 24 Powers of executive committee

- (1) The executive committee, subject to the Act, the regulations, and these rules—
  - (a) shall control and manage the affairs of the association; and
  - (b) may exercise all such functions as may be exercised by the association other than those functions that are required by these rules to be exercised by the association in general meeting; and
  - (c) has power to perform all such acts and do all such things as appear to the executive committee to be necessary or desirable for the proper management of the affairs of the association.
- (2) Without limiting the generality of subrule (1), the executive committee may enter into, vary or discharge a contract in the name of or on behalf of the association.

### 25 Constitution and membership

- (1) The executive committee shall consist of the office-bearers of the association each of whom shall be elected under rule 28 or appointed in accordance with subrule (4).

*Note* The Act requires that there be at least 3 members of the executive committee.
- (2) The office-bearers of the association shall be—
  - (a) the president; and
  - (b) the vice president; and
  - (c) the treasurer; and
  - (d) the secretary.
- (3) Each office-bearer shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) In the event of a vacancy in an office referred to in subrule (2), the executive committee may appoint a member of the association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

### 26 Qualification of office-bearers

- (1) A person is qualified to hold office as an office-bearer (except in the office of president) if that person is qualified to be a member of the association.

*Note* Special eligibility criteria apply to the office of the president (see rule 27).
- (2) A person who does not meet the criteria specified in subrule (1) is not eligible to hold office as an office-bearer of the association.

---

## **27 Qualifications of president**

- (1) A person is qualified to be president of the association if—
  - (a) that person is qualified to be an ordinary member in accordance with rule 5 or has been appointed a life member in accordance with rule 20; and
  - (b) resides in the Territory; and
  - (c) is at least 18 years of age.
- (2) A person who does not meet the criteria specified in subrule (1) is not eligible to hold office as president of the association.
- (3) A vacancy occurs in the office of president if the president ceases to satisfy the requirements in subrule (1).

## **28 Election of office-bearers**

- (1) Nominations of candidates for election as office-bearers of the association—
  - (a) shall be made in writing in the form set out in appendix 5, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
  - (b) shall be delivered to the secretary of the association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (2) Each nomination must indicate to which of the offices referred to in rule 25(2) the candidate has been nominated.
- (3) In accordance with the provisions of this rule, if insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (4) If insufficient further nominations are received, any vacant positions remaining shall be deemed to be vacancies.

*Note* The Act requires that there be at least 3 members of the executive committee.
- (5) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be taken to be elected.
- (6) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (7) The ballot for the election of office-bearers shall be conducted at the annual general meeting in such manner as the executive committee may direct.
- (8) A person (other than the president) may simultaneously hold no more than two offices of the association.
- (9) A person who has been appointed president of the association may not occupy any other office of the association except the office of public officer.

- 
- (10) A person who has been elected to more than two offices (or in the case of a person elected to the office of president, more than one office) of the association must indicate to the executive committee of the association the office or office(s) that the person wishes to, and under these rules may, occupy.
  - (11) The remaining offices referred to in subrule (10) that the person was elected to but has chosen not to occupy will be thereby deemed vacant.
  - (12) A further ballot may be held at the general meeting to fill any vacancies arising under subrule (11).

## **29 The president**

- (1) The executive committee may, by instrument in writing, confer on the president the exercise of such of the functions of the executive committee as are specified in the instrument, other than—
  - (a) a function which is imposed on the executive committee by the Act, by any other Territory law, or by resolution of the association in general meeting; and
  - (b) the power to make by-laws conferred by rule 61(1).
- (2) The executive committee may, by instrument in writing, revoke wholly or in part a conferral of functions under this rule.

## **30 President to hold office as public officer**

- (1) Upon election or appointment to the office of president of the association, the president shall also hold office as the public officer of the association by virtue of holding office as president.
- (2) In the event of a vacancy in the office of the president, the executive committee must appoint a member of the association to fill the office of public officer of the association within 14 days after the vacancy occurred and the member so appointed shall hold office, subject to these rules, until the vacancy in the office of the president is filled, at which time the president of the association shall hold office as public officer.
- (3) A person is qualified to be appointed to the office of public officer of the association under subrule (2) if—
  - (a) that person is qualified to be an ordinary member in accordance with rule 5 or has been appointed a life member in accordance with rule 20; and
  - (b) resides in the Territory; and
  - (c) is at least 18 years of age.
- (4) A vacancy occurs in the office of public officer of the association if the person appointed to that office under subrule (2) ceases to satisfy the requirements in subrule (3).

- 
- (5) In the event of a vacancy in the office of public officer as a result of the operation of subrule (4), the executive committee must appoint a member of the association to fill that office in accordance with subrule (2).

### **31 Secretary**

- (1) The secretary of the association shall, as soon as practicable after being appointed secretary, notify the association of his or her address.
- (2) The secretary shall keep minutes of—
- (a) all elections and appointments of office-bearers; and
  - (b) the names of members of the office-bearers present at an executive committee meeting or a general meeting; and
  - (c) all proceedings at executive committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

### **32 Treasurer**

- (1) The treasurer of the association shall—
- (a) collect and receive all moneys due to the association and make all payments authorised by the association; and
  - (b) keep correct accounts and books showing the financial affairs of the association with full details of all receipts and expenditure connected with the activities of the association.

### **33 Vacancies**

- (1) For these rules, a vacancy in the office of an office-bearer (including in the office of president) occurs if the office-bearer—
- (a) dies; or
  - (b) ceases to be a member of the association; or
  - (c) resigns the office; or
  - (d) is removed from office under rule 34; or
  - (e) becomes an insolvent under administration within the meaning of the Corporations Act; or
  - (f) suffers from mental or physical incapacity; or
  - (g) is disqualified from office under section 63(1) of the Act; or
  - (h) is absent without the consent of the executive committee from all meetings of the executive committee held during a period of 6 months.

---

### **34 Removal of office-bearers**

The association in general meeting may by special resolution, subject to section 50 of the Act, remove any of the office-bearers from office before the expiration of the member's term of office.

*Note* Section 50 of the Act requires that the rules of natural justice be complied with in order that a decision of the association be taken to be valid.

### **35 Notice of changes in executive committee**

- (1) Where—
  - (a) a person becomes a member (other than an inaugural member) of the executive committee; or
  - (b) the office of a member of the executive committee becomes vacant; or
  - (c) a member of the executive committee changes his or her address; or
  - (d) a person becomes public officer of the association whether by virtue of their election or appointment to the office of president or in accordance with rule 30(2) or (5);

the executive committee shall, not later than 1 month after the occurrence of the event referred to in paragraph (a), (b) or (c), lodge with the registrar-general notice of the occurrence.

- (2) Where a member of the executive committee changes his or her address the member shall, within 1 month after the change occurred, notify the executive committee of the change.

### **36 Executive committee meetings and quorum**

- (1) The executive committee shall meet at least 3 times in each calendar year at such place and time as the executive committee may determine.
- (2) Additional meetings of the executive committee may be convened by any member of the executive committee.
- (3) Oral or written notice of a meeting of the executive committee shall be given by the secretary to each member of the executive committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the executive committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subrule (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the executive committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 2 members of the executive committee constitute a quorum for the transaction of the business of a meeting of the executive committee.
- (6) No business shall be transacted by the executive committee unless a quorum is present and, if within half an hour after the time appointed for the meeting

---

a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.

- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- (8) At meetings of the executive committee—
  - (a) the president or, in the absence of the president, the vice president shall preside; or
  - (b) if the president and the vice-president are absent—1 of the remaining members of the executive committee may be chosen by the members present to preside.

### **37 Delegation by executive committee**

- (1) The executive committee may, by instrument in writing, delegate to any member of the association as the executive committee thinks fit the exercise of such of the functions of the executive committee as are specified in the instrument, other than—
  - (a) this power of delegation; and
  - (b) a function which is a function imposed on the executive committee by the Act, by any other Territory law, or by resolution of the association in general meeting; and
  - (c) the power to make by-laws conferred by rule 23(3); and
  - (d) the power to make by-laws conferred by rule 61(1).
- (2) A function, the exercise of which has been delegated to a member under this rule may, while the delegation remains unrevoked, be exercised from time to time by the member in accordance with the terms of the delegation.
- (3) A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this rule, the executive committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a member 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 executive committee.
- (6) The executive committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.

### **38 Delegation by executive committee to subcommittee**

- (1) The executive committee may, by instrument in writing, delegate to 1 or more subcommittees (consisting of such member or members of the association as the executive committee thinks fit) the exercise of such of the functions of the executive committee as are specified in the instrument, other than—

- 
- (a) this power of delegation; and
  - (b) a function which is a function imposed on the executive committee by the Act, by any other Territory law, or by resolution of the association in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
  - (3) A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
  - (4) Notwithstanding any delegation under this rule, the executive committee may continue to exercise any function delegated.
  - (5) Any act or thing done or suffered by a subcommittee 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 executive committee.
  - (6) The executive committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
  - (7) A subcommittee may meet and adjourn as it thinks proper.

### **39 Voting and decisions**

- (1) Questions arising at a meeting of the executive committee or of any subcommittee appointed by the executive committee shall be determined by a majority of the votes of members of the executive committee or subcommittee present at the meeting.
- (2) Each member present at a meeting of the executive committee or of any subcommittee appointed by the executive committee (including the person presiding at the meeting) is entitled to 1 vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to rule 36(5), the executive committee may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the executive committee or by a subcommittee appointed by the executive committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the executive committee or subcommittee.

---

## **Part 1.4**

### **General meetings**

#### **40 Annual general meetings—holding of**

- (1) With the exception of the first annual general meeting of the association, the association shall, at least once in each calendar year and within the period of 5 months after the expiration of each financial year of the association, convene an annual general meeting of its members.
- (2) The association shall hold its first annual general meeting—
  - (a) within the period of 18 months after its incorporation under the Act; and
  - (b) within the period of 5 months after the expiration of the first financial year of the association.
- (3) Subrules (1) and (2) have effect subject to the powers of the registrar-general under section 120 of the Act in relation to extensions of time.

#### **41 Annual general meetings—calling of and business at**

- (1) The annual general meeting of the association shall, subject to the Act, be convened on such date and at such place and time as the executive committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be—
  - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting; and
  - (b) to receive from the executive committee reports on the activities of the association during the last preceding financial year; and
  - (c) to elect office-bearers; and
  - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under section 73 (1) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it in accordance with rule 43.
- (4) An annual general meeting shall be conducted in accordance with the provisions of this part.

#### **42 General meetings—calling of**

- (1) The executive committee may, whenever it thinks fit, convene a general meeting of the association.
- (2) The executive committee shall, on the requisition in writing of not less than 5% of the total number of members, convene a general meeting of the association.
- (3) A requisition of members for a general meeting—

- 
- (a) shall state the purpose or purposes of the meeting; and
  - (b) shall be signed by the members making the requisition; and
  - (c) shall be lodged with the secretary; and
  - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (4) If the executive committee fails to convene a general meeting within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may convene a general meeting to be held not later than 3 months after that date.
  - (5) A general meeting convened by a member or members referred to in subrule (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the executive committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any reasonable expense so incurred.

#### **43 Notice**

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause to be sent by prepaid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in subrule (1) specifying, in addition to the matter required under that subrule, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under rule 41(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

#### **44 General meetings—procedure and quorum**

- (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

- 
- (2) Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
  - (3) If within 30 minutes after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened on 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 (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
  - (4) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall constitute a quorum.

#### **45 Presiding member**

- (1) The president, or in the absence of the president, the vice president, shall preside at each general meeting of the association.
- (2) If the president and the vice president are absent from a general meeting, the members present shall elect 1 of their number to preside at the meeting.

#### **46 Adjournment**

- (1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subrules (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

#### **47 Making of decisions**

- (1) A question arising at a general meeting of the association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding 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 association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

- 
- (2) At a general meeting of the association, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.
  - (3) Where the poll is demanded at a general meeting, the poll shall be taken—
    - (a) immediately in the case of a poll which relates to the election of the person to preside at the meeting or to the question of an adjournment; or
    - (b) in any other case, in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

#### **48 Question must be resolved by special resolution**

- (1) Any question relating to the—
  - (a) alteration of this Constitution in accordance with rule 54; or
  - (b) removal from office of an office-bearer of the association in accordance with rule 34; or
  - (c) dissolution of the association in accordance with rule 59; or
  - (d) conferring of life membership of the association in accordance with rule 20; or
  - (e) disallowance of a by-law in accordance with rule 62;shall be made by special resolution.
- (2) A resolution of the association shall be taken to be a special resolution if—
  - (a) it is passed at a general meeting of the association, being a meeting of which at least 21 days notice, accompanied by notice of intention to propose the resolution as a special resolution, has been given to the members of the association; and
  - (b) it is passed by at least three quarters of the votes of those members of the association who, being entitled to vote, vote in person or vote by proxy at the meeting.

#### **49 Voting**

- (1) Subject to subrule (3), on any question arising at a general meeting of the association a member has 1 vote only.
- (2) All votes shall be given personally or by proxy but no member may hold more than 5 proxies.
- (3) In the case of an equality of votes on a question at a general meeting, the person presiding is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the

---

association has been paid, other than the amount of the annual subscription payable in respect of the then current year.

**50 Appointment of proxies**

- (1) Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy shall be in the form set out in appendix 6.

---

## **Part 1.5**

## **Miscellaneous**

### **51 Funds—Source**

- (1) The funds of the association shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting and subject to section 114 of the Act, such other sources as the executive committee determines.
- (2) All money received by the association shall be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

### **52 Funds—Management**

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association shall be used for the objects of the association in such manner as the executive committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the executive committee or employees of the association, being members of the executive committee or employees authorised to do so by the executive committee.

### **53 Application of income**

- (1) The income, assets and profits of the association shall be applied towards the objects of the association and not for the profit of any member.
- (2) Notwithstanding subrule (1), nothing shall prevent the payment, in good faith, of remuneration to any officer or employee of the association or to any person other than a member, in return for services rendered to the association.

### **54 Alteration of this Constitution**

- (1) The association in general meeting may by special resolution alter this Constitution in whole or in part.
- (2) Where the association has resolved to alter this Constitution, the association shall, not later than 1 month after the resolution was passed, lodge with the registrar-general a notice setting out the particulars of the alteration, and including a declaration by at least 2 members of the executive committee of the association to the effect that a special resolution referred to in subrule (1) was duly passed by the association.
- (3) A resolution to alter the Constitution of the association is of no effect until a notice has been lodged by the association under subrule (2).

---

## **55 Common seal**

- (1) The common seal of the association shall be kept in the custody of the secretary.
- (2) The common seal shall not be affixed to any instrument except by the authority of the executive committee and the affixing of the common seal shall be attested by the signatures either of 2 members of the executive committee or of 1 member of the executive committee and of the secretary.

## **56 Custody of books**

- (1) Subject to the Act, the regulations and these rules, the secretary shall keep in his or her custody or under his or her control all records, books, and other documents relating to the association, except any such records, books and other documents kept by the treasurer in accordance with subrule (2).
- (2) The treasurer shall keep in his or her custody all records, books and other documents relating to the accounts and financial affairs of the association.

## **57 Inspection of books**

- (1) The records, books and other documents of the association shall be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.

## **58 Service of notice**

- (1) For these rules, a notice may be served by or on behalf of the association on any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

## **59 Dissolution**

The association may be dissolved by special resolution of the association in general meeting.

## **60 Surplus property**

- (1) After a special resolution to dissolve the association has been passed, the association shall decide the organisation, whose objects are substantially similar to those of this association, to which the assets will be transferred or given.

- 
- (2) After the dissolution or winding up of the association and the satisfaction of all its liabilities, the remaining assets of the association shall be given or transferred to the organisation nominated in subrule (1).

#### **61 Power of executive committee to issue by-laws and guidelines**

- (1) The executive committee may make by-laws prescribing any matter necessary for the purposes of giving effect to this Constitution and for regulating the affairs of the association.
- (2) By-laws issued by the executive committee have the same force and effect as the rules of this Constitution.
- (3) The executive committee may issue guidelines prescribing any matter necessary for the purposes of giving effect to this Constitution and for regulating the affairs of the association.
- (4) Where the executive committee makes a by-law or issues a guideline under this rule, the secretary shall, within 14 days, by notice in writing inform the members of the association that a by-law has been made or that a guideline has been issued.
- (5) The by-laws and guidelines of the association shall be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.

#### **62 By-laws may be disallowed in general meeting**

- (1) The association in general meeting may, by special resolution, disallow a by-law made by the executive committee under this Constitution.
- (2) A by-law may not be disallowed, if after the passage of 90 days from the day the by-law was made by the executive committee, a special resolution has not been passed disallowing the by-law.

---

## **Part 1.6**

## **Transitional**

### **63 Inaugural office-bearers**

- (1) The inaugural office-bearers of the association (except for the president) shall be taken to be those persons appointed in accordance with the resolution under section 16(d) of the Act.
- (2) The offices occupied by each of the inaugural office-bearers of the association (except for the president) shall be as indicated in the resolution of appointment under section 16(d) of the Act.
- (3) Where the resolution under section 16(d) does not indicate to which office each of the inaugural office-bearers shall occupy, the inaugural executive committee shall determine the question.

### **64 Inaugural president**

- (1) The inaugural president of the association shall be taken to be the person appointed in accordance with the resolution under section 16(a) of the Act.
- (2) For the avoidance of doubt, the inaugural president is also one of the inaugural office-bearers of the association.

### **65 Inaugural executive committee**

The inaugural executive committee of the association shall consist of the inaugural office-bearers of the association.

### **66 Tenure of inaugural office-bearers**

- (1) Each inaugural office-bearer shall, subject to these rules, hold office until the conclusion of the first annual general meeting following the incorporation of the association, and is eligible for re-election.

### **67 Registration of inaugural members**

- (1) In this rule, an inaugural member of the association is a person who is qualified to be a member of the association by virtue of rule 5(a).
- (2) The secretary shall, on payment by an inaugural member of the sums payable under these rules by an ordinary member as the entrance fee and the first year's annual subscription, enter the person's name in the register of members as an ordinary member.

---

**Appendix 1** (see rule 6(1)(a))

**Nomination for Ordinary Membership of the Brindabella  
Cricket Club Inc**

Incorporated under the *Associations Incorporation Act 1991* (ACT)

**Part A: Nominee's Details**

Given name:

Middle name:

Surname:

Address:

Suburb:

State:  Postcode:

Telephone: (Home) (   )

Telephone: (Work) (   )

Telephone: (Mobile)

Email address:

**Part B: Details of Proposer and Seconder**

Given name:

Surname:

Membership No.:

I, ....., a member of the  
association, nominate the applicant, who is personally known to me, for the  
membership of the association.

..... Date .....

(Signature of proposer)

---

Given name:

Surname:

Membership No.:

I, ....., a member of the association, nominate the applicant, who is personally known to me, for the membership of the association.

..... Date .....

(Signature of seconder)

**Part C: Declaration by nominee**

I, ....., hereby apply to become an ordinary member of the Brindabella Cricket Club Inc. In the event of my admission as an ordinary member, I agree to be bound by the rules of the association for the time being in force.

..... Date .....

(Signature of applicant)

**Part D: Information for nominees**

Your nomination will be considered by the executive committee as soon as is practicable after lodgement of this form with the secretary of the association.

You will be notified in writing once the executive committee has made a decision regarding this nomination.

Should your nomination for membership be successful, you will be required to pay within 28 days after receipt of the notification the sum indicated therein as payable by an ordinary member as the entrance fee and the first year's annual subscription.

**Official Use Only:**

Date received: \_\_\_\_\_

Proposer current member: Yes / No

Secunder current member: Yes / No

Date considered: \_\_\_\_\_

Executive committee decision: Approved / Rejected

Member's details added to register: Yes / No

Membership card printed: Yes / No

Applicant notified of decision: Yes / No

Date notified: \_\_\_\_\_

---

**Appendix 2** (see rule 9(2)(a))

**Application for Resumption of Ordinary Membership of the  
Brindabella Cricket Club Inc**

Incorporated under the *Associations Incorporation Act 1991* (ACT)

**Part A: Applicant's Details**

Given name:

Middle name:

Surname:

Address:

Suburb:

State:  Postcode:

Telephone: (Home) (   )

Telephone: (Work) (   )

Telephone: (Mobile)

Email address:

**Part B: Previous membership information**

Previous membership no.:

Date previous membership commenced:   -    -

Date previous membership ceased:   -    -

---

**Part C: Declaration by applicant**

I, ....., previously an ordinary member of the Brindabella Cricket Club Inc, hereby apply to resume membership of the Brindabella Cricket Club Inc. In the event of my admission as an ordinary member, I agree to be bound by the rules of the association for the time being in force.

..... Date .....

(Signature of applicant)

**Part D: Information for applicants**

Your application will be considered by the executive committee as soon as is practicable after lodgement of this form with the secretary of the association.

You will be notified in writing once the executive committee has made a decision regarding this application.

Should your application for membership be successful, you will be required to pay within 28 days after receipt of the notification the sum indicated therein as payable for the first year's annual subscription and the entrance fee. Where your application for resumption of membership is received by the secretary within one calendar year of the date on which you ceased to be a member, the executive committee may waive the payment of an entrance fee.

**Official Use Only:**

Date received: \_\_\_\_\_

Applicant former member: Yes / No

Former membership no. \_\_\_\_\_

Date membership ceased: \_\_\_\_\_

Date considered: \_\_\_\_\_

Executive committee decision: Approved / Rejected

Entrance fee payable: Yes / No

Member's register amended: Yes / No

Membership card printed: Yes / No

Applicant notified of decision: Yes / No

Date notified: \_\_\_\_\_

---

**Appendix 3** (see rule 14(1)(a))

**Nomination for Non-Playing Membership of the Brindabella  
Cricket Club Inc**

Incorporated under the *Associations Incorporation Act 1991* (ACT)

**Part A: Nominee's Details**

Given name:

Middle name:

Surname:

Address:

Suburb:

State:  Postcode:

Telephone: (Home) (   )

Telephone: (Work) (   )

Telephone: (Mobile)

Email address:

**Part B: Details of Proposer and Seconder**

Given name:

Surname:

Membership No.:

I, ....., a member of the  
association, nominate the applicant, who is personally known to me, for the  
membership of the association.

..... Date .....

(Signature of proposer)

---

Given name:

Surname:

Membership No.:

I, ....., a member of the association, nominate the applicant, who is personally known to me, for the membership of the association.

..... Date .....

(Signature of seconder)

**Part C: Declaration by nominee**

I, ....., hereby apply to become a non-playing member of the Brindabella Cricket Club Inc. In the event of my admission as a non-playing member, I agree to be bound by the rules of the association for the time being in force.

..... Date .....

(Signature of applicant)

**Part D: Information for nominees**

Your nomination will be considered by the executive committee as soon as is practicable after lodgement of this form with the secretary of the association.

You will be notified in writing once the executive committee has made a decision regarding this nomination.

Should your nomination for membership be successful, you will be required to pay within 28 days after receipt of the notification the sum indicated therein as payable by a non-playing member as the entrance fee and the first year's annual subscription.

**Official Use Only:**

Date received: \_\_\_\_\_

Proposer current member: Yes / No

Secunder current member: Yes / No

Date considered: \_\_\_\_\_

Executive committee decision: Approved / Rejected

Member's details added to register: Yes / No

Membership card printed: Yes / No

Applicant notified of decision: Yes / No

Date notified: \_\_\_\_\_

---

**Appendix 4** (see rule 18(2)(a))

**Application by a Non-Playing Member for Ordinary  
Membership of the Brindabella Cricket Club Inc**

Incorporated under the *Associations Incorporation Act 1991* (ACT)

**Part A: Applicant's Details**

Given name:

Middle name:

Surname:

Address:

Suburb:

State:  Postcode:

Telephone: (Home) (   )

Telephone: (Work) (   )

Telephone: (Mobile)

Email address:

**Part B: Current non-playing membership information**

Current membership no.:

Date membership commenced:   -    -

*(form continues overleaf...)*

---

**Part C: Declaration by applicant**

I, ....., currently a non-playing member of the Brindabella Cricket Club Inc, hereby apply to become an ordinary member of the Brindabella Cricket Club Inc. In the event of my admission as an ordinary member, I agree to continue to be bound by the rules of the association for the time being in force.

..... Date .....

(Signature of applicant)

**Part D: Information for applicants**

Your application will be considered by the executive committee as soon as is practicable after lodgement of this form with the secretary of the association.

You will be notified in writing once the executive committee has made a decision regarding this application.

Should your application for membership be successful, you will be required to pay within 28 days after receipt of the notification the sum indicated therein as payable for the first year's annual subscription and the entrance fee. In its sole discretion, the executive committee may determine that the amounts payable as the entrance fee and first year's annual subscription fee shall be reduced by any amounts already paid by you as the entrance fee and current year's subscription as a non-playing member.

**Official Use Only:**

Date received: \_\_\_\_\_

Applicant former member: Yes / No

Current membership no. \_\_\_\_\_

Date considered: \_\_\_\_\_

Executive committee decision: Approved / Rejected

Entrance fee payable: \_\_\_\_\_

Subscription fee payable: \_\_\_\_\_

Member's register amended: Yes / No

Membership card printed: Yes / No

Applicant notified of decision: Yes / No

Date notified: \_\_\_\_\_

---

**Appendix 5** (see rule 28(1)(a))

**Nomination for Election as an Office-Bearer of the  
Brindabella Cricket Club Inc**

Incorporated under the *Associations Incorporation Act 1991* (ACT)

**Part A: Nominee Details**

Given name:

Middle name:

Surname:

Address:

Suburb:

State:  Postcode:

Telephone: (Home) (   )

Telephone: (Work) (   )

Telephone: (Mobile)

Email address:

**Part B: Details of Proposer and Seconder**

Given name:

Surname:

Membership No.:

I, ....., a member of the  
association, nominate the applicant, who is personally known to me, for the  
offices indicated in Part C of this nomination form.

..... Date .....

(Signature of proposer)

---

Surname:

Membership No.:

I, ....., a member of the association, nominate the applicant, who is personally known to me, for the office(s) indicated in Part C of this nomination form.

..... Date .....

(Signature of seconder)

**Part C: Offices to which the nominee is nominated**

We, ....., and ....., members of the association, hereby nominate the nominee (as indicated in Part A of this nomination form), to the following office(s) of the association (*mark as appropriate*):

President

Vice-president

Treasurer

Secretary

**Note:** *A person (other than the president) may hold a maximum of two elected offices. The president may only hold office as the president.*

**Part D: Declaration by nominee**

I, ....., a member of the association, hereby consent to the nomination to the office(s) indicated in Part C of this nomination form. I declare that I am eligible to hold the office(s) under the rules of the association and the *Associations Incorporation Act 1991 (ACT)*.

..... Date .....

(Signature of nominee)

---

**Appendix 6** (see rule 50(2))

**Appointment of Proxy for a General Meeting of the  
Brindabella Cricket Club Inc**

Incorporated under the *Associations Incorporation Act 1991* (ACT)

**Part A: Member's Details**

Given name:

Surname:

Address:

Suburb:

State:  Postcode:

Membership No.:

**Part B: Proxy's Details**

Given name:

Surname:

Address:

Suburb:

State:  Postcode:

Membership No.:

**Part C: Details of General Meeting**

Date of meeting:

Time of meeting:

---

**Resolution\*****Details of resolution**

Resolution \_\_\_\_

\_\_\_\_\_

Resolution \_\_\_\_

\_\_\_\_\_

Resolution \_\_\_\_

\_\_\_\_\_

Resolution \_\_\_\_

\_\_\_\_\_

Resolution \_\_\_\_

\_\_\_\_\_

\* Please provide details of any resolutions proposed to be put at the general meeting. Details of any such resolutions can be found in the notice of meeting provided to members advising of the forthcoming general meeting. If there is insufficient space provided above, please attach further details. You should indicate how you would like your proxy to record your vote against each resolution in the space provided in Part D of this proxy form.

**Part D: Proxy Declaration by Member**

I, ....., a member of the association, hereby appoint the person indicated in Part B of this proxy nomination form, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or other general meeting as the case may be) to be held on the date and at the time indicated in Part C of this form and at any adjournment of that meeting.

My proxy is authorised to vote in relation to any resolutions as indicated below (please mark as appropriate):

**Resolution<sup>^</sup>**

Vote in favour

Vote against

Resolution \_\_\_\_

Resolution \_\_\_\_

Resolution \_\_\_\_

Resolution \_\_\_\_

Resolution \_\_\_\_

<sup>^</sup> Indicate the resolution you wish your proxy to register a vote by marking the resolution number in the space provided. This number should match the information you have recorded in Part C on this proxy form. Then indicate by marking the relevant box whether you would like your proxy to vote for or against the resolution.

..... Date .....

(Signature of member appointing proxy)