

# Sunshine Coast Game Fishing Club Inc.

## Constitution

Last Amended 3 May 2005



**Sunshine Coast Game Fishing Club Inc.  
Constitution**

**1. NAME:**

The name of the Club shall be "Sunshine Coast Game Fishing Club Inc."

**2. OBJECTS:**

The objects for which the Club is formed are:

- (a) To promote the sport of Game Fishing both as a recreation, and as a potential source of scientific data, for the use and benefit of mankind.
- (b) To encourage and assist in research programs dealing with the conservation and orderly management of all marine species and the pollution of their habitat.
- (c) To endeavour to ensure that all Members obey the rules as determined herein, both in the letter and spirit and to maintain the highest ethical standard at all times and on all occasions.
- (d) To remain affiliated with the Q.G.F.A. and to capture fish in accordance with the rules of G.F.A.A.
- (e) To keep and maintain records of fish captures and to submit to the proper authorities on behalf of the Members claims for record fish captures.
- (f) To maintain historical records of the activities of the Club and its Members.
- (g) To engage in competitions with the other Clubs affiliated through their State Associations with G.F.A.A.
- (h) To promote, enhance and advance the sport of Salt Water Game Fish Angling by publicity through any lawful current media for the dissemination of news.
- (i) To promote instructional and social activities among Members and to award trophies.
- (j) To affiliate with any society, body or club having similar objects, or to join or cooperate with or subscribe to the funds of any society, body or association for the purpose of better attaining or otherwise furthering the objects and interests of the Club.
- (k) To purchase, transfer, sell, assign, mortgage, charge, lease, hire or exchange land, boats and / or any other property or goods in any manner authorised by law.

- (L) To do all such acts and things as may be deemed necessary in order to achieve any or all of the above objects.
- (M) To encourage and promote, within the membership, safety at sea.

### **3. MEMBERSHIP:**

The Club shall consist of eight (8) classes of Members, viz;

- (a) Ordinary member
- (b) Junior Member
- (c) Honorary Life Member
- (d) Guest Member
- (e) Honorary Member
- (f) Family Member
- (g) Student Member
- (h) Paid up Life Member

### **4. MEMBERSHIP - Definitions**

#### **4(a) Classification of Members:**

##### (a) Ordinary Member:

Ordinary adult membership will be available to all persons over the age of 16 years. Ordinary members shall be entitled to all privileges of full membership, however only Ordinary members who have attained the age of 18 years shall be eligible to hold office with the Club and entitled to vote at any meeting of the Club.

##### (b) Junior Member:

- (i) Any person under the age of 16 years at the beginning of the Club's financial year, who is elected to the membership of the Club in accordance to the rules applicable to full Members, shall be a Junior Member during that year and succeeding years until attaining the age of 16 years, at which time full membership shall be automatically granted.

Junior Membership is unlimited in numbers.

- (ii) A Junior member shall be entitled to all privileges of full membership, save that a Junior Member shall not be entitled to vote at any meeting of the Club.

- (iii) The fee for such membership shall be no less than the cost of the affiliation fee with the Q.G.F.A.

##### (c) Honorary Life Member:

The Committee may submit the name of any Member to an Annual General Meeting to receive by vote or simple majority the Honour of Honorary Life Member.

A minimum requirement for such honour shall be that the Member has rendered outstanding service to this Club and to the sport of Game Fish Angling for a minimum of seven years.

Honorary Life Members have the right to attend all General and other and other Club meetings, excluding Committee meetings, and to have a voice and vote at these meetings. Honorary Life Members shall be entitled to all the privileges of membership but they shall not be required to pay an Annual subscription.

No more than one submission may be made in any one year.

(d) Guest Member:

Any financial Member of the Club may extend the use of the Club's facilities to his guest or guests for the duration of any Game Fishing trip. Such guest or guests shall have the right to use the facilities provided for weighing of fish and to have their catches recorded on the books of the Club, but shall not enjoy any of the other rights or privileges of membership. They shall not be eligible to claim Club, State or Australian records or win any trophy.

Guest membership is unlimited in numbers.

(e) Honorary Member:

The President, after consultation with the Committee, shall be empowered to grant Honorary Membership to a person or persons for a period to be determined by the Committee, but not exceeding three months. Such action shall be reported to the next ensuing General Meeting for confirmation and be recorded in the minutes.

Honorary Members shall be entitled to all the privileges accorded to a member save that an Honorary Member shall not be eligible for office with the Club nor shall they be entitled to vote at any meeting of the Club.

Honorary Membership is unlimited in numbers.

(f) Family Member:

Subject to the committee's discretion, Family Membership shall be available to a family unit consisting of a maximum of two adults, and any children of that family unit who are under the age of 16 years at the commencement of the Clubs' financial year.

Adults include:

- (i) a husband and/or wife,
- (ii) a de facto couple,
- (iii) a single parent, or person/s in a guardian role of any children under the age of 16 years at the commencement of the Clubs' financial year

and shall be known as the primary and secondary adult. The applying persons on the membership application form must specify the primary and secondary adult.

The primary adult person applying for Family Membership will be classified as the Ordinary Member and will be entitled to all the rights and privileges of an Ordinary membership.

The secondary adult shall be entitled to all the privileges accorded to an ordinary member save that the secondary adult shall not be eligible for office with the Club nor shall they be entitled to vote at any meeting of the Club.

The children shall be classified as Junior Members.

The fee payable for this membership shall be the sum of one Ordinary Member Fee plus an additional amount for the secondary adult and each child, which will be no less than the cost of the affiliation fee with the Q.G.F.A.

Family Membership is unlimited in numbers.

(g) Student Member:

A Student Member shall be a person who is over the age of 16 years but not yet 19 years of age at the commencement of the Clubs' financial year and who is still a full time student being totally supported by his/her parent/s or guardian.

Student Members will be accorded the same privileges and restrictions as are applicable to Ordinary Members, save they will pay a lesser fee than an Ordinary Member as determined by the Committee from time to time, and will not be eligible to either vote in General Elections, nor occupy a position on the Club's Management Committee.

Student Membership is unlimited in numbers.

(h) Paid Up Life Member:

Limited numbers of Paid Up Life Memberships may be offered from time to time by the Committee, after being passed by majority vote by Members at a General Meeting.

Paid Up Life Members shall be entitled to all the privileges of Ordinary Members, save that they will only pay one lump sum fee.

The fee applicable to Paid Up Life Members shall be no less than ten (10) times that of Ordinary Members and shall be set by the Committee.

**4 (b) Application for Membership:**

- (a) Every candidate for admission as Member of Classifications (a), (b), (f), (g), and (h) of Clause 4a 'Classification of Memberships' of this Constitution, shall make written application on the Club's double sided application form, be proposed by one Member and seconded by another Member, both of whom shall vouch for their personal knowledge of the respectability and fitness of the Candidate.

The nomination form shall contain the Candidate's full name, address, contact details, occupation, date of birth (Junior Membership only) and any such other information as the Committee may require, Privacy Statement and the duly signed indemnity.

- (b) Every application for membership shall be submitted to the Secretary accompanied by Entry and Annual Subscription Fees and shall be considered by the Committee at its next Committee Meeting.
- (c) Subject to acceptance of a new Member, the membership shall commence as from the date of receipt by Hon. Secretary of the application for membership. All subscriptions received from new Members accepted on or after 1st May in any financial year shall be deemed to be paid to 30th June of the ensuing year.
- (d) Election of Members shall be by open ballot and simple majority of Members present at a properly constituted Meeting of the Committee.
- (e) The Committee have the right to refuse any application for membership and it shall not be required to give any reason for doing so.
- (f) Upon election of any Member his or her name, address, contact details, date of birth (Junior Members only), shall be entered by the Hon. Secretary on a register of members to be kept for that purpose. The new Member shall be provided with a copy of the Constitution and By-Laws of the Club, a G.F.A.A. Rule book and shall become entitled to the full privileges of the Membership classification to which he or she has been elected.
- (g) Should the Member be a boat owner, then the name and particulars of his or her vessel shall be entered on a Register of Members' Boats to be kept for that purpose.
- (h) The Privacy Statement on the Membership form and Membership Renewal form shall advise the member the purpose for which their private information is collected and used, and where their private information may be distributed to. The Member has the right, under the Privacy Statement, to decline his or her name and contact details being distributed to like societies, bodies, or clubs having similar objects, for the purposes of contact by like societies, bodies, or clubs having similar objects.

#### **4 (c) Resignation of Members:**

Any Member may resign their membership by giving to the Secretary notice in writing to that effect.

#### **4 (d) Expulsion of Members:**

- (a) Any Member whose actions may be considered by the Committee as likely to bring discredit to the Club or the sport of Game Fish Angling shall render such Member liable to expulsion by a

resolution of the Committee, provided that at least one week before the Meeting of the Committee at which such resolution is to be moved such Member shall have had notice, by Certified Mail, of such intended resolution for their expulsion and they shall at such Meeting and before the passing of such resolution have an opportunity of giving orally or in writing any explanation or defence they may think fit.

A Member expelled under this rule shall forfeit all right in and claim upon the Club and its property.

- (b) Notice of the Committee's resolution expelling a Member pursuant to this rule shall be sent to such person by Certified mail.
- (c) A notice under this rule shall be held to have been duly given if sent by Certified Mail to the address of the Member appearing in the Club books.
- (d) Any such expulsion of a person shall have no bearing beyond the affairs of the Club.

#### **5. SUBSCRIPTIONS:**

- (a) Entrance fees, annual subscription fees and levies shall be as determined from time to time by the Committee.
- (b) The Club's year shall commence on the first day of July in each year. All annual subscriptions shall become due on the first day of July in each year and shall be payable annually in advance before the 31st day of August in each year.
- (c) If the annual subscription of a Member remains unpaid after the 31<sup>st</sup> day of August the Member shall become an un-financial Member and their name shall be removed from the Register of Members.

No un-financial Member shall be allowed to cast his vote at a meeting.

- (d) Upon any person ceasing to be a Member of the Club pursuant to these rules, they shall cease to have any right, title or interest in any of the assets of this Club.

#### **6. MANAGEMENT:**

- (a) The entire management of the Club shall be entrusted to a Management Committee consisting of a President, one Vice President, Hon. Secretary, Hon. Treasurer or Hon. Secretary Treasurer, Club Captain and three to five Ordinary Members of the Club, all of whom shall be elected at the Annual General Meeting each year and shall hold office from the date of the Annual General meeting of the said year, until the date of the Annual General meeting the ensuing year.
- (b) The Committee shall not proceed to any business unless a quorum of four members there of are in attendance.

- (c) The President, if present, shall take the chair at all Meetings, both Committee and General, and if the President is not present then the Vice-President, if present, shall take the chair and if the President or Vice-President are not present at a Meeting or, being present, is unable or unwilling to preside, then a Chairperson shall be elected by resolution of the Meeting.
- (d) Casual vacancies on the Committee may be filled by resolution of the Committee.
- (e) The Committee shall have the power to appoint subcommittees for special purposes and to delegate to them any of the powers of the Committee, except those of electing and expelling Members, altering or revoking By-Laws.
- (f) The Committee is empowered from time to time to make, alter and revoke By-Laws not inconsistent with the rules for the internal management of the Club, all such By-Laws until revoked shall be binding on all Members of the Club as if they were contained in the Rules.
- (g) A Meeting of the Committee shall be held every month. Notwithstanding the foregoing, Committee Meetings may be waived providing that no two consecutive Committee Meetings may be so waived. A Special Committee Meeting shall be held when and as required upon the request of the meetings of the Committee shall be convened by notice to be given to Members by the Hon. Secretary at least seven clear days before such Meeting.
- (h) A Committee person may retire from office upon giving 14 days notice in writing to the Secretary of their intention to do so and such resignation shall take effect upon the expiration of such notice or its earlier acceptance by the Committee.
- (I) The Office of a Committee person shall ipso facto be vacated:
  - (i) If he or she ceases to be a Member of the Club.
  - (ii) If he or she is absent from the Meetings of the Committee during a continuous period of four calendar months without special leave of absence from the Committee and the Committee resolve that this office is vacated.

## **7. DUTIES OF OFFICE BEARERS:**

### (a) President

The President shall be the senior, executive officer and subject to Clause 6(c) of this Constitution, shall preside at all Committee, General and Special General Meetings of the Club. The President shall have the right to vote on every motion and shall have, in the case of an equality of voting, a casting vote which the President must exercise.



(b) Vice-President

In the absence of the President, a Vice President shall assume the duties and responsibilities of the President.

(c) Honorary Secretary

The Honorary Secretary shall be the principal administrative officer of the Club, subject to direction of the President and / or Committee. The Hon. Secretary's duties shall be:

- (i) To keep their books in good order for inspection.
- (ii) To record accurately the minutes of the Club.
- (iii) To conduct the correspondence of the Club under the direction of the President and Committee and to preserve copies of all correspondence.
- (iv) To produce to the President, on request, any books or papers in the Hon. Secretary's possession and to give any information as may be required of the Hon. Secretary.
- (v) To record receipt of all subscriptions and to pay the sum over to the Treasurer and to take a receipt thereof.
- (vi) To keep a proper register of all Members.
- (vii) To keep a proper boat register and generally do such things necessary to maintain the Club's activities.
- (viii) The form, custody and use of the Common Seal of the Incorporated Association.
- (ix) The Hon. Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial Member who previously applies to the Secretary for that inspection.

For the purpose of insuring the accuracy of the recording of such 'minutes', the minutes of every Management Committee Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee Meeting verifying their accuracy.

Similarly, the Minutes of every General Meeting shall be signed by the Chairperson of that meeting or the Chairman of the next succeeding General Meeting; provided that the Minutes of any Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting or Annual General Meeting.

- (x) To keep an accurate register of all Club property and Assets.

(d) Honorary Treasurer

The Honorary Treasurer's duties shall be:

- (i) To receive from the Secretary all monies and Subscriptions paid to the Club and to deposit them in such bank or banks as may from time to time be determined by the Committee.
- (ii) To keep proper books of accounts and enter therein all monies received and disbursed.
- (iii) To certify and submit accounts for payment.
- (iv) To pay all accounts, which have been passed by Committee and to, obtain vouchers and receipts for all monies paid.
- (v) At each regular Committee Meeting to lay on the table for inspection by the Committee, bank pass sheets or bank deposit books written up to date and a statement of receipts and disbursements with opening and closing balances
- (vi) To prepare a Balance Sheet at the close of each financial year and after audit, submit it to the Annual General Meeting of the Club.
- (vii) And generally to do such things necessary for the proper control, administration and recording of the Club's financial transactions and position.

(e) Club Captain:

The Club Captain's duties shall be:

- (i) To be the Weigh Master of the Club.
- (ii) To keep proper books and records of fish captured.
- (iii) To keep proper books and records of all fish that are tagged and released.
- (iv) To officiate at all Club Competitions and weigh-ins.
- (v) To maintain in good order and working condition the Club scales and to have them regularly serviced and certified annually.
- (vi) To submit an annual report to the Annual General Meeting.

**8. ANNUAL GENERAL MEETING:**

- (a) An Annual General Meeting shall be held once in every calendar year within six (6) months of the end of the financial year.
- (b) Notification of the Annual General Meeting shall be made with a minimum of twenty-one (21) days notice, by advertisement in the local newspaper, Club Newsletter and publications, and Email to members.
- (c) To present audited financial reports to the Club
- (a) To receive Annual Reports from the President, Treasurer and Club Captain and to consider any other business which may be properly brought forward at the time.

**9. ELECTION OF COMMITTEE:**

- (a) Each Year the whole of the Committee shall retire from office but shall be eligible for re-election at the Annual General Meeting of Members. The Committee to manage the affairs of the

Club for the ensuing year shall be elected in the following manner:

The Committee person shall call nominations for the next years Committee one month prior to the Annual General Meeting of Members. Those persons so nominated should indicate at the time of nomination their intention to stand for election.

All eligible financial Members are to be notified, in writing, via the club newsletter, email or in written copy of the nominations received prior to the Annual General Meeting of Members.

- (b) At the Annual General Meeting of Members, and prior to the election of the Committee, the Committee person shall name those persons already nominated and call for further nominations from the floor.

If the number of candidates duly nominated does not exceed the number required to be elected, the candidates nominated shall be declared elected, but if the number of candidates nominated shall exceed the number required to be elected, a secret ballot shall be taken.

- (c) Candidates for the positions of President, Vice President, Secretary, Treasurer or Club Captain if defeated, become for election to the Committee.
- (d) Three to five Ordinary Members in addition to the above.
- (e) A Club member must serve on the general committee for a minimum of twelve (12) months, before being eligible to nominate for and occupy a position on the Executive Committee.
- (f) A Club member must be a minimum of 18 years of age to be nominated for and elected to the committee.

#### **10. EXTRAORDINARY GENERAL MEETING:**

The Committee may at any time, and shall on the requisition of fifteen members stating the business for which it is required, convene an Extraordinary General meeting for any specific purpose.

#### **11. MONTHLY GENERAL MEETINGS:**

- (a) Monthly General Meetings of the Membership will be held at least ten times in each financial year, usually monthly. The Chairperson shall chair the meeting and conduct the affairs of the Club in the usual meeting procedure. All eligible financial Members and Honorary Life Members present shall be entitled to speak and vote on all matters properly brought forward, each Member having one vote and in the case of equality of votes, the Chairperson shall have a second or casting vote.
- (b) The quorum at a General Meeting shall be double the number of the members of the Management Committee plus one.

**12. PROCEDURE AT GENERAL MEETINGS:**

At all General Meetings the chair shall be taken by the senior officer present or if no senior officer be present, by some Member chosen by the Meeting. Every motion or resolution (unless otherwise expressly provided in the rules) shall be decided by a majority vote and in the case of equality of votes, the Chairperson shall have a second or casting vote.

**13. CHAIRMAN'S DECLARATION DECISIVE:**

At any Meeting (unless a poll is demanded by fifteen Members) a declaration by the Chairperson that a resolution has been carried, or carried by a particular majority, or lost or not carried by a particular majority, shall be conclusive.

**14. REGULATIONS FOR POLL:**

If a poll is demanded by any fifteen Members it shall be taken in such manner, and at such time and place either immediately after an adjournment not exceeding seven days as the Chairperson of the Meeting directs, and the result of the poll as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the poll is demanded.

**15. ACCOUNTS:**

The Club shall open an account or accounts with such bank or banks as may be determined by the Committee. All accounts for payment shall firstly be submitted to the Committee and when passed for payment shall be paid by cheque signed by any two of the following: President, Vice President, Honorary Secretary or Honorary Treasurer.

A record of receipts and disbursements shall be audited each year and a properly audited and certified balance sheet shall be submitted to the Annual General Meeting each year. The Committee, when surplus funds are available, may invest any money it deems fit in authorised trustee investments.

**16. NOTICES:**

Notices required to be given under these rules, unless otherwise specified, with a minimum of twenty-one (21) days notice, by Club Newsletter and publications, Email to members, and if required postal mail to the address of the Primary Member as shown in the Register of Members.

**17. WINDING UP:**

The Club may be dissolved by a Special General Meeting convened for that purpose, the quorum for which shall not be less than half the financial Members being present in person.

- (a) The resolution shall be determined by a seventy-five percent majority of Members present and entitled to vote.
- (b) If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any, property whatsoever, the same shall not be paid to or distributed among the Members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of Rule 19 (10), such institution or institutions to be determined by the Members of the Association.

**18. ALTERATION TO CONSTITUTION:**

Subject to the Associations Incorporations Act 1981, these Rules may be amended, repealed or added to by a special resolution carried at a general meeting. However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

**19. ASSETS AND INCOME - FUNDS AND ACCOUNTS:**

- (1) The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct.
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (3) All monies shall be banked as soon as practicable after receipt thereof.
- (4) All amounts of twenty dollars or over shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other Member authorised from time to time by the Management Committee.
- (5) Cheques shall be crossed 'Not Negotiable' except those in payment of wages, allowances or petty cash recoupment which may be open.
- (6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (7) Expenditure shall be approved or ratified at a Management Committee Meeting or General Meeting.

- (8) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
- (a) The income and expenditure of the financial year just ended; and
  - (b) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (9) All such statements shall be examined by the Auditor who shall present his report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (10) The income and property of the Association whence so ever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit, to or amongst the Members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such Member in respect of monies advanced by them to the Association or otherwise owing by the Association to them or of remuneration to any officers or servants of the Association or to any Member of the Association or other person in return for services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any Member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises.

**20. COMMON SEAL:**

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a Member of the Management Committee, and shall be countersigned by the Secretary or by a second Member of the Management Committee, or by some other person appointed by the Management Committee for the purpose.