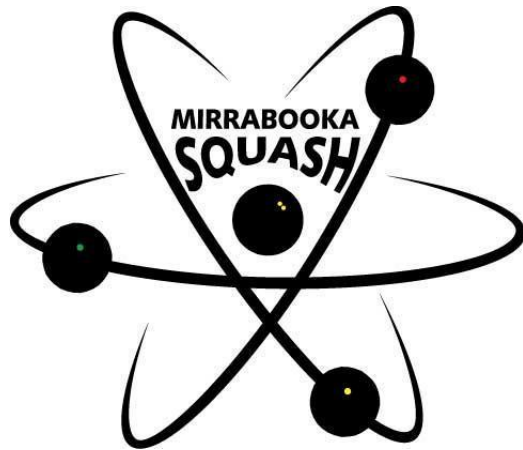




Mirrabooka Squash Club Incorporated

Constitution

February 2019



<http://squashworld.com.au/web/squashworld-locations/home-page/>

<https://www.facebook.com/squashworldmirrabooka/>

1.0 NAME

The name of the Association is **MIRRABOOKA SQUASH CLUB INCORPORATED**.

Hereinafter referred to as the "Club".

2.0 DEFINITIONS

In these rules, unless the contrary intention appears:

- A. "Annual General Meeting" is the meeting convened under item 13.1.
- B. "Committee Meeting" means a meeting referred to in item 10.1.
- C. "Committee Member" means person referred to in item 9.1 – 9.3.
- D. "Convene" means to call together for a formal meeting.
- E. "Special General Meeting" means a meeting to which all members are invited, other than the Annual General Meeting.
- F. "Member" means Representative (including Pennant) or Social member of the Club.
- G. "Financial Member" means a member of the Club, who has paid all fees owing.
- H. "Ordinary resolution" means resolution other than a special resolution.
- I. "Poll" means voting conducted in written form (as opposed to a show of hands).
- J. "Special Resolution" has the meaning given by Part 3 Division 2 of the Act, that is:

A resolution is a special resolution if it is passed by a majority of not less than three-fourths of the members of the Club who are entitled under the rules of the Club to vote and vote in person, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with those rules.

At a meeting at which a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded in accordance with the rules of the Club or, if the rules do not make provision as to the manner in which a poll may be demanded, by at least 3 members of the Club present in person.

If a poll is held, a declaration by the person presiding as to the result of a poll is evidence of the matter so declared.

- K. "the Chairperson" means the person presiding at the Committee meeting or general meeting in accordance with item 10.3.
- L. "Club Fee" means those fees payable by members in order to retain membership of the Club as deemed by the Management Committee as referred to in item 7.0.

- M. "Pennant or League Fee" means those fees payable by members in order to participate in WA Squash Pennant competitions as deemed by the Management Committee as referred to in item 7.0.
- N. "the Management Committee" means the elected representatives of the Club referred to in item 9.0.
- O. "Department" means the government department with responsibility for administering the Associations Incorporation Act (2015).
- P. "the Act" means the Associations Incorporation Act 2015.
- Q. "the Commissioner" means the Commissioner for Consumer Protection exercising powers under the Act.

3.0 OBJECTS OF THE CLUB

The objects of the Club are:

- 3.1 To promote and encourage the game of squash.
- 3.2 To increase community based participation in squash and the Club.
- 3.3 To promote good fellowship, sporting behaviour and citizenship among players of squash and their families, according to the Club's published code of conduct.
- 3.4 To maintain and conduct a squash club for the purpose of fielding squash teams in any competition conducted in Western Australia or elsewhere.
- 3.5 To provide amenities for members of the Club and their guests and to afford to members and their guests all usual privileges, advantages, conveniences and accommodation of a squash and recreational club.

4.0 PROPERTY AND INCOME OF THE CLUB

The Club must apply all property and income of the Club solely towards the promotion of the objects of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any members of the Club, except in good faith in the promotion of those objects.

5.0 POWERS OF THE CLUB

The powers conferred on the Club are the same as those conferred by section 13 of the Act. Subject to the Act and any additions, exclusions or modifications below, the Club may do all things necessary or convenient to attain its objects and purposes. Those powers not specifically covered by 11.0 POWERS OF THE MANAGEMENT COMMITTEE, will require a special resolution to effect. Specific powers of the club include:

- 5.1 Open and operate bank accounts complying with a minimum two signatories for withdrawals of any size.
- 5.2 Invest its money in low risk securities or in other conservative investments in which trust monies may be invested.

- 5.3 Borrow money upon such terms and conditions as the Club thinks fit where the amount borrowed, without approval from a Special General Meeting of members, is not greater than 20% of its revenue.
- 5.4 Acquire, hold, deal with, and dispose of any real or personal property.
- 5.5 Give security for the discharge of liabilities incurred by the Club as the Club thinks fit.
- 5.6 Appoint agents and employees to transact any business of the Club on its behalf for reward or otherwise.
- 5.7 Build construct erect maintain alter and repair any premises building or other structure of any kind and to furnish equip and improve the same for use by the Club.
- 5.8 Print and publish any information by any media including newsletters, newspapers, articles, leaflets or electronic media for promotion of the Club.
- 5.9 Provide gifts and prizes in accordance with the objects of the Club.
- 5.10 Organise social events for Members and the promotion of the Club.
- 5.11 To enter into any other contract the Club considers necessary or desirable.
- 5.12 Conduct appeals for the donation of funds to the Club and to accept donations of any real or personal property and generally to raise funds by public sponsorship and by any other means as may from time to time be determined by the Club.
- 5.13 Retain and pay auditors, accountants, solicitors, marketing consultants and other professional advisers.
- 5.14 Make by-laws and regulations for the conduct of the club. The committee may, from time to time, amend, repeal or add to such by-laws. Any changes must be agreed upon by the majority of attending Committee Members. A copy of a by-law or by-laws dated and signed by the President and Secretary of the Club shall be conclusive evidence of the by-laws in effect.
- 5.15 Effect and maintain insurance as is necessary for the proper protection of the Club, the members and any member of the Management Committee.

6.0 MEMBERSHIP

- 6.1 Membership shall be open to any person who wishes to further the interests of the Club.
- 6.2 Any person seeking membership shall make an application to the Management Committee via the Club's designated application process.
- 6.3 An unsuccessful applicant has the right to appeal to the Management Committee to review the application.
- 6.4 Each person admitted to membership shall be:
 - 6.4.1 Bound by the Constitution of the club.
 - 6.4.2 Liable for fees as may be fixed by the club.
 - 6.4.3 Entitled to the relevant advantages and privileges of membership as detailed in the Membership Categories listed in item 6.6.

- 6.4.4 Provided with a copy of this Constitution either by email on request or by access on the Club's web site.
- 6.5 Pennant Membership is for a period of one full calendar year, notwithstanding the date that membership fees are paid, or when during the year that the member joins. Social Members can opt for either a one, two or three calendar year membership.
- 6.6 Membership (including Committee) Categories:
- 6.6.1 REPRESENTATIVE MEMBER
- Any person who is 18 years or older **who participates in the sporting activities of the Club and is a financial member** of the Club. An Ordinary Member is entitled to hold any office, and if elected, enjoy the privileges of the association with the Club and is eligible to vote at meetings.
- 6.6.2 SOCIAL MEMBER
- Any person who is 18 years or older **who is interested in promoting the Club, but who does not wish to participate in the playing activities of the club**, may become a Social Member. A Social Member is entitled to hold any office, and if elected, enjoy the privileges of the association with the Club and is eligible to vote at meetings.
- 6.6.3 JUNIOR MEMBER
- Any person under the age of 18 years may become a Junior Member. Junior Members shall have no voting rights but may be invited to participate in Committee Meetings. One parent/guardian of that child will be entitled to a Representative membership on the child's behalf.
- 6.6.4 LIFE MEMBER
- The Management Committee may elect any member who has given outstanding service to the Club as a Life Member, according to the criteria agreed by the committee at the time (as per Appendix A). Any member may nominate a person to the Management Committee for consideration for Life Membership. A Life Member is entitled to hold any office, enjoy the privileges of the association with the Club and is eligible to vote. A Life Member is not subject to Club fees.
- 6.7 The Management Committee shall appoint a member in the role of Secretary / Registrar who will maintain an up to date register of members of the Club, including their postal address, residential or email addresses. This list must be kept at the Secretary / Registrar's place of residence or at any other place as the members of the Management Committee deem appropriate.
- 6.8 A member who has given reasonable notice can inspect the minutes, financial records, records and documents of the Club without charge.

7.0 MEMBERSHIP FEES

- 7.1 Membership Fees will be determined by the Management Committee prior to the commencement of the new playing season, and are required to be paid by members on or before the due date. Membership fees will include a Club fee and may include a Pennant fee.
- 7.2 Club fees may vary according the category of the membership.
- 7.3 Pennant fees may vary according to the level of the competition being played.
- 7.4 Levies may be imposed as determined by the Management Committee and are required to be paid on the due date.
- 7.5 Any fees paid are non-refundable.

8.0 TERMINATION OF MEMBERSHIP

- 8.1 Any person's membership may be terminated by the following events:
 - 8.1.1 Resignation in writing to the Club Secretary / Registrar or Management Committee
 - 8.1.2 A Member's annual membership fee remains unpaid 3 months or more after becoming due
 - 8.1.3 A member dies.
- 8.2 The Management Committee (after having undertaken due inquiry) shall have the power to suspend or expel any member of the Club for:
 - 8.2.1 False or inaccurate statements made in the member's application for membership of the club
 - 8.2.2 Any act considered by the Management Committee to be detrimental to the club.
 - 8.2.2.1 A detrimental act from either parent of a junior member may be considered to reflect on the membership of that junior member, and by implication the ordinary membership of either or both parents.
- 8.3 A member so suspended or expelled has the right to appeal to the membership at a General Meeting.

9.0 MANAGEMENT COMMITTEE

- 9.1 Management of the Club shall be vested in the Management Committee elected by the members at the Annual General Meeting or appointed under item 9.13, and is headed by the role of President. The Management Committee will consist of the Executive positions and up to five (5) general committee members.
- 9.2 The Management Committee, in addition to the President, will entail Executive positions consisting of the following:
 - 9.2.1 Vice President
 - 9.2.2 Secretary / Registrar
 - 9.2.3 Treasurer
 - 9.2.4 Club Captain
 - 9.2.5 Junior Coordinator

- 9.3 A person may be a Management Committee member if the person is an individual who has reached 18 years of age and is also an ordinary member, social member, or life member
- 9.4 A person cannot accept an appointment or act as a member of the Management Committee if:
- 9.4.1 a person who is, according to the Interpretation Act 1984 section 13D, a bankrupt or person whose affairs are under insolvency laws;
 - 9.4.2 a person who has been convicted, within or outside the State, of
 - 9.4.2.1 an indictable offence in relation to the promotion, formation or management of a body corporate; or
 - 9.4.2.2 an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - 9.4.2.3 an offence under Part 4 Division 3 or section 127 of the Act
 - 9.4.3 This limitation applies only to a person who has been convicted of the above offences only for a period of 5 years from the time of the person's conviction, or if the conviction results in a term of imprisonment, from the time of the person's release from custody.
- 9.5 The Management Committee will determine changes to the number of roles in order to achieve a more balanced representation across the playing membership as this changes from time to time.
- 9.6 Each of these Management Committee roles will receive immediate direction from the President. With the exception of the President, a person may hold more than one position on the Management Committee at any one time.
- 9.7 Members should allow themselves to be nominated or to accept roles on the Management Committee when these individuals:
- 9.7.1 Are able to commit to performing their role for a full year term until the following Annual General Meeting, which implies a commitment to renew their membership in the new calendar year for the coming season.
 - 9.7.2 Are unselfishly aligned with the objects of the club and do work in good faith in the best interests of the Club.
 - 9.7.3 Exercise their duties with a degree of care and diligence that a reasonable person would exercise in fulfilling such a role.
 - 9.7.4 Undertake to work effectively and to the best of their ability in their voluntary capacity to complete assigned tasks or according to defined role descriptions.
 - 9.7.5 Must not improperly use their position to gain an advantage for the officer or another person; or cause detriment to the Club.
- 9.8 A Management Committee member who obtains information must not improperly use the information to gain an advantage for the person or another person; or cause detriment to the Club.
- 9.9 The Secretary / Registrar is accountable to ensure that each newly elected or appointed Committee Member has access to a copy of the current constitution.
- 9.10 A person shall cease to be a member of the Management Committee following absence from three or more meetings of the Management Committee within the

calendar year without formal apologies being presented to the secretary / registrar prior to the meeting.

- 9.11 A person shall cease to be a member of the Management Committee for any of the following:
 - 9.11.1 At the start of the Annual General Meeting, which follows his/her election and he/she will be eligible for re-election.
 - 9.11.2 Found not to be a financial member of the Club.
 - 9.11.3 Resigns from that position.
 - 9.11.4 Is removed by a vote of the Management Committee where there is a 75% majority. Should a member be removed this way, they have the right to appeal this decision in a Special General Meeting.
- 9.12 Where a person ceases to be a member of the Club's committee, as soon as practicable after their membership ceases, they are to deliver to a member of the Management Committee all of the relevant documents and records they hold pertaining to the management of the Club's affairs.
- 9.13 Should a vacancy occur on the Management Committee, the Management Committee may appoint a successor to hold office until the next Annual General Meeting.

10.0 COMMITTEE MEETINGS

- 10.1 The Management Committee must meet together for the dispatch of business not less than five (5) times in each year. The President, or at least half the members of the Management Committee, may at any time convene a meeting of the Management Committee.
- 10.2 A quorum of the Management Committee shall be three (3) Management Committee members present at the meeting.
- 10.3 The President, or if the President is not present, the Vice President, shall preside over the meeting as Chairperson. If the President or Vice President are unable to attend a meeting of the Management Committee, then a chairperson nominated by the members present at the meeting shall chair that meeting.
- 10.4 The Secretary / Registrar shall give at least seven (7) days' notice of the date of the Management Committee Meeting to Management Committee members.
- 10.5 As required under section 42 of the Act, a Management Committee member having any direct or indirect financial interest in a contract, or proposed contract, made by, or in the contemplation of, the Management Committee (except if that interest applies only to the normal benefits a member should attain for which the Club is established), must:
 - 10.5.1 As soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Management Committee;
 - 10.5.2 Disclose the nature and extent of the interest at the next general meeting of the association; and
 - 10.5.3 Not take part in any deliberations or decision of the Management Committee with respect to that contract.
- 10.6 Item 10.5.1 does not apply with respect to a financial interest that exists only by virtue of the fact that the member of the Committee is an employee of the Club.

- 10.7 The Secretary / Registrar must cause every disclosure made under item 10.5.1 by a member of the Management Committee to be recorded in the minutes of the meeting of the Management Committee at which it is made.
- 10.8 The minutes must record the following:
 - 10.8.1 The names of the committee members present at the meeting;
 - 10.8.2 The name of any person attending the meeting under rule 10.9;
 - 10.8.3 The business considered at the meeting;
 - 10.8.4 Any motion on which a vote is taken at the meeting and the result of the vote.
- 10.9 A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.
- 10.10 A person invited under sub rule 10.9 to attend a committee meeting:
 - 10.10.1 Has no right to any agenda, minutes or other document circulated at the meeting; and
 - 10.10.2 Must not comment about any matter discussed at the meeting unless invited by the committee to do so; and
 - 10.10.3 Cannot vote on any matter that is to be decided at the meeting.

11.0 POWERS OF THE MANAGEMENT COMMITTEE

The Management Committee shall carry out the day-to-day running of the Club and shall have the following powers and duties:

- 11.1 The duty to pursue actively the objects of the Club.
- 11.2 Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account.
- 11.3 Fix the manner in which such banking accounts shall be operated upon.
- 11.4 Adjudicate on all matters brought before it, which in any way affect the Club.
- 11.5 Cause minutes to be made of all proceedings at meetings of the Management Committee, Annual General Meetings and Special General Meetings of members.
- 11.6 Employ a person or persons to carry out certain duties required by the Club, at salaries or remunerations for such period of time, as may be deemed necessary.
- 11.7 Appoint officers or agents of the Management Committee to have custody of the club's records, documents and securities.
- 11.8 The power to delegate routine matters or any specified duty to any member of the Management Committee or to any member of the Club provided the Management Committee shall be accountable for the acts of any such delegate, except where that delegate is guilty of fraud or gross negligence, in so far as is consistent with the law relating to volunteers, employees and associated liabilities.

- 11.9 The power to appoint from its members sub-committees for any purpose that the Management Committee may think fit provided that the committee shall be accountable for the acts of any such sub-committees.
- 11.10 The power to determine what persons, if any, who are not members of the Club shall be allowed to use the Club's premises or any part or parts thereof and during what time or times and subject to and under what conditions.
- 11.11 Print and publish any information by any media including newsletters, newspapers, articles, leaflets or electronic media for promotion of the Club.
- 11.12 Effect and maintain insurance as is necessary for the proper protection of the Club, the members and any member of the Management Committee.
- 11.13 Determine and enact the grievance process for the club, as per section 18.

12.0 AUDITOR

- 12.1 The Management Committee may elect or appoint an Auditor or Auditors prior to the Annual General Meeting, or at the request of at least 5% of the members of the club.
- 12.2 The Auditor/s, if appointed, shall examine and audit all the books and accounts of the Club, and have the power to call for all books, papers, accounts, receipts etc., of the Club and report thereon to the Management Committee prior to the Annual General Meeting.

13.0 GENERAL MEETINGS

- 13.1 Annual General Meeting
- 13.1.1 The Annual General Meeting of the Club must be held within six months after the end of the club's financial year, as stated in 15.7.
- 13.1.2 The Secretary / Registrar shall give at least fourteen (14) days' notice of the date of the Annual General Meeting to all members. The manner of this notice will be via email to the official registered email address of each member, or via alternative means should no email address be available.
- 13.1.3 All financial members may attend the Annual General Meeting.
- 13.1.4 The quorum at the Annual General Meeting shall be ten (10) financial members, or 10% of the membership, whichever is smaller. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there is no quorum the meeting shall stand adjourned for one week. If at that following meeting there is no quorum, those members present shall be competent to discharge the business of the meeting.
- 13.1.5 The agenda for an Annual General Meeting shall be:
- Opening of Meeting
 - Apologies
 - Confirmation of Minutes of previous Annual General Meeting
 - Presentation of Annual Report by the President
 - Adoption of Annual Report
 - Presentation of Treasurer's statement including any Auditor Report
 - Election of new Management Committee
 - Vote of thanks to outgoing Management Committee
 - Notice/s of Motion
 - Urgent general business
 - Closure

- 13.1.6 Those vacating a committee position and who are not re-elected are deemed to vacate that position at the end of the Annual General Meeting.
- 13.1.7 Members expecting to vacate a role should make their intention clear at least four weeks prior to the Annual General Meeting so a replacement can be found. Members wishing to take a role on the Management Committee are urged to nominate their intention in writing at soon as practicable, but ideally with four weeks' notice prior to the Annual General Meeting, along with a statement of support from another member in support of the nomination.
- 13.1.8 If there is no nomination for a position, the President may call for nominations from the eligible members at the meeting.
- 13.1.9 If only one member has nominated for a position, the President must declare the Member elected to the position.
- 13.1.10 If more than one member has nominated for a position, the ordinary, social and life members at the meeting must vote in accordance with the voting rules in section 14.0 to decide who is to be elected to the position.
- 13.2 Special General Meetings
 - 13.2.1 Special General Meetings may be called by members of the Management Committee or at the request of the President and Secretary / Registrar or on the written request of not fewer than five percent (5%) of the financial members of the club.
 - 13.2.2 The Secretary / Registrar shall give at least seven (7) days' notice of the date of the Special General Meeting to all members. The manner of this notice will be via email to the official registered email address of each member, or via alternative means should no email address be available. Notice of Special General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that Special General Meeting.
 - 13.2.3 The quorum at the Special General Meeting shall be ten (10) financial members, or 10% of the membership, whichever is smaller.

14.0 VOTING

- 14.1 Unless otherwise stipulated, resolutions will be decided by a simple majority of votes of eligible members.
- 14.2 Voting powers at the Annual General Meeting and Special General Meetings
 - 14.2.1 The President shall be entitled to a single vote and, in the event of a tied vote the President shall exercise an additional casting vote.
 - 14.2.2 Subject to item 14.2.1, each individual financial member present other than junior members shall have one (1) vote.
- 14.3 Voting powers at Management Committee Meetings
 - 14.3.1 The President shall be entitled to a single vote, and, in the event of a tied vote the President shall exercise an additional casting vote.
 - 14.3.2 Subject to 14.3.1, each individual committee member present shall have one (1) vote.

15.0 FINANCE

- 15.1 All funds of the Club shall be deposited into the Club's account(s) at such bank(s) or recognised financial institution(s) as the Management Committee may determine.
- 15.2 All accounts due by the Club shall be paid after having being passed for payment at the Management Committee Meeting unless immediate payment is necessary, in which case account/s shall be paid and the action endorsed at the next Management Committee Meeting. These immediate payments are only to be made for fees due to the sport's governing body of the day, or up to a maximum limit as agreed by the Management Committee set at the start of each committee year.
- 15.3 The Treasurer shall not spend more than an amount determined by the Management Committee by way of Petty Cash without the consent of the Management Committee, and shall keep a record of such expenditure in a Petty Cash Book or an equivalent computer system as used by the club.
- 15.4 The Treasurer shall retain safe custody of books, accounting records and documents of a financial nature.
- 15.5 The Treasurer shall table a report showing the financial position of the Club no less frequently than at each second Management Committee Meeting. This report is to include income, expenditure (including petty cash payments), assets, liabilities and annual financial projections.
- 15.6 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report, if applicable, shall be attached to this financial report.
- 15.7 The financial year of the Club shall commence on 1st July each year and end on 30th June the following year.
- 15.8 The accounts, books and all financial records of the Club may be audited each year by an independent auditor if appointed by the Management Committee as per section 12.1.
- 15.9 The Treasurer must provide any assistance required by an auditor conducting an audit of the Club's financial statements or financial reports.
- 15.10 The signatories to the Club's bank account(s) will be the Treasurer and three (3) members who are the President, Vice President, and Secretary/Registrar. The nomination is to be made at the first meeting of a new committee. Payment transactions will require approval of the Management Committee.

16.0 PAYMENTS TO COMMITTEE MEMBERS

A committee member is entitled to be paid out of the funds of the Club for any out-of-pocket expenses incurred in connection with the Club's business.

17.0 EXECUTING DOCUMENTS

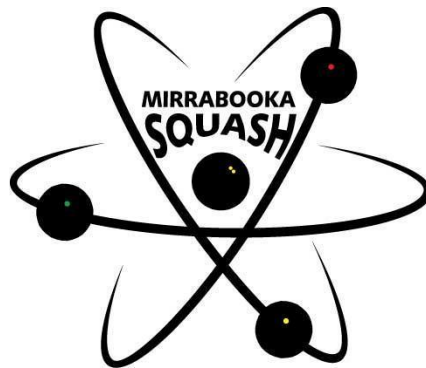
The Club may execute a document without using a common seal if the document is signed by:

- 17.1 Two committee members; or
- 17.2 One committee member and a person authorised by the committee.

18.0 MARKETING

- 18.1 The representative colours adopted by the Club are black (RGB 0-0-0), red (RGB 255-0-0) and white (RGB 255-255-255).

- 18.2 The official logo adopted by the Club is 'The Atom' as pictured below which may only be used upon permission from the Management Committee.



19.0 CLUB SHIRTS

- 19.1 The opportunity to purchase a Club shirt will be offered to Pennant and Social Members at least once per year in adherence with the guidelines outlined in points 18.1 and 18.2.
- 19.2 The fee payable for the Club shirts will be determined by the Management Committee.
- 19.3 The Member will be required to collect their Club shirt from the front desk for payment to be checked and finalised as required.

20.0 LIQUOR LICENSING

- 20.1 The Centre Management operate a bar under a Restricted Club License, in compliance with the conditions outlined by the Department of Racing, Gaming and Liquor (DRGL) WA: <https://www.rgl.wa.gov.au/liquor/liquor-applications/licence/club-club-restricted>
- 20.2 As per DRGL definition, *"the Licence allows liquor to be supplied to a member, or guest in the company of a member of the club, for consumption on and off the premises."*
- 20.3 The Club does not have any responsibility or authority over the bar however fully supports and champions the conditions set out by DRGL.

21.0 GRIEVANCES AND DISPUTES

Grievances between members, or between one or more members and the Club are to be dealt with in the following manner.

- 21.1 Should issues arise, in the first instance they should be taken up with the individual immediately responsible for the area of concern.
- 21.2 This gives the opportunity for the complaint or grievance to be resolved between parties without intervention from the Club representatives on an official basis.
- 21.3 Issues should be raised in a 1:1 discussion or via email. The person to whom the issue is raised is entitled to request a formal written outline of the issue if they are not comfortable with a discussion.
- 21.4 If an issue is initially raised to an individual above the level of immediate concern where there has been no prior discussion, the higher level recipient of the grievance should direct the complainant back to the individual at the level of immediate concern. This is to apply unless there are extenuating circumstances.
- 21.5 At any time during the discussion, the individual to whom the complaint has been raised can invite the complainant to escalate the issue to the next highest level for a

discussion and mediation, should the complainant not be happy with the handling of the issue.

21.6 At any time, a committee member may take the grievance or complaint to the management committee for a confidential discussion about the issue.

21.7 The key principles after escalation to committee level are:

21.7.1 Confidentiality: Only the people directly involved in the grievance or complaint, and the Club committee if escalated to that level, can have access to the information relevant to that complaint.

21.7.2 Impartiality: All sides get the chance to tell their side of the story. No assumptions will be made or any action taken until all relevant information has been collected and considered.

21.7.3 Free of repercussion or victimisation: The Committee will take all necessary steps to ensure the parties involved in a grievance or complaint are not victimised in lodging or assisting with information concerning a grievance or complaint. Disciplinary action should be expected where victimisation or repercussion is sought against people involved in a grievance or complaint handling issue.

21.7.4 Vexatious or Malicious Complaints: Discipline should be expected if it is discovered that a party used this process against a person where the facts given were found to be deliberately untrue.

21.7.5 Sensitivity: All grievances and complaints will be dealt with appropriately which means with seriousness and sensitivity.

21.7.6 Timely: It is the objective of the Club to deal with any grievance or complaint as quickly as possible.

22.0 ALTERATIONS TO THE CONSTITUTION

22.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or a Special General Meeting called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a Special General Meeting called for that purpose.

22.2 The Secretary / Registrar shall forward such notices of motion to each Management Committee member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a Special General Meeting.

22.3 The manner of the notices referenced in 22.1 and 22.2 will be via email to the official registered email address of each member, or via alternative method should an email address not be available.

22.4 Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority (Special Resolution) of those present and entitled to a vote at the Annual General Meeting or Special General Meeting, as the case may be.

23.0 DISSOLUTION

If, on the cancellation of the incorporation or winding up of the Club, any surplus property of the Club that remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that surplus property shall be distributed to another incorporated association as determined by special resolution by reference to the organisations

mentioned in section 24(1) of the Act. That association is to have objects similar to those of the Club and the choice of association shall be determined by resolution of the Club members.

APPENDIX A: CRITERIA FOR NOMINATION FOR LIFE MEMBERSHIP

The below information sets out the minimum criteria to be eligible for Life Membership at Mirrabooka Squash Club. Life Membership is the highest Award available to recognise the exceptional contribution of individuals to the club and is therefore only to be awarded in EXCEPTIONAL circumstances.

Nomination for Life Membership

- Any current financial member may nominate another member for consideration for the Life Membership award
- Nominations must be submitted in writing and should highlight the achievements and activities of the nominee
- Nominations must be signed by two current financial members of the club who are NOT related to the Nominee
- Nominations must be received by the committee no later than Early April or 6 weeks prior to the annual AGM in order for the nomination to be considered.

Award Criteria

In considering the award of Life Membership, an individual should have demonstrated significant, sustained and high-quality services enhancing the reputation of the Club both within and outside of the club premises/environment.

The following points will be taken into account when considering nominations:

- The nominee must be a current Active and Financial member of the Club
- A minimum of 15 years club membership, preferably continuous
- Must have served on the committee and/or the squash club for a minimum of 5 years
- General attitude and dedication to the Club and its values
- Commitment to the principles of good sportsmanship and fair play
- Support of Activities both within and outside of the club premises

*** Note:

- Achieving the minimum service levels will not in any way automatically generate or entitle anyone to Life Membership
- The committee understands that circumstances arise outside of the Criteria Scoped above, and therefore will use its discretion based on all the information at hand when considering the nomination
- A majority vote of the sitting Club Committee is required before Life Membership will be awarded
- Life Membership does not have to be awarded annually

Benefits of Life Membership

In addition to the status of membership, Life Membership will be recognised by:

- Presentation of Life Membership at the annual AGM
- Exemption from Club membership fees
- Photograph displayed in the Club Room
- Plaque on the Life Membership Honour Board

Forfeiture of Life Membership

Should a Life Member disgrace or bring the name of Mirrabooka Squash Club into disrepute, their Life Membership will be removed.

- The Life Member picture will be removed from the club room
- Plaque will be removed

APPENDIX B: CRITERIA FOR NOMINATION FOR 'JUNIOR OF THE YEAR'

The below information sets out the criteria to be eligible for the 'Junior of the Year' and 'Coach's Award' at Mirrabooka Squash Club. The purpose of these awards is to recognise the achievements, commitment, sportsmanship and participation of players throughout the calendar year as well as club representation.

Guidelines

Both awards are presented at the end of the season at a Presentation Day or the Junior Christmas Party. The structure of the presentation is not fixed.

The number of Coach's Awards able to be presented is not fixed however there will only be one Junior of the Year.

Any variation to the numbers or names on the trophies is not permitted without the prior agreement of the Management Committee. It is the responsibility of the Club and all Club Committee members to ensure that all awards and recognition are issued fairly.

Coach's Award

This award is an encouragement award and is to be judged by the Club Management Committee. It is designed to promote junior activity and engagement, role-modelling to other juniors that through hard work and attendance they can receive such recognition. The number of coach's awards is completely at the discretion of the committee with none or many awarded.

Junior of the Year

This award is designed to be the highest recognition in the Club for an outstanding Junior who consistently demonstrates a great sense of sportsmanship throughout the calendar year. While it is not intended to be awarded to the highest ranked or strongest player, if the nominee shows all the characteristics of the award and is also the strongest, then no bias will be shown by the club in awarding this Junior.

Nomination for Junior of the Year and Coach's Award

At the end of the season, the Coaches are to submit award nominations to the Management Committee, who assess each nomination. In the event of any concerns, the Coach will be consulted and may be asked to provide further information in support of the nomination. If any deadlocks occur the Club Committee President will make the final decision.

While attendance is not a pre-req for winning the awards participation in events (eg. assisting the Coach, playing in tournaments, etc.) and training sessions is taken into consideration.

