



Holden Four Wheel Drive Club of South Australia Inc.

CONSTITUTION

5 March 2012

Holden Four Wheel Drive Club of South Australia Incorporated

CONSTITUTION

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Holden Four Wheel Drive Club of South Australia Incorporated

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1 NAME

The name of the club shall be “The Holden Four Wheel Drive Club of South Australia Incorporated.”

2 ABBREVIATIONS, DEFINITIONS AND INTERPRETATIONS

SA means South Australia

In these rules, except in so far as the context or subject matter otherwise dictates or requires:

Accounting Records	Includes invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes, vouchers and other documents of prime entry, and books and records which record such entries, and also includes such working papers and other documents as are necessary to explain the methods and calculations by which accounts are made up (source: Associations Incorporations Act 1985).
Accounts	A combination of— (i) an account of receipts and payments recording the total receipts and payments based on the cash method of accounting; and (ii) a statement of assets and liabilities; or (b) a combination of— (i) an account of income and expenditure recording the total income and expenditure based on the accrual method of accounting; and (ii) a balance sheet, together with such statements, reports and notes, other than auditors' reports, as are attached to and intended to be read with the account, statement or balance sheet, as the case may be; (source: Associations Incorporations Act 1985).
Books	Includes any register or other record of information and any accounts or accounting records, however compiled, recorded or stored and also includes any documents (source: Associations Incorporation Act 1985).
Club	The Holden Four Wheel Drive Club of South Australia Incorporated”, incorporated under the Associations Incorporation Act 1985.
Commission	The Corporate Affairs Commission which is responsible for the administration of the Act.
Delegate	The person appointed to represent the club at meetings to which the club is affiliated.
Executive Committee	Shall consist of the President, Vice President, Secretary, Treasurer & an Association Delegate who are members of the Management Committee.
Fees in arrears	Fees or money owing that have been due to the club for a period greater than three (3) months.
Four Wheel Drive vehicle	Will include motor vehicles that are classified as four wheel drive vehicles.
Management Committee	The elected committee responsible for administering the club.
Member	An individual, who has made application to join the club, paid the annual subscriptions & has been accepted by the Management Committee.

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The member includes other nominated person/s that are listed on the application form. Voting rights is limited to one person from each nominated application form.

Membership Fees	Includes any joining fees, affiliation fees or levies approved by the Management Committee.
Month	A calendar month, i.e. to the corresponding numbered day of the next month.
Officer	Any person who occupies or acts in a position of a member of the Management Committee of the club; or the secretary, treasurer or public officer of the club; or is concerned, or takes part, in the management of the affairs of the club, by whatever name called and whether or not validly appointed to occupy or duly authorised to act in the position; or the holder of any other office established by the rules of the club (except a patron or the holder of some other honorary office that confers no right to participate in the management of the affairs of the club); or any person in accordance with whose directions or instructions the committee of the club is accustomed to act (source: Associations Incorporation Act 1985).
Presiding Officer	The Presiding Officer at General Meetings or Management Committee Meetings will normally be the President. Where the President is not able to undertake the role, the Presiding Officer will be a nominated member from the Management Committee who accepts accountability for the running of the meeting.
Proxy	In circumstances where a Proxy has been nominated for a meeting, the Proxy will only be valid if that member or the spouse/partner or other person listed on the member's application form (see Member above) is not present at that meeting.
SAAFWDC	South Australian Association of Four Wheel Drive Clubs Incorporated. Also known as Four Wheel Drive SA (FWDSA).
Special Resolution	<p>Where the rules of the association provide for the membership of the club—a resolution passed at a duly convened meeting of the members of the club if—</p> <p>(i) at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all members of the club; and</p> <p>(ii) it is passed at a meeting referred to in this paragraph by a majority of not less than three-quarters of such members of the club as, being entitled to do so, vote in person or, where proxies are allowed, by proxy, at that meeting;</p> <p>(b) where the rules of the club do not provide for the membership of the club—a resolution passed at a duly convened meeting of the members of the committee of the club if—</p> <p>(i) at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all members of the committee; and</p> <p>(ii) it is passed at a meeting referred to in this paragraph by a majority of not less than three-quarters of such members of the committee as, being entitled to do so, vote in person or, where alternates are allowed, by alternates, at that meeting;</p> <p>(source: Associations Incorporation Act 1985).</p>
The Act	The Associations Incorporation Act 1985.
Written Notice	Includes a notice sent electronically to email addresses known to the club.

In these rules,

A reference to a function includes a reference to a power, authority and duty and a reference to the exercise of a function includes, if that function is a duty, a reference to the performance of the duty.

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A reference to a gender shall read as a reference to any gender.

The provisions of the Acts Interpretation Act 1915 shall apply to these rules as if these rules are an instrument made subject to that Act.

3 MISSION

The Holden Four Wheel Drive Club of South Australia Incorporated will provide an opportunity for like minded people to use their four wheel drive motor vehicle as a means to explore Australia, foster friendships and knowledge and maintain an environmentally sustainable environment.

4 CLUB OBJECTIVES

To achieve the club's Mission, the members will:

Conduct trips, events and activities in an organised, disciplined and safe manner;

Utilise their four wheel drive motor vehicle in a responsible manner when travelling as part of the Holden Four Wheel Drive Club of SA Incorporated

Abide by the club rules and regulations when undertaking club trips;

Promote and encourage new membership to the club;

Promote and encourage environmentally sustainable projects as part of club activities;

Develop skills and competencies in the field of four wheel driving and related topics;

Develop and improve affiliations with other like minded clubs;

Maintain relationships and liaison with statutory bodies or other organisations as appropriate;

Promote road safety and conservation

For the purposes of carrying out its objectives the Association shall have all the powers conferred by section 25 of the Act.

5 MEMBERSHIP

Membership of the Holden Four Wheel Drive Club of SA Incorporated includes the family members .

Should family members have their own Four Wheel Drive motor vehicle and wish to participate in club activities, they will be expected to apply for their own membership.

If a member has more than one family or nominated member (as per the application form) representative at a club meeting, only one member has a voting right.

Guests to the club do not have any membership rights but will be expected to abide by club rules if participating in a club activity.

Honorary members may include a person or group who are approved by a special resolution of the Management Committee for a set period and given for honour only. Honorary members do not have any voting rights with the club.

Membership will be made on the prescribed form for consideration by the Management Committee and if approved and following payment of any membership fees prescribed by the club, shall be registered as a member.

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The Management Committee may reject any membership or membership renewal application, without any reason being given.

Ownership or regular use of a Four Wheel Drive motor vehicle is a pre requisite of membership application.

A current financial member who has maintained continuous membership for a period of 3 years or more may apply to remain a member of the club regardless of ownership, or regular use of a 4WD vehicle.

Once registered as a member, there is no refund of membership fees.

For the purpose of participating in any trips, events or activities of the club, children residing with a member shall be deemed to be incorporated within the membership.

6 CESSATION OF MEMBERSHIP

Membership shall continue until terminated in any of the following ways:

By resignation in writing, provided that all membership fees and other monies due by the resigning member to the club have been paid and any equipment on loan to the member has been returned.

By expulsion.

Notwithstanding the above, membership to the club will cease after three months from the due date for payment, unless granted an extension of time by the Management Committee.

By death, in which case the nominated family member shall be entitled to all of the privileges and rights of the member.

7 REGISTER OF MEMBERS

The club shall maintain a register of members of the club and their nominated family members specifying the name, address and contact details of the person who is a member of the club, together with the date that the original membership commenced and any other information that is submitted on a member's application form.

The register of members shall be kept by the person appointed by the Management Committee and may be open for inspection, free of charge, to any member of the club at any reasonable time. This right is only available to the extent permitted by Privacy Legislation.

Such register shall remain the property of the club and shall not be sold, loaned, hired, copied or otherwise distributed, except as determined by a resolution of the Management Committee.

Any person, whose membership ceases shall have their name removed from the list of current members in the Register.

8 MEMBER'S LIABILITIES

The ability of a member of the club to contribute to the payment of the debts and liabilities of the club or the costs, charges and expenses of the winding up of the club is limited to the amount, if any, unpaid by the member in respect of membership of the club.

9 THE MANAGEMENT COMMITTEE

The Management Committee is the elected body of members who act on behalf of the club and undertake duties in line with the ongoing administration of the club.

The management committee shall be elected from the members of the club, at the AGM each year, and term of office will be until next AGM.

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The Management Committee shall manage and control all powers and duties conferred by these rules, they may exercise all such powers and do all such things as are within the objects of the club and are not by the Act or by these rules required to be done by the club in general meetings.

The Management Committee has the management and control of the funds and other property of the club.

The Management Committee shall have the authority to interpret the meaning of these rules and any other matter relating to the affairs of the club on which these rules are silent, but the interpretation must be reasonable and accord with the principles of fair play and natural justice.

The Management Committee shall appoint a public officer as required by the Act. Notice of appointment and any change in the identity or address of the public officer are to be lodged within one month after the change with the Office of Consumer and Business Affairs.

The Management Committee shall be comprised of the following officers of the club:

- President
- Vice president
- Secretary (who shall be the Public Officer)
- Treasurer
- An Association Delegate
- Four (4) committee members

The club will maintain an Executive Committee which will consist of:

- President
- Vice President
- Secretary
- Treasurer
- An Association Delegate.

The quorum for the Management Committee meetings shall be at least 5 members, two (2) of which must be from the Executive Committee.

The Management Committee shall transact no business unless a quorum is present. If within half an hour of the time appointed for the meeting to commence a quorum is not present, the meeting stands adjourned to a place and time within the following two (2) weeks as determined by the Executive Committee and communicated to members of the Management Committee not less than two (2) days before the meeting.

Minutes of each Management Committee meeting shall be taken and distributed to the members of the Management Committee prior to the next meeting of the Management Committee.

Every member of the club is entitled to view the minutes of Management Committee meetings, upon request.

Members of the club are permitted to attend the Management Committee meetings as guests/observers.

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10 VOTING AT MANAGEMENT COMMITTEE MEETINGS

Each member of the Management Committee shall be entitled to one vote.

In the event of equality of votes on a question at a Management Committee meeting the presiding officer is entitled to exercise a second or casting vote.

Resolutions shall be determined by simple majority of votes cast.

11 SECRETARIAT

The club will maintain a secretariat function which will allow the Executive Committee to undertake urgent and pressing matters of business outside of the normal Management Committee meeting. Urgent and pressing matters must be recorded immediately at the next Management Committee meeting and will only involve matters that by necessity need to be completed in a timely manner prior to the next Management Committee meeting.

12 OFFICERS OF THE CLUB

In addition to the Management Committee, the club will maintain a number of club officers. These officers are appointed by the Management Committee and take on specific roles in support of the ongoing management of the club.

The officers of the club may comprise the following:

See the Club By-Laws for additional duties for club officers

- Auditor (s)
- Club Patron(s)
- Delegates to organisations to which the club is affiliated
- Trip Coordinator(s)
- Editor (Club Magazine/newsletter)
- Property Officer(s)
- Training Officer(s)
- Membership Officer(s)
- Web master (s)
- Fund Raising Officer (s)

Auditor

The Auditor will be nominated and accepted by the Management Committee and minuted in both the Management Committee meeting and General Meeting minutes.

The Auditor will be an independent person or body who is tasked with auditing the club's financial records and providing a report for tabling at the Annual General Meeting.

Club Patron

A Club Patron is an honorary member of the club who has been recommended and agreed to by the Management Committee and General Meeting.

The Club Patron will have no voting rights, nor will be expected to pay any club fees.

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Delegates to organisations to which the club is affiliated

Delegates will be selected by the Management Committee and will be prepared to attend and maintain a liaison role with relevant affiliated organisations.

Delegates will provide a conduit between the club and affiliated organisations.

13 CASUAL VACANCIES

In the event that any of the above positions, except that of Patron, are not filled at the Annual General Meeting, or subsequently becomes vacant the Management Committee may appoint another member to fill such vacancy for the remainder of the term .

For the purposes of these rules a casual vacancy in any office occurs if the member;

Ceases to be a member of the club

Resigns office by notice in writing to the secretary, or

Is or becomes insolvent under administration within the meaning of the Corporations Law, or

Is or becomes a mentally incapacitated person, or

Being a member of the Management Committee is absent without consent of the Management Committee from all meetings of the Management Committee held during a six (6) month period.

14 REMOVAL OF OFFICER

The club, in general meeting, may by resolution remove any officer before the expiration of the member's term of office and may by resolution appoint another member to hold office for the remainder of the term of the officer so removed.

If an officer to whom a proposed resolution referred to in this Constitution makes representations in writing to the secretary or president (within two months) and requests that the representation be notified to the members of the club, the secretary or the president may send a copy of the representations to each member of the club, or, if the representations are not sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is to be considered.

15 MEETINGS OF MEMBERS

There will be three (3) types of General Meetings of members, namely, ordinary General Meetings, Annual General Meetings and Special General Meetings.

16 QUORUMS –GENERAL MEETINGS

The quorum shall be 30% of the members entitled under these rules to vote at a General Meeting.

If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved.

In any other case the meeting shall stand adjourned to the corresponding day in the following month at the same time and at the same place, (unless another place is specified at the time of the adjournment by the person presiding at the meeting and/or communicated by written notice to members given before the day to which the meeting is adjourned).

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If at the subsequent meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

17 NOTICE OF MEETINGS

Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the club, the secretary must, at least fourteen (14) days before the date fixed for the holding of the general meeting, give notice to each Full Member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

If the nature of the business to be dealt with at a general meeting requires a special resolution of the club, the secretary must, at least twenty one (21) days before the date fixed for the holding of the general meeting, cause notice to be given to each Full Member specifying the intention to propose the resolution as a special resolution.

A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business, including any supporting documentation provided by the member, in the next notice calling a general meeting given after receipt of the notice from the member.

The accidental omission to give notice of a meeting to, or non-receipt of a notice by, any member shall not invalidate the proceedings of that meeting.

18 VOTING AT ALL GENERAL MEETINGS

Other than for special resolutions or election of officers, resolutions shall be determined by a simple majority of votes cast, which will consist of a show of hands. If any three (3) members ask for a ballot, which will be a secret ballot consisting of a written response, then the vote shall be undertaken in this manner.

Each Full Member shall be entitled to one (1) vote at any general meeting. If the member cannot attend the meeting, the member may appoint a proxy who will be another member of the club. Notice of such appointment must be given in writing to the secretary prior to the meeting. The notice must clearly indicate how the member wishes the proxy to vote on each specific issue or otherwise indicate that the proxy may vote at his/her discretion.

In the case of an equality of votes on a question at a general meeting, the presiding member is entitled to exercise a casting vote. The presiding member will only vote if an equality of votes occurs.

A member is not entitled to vote on a question at a general meeting if that member has any 'fees in arrears'.

19 ELECTION BY BALLOT FOR OFFICERS AND VOTING ON SPECIAL RESOLUTIONS.

The Management Committee or, if the Management Committee has not done so, the president shall appoint the returning officer to conduct any required ballots for the election of officers or the voting on special resolutions

Voting shall be by secret ballot.

The voting system used for election of officers will be either optional preferential or exhaustive, chosen by the Returning Officer (refer to the By-Laws for the procedures to be taken in either voting system).

The accidental omission to give notice of a meeting to, or non-receipt of a notice by, any member shall not invalidate the proceedings of that meeting.

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20 ORDINARY GENERAL MEETINGS

Shall be held monthly, with due allowance for the Christmas/New Year break and public holidays, at times and dates determined at the previous annual general meeting, or if disruption to the schedule occurs for any reason, by the Management Committee.

21 ANNUAL GENERAL MEETINGS

Subject to any extension or permission granted under this Constitution, the club shall hold an annual general meeting once in each calendar year and within three months following the end of the club's financial year.

The annual general meeting of the club is, subject to this Constitution, be convened on such date and at such place and time as the Management Committee thinks fit.

An annual general meeting must be specified as such in the notice convening it.

In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall:

Confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;

Receive from the Management Committee reports on the activities of the club during the last preceding financial year;

Receive and consider the financial statement which is required to be submitted to members under this Constitution;

Receive and consider the report from the club auditor;

Consider any recommendation from the Management Committee as to the level of fees and levies that should apply for the coming financial year;

Determine the schedule of ordinary general meetings for the next calendar year

Elect the Management Committee of the club.

22 SPECIAL GENERAL MEETINGS

The secretary shall call a special general meeting whenever directed by the president, the Management Committee or upon a requisitioning, in writing, from at least five percent (5%) of Full Members.

A requisition of Full Members for a special general meeting:

Must state the purpose of a meeting;

Be signed by the Full Members making the requisition alongside their printed name;

Must be lodged with the secretary, and;

May consist of several documents in similar form, each signed by one or more of the Full Members making the requisition.

If the secretary, or the Management Committee acting on behalf of the secretary fails to convene a special general meeting within two (2) months after the date on which a requisition of Full Members is lodged with the secretary, any one or more of the Full Members who made the requisition may convene a special general meeting to be held not later than four (4) months after the lodgement date.

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Full Members wishing to call a special general meeting must be given access to such information from the Register of Members to enable them to give notice of the special general meeting to the members.

Notices calling a special general meeting shall indicate with reasonable particularity the purpose of the meeting.

The accidental omission to give notice of a meeting to, or non-receipt of a notice by, any member shall not invalidate the proceedings of that meeting

23 ADMINISTRATION

The administration and management of the club and its affairs shall be vested in the Management Committee.

The Management Committee shall have full authority to appoint any sub-committee and to delegate any of its powers, at any time, to any person or persons or such sub-committee. The appointed sub-committee, person or persons, shall be fully responsible to the Management Committee in the exercise of such powers.

The Management Committee shall meet whenever necessary for the conduct of the affairs of the club, but at intervals not exceeding three months. Members shall not be excluded from attending meetings of the Management Committee, however, parts of meetings may be held in camera at the determination of the Management Committee.

The Management Committee shall draw up any rules and by-laws necessary for the good conduct of the club and its members.

The Management Committee shall be solely responsible for liaison with any relevant organisations.

The Executive Committee is empowered to act as the Management Committee on matters requiring immediate attention.

Club funds shall be raised from the annual subscriptions and any other legal means of fund raising decided upon by the Management Committee. Club funds shall be kept in an appropriate account and shall be accessible only to the Management Committee subject to the committee's approval for club related expenses.

All cheques, drafts, bills of exchange, promissory notes, electronic funds transfers and other negotiable instruments shall be signed or authorised by other means by any two (2) of the members so authorised in this constitution.

Only the person appointed as the Public Officer shall hold the Common Seal of the club.

The Common Seal shall not be fixed to any instrument except by the authority of the Management Committee and the affixing of the Common Seal shall be attested by the signatures either of two (2) members of the Management Committee or of one (1) member of the Management Committee and the Public Officer.

24 PRESIDING MEMBER

The president, or in the absence of, or by the request of the president, the vice-president is to preside as chairperson at any meeting or part of a meeting of the club other than sub-committee meetings.

If the president and the vice-president are absent or unwilling to act, the members present must elect one of their numbers to preside as chairperson at the meeting.

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25 ADJOURNMENT

The chairperson of any meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting to another place and time.

If a meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each Full Member of the club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting

Except as provided in this Constitution, notice of an adjournment of a meeting or of the business to be transacted at an adjourned meeting is not required to be given.

26 SECRETARY

It is the duty of the secretary of the club to keep records of:

The names of members of the Management Committee present at a Management Committee meeting or a general meeting, and

All proceedings at Management Committee meetings and general meetings.

Motions raised at regular club meetings.

Minutes of proceedings at meetings must be provided at the next meeting and if accurate nominated, seconded and agreed to by the majority of members present at the meeting who were present at the previous meeting.

A record of the acceptance of the previous minutes as being accurate will be made on the relevant minutes.

27 TREASURER

It is the duty of the treasurer of the club to ensure:

That all monies due to the club are collected and received and that all payments authorised by the club are made, and

That correct books and accounts are kept showing the financial affairs of the club, including full details of all receipts and expenditure connected with the activities of the club.

28 CUSTODY OF BOOKS

Except as otherwise determined by the Management Committee, the Secretary must keep in his/her custody, or under control all records, books and other documents relating to the club.

29 INSPECTION OF BOOKS

Upon written request, members of the club may inspect the books and documents free of charge at any reasonable time.

30 DISCIPLINING

A complaint may be made to the Management Committee by any person that a member of the club:

Has persistently refused or neglected to comply with a provision or provisions of these rules, or

Has persistently and wilfully acted in a manner prejudicial to the interest of the club.

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On receiving such a complaint, the Management Committee:

Must cause written notice to be served on the member concerned; and

Must give the member at least 14 days from the time the notice is served within which to make submissions to the Management Committee in connection with the complaint, and

Must take into consideration any submission made by the member in connection with the complaint.

The Management Committee may, by resolution, expel the member from the club or suspend the member from membership of the club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved on the balance of probabilities.

If the Management Committee suspends or expels the member, the secretary must, within seven (7) days after the action is taken, cause written notice to be given to the member of the actions taken, of the reasons given by the Management Committee for having taken that action and of the member's right of appeal under this Constitution.

The expulsion or suspension does not take effect:

Until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

If within that period the member exercises the right of appeal, unless and until the club confirms the resolution under this Constitution, whichever is the later.

31 RIGHT OF APPEAL OF DISCIPLINED MEMBER

A member may, within 7 days of receiving notice, lodge with the secretary an appeal against the resolution of the Management Committee.

The notice shall be in writing

On receipt of a notice from a member under this rule, the secretary must notify the Management Committee which will convene a special general meeting of the club to be held within 60 days after the date on which the secretary received the notice.

At a special general meeting of the club convened under the rules of this constitution:

No business other than the question of the appeal is to be transacted, and

The Management committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and

The members present and entitled to vote in accordance with rules under this constitution shall determine by secret ballot whether the resolution of the Management Committee should be confirmed or revoked.

If at the special general meeting the club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

32 RESOLUTION OF INTERNAL DISPUTES

Disputes between members (in their capacity as members) of the club, and disputes between members and the club, will in the first instance be mediated from within the club. Mediation will be coordinated through the Management Committee.

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Should mediation fail at club level, the matter will be referred to an independent mediator.

At least seven (7) days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and to supply copies to the mediator.

33 ALTERATION OF THE CONSTITUTION

This constitution may be altered, rescinded or added to only by a special resolution at a special general meeting of the club of which notice has been given in accordance with this constitution.

Amendments to this constitution may include a provision that the amendment shall not become operative until a stipulated date.

34 DISSOLUTION

The club shall only be dissolved by special resolution at a special general meeting convened for the purpose.

The dissolution is subject to the approval of the Commissioner of any proposal for the distribution of the residual properties of the club. The residual properties of the club are the assets and funds after payment of all expenses and liabilities and shall not be used for the direct benefit of any member or former member of the club.

The proposed distribution of residual properties of the club shall be determined by special resolution at a special general meeting of the club convened for the purpose.

Within 14 days of the Public Officer receiving the Commissioner's approval the member shall cause members of the club to be notified in writing and such notice shall bring into effect the dissolution of the club, whereupon the Public Officer shall cause the residual properties to be distributed in accordance with the resolution of the members.

If the Commissioner's approval is not granted a further special general meeting shall be convened to consider the Commissioner's ruling and take whatever action is deemed necessary.

35 INSURANCE

The club must effect and maintain any insurance prescribed by law or regulation.

In addition to any insurance required under this constitution the club may effect and maintain other insurance.

36 SERVICE OF NOTICES

For the purpose of these rules, a notice may be served on or given to a person:

By delivering it to the person personally, or

By sending it by pre-paid post to the last known address of the person, or

By sending it by email transmission or some other electronic transmission to an address specified by the person for the giving or serving the notice.

For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:

In the case of a notice given or served personally, on the date on which it is received by the addressee, and

In the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and

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In the case of notice sent by email or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indication that the notice was sent on a later date, on that date.

37 BY-LAWS

The Management Committee are empowered to make or repeal from time to time such by-laws, rules and regulations which are not inconsistent with the constitution or intent of the constitution as the Management Committee may reasonably think necessary or desirable in connection with the management of the Club.

The modification of the by-laws will be recorded in the Committee Meeting agenda and minutes and all club members will be notified through the General Meeting. No special general meeting will be required to modify the club by-laws.

--- END OF DOCUMENT ---