



## DAREBIN CHESS CLUB CONSTITUTION

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## ARTICLE ONE: THE ASSOCIATION

### *Section One: Name*

- (a) The name which this organization will be incorporated under, shall be Darebin Chess Club (Incorporated). Darebin Chess Club (Incorporated) shall hereafter be referred to as the DCC or the club.
- (b) The governing body of the DCC, shall be called Darebin Chess Club Committee, or simply “the Committee”.

### *Section Two: Purpose*

- (a) The purpose of the DCC will be to promote chess activities in the City of Darebin. These activities may include, but are not limited to:
  - i. The operation of chess sessions in the City Of Darebin libraries.
  - ii. The establishment of chess clubs in schools, in the City Of Darebin City.
  - iii. The organisation of chess tournaments in the City Of Darebin.
  - iv. Encouraging the public to play chess.

### *Section Three: Powers Of The Club*

- (a) Subject to the Associations Incorporation Reform Act 2012, the Club has power to do all things incidental or conducive to achieve its purposes.
- (b) Without limiting subrule (a), the club may:
  - i. acquire, hold and dispose of real or personal property;
  - ii. open and operate accounts with financial institutions;
  - iii. invest its money in any security in which trust monies may lawfully be invested;
  - iv. raise and borrow money on any terms and in any manner as it thinks fit;
  - v. secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - vi. appoint agents to transact business on its behalf;
  - vii. enter into any other contract it considers necessary or desirable.
- (c) The club may only exercise its powers and use its income and assets (including any surplus) for its purposes.

### *Section Four: Role And Powers Of The Committee*

- (a) The business of the club must be managed by or under the direction of the Committee.
- (b) The Committee may exercise all the powers of the club except those powers that these Rules or the Associations Incorporation Reform Act 2012 require to be exercised by general meetings of the members of the Club.
- (c) The Committee may—
  - i. appoint and remove staff;
  - ii. establish subcommittees consisting of members with terms of reference it considers appropriate.
- (d) The composition of the Committee is as follows:
  - i. Chairperson
  - ii. Vice Chairperson
  - iii. Secretary
  - iv. Treasurer
  - v. Any other member(s) as appointed by the Committee.

*Section Five: Not for profit organisation*

- (a) The club must not distribute any surplus, income or assets directly or indirectly to its members.
- (b) Subrule (a) does not prevent the club from paying a member:
  - i. reimbursement for expenses properly incurred by the member; or
  - ii. for goods or services provided by the member.

If this is done in good faith on terms no more favourable than if the member was not a member.

*Section Six: Minimum Number Of Members*

- (a) The Club must have at least 5 members.

## ARTICLE TWO: MEMBERSHIP

### *Section One: Definitions*

**Offence** –A variety of wrongdoings which either affect the image or the function of the DCC. These wrongdoings include

- A member or multiple members, using the organization for securing pecuniary profit for the offending members.
- Members committing a criminal offence which results in jail time.
- Any action that is outside the scope of the purposes of the club.
- The exercise of any power that these rules prohibit.

**Informal Mediation:** Mediation conducted outside of an Alternative Dispute Resolution body.

### *Section Two: Qualifications*

- (a) In order to qualify to be a member, the applicant must:
- i. Be a person who is at least 18 years of age.
  - ii. Be a resident in Australia.
  - iii. Read and speak English
  - iv. Read, understand and agree to comply with the Constitution of the DCC.
  - v. Be a person who supports the purposes of the club.

### *Section Three: Application for membership*

- (a) To apply to become a member of the club, a person must submit a written application to a committee member stating that the person:
- i. wishes to become a member of the club; and
  - ii. supports the purposes of the club; and
  - iii. agrees to comply with these Rules.
- (b) The application:
- i. must be signed by the applicant; and
  - ii. may be accompanied by the joining fee.

### *Section Four: Consideration Of Application*

- (a) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- (b) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (c) If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- (d) No reason need be given for the rejection of an application.

### *Section Five: New Membership*

- (a) If an application for membership is approved by the Committee—
- i. the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
  - ii. the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (b) A person becomes a member of the club and is entitled to exercise his or her rights of membership from the date, whichever is the later, on which:
- i. the Committee approves the person's membership; or

- ii. the person pays the joining fee.

*Section Six: Annual Subscription And Fee On Joining*

- (a) At each annual general meeting, the club must determine—
  - i. the amount of the annual subscription (if any) for the following financial year; and
  - ii. the date for payment of the annual subscription.
- (b) The club may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to:
  - i. the full annual subscription; or
  - ii. a pro rata annual subscription based on the remaining part of the financial year; or
  - iii. a fixed amount determined from time to time by the club.
- (c) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

*Section Seven: Ceasing Membership*

- (a) The membership of a person ceases on resignation, expulsion or death.
- (b) If a person ceases to be a member of the club, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

*Section Eight: Resigning As A Member*

- (a) A member may resign by notice in writing given to the club.
- (b) A member is taken to have resigned if:
  - i. the member's annual subscription is more than 12 months in arrears; or
  - ii. where no annual subscription is payable, the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

*Section Nine: Vacation Of Office*

- (a) A committee member may resign from the Committee by written notice addressed to the Committee.
- (b) A person ceases to be a committee member if he or she:
  - i. ceases to be a member of the club; or
  - ii. fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence.
  - iii. otherwise ceases to be a committee member by operation of section 78 of the Associations Incorporation Reform Act 2012.

*Section Ten: Rights And Obligations Of Members*

- (a) Members are encouraged to attend general meetings of the DCC.
- (b) Committee members are expected to attend general and committee meetings of the DCC.
- (c) Committee members are expected to participate in the functioning of the DCC.
- (d) Committee members are expected to come to events and assist in the running of events where practical.
- (e) Member must act in the best interest of the club.
- (f) Committee members must perform their duties to the best of their ability and industry.
- (g) Committee members must not make improper use of their position or information acquired by virtue of holding their position.

- (h) The Chairperson of the DCC is responsible for:
  - i. Setting the Agenda for meetings.
  - ii. Organisation of meetings.
  - iii. Directing discussion at meetings.
- (i) The Vice-Chairperson acts as the Chairperson should the Chairperson be absent. The role of Vice Chairperson is to:
  - i. Complete tasks delegated by the Chairperson.
  - ii. Fulfil the Chairperson's role should the Chairpersons be absent.
- (j) The Secretary of the DCC is responsible for:
  - i. maintaining the register of members that includes
    - the member's name
    - address
    - date of becoming a member
    - for each former member, the date of ceasing to be a member
  - ii. keeping custody of the common seal of the DCC
  - iii. subject to the Associations Incorporation Reform Act 2012 and these Rules, provide members with access to the register of members, the minutes of general meetings and other documents.
  - iv. Ensuring the minutes are recorded.
- (k) The Treasurer of the DCC is responsible for:
  - i. Handling all banking matters on behalf of the DCC.
  - ii. The creation of the financial statements.
  - iii. Ensure that at least one other committee member has access to the accounts and financial records of the club.
  - iv. Handling any taxes that may be associated in running the DCC.
  - v. Handling any other monetary matters.
  - vi. All financial documents relevant to the DCC.

#### *Section Eleven: Disciplinary Actions*

- (a) To decide on whether a member has committed an offence, a resolution must be proposed and proceed through the stages of a resolution (see 6 (2)(a)(b)(c)(d)(e)).
- (b) To determine whether there are grounds for taking disciplinary action, the committee must look at whether the member/s:
  - i. Have failed to comply with these rules.
  - ii. Refuses to support the purposes of the club.
  - iii. Has engaged in conduct prejudicial to the club.

#### *Section Twelve: Disciplinary subcommittee*

- (a) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (b) The members of the disciplinary subcommittee:
  - i. may be Committee members, members of the club or anyone else; but
  - ii. must not be biased against, or in favour of, the member concerned.
 If an appropriately unbiased subcommittee cannot be found the matter will be dealt with by the committee.

### *Section Thirteen: Procedure For Disciplinary Action*

- (a) Before disciplinary action is taken against a member, the Secretary must give written notice to the member:
  - i. stating that the club proposes to take disciplinary action against the member; and
  - ii. stating the grounds for the proposed disciplinary action; and
  - iii. specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the disciplinary meeting); and
  - iv. advising the member that he or she may do one or both of the following
    - attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
    - give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting.
- (b) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.
- (c) At the disciplinary meeting, the disciplinary subcommittee must:
  - i. give the member an opportunity to be heard; and
  - ii. consider any written statement submitted by the member.
- (d) After complying with subrule (c), the disciplinary subcommittee may—
  - i. take no further action against the member; or
  - ii. subject to subrule (c)—
    - reprimand the member; or
    - suspend the membership rights of the member for a specified period; or
    - expel the member from the club.
- (e) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.
- (f) The decision of the disciplinary subcommittee will be final.

### *Section Fourteen: Settling Disputes*

- (a) The grievance procedure set out in this section applies to disputes under these Rules between:
  - i. A member and another member.
  - ii. A member and the Committee.
  - iii. A member and the club.
- (b) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure.
- (c) The parties to a dispute must attempt to resolve the dispute between themselves within fourteen days of the dispute coming to the attention of each party.
- (d) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule (c), the parties must within 10 days:
  - i. notify the Committee of the dispute; and
  - ii. agree to or request the appointment of a mediator; and
  - iii. attempt in good faith to settle the dispute by informal mediation.
- (e) The mediator must be a person chosen by the parties, or in the absence of an agreement, a member chosen by the committee. This person must not have a personal interest in the dispute or be biased in favour of one party or the other.
- (f) The mediator of the dispute must ensure:
  - i. Each party is heard equally.
  - ii. Each party has had the chance to consider any written statements.
  - iii. That natural justice is accorded to the parties throughout the entire mediation process.
  - iv. They (the mediator) do not make any attempt to determine the dispute.



- v. They (the mediator) effectively facilitates a dialogue between parties which maximizes the opportunities for resolution leads to a resolution.
- (g) Should the dispute not be resolved by the informal mediation the disputants may seek professional mediation.
- (h) Should professional mediation not be successful, the matter may be referred to professional arbitration.

## ARTICLE THREE: MANAGEMENT AND RECORD KEEPING

### *Section One: Terms Of Office*

- (a) A committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.
- (b) A committee member may be re-elected.
- (c) A general meeting of the club may—
  - i. by special resolution remove a committee member from office; and
  - ii. elect an eligible member of the club to fill the vacant position in accordance with this article.
- (d) A member who is the subject of a proposed special resolution under subrule (c)(i) may make their representation in writing to the Secretary or Chairperson of the club (not exceeding a reasonable length) and may request that their representations be provided to the members of the club.
- (e) The Secretary or the Chairperson may give a copy of the representations to each member of the club or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

### *Section Two: Filling Casual Vacancies*

- (a) The Committee may appoint an eligible member of the club to fill a position on the Committee that:
  - i. has become vacant; or
  - ii. was not filled by election at the last annual general meeting.
- (b) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (c) Section One applies to any committee member appointed by the Committee under subrule (a) or (b).
- (d) The Committee may continue to act despite any vacancy in its membership.

### *Section Three: Election Of Committee*

- (a) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (b) The returning officer must not be a member nominated for the position.
- (c) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (d) The election must be by secret ballot.
- (e) The returning officer must give a blank piece of paper to each member present in person.
- (f) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (g) If the ballot is for more than one position:
  - i. the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
  - ii. the voter must not write the names of more candidates than the number to be elected.
- (h) Ballot papers that do not comply with subrule (g)(i) are not to be counted.
- (i) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (j) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (k) If the returning officer is unable to declare the result of an election due to candidates receiving the same number of votes, the returning officer must:
  - i. conduct a further election for the position in accordance with subrules (d) to (j) to decide which of those candidates is to be elected; or
  - ii. with the agreement of those candidates, decide by lot which of them is to be elected.

*Section Four: Minutes*

- (a) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (b) The minutes must record the following:
  - i. the names of the members in attendance at the meeting;
  - ii. the business considered at the meeting;
  - iii. any resolution on which a vote is taken and the result of the vote;
  - iv. any material personal interest.

## ARTICLE FOUR: MEETINGS

### *Section One: Annual General Meetings*

- (a) The Committee must convene an annual general meeting of the club to be held within 5 months after the end of each financial year.
- (b) Despite subrule (a), the club may hold its first annual general meeting at any time within 18 months after its incorporation.
- (c) The Committee may determine the date, time and place of the annual general meeting.
- (d) The ordinary business of the annual general meeting is as follows:
  - i. to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
  - ii. to receive and consider:
    - the annual report of the Committee on the activities of the club during the preceding financial year; and
    - the financial statements of the club for the preceding financial year submitted by the Committee in accordance with Part 7 of the Associations Incorporation Reform Act 2012.
  - iii. to elect the members of the Committee;
  - iv. to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (e) The annual general meeting may only conduct business of which notice has been given.

### *Section Two: Special General Meeting*

- (a) Any general meeting of the club, other than an annual general meeting, is a special general meeting.
- (b) The Committee may convene a special general meeting whenever it thinks fit.
- (c) Members wishing to create a special general meeting must have at least 10% of the total number of members wishing to summon a meeting.
- (d) A request for a special general meeting must:
  - i. be in writing,
  - ii. state the business to be considered at the meeting and any resolutions to be proposed,
  - iii. include the names and signatures of members requesting the meeting, and
  - iv. be given to the Secretary.
- (e) Meetings shall begin at the prescribed time, stated in the notification.
  - i. Members who are not present after fifteen minutes of the start time shall not be eligible to vote, unless they have otherwise stated that they are running late.

### *Section Three: Notice For All Meetings*

- (a) The Secretary or convening member (in the case of a special general meetings) must give notice to each member of the club at least 21 days in advance of any general meeting of the club at which a special resolution will be proposed, or at least seven days for all other meetings.
- (b) The notice must include:
  - i. A specific date, time and place of meeting.
  - ii. The general nature of each item of business to be considered.
  - iii. Any relevant resolutions.

### *Section Four: Meeting's Procedure And Order Of Business*

- (a) The procedure to be followed at a meeting of the Committee may be determined from time to time by the Committee.
- (b) The order of business may be determined by the members present at the meeting.
- (c) Meetings will be chaired by the Chairperson of the DCC, or the Vice Chairperson if the Chairperson is absent.

- (d) If both the Chairperson and Vice-Chairperson are absent from a meeting, the meeting may be chair by any other committee member as agreed upon by a majority of the members present, provided that all other requirements for a quorum are met.

*Section Five: Quorum*

- (a) No business may be conducted at a meeting unless a quorum is present.
- (b) The quorum for a committee meeting is the presence of a majority of committee members including at least two of the following persons: the Secretary, chairperson, vice-chairperson, and treasurer.
- (c) The quorum for a general meeting is the presence of 10% of the members entitled to vote.
- (d) If a quorum is not present within fifteen minutes after the notified commencement time of a meeting:
- i. in the case of a special general meeting—the meeting lapses;
  - ii. in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice must be given of the time, date and place to which the meeting is adjourned. This must follow the procedure set out in article four, section three.

*Section Six: Urgent Committee Meetings*

- (a) In cases of urgency, a committee meeting can be held without notice being given in accordance with article four, section three provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (b) Any resolution made at the meeting must be passed by a majority of the Committee.
- (c) The only business that may be conducted at an urgent committee meeting is the business for which the meeting is convened.

*Section Seven: Adjournment Of Meeting*

- (a) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (b) Without limiting subrule (a), a meeting may be adjourned:
- i. if there is insufficient time to deal with the business at hand; or
  - ii. to give the members more time to consider an item of business.
- (c) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (d) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with Article 4, Section 3.

## ARTICLE FIVE: FUNDS

### *Section One: Financial Year*

- (a) The Financial year of the club is each period of 12 months ending on the 30<sup>th</sup> of June.

### *Section Two: Attainment Of Funds*

- (a) The funds of the club may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

### *Section Three: Management Of Funds*

- (a) The club must open an account with a financial institution from which all expenditure of the club is made and into which all of the club's revenue is deposited.
- (b) Subject to any restrictions imposed by a general meeting of the club, the Committee may approve expenditure on behalf of the club.
- (c) The Committee may authorise the Treasurer to expend funds on behalf of the club (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (d) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two committee members.
- (e) All funds of the club must be deposited into the financial account of the club no later than ten working days after receipt.
- (f) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

### *Section Four: Financial Statements*

- (a) For each financial year, the Committee must ensure that the requirements under the Associations Incorporation Reform Act 2012 relating to the financial statements of the club are met.
- (b) Without limiting subrule (a), those requirements include—
- i. the preparation of the financial statements;
  - ii. if required, the review or auditing of the financial statements;
  - iii. the certification of the financial statements by the Committee;
  - iv. the submission of the financial statements to the annual general meeting of the club;
  - v. the lodgement with the Secretary of the financial statements and accompanying reports, certificates, statements and fee.

## ARTICLE SIX: CREATION AND ALTERATION OF RESOLUTIONS

### *Section One: Definitions*

**Majority Of Members Present:** an amount greater than fifty percent of members present at the general meeting.

### *Section Two: Creation Of Resolutions*

- (a) In order to create a resolution for a general meeting, a member must notify all other member at least 21 days before the resolution is proposed.
- (b) All members present on the day of voting can vote, any members not present have forfeited their right to vote.
  - i. Members only have one vote.
  - ii. If the votes are divided equally then the chairperson is given a casting vote.
  - iii. Voting by proxy is not permitted.
- (c) When a resolution is proposed, the member initiating the proposal shall read the proposal out aloud.
- (d) Once the proposal has been read members shall discuss the proposal. Should amendments to the proposed resolution be required, the amendments must be ratified by a majority of members present.
- (e) Once amendments have been made a vote on the proposed resolution must be held.
- (f) Should the resolution be successful, the resolution should be carried out to the fullest extent of all member's abilities.
- (g) Should the resolution be unsuccessful, a member who was not the original proposer may propose the failed resolution again.
  - i. Should the resolution be unsuccessful a second time, it can no longer be proposed.
- (h) The resolution will be tabulated by way of raised hands. Should there be greater than 20 members present, a ballot stating either yay or nay will determine the success or failure.

### *Section Three: Creation of Amendment*

- (a) Members wishing to amend an active resolution must follow the procedure 6(2)(a)(b)(c)(d)(e).

## ARTICLE SEVEN: GENERAL MATTERS

### *Section One: Common Seal*

- (a) The club may have a common seal.
- (b) If the club has a common seal:
  - i. the name of the club must appear in legible characters on the common seal;
  - ii. a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of one committee member;
  - iii. the common seal must be kept in the custody of the Secretary.

### *Section Two: Registered Address*

- (a) The registered address of the club is:
  - i. the address determined from time to time by resolution of the Committee; or
  - ii. if the Committee has not determined an address to be the registered address—the postal address of the Secretary.

### *Section Three: Notice requirements*

- (a) Any notice required to be given to a member or a committee member under these Rules may be given:
  - i. by handing the notice to the member personally; or
  - ii. by sending it by post to the member at the address recorded for the member on the register of members; or
  - iii. by email.
- (b) Any notice required to be given to the club or the Committee may be given:
  - i. by handing the notice to a member of the Committee; or
  - ii. by sending the notice by post to the registered address; or
  - iii. by leaving the notice at the registered address; or
  - iv. if the Committee determines that it is appropriate in the circumstances by email to the email address of the Secretary.

### *Section Four Custody and inspection of books and records*

- (a) Members may on request inspect free of charge:
  - i. the register of members;
  - ii. the minutes of general meetings;
  - iii. The financial records, books, securities and any other relevant document of the club.
- (b) The Committee may refuse to permit a member to inspect records of the club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the club.
- (c) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (d) Subject to subrule (b), a member may make a copy of any of the other records of the club referred to in this rule and the club may charge a reasonable fee for provision of a copy of such a record.

### *Section Four: Leave of Absence*

- (a) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (b) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.



#### *Section Five: Conflict Of Interest*

- (a) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (b) The member:
  - i. must not be present while the matter is being considered at the meeting; and
  - ii. must not vote on the matter.
- (c) This rule does not apply to a material personal interest:
  - i. that exists only because the member belongs to a class of persons for whose benefit the club is established; or
  - ii. that the member has in common with all, or a substantial proportion of, the members of the club.

#### *Section Six: Rights Not Transferable*

- (a) The rights of a member are not transferable and end when membership ceases.

#### *Section Seven: Alteration Of Constitution*

- (a) For this constitution to be altered the steps for the alteration of a resolution should be followed (6 (3)(a)).
- (b) When voting for the alteration of the constitution, sixty six percent (or greater) of members present must agree to have the constitution altered.

#### *Section Eight: Winding up and Dissolution*

- (a) Should committee members wish to dissolve the DCC, a vote must be held with a proportion of sixty six percent of members present at a general meeting, voting to dissolve the DCC.
- (b) All assets should be sold at auction or by tender, if winding up or dissolution takes place.
  - i. All monies gained from this shall be used to settle the debts and liabilities of the DCC.
  - ii. All remaining monies shall be given to a body nominated by the DCC.
- (c) Any money remaining (after dissolution or winding up) from grants from a government department, public authority or Council, must be returned to—
  - i. the department, authority or Council that supplied the property; or
  - ii. body nominated by that department, authority or Council.
- (d) Should the DCC be dissolved, all members must respect and comply with the resolution to dissolve.

## DEFINITIONS

**Offence** –A variety of wrongdoings which either affect the image or the function of the DCC. These wrongdoings include

- A member or multiple members, using the organization for securing pecuniary profit for the offending members.
- Members committing a criminal offence which results in jail time.
- Any action that is outside the scope of the purposes of the club.
- The exercise of any power that these rules prohibit.

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