

NADI SPORTS CLUB CONSTITUTION

(March 2012)

INDEX

ESTABLISHMENT

ONE	1-01	NAME
TWO	2-01	OBJECTS
THREE	3-01	MANAGEMENT
FOUR	4-01	PROPERTY

MEMBERS

FIVE	5-01-04	CLASSES OF MEMBERS
SIX	6-01	ELIGIBILITY OF CANDIDATES
	6-02	PROPOSING & SECONDDING
	6-03	PRELIMINARY BALLOT
	6-04	FORMER MEMBERS
	6-05	POSTING OF CANDIDATES
	6-06	PRIVILEGES OF CANDIDATES
	6-07	METHOD OF OPPOSING ELECTION
	6-08	ELECTION OF CANDIDATES
	6-09	NOTIFICATION OF NEW MEMBERS
	6-10	CHANGE OF ADDRESS
	6-11	RESIGNATION OF MEMBERS
SEVEN	7-01-02	LIFE MEMBERS
	7-03	CORPORATE INCENTIVE MEMBERSHIP
	7-04	SENIOR CITIZEN MEMBERSHIP

FEES & SUBSCRIPTION

EIGHT	8-01-02	NOMINATION FEE
	8-03-05	ANNUAL SUBSCRIPTIONS
	8-06-08	ABATED SUBSCRIPTIONS
	8-09-10	PAYMENT OF SUBSCRIPTIONS
	8-11-13	POSTING FOR NON PAYMENT
	8-14	EXPULSION FOR NON-PAYMENT
	8-15	ABSENCE FROM FIJI

ASSOCIATE MEMBERS

NINE	9-01	LIMITED PRIVILAGES
	9-02	PAYMENT OF SUBSCRIPTION
	9-03	SONS & DAUGHTERS OF MEMBERS
	9-04	HONORY MEMBERS
	9-05-08	TEMPORY MEMBERS
	9-09	STUDENT MEMBERS
	9-10-12	SUPERNUMERY MEMBERS
TEN	10-01	AFFLIATION WITH OTHER CLUBS

MANAGEMENT

ELEVEN	11-01	PRESIDENT
	11-02-03	VICE PRESIDENT

<u>TRUSTEES</u>	12-01-02	TRUSTEES
TWELVE	12-03-04	POWER OF TRUSTEES
<u>COUNCIL</u>		
THIRTEEN	13-01	COUNCIL
	13-02-04	NOMINATION OF COUNCIL MEMBERS
	13-05	ELECTION OF COUNCIL MEMBERS
	13-06	LEAVE OF ABSENCE
	13-07	PENALTY FOR NON-ATTENDENCE
	13-08	TEMPORARY VACANCIES
	13-09	FREQUENCY OF MEETINGS
	13-10	QUORUM
	13-11	SECRETARY
	13-12-14	HOUSE COMMITTEE
	13-15-17	SPORTS & SOCIAL COMMITTEE
	13-18(a)	SUB COMMITTEES
	13-18(b)	WOMENS COMMITTEE
	13-19	BY-LAWS
	13-20	MINUTES
	13-21-23	REGISTER OF MEMBERS
	13-24	SUGGESTIONS
<u>FINANCE</u>		
FOURTEEN	14-01	FINANCIAL YEAR
	14-02	RECEIPTS & PAYMENTS
	14-03	CAPITAL EXPENDITURE
	14-04	ANNUAL REPORT & ACCOUNTS
	14-05	HALF YEARLY ACCOUNTS
	14-06-08	SIGNATORIES
FIFTEEN	15-01-03	AUDITOR
<u>GENERAL MEETING</u>		
SIXTEEN	16-01	ANNUAL GENERAL MEETING
	16-02	SPECIAL GENERAL MEETING
	16-03	NOTICE OF MEETING
	16-04	PLACE OF MEETING
	16-05	BUSINESS AT MEETING
	16-06	CHAIRMAN
	16-07	QUORUM
	16-08	ADJOURNMENT
	16-09	VOTING
	16-10	RESOLUTIONS
<u>MISCELLANEOUS</u>		
SEVENTEEN	17-01-06	EXPULSION OR SUSPENSION OF MEMBERS
EIGHTEEN	18-01-04	GUESTS
NINETEEN	19-01-05	CHILDREN
TWENTY	20-01-02	INTER-PRETATION
TWENTY ONE	21-01-02	ALTERATION OF CONSTITUTION
TWENTY TWO	22-01-04	DISSOLUTION
TWENTY-THREE	23-01-03	REPEAL AND SAVING

NADI SPORTS & SOCIAL CLUB CONSTITUTION

ESTABLISHMENT

<u>ONE</u> NAME	1-01	The name of the club shall be: "Nadi Sports & Social Club" hereinafter the Club.
<u>TWO</u> OBJECTS	2-01	The club is established to provide and promote a friendly Sports and social environment for its members.
<u>THREE</u> MANAGEMENT	3-01	The club shall be managed by a Council elected from its members
<u>FOUR</u> PROPERTY	4-01	The property of the club, subjects to the liabilities thereof shall belong to the members for the time being.
	4-02	No member shall, by reason for his membership, have any transmissible or assignable interest, by operation of law or otherwise, in any property of the club.

MEMBERS

<u>FIVE</u> CLASSES OF MEMBERS	5-01	The club shall be composed of the following classes of members:- a) Members i. Life ii. Town - Family (Married) - Single iii. Country - Family (Married) - Single iv. Corporate Incentive v. Senior Citizens b) Associate Members i. Sons and daughters of members ii. Honorary members iii. Temporary members iv. Students c) Supernumerary Members
	5-02	Member's resident within twenty kilometers by the shortest recognized road route from the club-house shall be town members, and those resident beyond that distance shall be country members.
	5-03	When the term 'member' or 'members' is used throughout this Constitution without any qualification then the term shall be deemed to refer to members defined under clause 5-01 (a) only
	5-04	Every member duly elected in accordance with this constitution shall be deemed to be bound by this Constitution.

SIX ELIGIBILITY OF CANDIDATES	6-01	A person shall be eligible for election as a member of the club when he has attained the age of eighteen (18) years and when he has resided in Fiji for two consecutive months immediately prior to the proposal for his admission.
PROPOSING AND SECONDING	6-02	Each candidate for admission shall be proposed in writing by one member and seconded by another, both of whom shall have been members for not less than one year, and to both of whom he is personally known
PRELIMINARY BALLOT	6-03	The candidate's name, profession, residence and such other information as the council may from time to time prescribe, together with the names of his proposer and seconder shall be submitted to the Secretary for the preliminary ballot by the Council.
FORMER MEMBERS	6-04	Where the candidate is a former member who had resigned in good order and whose membership has not been terminated under the provisions of this constitution, the council may at its discretion, dispense with the two months residential qualification and with the preliminary ballot.
POSTING OF CANDIDATES	6-05	The candidates name residence and the names of his proposer and seconder shall be posted on the club notice board for a period of one month.
PRIVILEGES OF CANDIDATES	6-06	Any candidate who has submitted his application in accordance with clause 6-02 and paid the applicable fee, shall, until the question of his election is decided by the Council is hereinafter provided, be entitled to all the amenities of the Club.
METHOD OF OPPOSING ELECTION	6-07	Any member who desires to oppose the election of the candidate whose name has been posted may inform the President or Secretary, giving his reasons in writing, before the expiration of the period of one month as aforesaid.
ELECTION OF CANDIDATES	6-08	After a candidate's name has been posted for one month, the question of his election shall be considered, together with any objections received by the Council at its next regular meeting If there has been an objection to the candidate's election there shall be a secret ballot to decide on his admission as a member.
NOTIFICATION OF NEW MEMBERS	6-09	When a candidate has been elected the Secretary shall so inform him and shall send him a copy of this constitution.
CHANGE OF ADDRESS	6-10	It shall be the duty of the member to notify the secretary in writing of any change of address or of his intention to leave Fiji, with the probable period of his absence.
RESIGNATION OF MEMBERS	6-11	A member intending to resign from the club shall notify of his intention in writing to the Secretary and the council may at its discretion accept such resignation with not more than two months retrospective effects. Resignation shall not extinguish any liabilities which arose during the period of membership.

SEVEN
LIFE MEMBERS

7-01 Any member upon being recommended by unanimous vote of the council may be elected a life member by a resolution of members at a General Meeting.

7-02 A life member shall enjoy all the rights and privileges of a member for life, and shall not from time of his election as a life member, be liable for payment of annual subscription. The spouse and sons and daughter under the age of eighteen years shall be granted honorary membership status.

CORPORATE
INCENTIVE
MEMBERSHIP

7-03 Corporate Incentive membership shall be available to any large organization who may nominate membership in groups of five or more, its Directors and Employees and their Families for group membership on payment of the prescribed Nomination / Membership fee as per Schedule A. This incentive membership is only available for the first year of membership to the club.

SENIOR CITIZEN
MEMBERSHIP

7-04 Any town Member who has attained the age of 60 years shall be liable to pay only one half of the subscription fee of a town member plus the prescribed nomination fee.

FEES & SUBSCRIPTIONS

EIGHT
NOMINATION
FEE

8-01 The entrance fee for a member shall be an amount equal to 75% of one year's subscription or as per Schedule A for all new members and shall be paid in full at the time a proposal for admission is submitted to the Secretary

8-02 In the event of such proposal being withdrawn, or if the candidate is not elected, the amount of entrance fee paid shall be refunded.

ANNUAL
SUBSCRIPTIONS

8-03 The annual subscription shall be the amount stated in the schedule attached to this Constitution and shall be paid in advance.

8-04 Each candidate for admission shall pay, in addition to his entrance fee, his first year's subscription in full at the time his proposal for admission is submitted to the Secretary, except in so far as such subscription is abated as hereinafter provided.

8-05 In the event the candidate is not elected, the amount of annual subscription paid shall be refunded.

ABATED
SUBSCRIPTIONS

8-06 Any member elected after the thirtieth (30th) day of June in any year shall be required to pay one half of the annual subscription for that year, or a sum equal to a temporary member's subscription for each month of part thereof from the date of his election to the last day of December, whichever is the less. The council may at its discretion approve any variation to this clause, by unanimous vote to promote the membership of the club.

8-07 If by a change of residence a member changes his class of membership from a town member to a country member or vice-versa, he may upon application in writing to the secretary have his annual

subscriptions adjusted so that he becomes liable for payment of an amount calculated proportionately to the number of months he spends as a town member and the number of months as a country member.

- 8-08 Any member who resigns before the first day of July in any year and has paid the full annual subscriptions for that year shall, upon application in writing to the Secretary, be entitled to a refund of half the annual subscription paid.
- PAYMENT OF SUBSCRIPTION
- 8-09 During December of each year, the Secretary shall send to every member, a notice in writing of the subscription becoming due and payable of the first day of January in the following year.
- 8-10 After the thirty - first day of January but not later than tenth day of February of each year the Secretary shall issue a reminder to every member whose subscription remains unpaid.
- POSTING FOR NON-PAYMENT
- 8-11 After the last day of February but not later than the tenth day of March of each year the Secretary shall post on the Club notice-board the names of every member whose subscription remains unpaid.
- 8-12 Every member whose name has been posted shall be deemed to be unfinancial and shall not be entitled to any of the privileges of membership or be permitted to use the Clubhouse.
- 8-13 At the first regular meeting of the council held after the first day of March of each year, the Secretary shall report the names of every member whose subscription remains unpaid
- EXPULSION FOR NON-PAYMENT
- 8-14 If a member, whether or not his name has been posted, fails to pay his subscription within fourteen days of his name being posted, the name of such member shall be deemed to be deleted from the list of members, provided that if such member subsequently submits an explanation in writing for his failure to pay, the council may at its sole discretion, restore him to membership upon payment of all monies owing to him. The expulsion of a member does not extinguish any liabilities which he incurred during the period of his membership
- ABSENCE FROM FIJI
- 8-15 If a member shall be absent from Fiji on the first day of January and return after the first day of March of any year, and shall have notified the Secretary to that effect, he shall be allowed one month from the date of his return to Fiji to pay his subscription. If payment be not made before the expiration of that period the procedure of clauses 8-11 to 8-15 shall apply mutatis mutandis.

ASSOCIATE MEMBERS

- NINE
LIMITED
PRIVILEGES
- 9-01 Every class of associate member shall be entitled to enjoy all the privileges of membership with the following exceptions:
- a. They shall not hold any office in the Club nor shall they have any claim upon any portion whatsoever of the property of the Club.

- b. They may be present at General Meetings of the Club but shall not be entitled to vote, and unless invited by the Chairman to do so, shall not speak.
- c. The council shall have the power at any time, without assigning any reason to cancel the membership of any associate member.

PAYMENT OF SUBSCRIPTION	9-02	The provisions of clauses 8-10 to 8-15 regarding payment of annual subscriptions shall, unless this Constitution provides otherwise as it does in case of payment by temporary and supernumerary members, apply mutatis mutandis to the payment of subscriptions by associate members. A nomination fee is not payable by any class of associate member
SONS AND DAUGHTERS OF MEMBERS	9-03	<p>The son or daughter of a member, having attained the age of eighteen years shall cease to be an associate member and shall be eligible to become a member on being proposed in accordance with Clause 6.02 and on payment of an annual subscription of the amount stated in the schedule attached to this Constitution.</p> <p>The nomination fee shall be waived if the son or daughter is nominated to be a member within six (6) months of having attained the age of eighteen years.</p>
HONORARY MEMBERS	9-04	The council may, by unanimous vote at a meeting with not less than six members of the council being present, invite such persons as they see fit to become honorary members of the club for such period as they see fit without payment of any entrance fee or subscription.
TEMPORARY MEMBERS	9-05	Any person who has attained the age of eighteen years and has newly arrived in Fiji, upon being introduced by a member and having his name, profession and residence entered in a book provided for that purpose, may be admitted as a temporary member of a subscription of the amount stated in the schedule attached to this Constitution.
	9-06	The introducer of such temporary member shall be responsible for his being a fit and proper person and for his abiding by this Constitution and By-Laws made under its authority. The introducer shall also be liable for any liabilities such honorary member may incur.
	9-07	At the request of such temporary member and at the discretion of the Council, he may be permitted to continue membership as a temporary member for a further period not exceeding six months on payment of a subscription of the amount stated in the schedule attached to this constitution.
	9-08	In exceptional circumstances, the council at its discretion may further extend this period upon payment of the subscription as aforesaid.
STUDENT MEMBERS	9-09	When for financial reasons a full time student is unable or his / her family is unable to pay the full family or single membership a student

membership may be granted as stipulated in the By Law's.

- SUPERNUMERARY MEMBERS
- 9-10 On application in writing to the Secretary, a member whose annual subscription has been paid and who expects to be absent from Fiji for a period of twelve months or longer, may be placed on the list of supernumerary members on the thirty first day of December in the year of his departure, and may have his subscription for the year of departure adjusted in accordance with clause 8-08 as if he had become a country member.
- 9-11 Upon his return to Fiji, irrespective of the actual period of his absence, a supernumerary member may, on application in writing to the Secretary, be replaced on the list of town or country members on payment of the supernumerary fee stated in the schedule attached to this constitution for each complete subscription year of absence from Fiji, subject to a maximum of ten times such amount, together with a subscription for the year in which he returns calculated in accordance with clause 8-08. For avoidance of doubt, the entrance fee will not be applicable in such cases.
- 9-12 Any supernumerary member who shall fail within three months after his return to Fiji, to apply for replacement on the list of members ,or having made such application shall fail within one month thereafter to pay his subscription shall, ipso facto, cease to be a member or an associate member of the Club.

TEN
AFFILIATION
WITH OTHER
CLUBS

- 10-01 The council pursuant to a resolution of members at a General Meeting may arrange affiliation between the club and the other club whereby any member of the latter who is not permanently resident within one hundred kilometers of the Nadi Sports Club-house may have the privileges of honorary membership of the Club.

MANAGEMENT

ELEVEN
PRESIDENT

- 11-01 There shall be a President who shall be elected each year at the Annual General Meeting.

VICE
PRESIDENT

- 11-02 There shall be two Vice-Presidents. One shall be Vice President Administration and the other Vice President Social who shall be elected each year at the Annual General Meeting.

- 11-03 No member elected President shall be eligible for re-election as such after serving in that office for four consecutive years until a period of at least one year shall have elapsed from the date of vacating office.

TWELVE
TRUSTEES

- 12-01 There shall be two Trustees, who shall be elected at a General Meeting at the recommendation of the Council, and who shall remain in the office until death, resignation or removal by a resolution at a General Meeting.
Trustees shall enjoy all the rights and privileges of a member while in office and shall not be liable for payment of annual subscription. The spouse and children under the age of eighteen years, of the Trustees, shall be granted honorary membership status during this period.

POWER OF TRUSTEES	<p>12-02 In the Trustees shall be vested all the property of the club, real and personal, for the benefit of members for the time being.</p> <p>12-03 The trustees shall have power to borrow and secure the payment of money in such manner and on such terms as they deem expedient, and for that purpose to mortgage or charge the whole or any of the property or rights of the Club, provided however, that the said power shall not be exercised except in pursuance of a resolution of the club passed by a two-thirds majority of members present and voting at a General Meeting of which proper notice on intention to move such resolution was given.</p> <p>12-04 All members of the Club whether voting on such resolution or not, and all persons becoming members after passing of such resolution or not, and all persons becoming members after the passing of such resolution, shall be deemed to have assented thereto and to be bound thereby.</p>
<u>THIRTEEN</u> COUNCIL	<p>13-01 The general affairs of the club shall be managed by a council composed of the immediate Past-President, the two Trustees (all of whom shall be ex-officio members) and the President, who shall be the chairman and ten members who shall be elected each year at the Annual General Meeting and shall comprise the following:</p> <ul style="list-style-type: none"> ▪ Vice President Administration ▪ Vice President Social & Public Relations ▪ Finance Director ▪ Tennis Director ▪ Bowls Director ▪ Squash Director ▪ Gym Director ▪ Pools & Grounds Director ▪ Snooker Director ▪ 1 Council member
NOMINATION OF COUNCIL MEMBER	<p>13-02 The names of members nominated to fill the positions in the Council as aforesaid together with the names of the proposers and seconders, all of whom shall have been members for not less than one year, shall be sent to the secretary who shall post them on the Club notice board at least twenty four hours prior to the date of the Annual General Meeting.</p> <p>13-03 Where the number of members so nominated does not exceed the number of positions, each member so nominated shall fill a vacancy in the council from the date of aforesaid meeting, and nominations for any remaining positions may be accepted at the meeting for election as hereinafter provided.</p> <p>13-04 In the event of the number of nominations posted in the foresaid manner exceeding the number of positions, no further nominations shall be accepted at the meeting and the nominations so posted shall be submitted for election as hereinafter provided.</p>
ELECTION OF COUNCIL MEMBERS	<p>13-05 Where an election is required to determine the member to fill a position in the Council it shall be by secret ballot of the members present at the</p>

Annual General Meeting. Upon being informed of the number of such positions that require an election by secret ballot, every member voting, shall, on a list of the names of members nominated for that position, tick the name of the nominee for which he wishes to vote, provided that should any member purport to vote for more than one nominee, his voting paper shall be invalid.

LEAVE OF ABSENCE	13-06	The council may grant leave of absence to a member of the council for any period not exceeding three months.
PENALTY FOR NON-ATTENDANCE	13-07	Any member of Council, other than an ex-officio member who, without having been granted leave of absence does not attend meetings of the Council on three consecutive meetings shall cease to be a member of the Council.
TEMPORARY VACANCIES	13-08	<p>If a vacancy occurs in the Council, other than for that of position of President, the Council may fill the vacancy by nominating a temporary Council member. If such temporary member be nominated to replace a member with leave of absence, he shall hold office until the elected member resumes his post. If he be nominated to fill a vacancy created by any other cause, he shall hold office until the date of the next Annual General Meeting.</p> <p>If the office of the President becomes vacant, other than by leave of absence, the position shall be filled within two months at a Special General Meeting in accordance with the election procedure outlined in the Constitution.</p>
FREQUENCY OF MEETINGS	13-09	The Council shall meet monthly for the transaction of ordinary business, and at such other times as may be considered desirable.
QUORUM	13-10	Six (6) members shall constitute a quorum.
SECRETARY	13-11	The council shall appoint a Business Manager hereinafter referred to as the secretary at such rate of remuneration as it may think fit and may terminate such appointment and make another appointment at any time in its discretion. The Secretary need not be a member of the Club.
HOUSE COMMITTEE	13-12	The Vice President Administration shall be chairman, the Secretary, and one other member shall form the House Committee, the members of which shall continue in office until the next Annual General Meeting, any vacancy in the interim shall be filled by the Council from among its members.
	13-13	It shall be the duty of the House Committee to carry out the directions of the council and subject to such directions, to conduct the ordinary business of the Club, to see that the grounds and the Club-house are kept in a proper state of repair and to see that this Constitution and By-laws are made under its authority are properly carried into effect.
	13-14	The house Committee may appoint from the Council, persons to be responsible for specific functions, and such appointees as a bar

manager, etc shall work in association with the House Committee.

SPORTS AND
SOCIAL
COMMITTEE

13-15 The Vice President Social shall be chairman, the Secretary, and one other member shall form the Sports and Social Committee, the members of which shall continue in office until the Annual General Meeting, any vacancy occurring in the interim shall be filled by the Council from among its members.

13-16 It shall be the duty of the Sports and Social Committee to carry out the directions of the Council, and subject to such directions, attend to the arrangement of social and sporting functions for members of any or every nature.

13-17 The council may appoint from among its members if not appointed under clause 13.01, persons to be responsible for specific functions, and such appointees as dart member, snooker member, gym member, table tennis member, etc shall work in association with the Sports and Social Committee.

SUB-COMMITTEES

13-18(a) The Council shall have power to appoint sub-committees for any purpose which they deem expedient and except where the resolution appointing the sub-committee specifically provides otherwise, the term of office of a sub-committee shall expire automatically when it has reported its findings or recommendations to the Council.

WOMENS
COMMITTEE

13-18(b) The Council shall appoint from a group of volunteers a Women's Sub Committee of six (6) lady members. The Women's Committee shall be responsible for the welfare of female members of the club, to make representations, organize activities both social and sporting and to generally represent their gender as and when the need arises. The women's committee shall appoint a Chairperson and shall meet once a month prior to the monthly Council meeting. The Chairperson of the Women's Committee shall be co-opted into the council but with no voting rights.

BY-LAWS

13-19 The council shall have power by a resolution for which six (6) members vote in favour, to make By-laws, and to alter, amend to rescind them, as occasion may require, and provided there is nothing in them which conflicts with this Constitution, such By-laws, which shall be recorded in a book to which members of the Club shall have ready access, shall have the same force and effect as this Constitution.

MINUTES

13-20 The council shall cause the Secretary to keep full minutes of proceedings at its meetings and at General Meetings, and such minutes shall be presented for confirmation by the Chairman at the next following meeting.

REGISTER OF
MEMBERS

13-21 The Council shall cause the Secretary to keep a register of members containing full details of each member's election, class of membership, the and amount of subscriptions paid, and other information as the Council may from time to time determine.

13-22 Entries, changes or deletions to the register, other than for money's

paid shall only be made from the minutes of proceedings at meetings of the Council duly confirmed by the chairman of the meeting.

- 13-23 A list of members' names and associate members' names shall be displayed on the club notice-board and it shall be the duty of the secretary to keep such list always up to date.

- SUGGESTIONS 13-24 There shall be a suggestion box available at the bar, into which any member or associate member may submit any suggestions or complaints with their name and signature. Such submissions shall be laid on the table at each meeting of the Council, and the Secretary shall record the action taken, if any, on every submission.

FINANCE

- FOURTEEN FINANCIAL YEAR 14-01 The financial year of the club shall end each 31st day of December.
- RECEIPTS AND PAYMENTS 14-02 Receipts shall be issued for all monies received by the club from its day to day operations and such monies shall be deposited regularly into a nominated account at a bank selected by the council. Payments shall be made by cheque drawn on this bank account, the signatories to which shall be any two of the President, the Vice Presidents and Finance Director.
- CAPITAL EXPENDITURE 14-03 Where the cost of a capital development proposal is estimated to exceed or is likely to exceed one half of the total income from subscriptions in the proceeding year, the Council shall not proceed with the proposal except in pursuance of a resolution of members at a General Meeting of which notice of intention to move such resolution was given.
- ANNUAL REPORT AND ACCOUNTS 14-04 The Council shall, over the signature of the President or in his absence 1 of the Vice-Presidents present an Annual Report at each Annual General Meeting. Such report shall have attached to it an Income and Expenditure Account for the preceding financial year and a Balance sheet at the thirty-first (31st) day of December together with the report of the auditor.
- HALF YEARLY ACCOUNTS 14-05 The council shall cause an Income and Expenditure Account for six (6) months to each thirtieth (30th) day of June and a Balance Sheet at that date together with a report of the Auditor to be prepared for presentation to the Council and Trustees.
- SIGNATORIES 14-06 The Club shall maintain three (3) accounts as follows:
Trading Account
Bar Account
Capital Account
- 14-07 Signatories to the Trading and Bar Account shall be the President and 1 other being the Finance Director or the Vice President.

14-08 Signatories to the Capital Account shall be the President and one (1) of the two (2) trustees.

FIFTEEN
AUDITOR

15-01 There shall be an auditor, who shall not be a member of the council, elected annually from among the members of the club at the Annual General Meeting, or, if necessary, at any other meeting.

15-02 It shall be the duty of the auditor to audit the accounts half (½) yearly and annually.

15-03 In the event of a vacancy occurring in the office of Auditor, or in his absence at a time when the accounts should be audited, the Council shall have power to make a provisional appointment and such appointment shall be confirmed or otherwise at the next General Meeting.

MEETINGS

SIXTEEN
ANNUAL GENERAL
MEETING

16-01 There shall be an Annual General Meeting held, unless it be adjourned as here in after provided, on a date to be fixed by the council not later than the 31st day of March of each year at which the report and accounts prescribed in clause 14-04 shall be presented.

SPECIAL GENERAL
MEETING

16-02 The council may at any time call a Special General Meeting and shall convene such a meeting within a period of thirty (30) days, on the written requisition of 20 members who shall specify the purpose for which it is to be held.

NOTICE OF
MEETINGS

16-03 Notice of all General Meetings specifying the date and hour shall be posted on the Club notice-board at least fourteen (14) clear days before the date fixed for the meetings and shall be advertised in at least 1 of the local English dailies. Notices of all General Meetings shall specify the business for which the meeting is being called.

PLACE OF
MEETING

16-04 All General Meetings shall take place in the Club-House, unless this be impracticable and in such case the notice of meeting will prescribe the place.

BUSINESS AT
MEETINGS

16-05 It shall not be competent for any general meeting to transact any business except that which has been specified in the notice calling the meeting, save with the consent of the chairman of the meeting.

CHAIRMAN

16-06 The President shall be chairman at all meetings of the Club, and in the event of his being absent, one (1) of the Vice-Presidents, a senior member of the Council or in the event of their absence, some member to be elected by the meeting, shall be chairman of the meeting.

QUORUM

16-07 At all General Meetings of the club the quorum, shall be 10% of the current financial members. At such meetings no person shall be entitled to vote or take part in discussion of the affairs of the Club unless his current subscription has been paid. Current membership subs become due on the 1st day of January of every year.

- ADJOURNMENT 16-08 In the event of their not being a quorum present within forty five (45) minutes after the time set for the Special General Meeting convened in accordance with clause 16-02, the business of the meeting shall be deemed to be cancelled. For all other general meetings, in the event of their not being a quorum present within 45 minutes after the time set for the meeting, it shall be considered adjourned for 7 days, provided that, if such adjournment shall fall on a public holiday, the date of the meeting shall be the next working day following.
- VOTING 16-09 At all General Meetings and at all meetings of the Council the method of voting shall, unless this Constitution provides otherwise, be determined by the Chairman. The Chairman shall have an ordinary, and where the voting is equal, a casting vote. All questions shall, unless this constitution provides otherwise, be decided by the majority of the votes. For the avoidance of doubt, ex-officio members, as noted in clause 13.01 shall be entitled to vote.
- RESOLUTIONS 16-10 Every resolution passed at a general meeting of which due notice was given, shall be binding on all members whether present at such meeting or not.

MISCELLANEOUS

- SEVENTEEN
EXPULSION AND
SUSPENSION OF
MEMBERS
- 17-01 If any member shall willfully infringe any of the clauses of this Constitution or the By-laws made under its authority, or in the opinion of the Council shall be guilty of conduct unbecoming of a member of the Club, or of conduct prejudicial to the interest of the Club, he shall be liable to expulsion or suspension.
- 17-02 The charge against him shall be submitted in writing to the council by a member or the secretary. Thereupon at its next council meeting, or at a special meeting of the Council, of which the accused member may be given at least twenty four (24) hours notice, and if upon enquiry (conducted either in the presence or in the absence of the accused member, as the council shall at its discretion determine) the Council shall be of the opinion that the member should be expelled, the Council shall inform the member of such opinion and shall give him the option of resigning his membership, or of appealing to a Special General Meeting against the Council's decision.
- 17-03 Should the accused member fail to resign or to appeal to a Special General Meeting within fourteen (14) days of the receipt of such notification, he shall forthwith cease to be a member of the Club.
- 17-04 Should such member within fourteen (14) days exercise his right to appeal, a Special General Meeting shall be convened to deal with the charge and due notice to be given to the member concerned.
- 17-05 The opinion of such Special Meeting at which there shall be not fewer than 30 members present, shall be obtained by secret ballot. If at least ten (10) members or one third (1/3) of the members present at the meeting, whichever shall be greater, shall decide that the accused

member has merited expulsion, he shall thereupon cease to be a member of the Club. Such expulsion shall be notified to the member concerned in writing.

- 17-06 If the member concerned elects to appeal to a Special General Meeting and does not resign on receipt of notification that in the opinion of the council he should be expelled or suspended, the Council may suspend the member from membership until the decision of the Special General Meeting is known.

EIGHTEEN
GUESTS

- 18-01 The classes of persons here in after specified may be entertained as guests by members or associate members at all times, except such occasions as the Council may from time to time prescribe.
- 18-02 Visitors to Fiji who, except for the lack of residential qualification would be eligible for proposal as members may be entertained as guests by members or associate members.
- 18-03 Persons eligible for proposal as members or associate members may be entertained as guests by a member or members on up to, but not exceeding, 3 occasions in a calendar year.
- 18-04 The names of all guests shall be entered in the visitors book on each occasion that they are entertained in the club.

NINETEEN
CHILDREN

- 19-01 Children of members may be entertained by members or associate Members in such parts of the club premises, on such occasions, and under such conditions as the council may from time to time prescribe in the by-laws.
- 19-02 Children shall not be permitted within two (2) metres of the bar.
- 19-03 A member entertaining children shall be responsible for their safety and behaviour, and for any liabilities they may incur.
- 19-04 A member is not required to enter the names of his children in the visitor's book.
- 19-05 The council shall have the power at any time, without assigning any reason, to withdraw privileges under this section of the Constitution from any member.

TWENTY
INTERPRETATION

- 20-01 This Constitution shall be regarded as a "Gentlemen's Agreement" and shall be interpreted according to the spirit as well as the letter of its clauses.
- 20-02 The decision of the Council on any construction or interpretation of any wording or clause in this Constitution shall be conclusive and binding on all members of the Club, unless and until the same be over-ruled by a General Meeting.

TWENTY -ONE
ALTERATION OF
THIS
CONSTITUTION

- 21-01 No new clause, or alteration or suspension of any clause of this Constitution shall be made without the sanction of at least two thirds of the members voting at a General Meeting; provided that notice or motion of any such new clause shall have been posted on the Club notice-board for at least fourteen days preceding the date of the meeting.
- 21-02 Any amendment to such proposed new clause or alteration or suspension of any clause may be accepted at the meeting, provided that the subject matter of such amendment is not extraneous to the subject matter of the aforesaid proposed new clause or alteration or suspension of any clause.

TWENTY TWO
DISSOLUTION

- 22-01 On application being made in writing to the Council by not fewer than fifty percent of the members signifying their desire that the Club be dissolved, a Special General Meeting shall be called to consider the proposal.
- 22-02 Notice of such meeting and its object shall be posted to each member by registered post, shall be posted on the Clubs notice-board for three months immediately preceding the date fixed for the meeting.
- 22-03 The votes of a least seventy five percent of all members shall be necessary to carry the proposal for the dissolution.
- 22-04 If the proposal for dissolution is passed then the real property of the Club shall be donated to such charitable organization as such General Meeting shall determine.

TWENTY-THREE
REPEAL AND
SAVINGS

- 23-01 The Rules as previously printed and amendments passed by General Meetings up to the date that this Constitution is adopted are hereby repealed.
- 23-02 Every officer of the Club elected under those Rules shall remain in office as if he had been elected under this Constitution and shall vacate his office in accordance with this Constitution.