



**BY-LAWS**  
**OF THE**  
**MUNDARING SPORTING CLUB INCORPORATED**

**March 2018**

**Constitution versus By-Laws**

Whereas Rules of Association (The Constitution) are imposed by State Law to ensure proper governance, these By-Laws are local rules made by the Club for its Members. Basically, they coordinate the Club's activities. They supplement but do not duplicate, replace or oppose the Rules of Association. They are the basis of Club and Section business and will only be created through minuted Board of Management decree.

**Structure and Purpose**

The document is structured in the same order as the Constitution. By-Law entries will only be made for the purpose of interpreting or giving additional procedural and detailed direction to the Constitution. Accordingly, where no By-Law exists the Constitution is deemed to be suitably explicit.

The By-Laws will never be expected to conflict with the Constitution – where any interpretive or prescriptive doubt exists, the Constitution will prevail.

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**1. NAME AND EMBLEM**

Minute Date	Minuted By-Law
Nil	Nil

**2. OBJECTS**

Minute Date	Minuted By-Law
Nil	Nil

**3. POWERS OF THE BOARD OF MANAGEMENT**

Minute Date	Minuted By-Law
5 October 2015	The hire of the premises for functions to third parties will be \$200 per event plus \$40 per hour for the use of the Bar.
10 April 2017	The maximum guests at any function shall be 120.
10 April 2017	All Grant Applications of the Sections must be made in the name of the Club and with the approval of the Board of Management.

**4. CLUB INCOME AND PROPERTY**

Minute Date	Minuted By-Law
10 April 2017	All Assets used by the Sections are the property of the Club. There is no situation where an individual or Section has entitlement to an Asset.

**5. CLUB YEAR**

Minute Date	Minuted By-Law
Nil	Nil

**6. MEMBERS**

Minute Date	Minuted By-Law
Nil	Nil

**7. MEMBERSHIP**

Minute Date	Minuted By-Law
Nil	Nil

**8. QUALIFICATION FOR ORDINARY MEMBERSHIP**

Minute Date	Minuted By-Law
Nil	Nil

**9. SPORTING MEMBERSHIP**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**10. JUNIOR MEMBERSHIP**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**11. SOCIAL MEMBERS**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**12. COUNTRY MEMBERS**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**13. TEMPORARY MEMBERS**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**14. LIFE MEMBERS**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**15. HONORARY MEMBERS**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**16. ELECTION OF HONORARY MEMBERS**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**17. CANCELLATION OF HONORARY MEMBERSHIP**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**18. RIGHTS OF HONORARY MEMBERS**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**19. USE OF CLUB FACILITIES - OBLIGATIONS OF MEMBERS AND GUESTS**

<b>Minute Date</b>	<b>Minuted By-Law</b>
5 October 2015	Financial members are entitled to hire the Club Premises at half price. Plus the full charge per hour for the use of the Bar.

**20. RIGHT TO VOTE**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**21. BOARD OF MANAGEMENT**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**22. ELECTION OF BOARD OF MANAGEMENT**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**23. PATRON(S)**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**24. DUTIES OF THE EXECUTIVE OFFICERS OF THE BOARD OF MANAGEMENT.**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**25. RESIGNATION OF COMMITTEE**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**26. SPORT, SOCIAL, RECREATION SECTION MANAGEMENT**

Minute Date	Minuted By-Law
10 April 2017	Sections are to produce Operating and Capital Budgets at an account level for each month of the Club's Financial Year. Drafts must be presented to the Board of Management at the March meeting for subsequent approval.

**27. ANNUAL GENERAL MEETING**

Minute Date	Minuted By-Law
Nil	Nil

**28. AUDITORS**

Minute Date	Minuted By-Law
Nil	Nil

**29. SPECIAL GENERAL MEETINGS**

Minute Date	Minuted By-Law
Nil	Nil

**30. BOARD OF MANAGEMENT MEETINGS**

Minute Date	Minuted By-Law
Nil	Nil

**31. QUORUMS**

Minute Date	Minuted By-Law
Nil	Nil

**32. SUBSCRIPTIONS**

Minute Date	Minuted By-Law
May 2004	At least the CPI increase shall be applied to Members Fees each year.
6 February 2017 !2 March 2018	<b>Membership Categories and Fees</b> <ol style="list-style-type: none"> <li>1. Social - \$10.00</li> <li>2. Ordinary - \$30.00</li> <li>3. Junior - \$35.00</li> <li>4. Country Member - \$100.00</li> <li>5. Temporary - No Fee</li> <li>6. Honorary Member - No Fee</li> <li>7. Life Member - No Membership Fee plus Sport Affiliation Costs</li> </ol>

	8. Bowls Scroungers - \$40.00 9. Bowls Scroungers/Club Day - \$60.00 10. Bowls Full Sporting Member - \$185 plus Sport Affiliation Cost 11. Golf Scroungers/Club Day - \$60.00 plus Sport Affiliation Cost 12. Golf Full Sporting Member - \$185.00 plus Sport Affiliation Cost 13. Disc Golf Full Sporting Member - \$60.00 plus PDGA Fees 14. New Full Sporting Member 50% of Annual Fee plus Sport Affiliation and/or PDGA Costs subject to the Constitution Clause 32 (d).

**33. NOMINATION FEES**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**34. PAYMENT OF FEES**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**35. PAYMENT OF OTHER DEBTS**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**36. COMPLAINTS AGAINST MEMBER'S CONDUCT**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**37. RESOLVING DISPUTES**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**38. RESIGNATION OF A MEMBER**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil



**39. BY-LAWS, CLUB POLICY AND STANDING ORDERS**

Minute Date	Minuted By-Law

**40. FINANCIAL CONTROL AND BANKING SYSTEM**

Minute Date	Minuted By-Law
March 2014 March 2018	All financial activity relative to a Section must be assigned to that section; this includes subscriptions, affiliation fees and depreciation.
March 2014	Sinking Funds are approved to ensure that Sections have sufficient Club Funds available when the commitment requires acquittal.
March 2014	Sections must generate sufficient funds each year to at least Cash Break Even; this includes any current year Sinking Fund commitments.
10 April 2017	All purchases, repairs and maintenance by Sections outside the approved Budget that are in excess of \$200 must be approved by the Board of Management before purchase; items of \$200 or less may be approved retrospectively.
10 April 2017	<p style="text-align: center;"><b>DETAILED TREASURER ROLE</b></p> <p><b>Financial Management Structure</b> To enable the Club to guarantee Financial Independence and Duty Separation the Board of Management agree that the Treasury role for the Club will be structured as follows:</p> <ol style="list-style-type: none"> <li>1. Each Section will have its own Treasurer.</li> <li>2. The Club Treasurer role will be segregated into four distinct activities, namely:                             <ol style="list-style-type: none"> <li>i. <b>Club Treasurer</b> – this position is responsible for the MYOB Data Entry, Monthly Reporting including all related returns, Budget Coordination, Audit Compliance and the overall Financial Governance of the Club’s Finances. This is the position of Treasurer that is elected bi-annually at the Annual general Meeting; it does not handle cash or initiate electronic banking.</li> <li>ii. <b>Cashier</b> – collects and banks all net Club Receipts. The position also makes cash reimbursement payments to Members for Club and Section related payments from Club Receipts. This position is sourced and approved annually by the Board of Management.</li> <li>iii. <b>Payables Officer</b> – this role makes electronic payment of Creditor Invoices via the Club’s Operating Bank Account. The position also files in monthly envelopes all electronically paid invoices and banking supports from the Cashier and Section Treasurers. This position is</li> </ol> </li> </ol>

sourced and approved annually by the Board of Management.

- iv. **Secretary** – is responsible for banking all Membership and Function Receipts received by mail or direct in the form of cash or cheque.

**The Cashier and Section Banking Responsibilities**

In general the Club Cashier and Section Treasurers are responsible for the recording of Revenue and Expenditure for their relative areas; this responsibility is to include:

- 1. The collection of all monies relative to the Club or Section.
- 2. The payment of any member’s expenses relative to the operation of the Club or Section.
- 3. The correct allocation of all monies relative to the Club or Section; this is the essential data for the Club Treasurer to record all Financial Activity in MYOB. .
- 4. The banking of all monies relative to the Club or Section.

**Process Requirements**

The Club and Section Treasurers must comply with the following:

- 1. Banking must be supported with deposit book evidence.
- 2. Banking must also be supported with a Club endorsed Revenue and Payments allocation cover sheet.
- 3. Reimbursement payments to members that are for services or materials must have GST Invoice support.
- 4. Reimbursement payments to members must be supported by a signed official approval advice sheet.
- 5. Revenue and Payments allocation sheets with all reimbursement payment supports must be placed in the MYOB folder for the Club Treasurer.
- 6. Electronic payments initiated by the Payables Officer must have secondary electronic approval from the Club Treasurer or other approved bank signatory.
- 7. The Club Treasurer must be advised by the Secretary with the Section/Club allocation amounts for Subscriptions banked by the Secretary.
- 8. at a minimum The Club Treasurer must Report or have available the following detail on a monthly basis:
  - i. An Executive Summary, Profit and Loss, Balance Sheet, Cash Flow and Capital Additions.
  - ii. Each report to have a Section for the Month, Year to Date and Annual Comparisons.

	<ul style="list-style-type: none"> <li>iii. Each Section must have the Actual and Budget Comparison.</li> <li>iv. Each Section is to have where possible comparative figures for at least four prior years.</li> </ul>

**41. DISSOLUTION**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**42. INTERPRETATION OF THE CONSTITUTION**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**43. ALTERATION TO CONSTITUTION**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**44. COMMON SEAL**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**45. DEBENTURES**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**46. LEVIES**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**47. SUPPLY AND SALE OF LIQUOR**

<b>Minute Date</b>	<b>Minuted By-Law</b>
10 April 2017	The Bar will be operated in accordance with the Club's Bar Management Business Operations Manual

**48. MISCELLANEOUS**

<b>Minute Date</b>	<b>Minuted By-Law</b>
Nil	Nil

**EXECUTION OF BY-LAWS**

These By-Laws replace all prior By-Laws and amendments as of the date below and at the time of its adoption constitutes the only By-Laws of the Mundaring Sporting Club Incorporated.

<b><u>President</u></b>	<b><u>Vice President</u></b>
Signature:	Signature:
----- - <b>Name</b>	----- - <b>Name</b>
-----/-----/----- <b>Date</b>	-----/-----/----- <b>Date</b>