

By-Laws

- 1)
 - a) of the club shall be Hornsby R.S.L.Computer Club
 - b) Memorandum and Articles of Association Rules and By-laws of the Hornsby R.S.L. Club Limited will be accepted by all members of the Computer Club.
- 2) Wherever in these laws the words "This Club" appear, they shall mean the Hornsby R.S.L. Computer Club. "Member" means a person who is a financial member of both the Hornsby R.S.L. Limited and the Computer Club.
- 3) OBJECTS
To promote Friendship, Computer knowledge and Mutual assistance with computer usage.
- 4) OFFICE BEARERS
 - a) Office bearers shall consist of :
 - President
 - Vice President
 - Honorary Secretary
 - Honorary Treasurer
 - Assistant Secretary
 - Promotion & Publicity Officer
 - Meetings Manager
 - Equipment Manager
 - Web Site & Forum Manager
 - Committeeand shall form the general committee of the club. (One office bearer to be appointed official delegate to Hornsby R.S.L. Sports Council by general committee.)
 - b) Nominations for positions of office bearers (as listed) may be accepted off the floor or in writing prior to the opening of the Annual General Meeting.
 - c) Any vacancy on committee occurring before the expiration of the term of office (12 months) shall be filled at the first general committee meeting of the club after the vacancy occurs, and that person shall hold office until the next Annual General Meeting.
 - d) Regular meetings of general committee shall, unless otherwise arranged, be held on the second Monday of each month. The president may at any time, or the Secretary on the requisition of three (3) members of the general committee, summon a meeting of general committee without restriction as to the period of notice or method of giving notice. The

Honorary Secretary shall record in the minutes, the names of all committee members present.

- e) At all meetings, the President shall occupy the chair. In the absence of the President, the Vice President shall occupy the chair. In the absence of the Vice President, the meeting shall elect its own chairman for that meeting.
- f) The Chairman shall have a deliberate, as well as a casting vote.

5)

- a) The Annual General Meeting of the Club shall be held in February of each year or such date as the General Committee shall determine.
- b) Financial year of the Club shall end December 30th of each year.
- c) Only financial members of Hornsby R.S.L. Club Limited and Hornsby R.S.L. Computer Club shall be entitled to attend meetings, vote or stand for office.
- d) The regular business of the Annual General Meeting shall be :
 - i) To receive and confirm the minute of the previous Annual General Meeting.
 - ii) To receive the annual report from Committee and audited Income and Expenditure Statement and Balance Sheet.
 - iii) To elect office bearers for ensuring twelve months.
 - iv) General business as may be brought forward in conformity with these rules.
- e) An audited statement of receipts and payments associated documents (as required by Board of Directors) to be presented to members for their approval at Annual General Meeting prior to presentation to Board of Directors of Hornsby R.S.L. Club Limited.
- f) Approval reports to be presented to next Board of Directors meeting immediately following Annual General Meeting.
- g) A Director of Hornsby R.S.L. Club Limited as appointed by the said board must be present and act as returning officer at Annual General Meeting of the Club.

- 6) A general meeting of members of the club other than the Annual General Meeting shall be a Special General Meeting.
- 7) General Meeting of members of the Club may be convened by the Honorary Secretary :
 - a) Upon motion of the General Committee.
 - b) Upon a requisition of General Meeting signed by not less than five financial members and stating the business to be considered.
 - c) Five (5) financial members shall form a quorum.
 - d) No business except that for which the meeting shall have been called for, may be transacted at any Special General Meeting.

- e) Seven (7) days notice at least (exclusive of both of the days of which the notice was served or deemed to be served and of the day for which the notice is given) of every general meeting, specifying the place, the day and the hour of the meeting and in the case of special business the general nature of that business shall be given to the members who are entitled to vote at a general meeting.
 - f) The club in General Meeting shall have complete control of all club affairs and wherever in these rules it is provided that any act of thing may be done by the committee, then it shall read subject to the right of a General Meeting, to vary, add to or rescind any solution of the club committee.
 - g) All notices of motion must be given in writing to the Honorary Secretary fourteen (14) clear days prior to the meeting.
- 8) In the case of any questions arising as to the correct interpretation of any of these rules or any other questions not provided for herein, such questions shall be dealt with by the club whose decision shall be final, subject to the provisions of these Rules as to the powers of a General Meeting.
- 9) All correspondence shall be addressed to the Honorary Secretary.
- 10) Annual subscriptions for club membership shall be as determined annually by General Committee at the first meeting following Annual General Meeting.
- 11) All members shall conduct themselves in the proper manner.
- 12) The intentional promotion of any Computer Product or Service by a Commercial Organization must be approved by the Board of the Hornsby R.S.L. Club Limited.