

**Over 50s**

*Ballroom Dancing Club Inc.*



[www.ofbdc.org.au](http://www.ofbdc.org.au)



**CONSTITUTION  
and  
BY-LAWS**

# **OVER 50s BALLROOM DANCING CLUB INC.**

**Registered with  
Department of Mines, Industry Regulation and Safety  
Consumer Protection**

**Under Section 31 of the  
ASSOCIATIONS INCORPORATION ACT 2015  
of Western Australia**

**on the 12<sup>th</sup> December 2017**

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## TABLE OF CONTENTS

	Page
<b>CONSTITUTION</b>	
1. Name.....	1
2. Terms used.....	1
3. Aims/Objects.....	2
4. Powers.....	2
5. Not for profit body.....	2
6. Membership.....	3
7. Committee of Management.....	3
8. Election of Committee of Management.....	4
9. Casual vacancies in membership of committee.....	5
10. Meetings.....	6
11. Quorum.....	7
12. Voting.....	7
13. Finance.....	8
14. Insurance.....	8
15. Alteration to constitution.....	8
16. By-laws.....	9
17. Common seal.....	9
18. Transitional.....	9
19. Resignation of members.....	9
20. Suspension and expulsion.....	10
21. Appeal against suspension and/or expulsion.....	10
22. Duties of office bearers.....	10
23. Inspection of records.....	11
24. Winding up.....	12
<b>BY-LAWS</b>	
1. Citation.....	13
2. Terms used.....	13
3. Committee responsibilities.....	13
4. Duties of committee members.....	14
5. Committee meetings.....	18
6. Dance functions.....	18
7. Dance tuition.....	19
8. Elections.....	19

9.	Life members.....	20
10.	Duty of members.....	20
11.	Replacement of membership badges.....	20
12.	Membership draw.....	20
13.	Volunteers.....	21
14.	Waiver of entrance fees.....	21
15.	Attendance registers.....	21
16.	First aid.....	21
17.	Intoxicating liquor and/or illegal drugs.....	22
18.	Smoking.....	22
19.	Notice board.....	22
20.	Inventory control and disposal of OFBDC equipment.....	22
21.	Dress code.....	23

**1. Name**

The name of the Association shall be **Over 50s Ballroom Dancing Club Inc.**

**2. Terms used**

**Act** means the Associations Incorporation Act 2015;

**AGM** means Annual General Meeting;

**charitable causes** means any cause set up for a particular purpose (e.g. Lord Mayors Bushfire Appeal);

**charitable organizations** means any organization relying on assistance from the public to carry out its function (e.g. Royal Flying Doctor Service);

**club** means the Over 50s Ballroom Dancing Club Inc.;

**committee** means the Committee of Management;

**committee meeting** means a meeting by the Committee of Management;

**OFBDC** means the Over 50s Ballroom Dancing Club Inc.;

**relevant date** means one July each year;

**rule** means a rule of the OFBDC as in force for the time being;

**SGM** means Special General Meeting.

### **3. Aims/Objects**

The aims and objects shall be to:

- 3.1 Provide ballroom dancing to recorded music at selected venues.
- 3.2 Promote and encourage ballroom dancing and its learning under the instruction of accredited professional teachers or dancers who the committee consider competent to teach.
- 3.3 Promote mental and physical fitness.
- 3.4 Provide social and recreational activities.
- 3.5 Encourage companionship, friendship and support.
- 3.6 Where, in the opinion of the committee, circumstances permit, to offer assistance to charitable causes or to charitable organizations.

### **4. Powers**

The powers of the OFBDC shall be those powers conferred on the OFBDC by section 14 of the Act.

### **5. Not for profit body**

- 5.1 The property and income of the OFBDC must be applied solely towards the promotion of the aims and objects of the OFBDC and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those aims and objects.
- 5.2 A payment may be made to a member out of the funds of the OFBDC only if it is authorized under rule 5.3.
- 5.3 A payment to a member out of the funds of the OFBDC is authorized if it is –
  - 5.3.1 a payment in good faith to a member as reasonable remuneration for any services provided to the OFBDC, or for goods supplied to the OFBDC, in the ordinary course of business; or
  - 5.3.2 the reimbursement of reasonable expenses properly incurred by the member on behalf of the OFBDC.

## **6. Membership**

- 6.1 Membership shall be open to all persons aged 50 years and over interested in the aims of the OFBDC.
- 6.2 Persons under the age of 50 years shall be eligible to join at the discretion of the committee.
- 6.3 The OFBDC shall keep and maintain a register of members in accordance with section 53 of the Act.
- 6.4 The committee shall consider each application at the next committee meeting.
- 6.5 Membership fees/subscriptions shall be due and payable on one July each year.
- 6.6 A member is a financial member if his or her subscription is paid by the relevant date.
- 6.7 A member whose subscription is not paid within 12 months after the relevant date ceases to be a member.
- 6.8 The membership fee/subscription and any admission charges to functions shall be determined by the committee and ratified at the AGM each year or at a SGM.

## **7. Committee of Management**

- 7.1 The affairs of the OFBDC shall be managed by a committee consisting of:
  - (a) President;
  - (b) Vice-President;
  - (c) Secretary;
  - (d) Treasurer;
  - (e) Membership Secretary;
  - (f) Dance Co-ordinator;
  - (g) Catering and Purchasing Officer; and
  - (h) Raffle Co-ordinator.
- 7.2 The persons elected to the committee under rule 8 must be members of the OFBDC and cannot be in contravention of section 39 of the Act.

- 7.3 The term of office for members elected to the committee shall commence at the termination of the AGM at which they were elected and cease at the termination of the next AGM.

**8. Election of Committee of Management**

- 8.1 A member will be eligible for election to a nominated position on the committee as set out in rule 7.1 when notice in writing duly signed by the nominator and the nominee is received by the Secretary no less than 21 days before the day on which the AGM is to be held.
- 8.2 A member can nominate for one or more positions on the committee, however should that member be elected to a nominated position and there are some nominations of that member still to be resolved those nominations shall be withdrawn.
- 8.3 The Secretary shall ensure that notice of all candidates seeking election or re-election to a nominated position on the committee as set out in rule 7.1 is given to all members at least 14 days before the day on which the AGM is to be held by displaying such notice on the club notice board.
- 8.4 Procedure
- 8.4.1 If only one nomination has been received for a particular position on the committee that nominee shall be declared duly elected to that particular nominated position.
- 8.4.2 If more than one nomination has been received for a particular position on the committee, the election for that particular position shall be by a show of hands.
- 8.4.3 When a show of hands is called and there is a tied vote the member presiding may ask for a recount and if that recount still results in a tie the member presiding has a casting vote to resolve the issue.



- 8.4.4 If any committee position remains vacant after the election, the member presiding shall seek to fill the vacant position by calling for nominations from those members attending the AGM, however those nominees must not be in contravention of section 39 of the Act.
- 8.4.5 In the event of some committee positions not being filled a minimum of 5 persons shall constitute the committee.
- 8.4.6 In the event of the position of President, Vice-President, Secretary or Treasurer not being filled by nominees, the appropriate vacancy shall be filled by election by the committee at the first committee meeting after the AGM.

**9. Casual vacancies in membership of committee**

- 9.1 A casual vacancy occurs in the committee if a committee member:
  - 9.1.1 Dies.
  - 9.1.2 Resigns by notice in writing delivered to the President or, if the committee member is the President, to the Vice-President.
  - 9.1.3 Is convicted of an offence under the Act.
  - 9.1.4 Is permanently incapacitated by physical or mental illness.
  - 9.1.5 Is absent from more than 3 consecutive committee meetings in the same financial year, of which the member has received notice without tendering an apology to the person presiding at each of those meetings.
  - 9.1.6 Ceases to be a member of the OFBDC.
- 9.2 When a casual vacancy occurs in the membership of the committee the committee shall appoint a member who is willing to fill the vacancy so long as that member is not in contravention of section 39 of the Act.
- 9.3 The term of office of a member appointed under rule 9.2 will cease at the following AGM.

**10. Meetings**

- 10.1 AGMs shall be held during and before the end of the month of August, notice of which shall be placed on the notice board at least 28 days prior to the meeting.
- 10.2 Business
  - 10.2.1 Receive the President's report.
  - 10.2.2 Receive the Secretary's report of minutes of the previous AGM.
  - 10.2.3 Receive and, if approved, adopt an audited report of the OFBDC's accounts to the end of the preceding year.
  - 10.2.4 Elect office bearers.
  - 10.2.5 Award life memberships.
  - 10.2.6 Set fees/subscriptions if necessary.
  - 10.2.7 Appoint an auditor.
  - 10.2.8 Deal with any matter of which at least 21 days prior notice has been given, in writing, and which shall be notified to members as prescribed in rule 10.5.
- 10.3 SGMs may be called by the committee or at the request, in writing of at least 10% of members, notice of which shall be placed on the notice board at least 21 days prior to the meeting.
- 10.4 Committee meetings shall be held as often as is necessary to conduct club business.
- 10.5 Notice of meetings  
The Secretary shall give notice of meetings in any of the following ways.

- 10.5.1 Serve it on a member personally.
- 10.5.2 Posting it to the address of a member appearing in the register of members kept and maintained under section 53 of the Act.
- 10.5.3 Placing a notice on the OFBDC notice board to be displayed at each function when required.
- 10.5.4 Publishing a notice on the OFBDC website.

**11. Quorum**

A quorum shall consist of:

- 11.1 AGM – at least 20 members or 50% of members, whichever is the smaller.
- 11.2 SGM – as for rule 11.1.
- 11.3 Committee meeting – no less than 50% of committee members.
- 11.4 If, at the expiration of 30 minutes from the time specified as the time for commencement of a meeting a quorum is not present, the presiding officer shall, after consultation with the committee and notwithstanding rule 10.1;
  - 11.4.1 In the case of an AGM or a SGM adjourn the meeting to such time and place as is decided; and
  - 11.4.2 In the case of a committee meeting at such time and place as is decided.

**12. Voting**

- 12.1 Each financial member shall be entitled to a deliberative vote.
- 12.2 The member presiding shall be entitled to a casting vote when necessary.
- 12.3 A motion shall be decided on a show of hands and if the vote is a tie rule 8.4.3 applies.
- 12.4 Life members shall be entitled to a deliberative vote.

**13. Finance**

- 13.1 The committee shall cause true and accurate accounts to be kept of all the OFBDC monies received and expended.
- 13.2 All the OFBDC monies shall be deposited in a bank selected by the OFBDC and in the name of the OFBDC.
- 13.3 For the purpose of withdrawals, 4 signatures of members of the committee shall be lodged with the said bank. Any 2 of the 4 signatures being necessary on the OFBDC cheque forms.
- 13.4 Notwithstanding rule 13.3 the committee may authorize the Treasurer to conduct the financial affairs of the OFBDC by electronic transfers.
- 13.5 An auditor, who is not a member of the committee, is to audit all books, vouchers and receipts and submit a true and accurate report of same to the committee as soon as practicable before the AGM.
- 13.6 The financial year commences one July and ends on 30 June each year.

**14. Insurance**

The committee may take out such insurance it considers necessary to give adequate cover for all volunteers, committee members and members in carrying out all functions required for the OFBDC to fulfil its aims and objects.

**15. Alteration to constitution**

This constitution may only be changed at the AGM or at a SGM called for that purpose. The following conditions shall be observed.

- 15.1 At least 28 days notice, in the manner prescribed in rule 10.5.
- 15.2 Changes shall only come into effect by a 75% majority of votes cast by the members present at the time.
- 15.3 The proposer of such changes to the constitution shall be present at the AGM or SGM called for that purpose.

**16. By-laws**

- 16.1 As well as the powers mentioned in rule 4 the committee may make, amend, delete and enforce by-laws as may be required. Such by-laws shall be equally binding as and not be opposed to this constitution.
- 16.2 Twenty-eight days notice shall be given to the OFBDC members of the proposed introduction of new or amended by-laws before they can come into effect.
- 16.3 Should 10% or more members object to new or amended by-laws in writing, or by means of petition, rule 10.3 refers.

**17. Common seal**

The OFBDC shall have and use a common seal inscribed with the name of Over 50s Ballroom Dancing Club Inc.

- 17.1 The Secretary shall have custody of the common seal.
- 17.2 The seal shall be affixed to any document after authority has been given by the committee.
- 17.3 The use of the seal shall be witnessed by any 2 members of the committee.

**18. Transitional**

Should circumstances require the use of the present common seal it shall suffice for all actions requiring the common seal until such time as a new common seal is made.

**19. Resignation of members**

- 19.1 A member who delivers notice in writing of his or her resignation from the OFBDC to the Secretary or another committee member ceases on that delivery to be a member.
- 19.2 A person who ceases to be a member under rule 19.1 remains liable to pay to the OFBDC the amount of any subscription due and payable by that person, but unpaid at the date of that cessation.

**20. Suspension and expulsion**

- 20.1 Any member of the OFBDC who fails to observe the provisions of the constitution or the by-laws of the OFBDC or whose conduct, in the opinion of the committee, is prejudicial to the interests of the OFBDC may be suspended or expelled from membership.
- 20.2 The committee shall communicate with the offending member in writing and shall supply information on the charges and give said member the option of withdrawing from the OFBDC.
- 20.3 The offending member shall be given a reasonable opportunity to address the committee at a meeting called for the purpose of considering the member's suspension or expulsion.

**21. Appeal against suspension and/or expulsion**

- 21.1 Any member suspended or expelled under rule 20.1 wishing to appeal against the suspension or expulsion shall forward to the Secretary within 14 days written notice of appeal.
- 21.2 The committee shall then cause a SGM to be called in accordance with rule 10.3 for the purpose of considering said member's suspension or expulsion. A decision shall then be determined by a majority of 75% of those members present.

**22. Duties of office bearers**

- 22.1 President
  - 22.1.1 The President shall preside at all AGM's, SGM's and committee meetings.
  - 22.1.2 In the absence of the President, Vice-President, or both from:  
AGMs or SGMs – a member elected by other members present, shall preside.

Committee meeting – a committee member elected by other committee members present, shall preside.

22.1.3 Must comply with Part 4 of the Act.

22.2 Vice-President

22.2.1 The Vice-President shall preside at all meetings when the President is absent.

22.2.2 Perform other duties as shall be deemed necessary.

22.2.3 Must comply with Part 4 of the Act.

22.3 Secretary

22.3.1 Co-ordinate the correspondence of the OFBDC.

22.3.2 Keep full and correct minutes of AGM's, SGM's and committee meetings.

22.3.3 Must comply with Part 4 of the Act.

22.4 Treasurer

22.4.1 Handle all money and bank same into such bank as shall be approved by the OFBDC.

22.4.2 Payment may be made by cash, cheque or electronically. All cash payments must be supported by a voucher of approval signed by the Treasurer.

22.4.3 Must comply with Part 4 and Part 5 of the Act.

22.5 The other 4 committee members must comply with Part 4 of the Act.

**23. Inspection of records**

A member may, at any reasonable time, inspect the books, documents, records and property of the OFBDC.

**4. Winding up**

- 24.1 A SGM, called for that purpose, may by a 75% majority of members present and voting, resolve to wind up the OFBDC. If such resolution is confirmed by a similar majority at a subsequent SGM held not less than 21 days nor more than 35 days thereafter, the OFBDC shall thereupon be wound up. The notice in writing, convening such SGM shall state that the dissolution of the OFBDC is to be proposed or confirmed as the case may be. In the event of the OFBDC ceasing activities, a 12 month period is to be given and at the end of that period if not enough persons are present for a quorum the OFBDC is deemed to have been wound up.
- 24.2 If upon the dissolution or winding up of the OFBDC there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed among the members of the OFBDC but shall be transferred to a similar organization to be used specifically for the benefit of older citizens.
- 24.3 Part 9 of the Act shall apply to the voluntary winding up of the OFBDC.



## **By-laws**

### **1. Citation**

These by-laws may be cited as the **Over 50s Ballroom Dancing Club Inc. By-laws**.

### **2. Terms used**

**AGM** means Annual General Meeting;

**club** means the Over 50s Ballroom Dancing Club Inc.;

**committee** means the Committee of Management;

**committee meeting** means a meeting by the Committee of Management;

**constitution** means the constitution of the OFBDC and the rules contained therein;

**OFBDC** means the Over 50s Ballroom Dancing Club Inc.;

**senior member of the committee** means the President, Vice-President, Secretary and Treasurer;

**SGM** means Special General Meeting.

### **3. Committee responsibilities**

- 3.1 The committee shall be responsible for the setting up and the subsequent tidying up of the venue hall, afternoon tea facilities and any other matter as may be required for the proper running of the dance.
- 3.2 The committee shall ensure that all club equipment and chairs and tables are stacked and/or stored away in accordance with the club's and venue's requirements.

- 3.3 The committee shall ensure that 2 responsible club members are in attendance at all times for the collection of admission and raffle monies. All monies collected shall be accounted for and handed over to the Treasurer.
- 3.4 A member of the committee is to be in attendance to assist and oversee the collection of admission fees and raffle monies.
- 3.5 The committee shall ensure that the club notice board is on display showing current club information and events.
- 3.6 The committee may waive a by-law if it is for special needs of a member or it would result in a more enjoyable event.
- 3.7 The committee shall ensure that a member who holds a current First Aid Certificate is present at each function.

#### **4. Duties of committee members**

##### **4.1 President**

As well as the duties mentioned in rule 22 of the constitution the following shall also apply.

- 4.1.1 The President shall be the official head of the club and shall be responsible to the committee and to the members of the club as a whole.
- 4.1.2 The President shall sign the minutes of each meeting in which he or she presides as a true record of such meeting.
- 4.1.3 Recommend and with approval from the committee engage artists for floor shows at special functions.
- 4.1.4 When necessary and in conjunction with the other committee members inspect and recommend venues suitable for OFBDC functions.

##### **4.2 Vice-President**

As well as the duties mentioned in rule 22 of the constitution the following shall also apply.

- 4.2.1 The Vice-President shall assist the President in the discharge of his or her duties and in the absence of the President have the same powers and authority of the President.
- 4.2.2 As required, survey club members on matters directed by the committee.
- 4.2.3 Be responsible for sale of tickets to events requiring same and delivery of monies to the Treasurer.

**4.3 Secretary**

As well as the duties mentioned in rule 22 of the constitution the following shall also apply.

- 4.3.1 Shall prepare an agenda for all meetings and distribute minutes of those meetings to each committee member.
- 4.3.2 Shall keep an updated register of all pertinent motions passed at all meetings.
- 4.3.3 Shall prepare a roster for the 2 members and the committee member to be in attendance under by-law 3.3 and 3.4.
- 4.3.4 Shall carry out other secretarial duties as requested by a committee member.
- 4.3.5 Be responsible for cards, letters and notices in newspapers relating to members.

**4.4 Treasurer**

As well as the duties mentioned in rule 22 of the constitution the following shall apply:

- 4.4.1 Shall make such payments as are necessary to cover the ongoing and operating commitments of the club. Such payments to be ratified and recorded in the minutes of the next committee meeting.

- 4.4.2 Shall maintain and prepare proper books of account showing particulars of income streams and expenditure.
- 4.4.3 Shall invest club funds as directed by the committee. Such investment cannot be one of a speculative nature.
- 4.4.4 At the end of each financial year shall prepare all books of account and give them to the appointed auditor for inspection and report.
- 4.4.5 Shall prepare the annual report at the end of each financial year.

**4.5 Membership Secretary**

- 4.5.1 Control and issue membership forms.
- 4.5.2 Issue receipts for membership fees and deliver monies to the Treasurer.
- 4.5.3 Arrange allocation of membership number to new members.
- 4.5.4 Update and maintain register of membership.
- 4.5.5 Arrange and order name badges, prepare membership cards and index cards.
- 4.5.6 Notify new members numbers for barrel draw.

**4.6 Dance Co-ordinator**

- 4.6.1 The Dance Co-ordinator shall prepare and arrange printing of quarterly program of functions for January/March, April/June, July/September, October/December of each year.

- 4.6.2 Shall prepare and forward proposed dance program to the relevant D.J. on the weekend preceding each function.
- 4.6.3 Shall prepare and arrange printing of material and programs for special functions as required.
- 4.6.4 Shall arrange printing of dance placards as required.
- 4.6.5 Shall set up and maintain dance program board at each weekly function.
- 4.6.6 Shall maintain a repertoire of acceptable dances from which weekly dance programs are compiled.

**4.7 Property and Purchasing Officer**

- 4.7.1 The Property and Purchasing Officer shall hold and maintain an up-to-date record of OFBDC property and equipment.
- 4.7.2 Shall report and recommend at committee meetings the disposal or replacement of items as may be necessary from time to time.
- 4.7.3 Shall be responsible for and arrange the replacement of all afternoon tea requirements at OFBDC functions.
- 4.7.4 Shall be responsible for and maintain float and receipts for all items purchased under direction of the Treasurer.

**4.8 Raffle Co-ordinator**

- 4.8.1 Be responsible for purchase and availability of raffle tickets on dance days.
- 4.8.2 Be responsible for raffle book record.

- 4.8.3 Balance all raffle monies received at a dance function and deliver same to the Treasurer.
- 4.8.4 Be responsible for the float.

**5. Committee meetings**

Further to rule 10.4 of the constitution –

- 5.1 Committee meetings shall be held monthly at a pre-determined venue and at any other time as may be deemed necessary to conduct club business.
- 5.2 Unless through extenuating circumstances, no committee member shall be absent unless first tendering an apology. Should a committee member miss 3 consecutive meetings without first tendering an apology that committee member may be expelled from the committee.

**6. Dance functions**

- 6.1 Dances shall be held each Thursday throughout the year commencing in January on a date to be decided by the committee and finish on the first or second Thursday of December of that year. The last dance of the year being the Christmas function.
- 6.2 A Ball shall be held annually at a time and place to be decided by the committee.
- 6.3 The committee may declare a weekly dance to be a free dance and members attending the dance will be admitted free of charge. Those members who cannot produce their membership card and cannot be confirmed as a member will be charged the visitor admission fee.
- 6.4 The committee may arrange country dances at such times and places decided by the committee.

- 6.5 For health reasons water may be consumed in the dance area so long as that water is contained in a capped holder or a capped bottle. No fluid of any description shall be consumed in the dance area if that fluid is contained in an open container.
- 6.6 No member is permitted to treat the dance floor with any substance without written permission of the venue management.

**7. Dance tuition**

- 7.1 For the purpose of rule 3.2 of the constitution the committee may engage accredited professional teachers or dancers who the committee consider competent to teach to give an hourly dance instruction at each weekly dance.
- 7.2 The committee may, for whatever reason deemed necessary, cancel in writing any such engagement on completion of that teacher's current engagement.
- 7.3 The dances to be taught shall be decided by the Dance Co-ordinator, and ratified by the committee. The Dance Co-ordinator may seek the views of the members by calling for written suggestions or by questionnaire.

**8. Elections**

The election of committee members at the AGM shall be presided over by the club member appointed by the outgoing President.

The order of election shall be:

- President;
- Vice-President;
- Secretary;
- Treasurer;
- Membership Secretary;
- Dance Co-ordinator;
- Property and Purchasing Officer; and
- Raffle Co-ordinator.

When the election of office bearers has been completed the member presiding shall then stand down and the incoming President shall preside for the remainder of the meeting.

**9. Life members**

The committee may recommend life membership for any club member. The following criteria to apply:

- 9.1 Has rendered outstanding service to the OFBDC.
- 9.2 Has served 5 or more consecutive years on the committee.
- 9.2.1 A volunteer has served a minimum of 10 years.
- 9.3 Each nominee must have been notified and agreed to that nomination.
- 9.4 Nomination to be ratified by at least 75% of members present at the AGM or SGM called for this purpose.
- 9.5 The President shall put to the meeting all reasons agreed on by the committee for submitting the nomination or nominations.
- 9.6 In the event of more than one nomination to be considered, each nomination to be voted on separately.
- 9.7 Life members shall be entitled to:
  - 9.7.1 Free entry to weekly dance only.
  - 9.7.2 Gold membership badge.
  - 9.7.3 Framed certificate of recognition.
  - 9.7.4 Have membership renewed each year free of charge.

**10. Duty of members**

Once an application for membership has been accepted and ratified by the committee, that member is obliged to act according to the rules of the constitution and the by-laws.

**11. Replacement of membership badges**

Each member shall be charged for the cost of replacement of lost or damaged badges.

**12. Membership draw**

The barrel shall be spun and an amount determined by the committee shall be given to the member whose number is drawn subject to that member being present. Should that member not be present an amount of \$10 will be added each week until a maximum amount as determined by the committee is reached.



Once the maximum amount is reached, redraws will then take place until it is claimed on that day.

**13. Volunteers**

- 13.1 The committee may appoint certain club members to be volunteers to assist the committee in the preparation of and the running of club functions.
- 13.2 The duties of volunteers are as follows:
  - 13.2.1 Assist in the setting up of the venue before each function.
  - 13.2.2 Assist in the closing down of the function to ensure the venue is left in a clean and tidy condition.
  - 13.2.3 Assist in the kitchen as required.
  - 13.2.4 Other sundry duties as may be required.

**14. Waiver of entrance fees**

The committee may waive entrance fees for committee members and volunteers.

**15. Attendance registers**

- 15.1 Each committee member must sign the attendance register maintained by the Treasurer.
- 15.2 Each volunteer must sign the attendance register maintained by the designated volunteer.

**16. First aid**

- 16.1 The committee must ensure that a first aid kit is available at all functions and must ensure that its contents are within the required shelf life.
- 16.2 The committee must ensure that an adequate number of members have completed a first aid course.

**17. Intoxicating liquor and/or illegal drugs**

Intoxicating liquor and/or illegal drugs shall not be consumed or used at club functions excluding licensed premises where liquor may be consumed in moderation. Any member deemed to be under the influence of liquor or illegal drugs may be asked to leave. Should that person refuse to do so that member may be immediately and temporarily suspended.

**18. Smoking**

All non-smoking requirements at each venue must be observed. Should any member fail to do so they shall be warned by the committee and should that member still fail to observe those requirements that member will be temporarily suspended.

**19. Notice board**

- 19.1 The club may advertise all future events by (among other means) notice of such events on the notice board.
- 19.2 The committee, or one of its members, may allow other clubs to advertise events so long as those events do not conflict with OFBDC's events or are detrimental to OFBDC's operations.
- 19.3 Before any notice can be placed on the notice board it must have approval by the committee or by a senior member of the committee.

**20. Inventory control and disposal of OFBDC equipment**

- 20.1 An inventory of all items of equipment belonging to the OFBDC shall be kept and maintained.
- 20.2 Purchase, control and usage of OFBDC equipment shall be vested in the committee.
- 20.3 All purchases deemed necessary for the proper operation of the club's functions shall be the responsibility of the committee.
- 20.4 Items of equipment shall not be used by other non-profit organizations without the approval of the committee.

- 20.5 Items of OFBDC equipment shall not be used for private purposes.
- 20.6 Should an item of equipment become redundant because of change in the operating procedures of the OFBDC or the need to update equipment, the committee may approve the disposal of such item for the maximum financial gain.

**21. Dress code**

The committee shall formulate guidelines regarding dress and footwear and shall post same on the notice board.