

**1. Name**

The name shall be HUNTER ICE SKATING CLUB Inc, hereinafter referred to as the “Club”.

**2. Objectives**

The objectives of the Club shall be the promotion of interest and participation in the art of Ice Skating by:

- a) Arranging Ice Skating sessions at suitable times where members may enjoy Ice Skating, assist one another in acquiring proficiency and receive professional tuition by private arrangement.
- b) The establishment of social or educational undertakings for the benefit of members.
- c) The organisation of Ice Skating competitions from time to time.

**3. Organisation**

- a) The Club shall be governed by a committee known as the Club Committee. Elected Members of the Committee shall be sixteen years of age or over at the time of nomination to the Committee.
- b) All Executive members must be paid up financial members of HISC for that year.
- c) The Club may have as part of its organisation, Sub-Committees appointed to manage specific undertakings or activities of the Club.
- d) At all times any Sub-Committee so appointed will be required to abide by the rules and regulations set out herein.
- e) The “Club Committee” is to be deferred to for dispute resolution should any Sub-Committee be unable to complete its assigned tasks for any reason whatsoever.
- f) The Club shall be affiliated with New South Wales Ice Skating Association Inc.
- g) The Club Year is defined as commencing 1 January and ending 31 December.

**4. Club Committee**

a) *Composition*

The Club Committee shall be composed of the following categories

i) The Executive

- a. President
- b. Secretary
- c. Treasurer
- d. Vice President
- e. Membership Secretary

ii) General Committee

- f. Test Officer
- g. The NSWISA Delegate
- h. Fundraising & Sponsorship Officer
- i. Skate School Liaison Office
- j. Training & Development Officer
- k. Competition Convener

iii) Appointed Members

- l. Head Coach
- m. One or more Complaints & Grievances Advisor (4j)
- n. Public Officer

iv) Mandatory positions shall be a,b,c,d,e,f,g,h,l and n as defined above.

b) *Election*

Candidates for the classifications i, ii, iii, on the Club Committee shall be proposed and seconded by financial members of the Club with the person so nominated signifying his/her consent, submitted in writing on the official Club nomination form, to the Membership Secretary no less than seven days prior to the date of the Annual General Meeting.

i) If the number of nominations for the positions does not exceed the number of persons to be elected, then those persons so nominated shall be declared to be elected, but if the nominations exceed such number, then the election shall be by ballot.

ii) In the case of a tied vote, a second ballot shall be conducted. In the case of a second tied vote, that successful candidate shall be decided by a draw from a hat by the Chair. Reappointment of such positions for a further term shall be permissible.

iii) Should a quorum not be present at an Annual General Meeting, the positions of Officers and Committee Members shall not be declared vacant and the occupants of the respective positions shall, with their consent, continue to hold office until the next Annual General Meeting.

iv) Should there be no written nominations for positions then nominations may be taken from the floor.

v) Category iv. Members of the Club must be truly representative of the special interest groups that they purport to represent.

vi) There shall always be 11 elected positions, with those positions being filled by a minimum of 5 elected members. Any one member may not be elected or fill more than one position on the Executive, stated in 4 a) i).

c) *Election to Vacancies on the Club Committee*

Should any position on the Club Committee become vacant, such vacancy shall be filled by the Club Committee within 30 days of notification of such vacancy.

d) *Dismissal of Members of the Club Committee*

Any member of the Club Committee who, without reasonable explanation, fails to attend three Club Committee meetings in a row without offering an apology for their absence, may have their appointment terminated and be replaced as the Club Committee finds necessary.

e) *Meetings of the Club Committee*

Club Committee meetings shall be called as required on the decision of the Secretary. Any four members of the Club Committee may, by requisition in writing, request the convening of a Club Committee meeting to be held within seven days of the date of the requisition. If the meeting is not called by the Secretary within the prescribed period, such meeting may be convened by the persons making the requisition and at least seven days notice of this meeting shall be given.

f) *Voting Power of the Chair*

The Chair of a Club Committee meeting shall exercise a deliberative, and if necessary, a casting vote.

g) *Powers of the Club Committee*

The Club Committee shall have the right to exercise such administrative powers as may be necessary for properly carrying out the objectives of the Club, within the framework of the Constitution.

h) *Appointment of Sub Committees*

The Club Committee shall have the power to appoint from among the members of the Club such Sub Committees as it may deem necessary, and shall have the power to disband them at any time.

The Club Committee may delegate any of its powers to such sub committee or sub committees, and may cancel such delegation at any time.

The Club Committee are ex officio to all such sub committees.

Special interest groups or otherwise shall be treated as sub committees for the purposes of this Constitution.

i) *By Laws*

i) The Club Committee shall have the power to prescribe By Laws, which it considers desirable for the harmonious functioning and general welfare of the Club

ii) Such by laws shall be current for a maximum of 12 months and shall be reviewed and ratified yearly by the Club Committee at or before its final meeting of the Club Year.

j) *Child Protection*

Hunter Ice Skating Club Incorporated *aims to ensure* that the safety, welfare and well-being of children and young people are maintained at all times during their participation in activities run by Hunter Ice Skating Club Incorporated.

One or more Complaints and Grievances Advisor/s shall be selected by the Club Committee within 6 weeks of Annual General Meeting. These Advisor/s are to refer any unresolvable grievances to the NSWISA Child Protection Officer

All Committee positions in HISC Inc are child related positions.

**5. Accounts Supervision**

The Club Committee shall ensure that the accounts of the Club are supervised by a person independent of the Club Committee.

**6. Membership**

The Membership of the Club shall be arranged as follows:-

a) *Ordinary Members*

Referred to as members, ordinary members may be active or non skating members. Applications for membership shall be in writing and shall be submitted for approval by the Club Committee.

*Single Membership* – with rights as defined herein.

b) *Committee Members*

All Committee members shall be paid up financial members of the Club.

Should a Committee Member not have the rights to a proxy vote from their child/ward, that Committee Member shall be required to become a financial member of the Club.

c) *Honorary Members*

Shall be those ladies or gentlemen to whom the Club Committee or the members in a General Meeting may have extended the privileges of membership; such Honorary Members may not vote.

Honorary Membership may be revoked by the Club Committee at any time without rebuttal to the Club or the Club Committee.

d) *Life Members*

A General Meeting may also confer by simple majority, Life Membership on a member who has served the Club in a meritorious manner. Such Life Members may not vote, unless they are also financial members.

## 7. Subscriptions

The Annual subscription renewals of members shall become due on the first day of January each year.

a) *New Members*

New members shall lodge the appropriate fees with their form of nomination, prior to consideration by the Club Committee.

b) *Subscription Fee*

The annual fees for membership shall be reviewed and set as necessary at the discretion of the Club Committee.

c) *Arrears in Subscription*

Any member in arrears for two months with their annual subscription shall be notified of their arrears in writing or by notice on the Club noticeboard, or as otherwise published. If membership is not renewed by the 1<sup>st</sup> March a late fee will be charged.

If the arrears are not paid within one month of the date of issue or posting of such notice, such members may be struck off the list of members by a decision of the Club Committee, until such arrears have been paid.

## 8. Rights of Members and Termination of Membership

a) *Voting*

Only members who are financial are entitled to vote at the Annual General Meeting or General Meetings, or be elected or appointed to the Club Committee.

i) Members sixteen years of age and over shall be entitled to one vote. Members under sixteen years of age shall not be entitled to vote, but may nominate in writing one of their parents or guardians to vote on their behalf in accordance with Clause 11(b).

b) *Exclusion*

If the Club Committee considers that the conduct of a member, whether at the Club or elsewhere is, or is likely to be, injurious to the interests and welfare of the Club, the membership of such person may be terminated by a decision of the Club Committee.

c) *Resignation*

A member may resign his/her membership at any time by giving notice in writing to the Secretary of the Club of his/her intention to do so. Such resignations shall not relieve a member of his/her liability to pay any subscription or other monies which may be due from him/her.

d) *Dispute Resolution*

It is recommended that disputes are handled as far as possible at an informal level. If a dispute cannot be resolved in this way then the dispute will be dealt with in accordance with the provisions of the current NSWISA Inc Member Protection Policy.

e) *Membership Entitlements not transferable*

A right, privilege or obligation which a person has by reason of being a member of the Club

i) is not capable of being transferred or transmitted to another person, except by proxy

ii) terminates on cessation of the person's membership.

f) *Cessation of Membership*

A person ceases to be a member of the Club if the person:

i) dies, or

ii) resigns membership, or

iii) is expelled from the Club

g) To participate in the official figure skating sessions held at Hunter Ice Skating Stadium you must be a paid up financial member of Hunter Ice Skating Club Inc

h) *Members' Liabilities*

The liability of a member of the Club to contribute towards payment of the debts and liabilities of the Club or the costs, charges and expenses of the Club, is limited to the amount, if any, unpaid by the Member in respect of membership of the Club as required by Clause 7.

## 9. Membership List

A list of member names of the Club shall be kept by the Membership Secretary and shall be opened by request from financial members at a time reasonably convenient to the Membership Secretary.

## 10. Meetings

a) *Annual General Meeting*

The Annual General Meeting of the Club shall be held before the last day of March in each year on a date to be fixed by the Club Committee, and the business which may be transacted at such Annual General Meeting shall be:-

1. Consideration and adoption of the Annual Report and Balance Sheet
2. Election of Club Committee members, categories i), ii) and iii) for the ensuing year.
3. Amendments to the Constitution.

b) *General Meetings*

A General Meeting of the Club may be called at any time by the Club Committee. If a General Meeting is not convened by the Club within 14(fourteen) days after a requisition in writing for that purpose has been sent to the Secretary by any 12 (twelve) members of the Club, a General Meeting may be convened by the persons making such requisition.

c) *Notice of Meetings*

Notice of Meetings of the Club shall be deemed sufficient if posted on the Club's Notice Board, or notification given in writing as follows:-

Annual General Meeting	14 Days
General Meetings	7 Days

**11. Voting**

- a) Members as prescribed in 8(a) shall be entitled to vote at any General or Annual General Meeting. The Chairperson of such meeting shall have a deliberative as well as casting vote in the event of an equality of voting, except in respect of ballot for elective office as prescribed in 4.
- b) At all meetings of the Club the voting shall be in person. No absentee or postal votes will be accepted. Proxy vote will only be accepted under provisions detailed in Clause 8 (a) (i). No member may hold more than 5 proxy votes. To hold proxy votes the member must be a paid up financial member.

**12. Quorums**

The following shall be quorums at the respective meeting of the Club:-

a)	Annual General Meeting	7
b)	General Meetings	4
c)	Club Committee Meetings	4
d)	Sub Committee Meetings	3

**13 Finances**

- a) A banking account shall be opened at an approved bank and all monies received by the Treasurer be deposited into the account at least once a month.
- b) All disbursements shall be made by cheque after the accounts have been approved by the Club Committee, and all cheques shall be signed by the Treasurer and any one of the following: The President or Vice President.
- c) Receipts shall be issued for all monies received by the Treasurer
- d) Accounts and Supervision

The Club Committee shall cause true accounts to be kept. At least once every year the accounts of the Club shall be examined by a suitably qualified and independent person appointed under Clause 5.

Sub Committees shall at the direction of the Club Committee keep a separate set of accounts. These shall be subject to the scrutiny of the Honorary Treasurer and the full extent of this Constitution and shall be present in the Annual Report.

## 14. Duties of Office Bearers

### President

Presents a knowledgeable and approachable figurehead for HISC membership to all.

Oversee the general operations of HISC

Chair all HISC meetings (General, Executive, Extraordinary, AGM)

Liaison point between HISC and outside entities (i.e. Coaches, Rink Management, Other Skating Clubs, Other Rink's Management, NSWISA, ISA, Other State's associations)

Oversee the organisation of various competitions for HISC membership to be held at HISS. This may be done through the calling for special volunteers (Sub-Committees) for that specific competition/event.

Aim to attend all official HISC events

Carries the deliberative and if necessary casting vote in times of tied votes.

Maintain open working relationship with Vice President keeping that person abreast of all current issues

Handoff all relevant materials to incoming elected party within 2 weeks of vacating position.

**(NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting)** As HISC is a Not-for-profit organisation reimbursement of any expenditure should not be made from proceeds of any event, sale, raffle etc. Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via the issue of cheque.

Present reports for all HISC meeting

### Treasurer

Oversee the entire financial operation of HISC, including income from all sources and expenditure for all purposes.

Maintain the balance sheet

Maintain the assets register, the key register, and the account signatory register

Authorise expenditure through issuing of co-signed cheques only after such expenditure (for whatever purpose) has been approved by a majority vote at a properly convened meeting of HISC.

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Bank all incoming funds (from whatever source) directly to the HISC bank account and keeping accurate records of the source of such funds.

Keep banking records up to date at all times through monthly reconciliations.

Keep the assets of the club recorded in such a manner that the whereabouts of such assets are known at all times (i.e. through maintenance of the asset register)

Issue keys to only those Committee members who are authorized to hold keys. (i.e. by maintaining the key register)

Keeping the signatories of bank accounts updated at all times (i.e. ensure only those Committee members who are expressly authorized have signatory rights on the bank accounts of HISC and any of its approved Sub-Committees)

Aim to attend all official HISC events.

Present an updated financial report to all HISC meetings

### **Vice President**

Assist the President in their role (as described above).

Act as the President in all aspects when the President is absent for any length of time.

Aim to attend all official HISC events.

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Maintain open working relationship with President keeping that person abreast of all current issues

### **Secretary**

General responsibility for all secretarial duties of HISC.

#### General Meetings

Call for agenda items in writing (copy to President) by 5pm 8 days prior to meeting, by placing notice on HISC notice board 14 days prior to meeting

Prepare & Post Agenda on HISC Notice board 7 days prior to meeting

Have Web Master Post Agenda on Website 7 days prior to meeting

Email agenda to all Committee Members 7 days prior to meeting

Take Minutes at meeting

Reproduce minutes in timely fashion & distribute copy to all Committee members

#### Annual General Meeting

Prepare & Post Agenda on HISC Notice board 14 days prior to meeting

Have Web Master Post Agenda on Website 14 days prior to meeting

Email agenda to all Committee Members 14 days prior to meeting

Take Minutes at meeting

Reproduce minutes in timely fashion & distribute copy to all Committee members

Receive all incoming correspondence on behalf of HISC and present all such correspondence to HISC meetings for action/notation.

Advertise all information re upcoming competitions to

HISC membership by placing information on the Club's noticeboard,

having the Web Master place the information on the HISC website

releasing information to all HISC Coaches.

Prepare outgoing correspondence as required from decisions made at HISC meetings for sign off by the relevant Committee member.

Maintain a register of all meeting minutes and all correspondence.

Prepare and submit all necessary reports to NSWISA/Department of Fair Trading

Ensure all Child Protection Declarations are up to date and kept on file for all relevant parties

Aim to attend all official HISC events

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### **Membership Secretary**

Maintain the membership register of HISC

Collection of membership renewal/new forms and the appropriate subscriptions.

Issue annual membership cards to all financial members.

Maintain privacy of members information

Provide HISS with updated Member List

Provide HISS with updated emergency contact details

All membership subscriptions received are to be receipted and handed to the Treasurer for verification and banking to the HISC bank account.

Receive nominations for the positions on the Committee to be elected at each AGM.

Confirm that the nominees are financial members of HISC as described within the Constitution.

Oversee any voting for Committee members at the AGM through confirmation of financial status of members prior to being given ballot papers.

Aim to attend all official HISC events

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### **Test Officer**

Notify all members and coaches of the allocated test sessions to be conducted for the year (as advised by NSWISA).

Accept test applications from HISC membership ensuring that the correct fee has been submitted along with each application and that the application has been correctly completed.

Submit such applications to NSWISA in a timely fashion so that members may sit their requested test.

Confirm with members the success of the application and give them details of the venue /time and ice time costs.

Maintain a record of all tests completed by HISC members and present a report to HISC meetings of the results.

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### **NSWISA Delegate**

Register as a financial member of NSWISA. HISC will reimburse all necessary membership fees, following the attendance of a minimum of 4 of the 6 bi-monthly meetings.

Attend NSWISA bi-monthly Council meetings as HISC representative.

Notify the Executive Committee (President, Vice President, Secretary, Treasurer & Membership Secretary) of any instances of non-attendance prior to the Council meeting so that an alternative HISC representative can attend.

Raise any issues on behalf of HISC at such meetings as agreed upon by Committee meeting on behalf of HISC.

Collect any information from bi-monthly meetings and make available for other Committee members /membership to peruse.

Exercise HISC vote at NSWISA meetings in accordance with decisions made at duly convened HISC meetings

Prepare a report to all HISC meetings of all terms advised by NSWISA.

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### **Fund Raising & Sponsorship Officer**

Oversee the fundraising efforts of HISC through the running of various merchandising stalls, raffles, competitions etc.

Maintain a record of all proceeds from such activities.

Receipt all funds received to the Treasurer for verification and banking into the HISC bank account.

Present all sponsorship proposals to HISC meeting for approval prior to implementation. (Must bear in mind that the Club is predominantly made up of children and any sponsorship must be from appropriate sources – eg wouldn't look good to have alcohol company sponsorship).

Report any successful deals in full to HISC meetings.

Maintain records of all stock holdings at all times.

Seek authorization from HISC meeting for any expenditure of any type prior to proceeding. This includes restocking from time to time of any merchandising.

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payments will be made via the issue of cheque.

Fundraising/sponsorship funds are raised for the benefit of the entire membership and any application of these funds can only proceed following the approval of such expenditure at a duly convened meeting of HISC.

Present fundraising report to all HISC meetings, detailing all funds raised, value of any merchandise sold and current stock holding of merchandise.

If required seek approval for restocking of merchandising by submitting request for purchases (i.e. items & their cost) to HISC meeting.

#### **Assistant Fund Raising & Sponsorship Officer**

Assist the Fundraising & Sponsorship Officer in their activities as detailed above.

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#### **Skate School Liaison Officer**

Run the “Skate School Table” at Wednesday afternoon & Saturday morning skate school sessions to help skate school skaters understand what HISC is about. (Skate school is rink controlled, HISC is an independent body).

Offer information about HISC to parties via flyers, verbal information, referral to other Committee members, referral to HISC website.

Maintain the existing “Secondhand” sales of Skating Dresses, Skates, Guards etc.  
Keep up to date records of these activities including a record of all stock held,

Maintain HISC Library of videos etc

All funds received are to be receipted to the Treasurer who is to bank the funds to the HISC bank account.

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Keep a stock of various HISC forms for interested parties.

May involve acceptance of HISC membership forms and subscriptions.

Place all accepted forms/subscriptions in the HISC locked letterbox and advise the Membership Secretary.

Present a Skate School Liaison report to all HISC Meetings.

#### **Training & Development Officer**

Research various training and development issues that may be relevant to HISC membership and present this information to HISC meetings for decisioning.

Present proposals for training and development to HISC meetings, outlining full costings, venues,

trainers, applicable levels, timing, etc for decisioning at the meetings. (NB This may be an on-going process that could span across more than one meeting).

Seek details of training opportunities being held throughout Australia specific to Figure Skating that could be applicable to HISC membership and pass this information onto all HISC membership through advise to Secretary for putting up on noticeboard, uploading to HISC web site and reporting at HISC meetings.

Ensure that any expenditure proposed is done so in such a way that there will be an offsetting and equal expenditure for all levels of HISC membership.

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Maintain a register of all training & development undertaken by HISC membership for presentation at HISC meetings throughout the year.

Present a Training & Development Report to all HISC meetings.

Maintain all HISC training equipment in good order

### **Competition Convener**

Take responsibility for the running of all HISS based competitions, including HISC, NSWISA & ISA events from time to time

Liaise with HISC Committee on competitions to be held for the Calendar year, incorporating all aspects of the Competition including, but not limited to

- Name of Competition
- Date of Competition
- Entry Fees
- Levels included

Attend NSWISA competition meetings, usually held annually to put forward HISC requests for competitions and tests for the following calendar year

Liaise with HISS Management as to availability of ice time for competitions

Liaise with Coffee Shop Management as to catering for HISS based competitions

Where appropriate form Sub-Committees to assist run various HISS based competitions

Liaise with Head Committees for NSWISA & ISA events as the head of the Local Organising Committee

Organise Judging Panels for HISC competitions.

Liaise with Head Committee in regard to Judging Panels for NSWISA & ISA based competitions.

Seek out Volunteers to assist in the running of competitions including (but not limited to).

- Gate Persons/Spectator Ticket Sales
- Skater Registration
- Marshalling
- Music Playing
- Announcing
- Judges Assistants
- Fundraising

Presentations of Trophies/Medals  
Setting up & dismantling of Judges tables/stands & Podium  
General tidying up of rink at end of each event

**(NB All Volunteers are required to complete a “Working With Children Declaration” prior to being able to Volunteer. These forms are available through the HISC Secretary and are to be given to the Secretary for safe keeping once completed.)**

Maintain Volunteer Register with details of all HISC Volunteers, including their ISA Membership Number. **(NB For Insurance purposes All Volunteers are required to be financial members of ISA).**

Organise trophies/medals & Participation Certificates for HISC based competitions. Where necessary organise trophies/medals & Participation Certificates for NSWISA & ISA based competitions after consultation with HISC Committee as to expenditure. Update perpetual trophies where appropriate **(NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting)**

Issue Entry Forms for HISC based competitions, outlining full competitions details, closing date & draw date.

Collate entries for HISC based competitions, including collection of Entry Fees. All Entry Fees collected are to be receipted to HISC Treasurer for deposit to HISC Bank Account.

Issue Skating Lists once competition closes and distribute as necessary.

Conduct draws for skating order for HISC based competitions. Once draw complete issue Skating Order and distribute as necessary.

Organise Thankyou gifts for Judging Panels after consultation with HISC Committee as to expenditure. **(NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting).**

Organise “Goody Bags” for Competitors after consultation with HISC Committee as to expenditure **(NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting).**

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Present reports to HISC Committee meetings on all activities throughout the year. Ensure the HISC Secretary is provided with a synopsis of each competition to enable them to complete the required NSWISA Council report.

## **15. Delegates to Kindred Organisations**

When required, delegates shall be appointed at the Club Committee meeting to represent the Club at meetings of approved associations, except for the representative to NSWISA, who shall be elected at the Annual General Meeting.

## **16 Alterations to the Constitution**

This Constitution may be amended, altered, repealed or added to, on the resolution of three fourths majority of those present at a properly convened General Meeting of the Club.

No motion to alter this Constitution shall be deemed to be in order unless the proposed alteration has been set out at length among the business to be transacted, in the notice convening the meeting at which the motion will be moved. It shall be the duty of the person or persons convening an Annual General Meeting or General Meeting of the Club to set out in the notice convening the meeting, any proposed alteration that shall have been furnished to the Secretary of the Club 21 (twenty-one) clear days at least before such notice is given.

The Public Officer shall send alterations to the Constitution to the Office of Fair Trading within six months of the Annual General Meeting of the Club for that year.

## **17 Club Property**

All property of the Club shall be vested in the Club Committee for the time being, which shall hold the same in Trust for the Club.

The Executive may add to the property from time to time for the benefit of the Club, but shall not dispose of any of the property of the Club without the sanction of the members at a General Meeting.

## **18. Non Profit Nature**

The assets and income of the Club shall be applied solely in furtherance of its above mentioned objectives and no portion shall be distributed directly or indirectly to the members of the Club except as bona fide compensation for the services rendered or expenses incurred on behalf of the Club.

## **19. Dissolution**

In the event of the Club being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be paid and applied by the Club Committee in accordance with their powers to an organisation which is exempt from income tax under Section 23 of the Income Tax Assessment Act.

In the case of voluntary cancellation of incorporation, no assets, property or cash reserves shall be distributed to members or former members, unless approved by the Commissioner of Fair Trading.

## **20 Competitions**

The Club Committee may organise such competitions as it considers desirable. Eligibility to compete in Club competitions shall be determined by the Club Committee, together with conditions of entry, handicapping etc.

## **21 Ascendancy Rules**

In the event of conflict between these rules and:

1. The Constitution of NSW Ice Skating Association Inc, then the rules and objectives of NSW Ice Skating Association Inc shall prevail to the extent of the inconsistency, or
2. The rules or guidelines or otherwise of any sub committee or special interest group, then the rules of the Hunter Ice Skating Club Inc shall prevail to the extent of the inconsistency.

## **22. Common Seal**

The Common Seal shall be held by the Public Officer and only used with the approval of the Club Committee.

## **23 Privacy Statement**

Personal information supplied for membership application will be collected and retained by the Club and shall be used by Officers of the Club from time to time for purposes of the Club activities, management (without limitation), and mailing of Club information, where applicable. Such information will not be sold or otherwise passed onto organisations other than for specific Club management purposes.

Members' personal records are held by the Membership Secretary.