



# **Melbourne Cricket Club Long Room Wine and Food Society Rules**

October 2019

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## MELBOURNE CRICKET CLUB LONG ROOM WINE AND FOOD SOCIETY RULES

### 1. PRELIMINARY

#### 1.1 Name

The name of the Society is the Melbourne Cricket Club Long Room Wine and Food Society.

#### 1.2 Object

The primary purpose of the Society is to facilitate social activity among Members of the Society who are also desirous of furthering their interest in fine wine and food, within the MCC.

#### 1.3 Definitions

The following definitions apply in these Rules.

**Annual General Meeting** means a meeting of the type referred to in Rule 5.1.

**Committee** means the Committee of the Society.

**Committee Member** means a member of the Committee.

**General Meeting** means an Annual General Meeting or a Special General Meeting.

**Guidelines** means all such rules and guidelines relating to the operation of the Society, as advised to the Society by the MCC or the MCC Committee from time to time.

**MCC** means the Melbourne Cricket Club, a body corporate incorporated under the *Melbourne Cricket Club Act 1974*.

**MCC Caterer** means Spotless or such other caterer that is appointed by the MCC from time to time.

**MCC Committee** means the committee of the MCC.

**MCC Member** means a member of the MCC.

**MCC Rules** means the rules of the MCC.

**Member** means a member of the Society who has paid the Subscriptions.

**Members' Register** means the register of Members maintained under Rule 2.6, which is to contain contact details and particulars of payment of Subscriptions for each Member.

**Rules** means the rules of the Society, as set out in this document and as amended from time to time in accordance with Rule 7.

**Society** means the Melbourne Cricket Club Long Room Wine and Food Society, a special interest group of the MCC.

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**Special General Meeting** means a meeting of the type referred to in Rule 5.2.

**Subscriptions** means the subscriptions set by the Committee from time to time and payable by Members.

#### 1.4 **Interpretation**

Headings are for convenience only, and do not affect interpretation. The following rules also apply in interpreting these Rules except where the context makes it clear that a rule is not intended to apply.

- (a) A reference to:
  - (i) legislation (including subordinate legislation) is to that legislation as amended, re-enacted or replaced, and includes any subordinate legislation issued under it;
  - (ii) a document or agreement, or a provision of a document or agreement, is to that document, agreement or provision as amended, supplemented, replaced or novated;
  - (iii) a person includes any type of entity or body of persons, whether or not it is incorporated or has a separate legal identity, and any executor, administrator or successor in law of the person; and
  - (iv) anything (including a right, obligation or concept) includes each part of it.
- (b) A singular word includes the plural, and vice versa.
- (c) A word which suggests one gender includes the other gender.
- (d) If a word is defined, another part of speech has a corresponding meaning.
- (e) If an example is given of anything (including a right, obligation or concept), such as by saying it includes something else, the example does not limit the scope of that thing.

## 2. **MEMBERSHIP**

### 2.1 **Composition of the Society**

Membership of the Society is only open to MCC Members, except for Affiliate Members allowed pursuant to Rule 2.3(b).

### 2.2 **Number of Members**

The number of Members in the Society will be determined by the Committee from time to time.

### 2.3 **Classes of Members**

The Society has the following classes of Members with the following eligibility criteria:

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- (a) Ordinary: Must be a financial MCC Member with full or restricted membership of the MCC;
  - (b) Affiliate: A person who is not a MCC Member who provides some attribute beneficial to the Society. Total number limited to five;
  - (c) Life: A person entered on the Members' Register as a Life Member and who is exempt from payment of Subscriptions if in the opinion of the Committee, that person, as a Member of the Society, has rendered special service to the Society, and the Committee's proposal to confer Life membership on the person has been approved by a vote of 75% of the Members present at a general meeting of the Society, provided that the number of such Life Members must not exceed 10 and that no more than two such Life Memberships are conferred in any year; and
  - (d) Honorary: At the discretion of the Committee.

#### 2.4 Application

Application for membership of the Society may be made to the Committee at any time using the form prescribed by the Committee and after payment of the application fee.

#### 2.5 Subscriptions

- (a) The Committee must determine the Subscriptions applying in each year and when the Subscriptions are due and payable.
- (b) Each Member must pay the Subscriptions as and when they fall due.
- (c) When a person is to be admitted to membership of the Society after 30 November in any year, he or she shall pay one half only of the Subscriptions in respect of that year, but such payment must be made before he or she becomes a Member of the Society.

#### 2.6 Members' Register

- (a) The Members' Register must be maintained by the Committee in conjunction with the MCC.
- (b) A person will be entered in the Members' Register after they have paid the Subscriptions payable on their election to membership of the Society.

#### 2.7 Resigning from Membership

- (a) A Member may resign their membership of the Society by giving written notice to the Committee.
- (b) A Member will be deemed to resign from the Society:
  - (i) if the Member dies; or
  - (ii) the Member ceases to be an MCC Member for any reason; or

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- (iii) if a member does not pay their Subscriptions within three months of the date on which payment is due.
  - (c) A Member resigning from the Society or a Member who ceases to be a Member is not entitled to any refund of any Subscriptions.

## 2.8 Misconduct of Members

- (a) If the Committee is of the opinion that a Member has behaved in a manner unbecoming of a member of the Society (including by willingly breaching these Rules, their ongoing failure to pay any money due and payable, or behaving in a manner prejudicial to the interests of the Society), the Committee may, at its discretion:
  - (i) discipline that Member by reprimand or censure;
  - (ii) suspend that Member from membership of the Society for a specified period or indefinitely; or
  - (iii) expel that Member from membership of the Society.
- (b) Any Member suspended or expelled pursuant to (a)(ii) or (iii) above may appeal against that suspension or expulsion by way of a re-hearing to an appeal committee appointed by the Committee of the MCC.

## 2.9 Serious Misconduct of Members Reportable to MCC

- (a) If the Committee is of the opinion that a Member has behaved in a manner unbecoming of an MCC Member, as an alternative to taking action under Rule 2.8(a) above, the Committee may pass any information relating to that Member's misconduct onto the MCC's Chief Executive Officer for investigation and determination in accordance with Rule 13.2 of the MCC Rules. Upon such referral to the MCC's Chief Executive Officer, the Committee must not also take action under Rule 2.8 in relation to the Member's alleged behaviour.
- (b) Following investigation and determination by the MCC in accordance with Rule 13.2 of the MCC Rules, the Committee will take whatever steps required to implement the decision of the MCC Discipline Sub-Committee, including suspending or expelling the Member from the Society.
- (c) Any Member subject to an allegation of misconduct under this Rule 2.9 may appeal against the decision of the MCC Discipline Sub-Committee in accordance with the procedure set out in Rule 13.2 of the MCC Rules.

## 2.10 Grievance Procedure for disputes between Members

- (a) If a Member has any dispute with another Member regarding the Society, that Member may direct that dispute to the Committee.



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- (b) The Committee will investigate the dispute and appoint a sub-committee or a person to arbitrate or mediate the dispute unless it determines that the dispute is vexatious or frivolous.
  - (c) The sub-committee or person appointed to mediate or arbitrate the dispute must:
    - (i) give the parties involved in the dispute a reasonable opportunity to be heard;
    - (ii) allow written statements to be given;
    - (iii) ensure that natural justice is accorded to the parties involved in the dispute; and
    - (iv) otherwise decide the procedure and manner in which the mediation or arbitration is to be conducted.
  - (d) The sub-committee or person appointed to mediate or arbitrate the dispute will give written notice to the Members setting out:
    - (i) its findings with respect to the dispute; and
    - (ii) any requirements that must be complied with by the Members.
  - (e) Any decision of the sub-committee or person appointed to mediate or arbitrate the dispute is final.

#### **2.11 Grievance Procedure for disputes involving Committee**

- (a) If a Member has any dispute with the Committee regarding the Society, that Member may direct that dispute to the MCC's Chief Executive Officer.
  - (b) The MCC's Chief Executive Officer or the Chief Executive Officer's delegate will investigate the dispute and appoint a sub-committee or a person to arbitrate or mediate the dispute unless the MCC's Chief Executive Officer or the Chief Executive Officer's delegate determines that the dispute is vexatious or frivolous.
  - (c) The sub-committee or person appointed to mediate or arbitrate the dispute must:
    - (i) give the parties involved in the dispute a reasonable opportunity to be heard;
    - (ii) allow written statements to be given;
    - (iii) ensure that natural justice is accorded to the parties involved in the dispute; and
    - (iv) otherwise decide the procedure and manner in which the mediation or arbitration is to be conducted.
  - (d) The sub-committee or person appointed to mediate or arbitrate the dispute will give written notice to the Member and the Committee setting out:
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- (i) its findings with respect to the dispute; and
  - (ii) any requirements that must be complied with by a Member, the Committee or the Society.
- (e) Any decision of the sub-committee or person appointed to mediate or arbitrate the dispute is final.
- (f) This Rule 2.11 does not apply to action taken by the Committee pursuant to Rules **Error! Reference source not found.** or 0, or the outcome of any appeal pursuant to .8(b) or 2.9(c).

### 3. COMMITTEE AND MANAGEMENT

#### 3.1 The Committee

- (a) The affairs of the Society are to be managed by a Committee which comprises office bearers and Members elected or appointed to the Committee. The Committee will have not less than 7 Members and not more than 12 Members.
- (b) The Committee must:
  - (i) manage the affairs of the Society in accordance with the Rules and the Guidelines; and
  - (ii) ensure that the Society and the Members comply with the Rules and the Guidelines at all times.

#### 3.2 Office bearers

- (a) The Committee will include the following office bearers:
  - (i) a Chair;
  - (ii) two Vice Chairs;
  - (iii) a Secretary;
  - (iv) a Treasurer;
  - (v) a Wine and Food Master; and
  - (vi) a Cellar Master.
- (b) The Committee may from time to time reduce or increase the number of office bearers but must not eliminate the position of an office bearer then in office.

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### 3.3 Duties of Committee Members

A Committee Member must in the course of acting in their capacity as a Committee Member:

- (a) exercise care and diligence;
- (b) act in good faith for proper purposes;
- (c) not improperly use their position to get an advantage, or cause detriment to the Society or the MCC; and
- (d) prevent insolvent trading by the Society.

### 3.4 Committee meetings

- (a) The Secretary shall call a meeting of the Committee when necessary, or when required to do so by the Chair or any two Members of the Committee and the Secretary shall give seven days notice in writing of such meetings to each member of the Committee.
- (b) The quorum for a Committee meeting is four Committee Members.
- (c) The Committee must maintain a minute book in which:
  - (i) all motions passed by the Committee at Committee meetings are recorded; and
  - (ii) all motions passed at General Meetings are recorded.
- (d) The Committee must allow members of the MCC Committee to:
  - (i) attend Committee meetings if the MCC Committee member has given reasonable prior notice to the Secretary; and
  - (ii) access the minute book maintained by the Committee in accordance with Rule 3.4(c).

### 3.5 Tenure of Committee Members

- (a) Committee Members are to be elected to serve until the next Annual General Meeting but will be eligible for reappointment subject to clause 3.5(b) below.
- (b) The maximum total tenure of Committee Members is nine years from the date of adoption of these Rules.
- (c) The Chair will only be eligible for reappointment if the Chair has been in that office for three years or less.

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### 3.6 Ceasing to be a Committee Member

A casual vacancy in the office of an office bearer or a Committee Member occurs if the office bearer or Committee Member:

- (a) dies;
- (b) ceases to be a Member;
- (c) is suspended in accordance with Rule 2.8;
- (d) resigns from office by notice in writing given to the Secretary;
- (e) becomes a bankrupt;
- (f) is not of sound mind or physically capable of discharging their responsibilities as an office bearer or Committee Member; or
- (g) is absent without the consent of the Committee from all meetings of the Committee held during a period of six months or for 3 or more scheduled meetings without leave of the Committee.

### 3.7 Casual Vacancy

- (a) Where a casual vacancy in the office of an office bearer or a Committee Member occurs in accordance with rule 3.6, the Committee may appoint a Member to that position.
- (b) The person appointed under Rule 3.7(a) will hold office until the next Annual General Meeting after their appointment.

### 3.8 Regulations

- (a) The Committee may make regulations for conducting the affairs of the Society as it sees fit, so long as they are consistent with these Rules and the Guidelines and are approved by the MCC Committee.
- (b) Any regulations made by the Committee do not have effect until the later of the date specified and 14 days after they are circulated to Members.
- (c) The Committee must provide the MCC Committee with a copy of any regulations made in accordance with this Rule 3.8.

### 3.9 Sub-committees

The Committee:

- (a) may establish or disband sub-committees of the Committee, delegate (or at any time vary) powers and functions of a sub-committee and establish or vary a sub-committee's terms of reference and reporting requirements; and

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- (b) may appoint any Committee Member or other Member to the membership of a sub-committee.

#### 4. **ELECTION OF THE COMMITTEE**

##### 4.1 **Nomination**

- (a) To be eligible for nomination as a Committee Member (including all office bearers), a person must be a Member (other than an Affiliate Member).
- (b) To be eligible for nomination as Chair or Vice Chair, a person must be an existing Committee Member or office bearer (Chair, Vice Chairs, Secretary, Treasurer, Wine and Food Master and Cellar Master).
- (c) The office bearers (Chair, Vice Chairs, Secretary, Treasurer, Wine and Food Master and Cellar Master) are separately elected. A member nominating for any of those positions is deemed to be also nominating for a position as a general member of the Committee if unsuccessful in being elected as an office bearer.
- (d) A Member may be nominated for election as an office bearer or Committee Member in accordance with the following procedure:
  - (i) written notice of the nomination, signed by the candidate and two other Members; and
  - (ii) the written notice must be lodged with the Secretary no later than 30 days before an Annual General Meeting.
- (e) The Secretary must give all nominations for Chair to the MCC Committee. Within three weeks of receiving the nominations from the Secretary, the MCC Committee will notify the Secretary that the MCC Committee either approves or disapproves each nomination for Chair.
- (f) If the Secretary does not receive the MCC Committee's decision to approve or disapprove each nomination for Chair within three weeks of providing the nominations to the MCC Committee in accordance with Rule 4.1(e), the nominations are deemed to be approved by the MCC Committee.
- (g) If a Member nominated under Rule 4.1(d) prior to being elected:
  - (i) dies; or
  - (ii) the Committee forms the view that the Member will be unable to serve in the position for which they have been nominated for the period of the tenure of that position due to illness or injury,

the Committee may call for additional nominations and adjust timelines accordingly.

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## 4.2 Election

- (a) The first Committee Members (including office bearers) of the Society will be the Committee Members existing at the time that these Rules are adopted by the Society.
- (b) Thereafter, where there is more than one candidate for a position (or more than two candidates for the position of Vice Chair) a ballot will be conducted and the result of the ballot announced at the Annual General Meeting.
- (c) Where such a ballot is required, ballot papers will be forwarded to all members with the October mail out.
- (d) Ballot papers must be returned to the Secretary no later than seven days before the Annual General Meeting.
- (e) A Member will be elected to a position if they obtain more votes cast by Members than the other candidates nominated for election for that position.
- (f) For all positions where a ballot is not required, the Chair, Vice Chairs (two positions), Secretary, Treasurer, Food and Wine Master, Cellar Master and Committee Members shall be elected at the Annual General Meeting of the Society.
- (g) The chairperson at the Annual General Meeting has a casting vote if there is an equality of votes.
- (h) In the event that no Member gives notice to the Secretary pursuant to Rule 4.1(d) and subject to Rule 3.5(b), the existing Committee Members (including office bearers) will be deemed to be re-elected.

## 5. MEETINGS OF MEMBERS

### 5.1 Annual General Meetings

- (a) The Annual General Meeting must be held each calendar year, at such time and place as the Committee may determine. The Committee must give all Members written notice of the date of the Annual General Meeting not less than three months prior to the date of the Annual General Meeting.
- (b) The Committee must give all Members written notice of the time and place of the Annual General Meeting not less than 21 days prior to the date of the Annual General Meeting.
- (c) The written notice of the Annual General Meeting given in accordance with Rule 5.1(b) must include details of all nominations for positions on the Committee.
- (d) The purpose of the Annual General Meeting is:
  - (i) to confirm the minutes of the preceding Annual General Meeting;

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- (ii) to consider the financial report for the immediately preceding year which must be presented by the Treasurer;
  - (iii) to elect Committee Members (including office bearers) in accordance with Rule 4.2;
  - (iv) to consider such business as the Committee may deem appropriate; and
  - (v) to consider such other business as the Members attending may, by a majority, deem appropriate.
- (e) Members of the MCC Committee may attend an Annual General Meeting.

## 5.2 Special General Meetings

- (a) The Committee, in its absolute discretion, may call a Special General Meeting of the Society whenever they have any matter under consideration on which they wish to obtain the opinion of Members.
- (b) If a Special General Meeting is called under Rule 5.2(a), the Secretary must give all Members written notice of the date, time and place of the Special General Meeting not less than 21 days prior to the date of the Special General Meeting setting out:
  - (i) the object of the proposed Special General Meeting; and
  - (ii) the intended motion to be presented at the Special General Meeting for consideration.
- (c) Members of the MCC Committee may attend a Special General Meeting.

## 5.3 Requirements at General Meetings

- (a) The quorum for a General Meeting is 14 Members comprising 10 Members and 4 Committee Members who are entitled to vote.
- (b) If a quorum is not achieved, the General Meeting will be adjourned until a time and place decided on by the Committee which is to be notified by written notice to all Members.
- (c) The Chair will be chairperson of a General Meeting. If the Chair is not present, the office bearer with the greatest length of tenure on the Committee who is present at the General Meeting will be chairperson of the General Meeting. In the absence of the Chair and all office bearers, the Committee Member with the greatest length of tenure who is present at the General Meeting will be chairperson of the General Meeting.
- (d) The chairperson at a General Meeting has:
  - (i) a deliberative and separate casting vote; and

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- (ii) all necessary powers to conduct the General Meeting in the manner the chairperson deems fit.

#### 5.4 **Voting at General Meetings**

- (a) Voting on motions at General Meetings must be by show of hands, unless Rule 5.4(b) or Rule 5.4(c) applies.
- (b) If at least 10 Members request a division, the chairperson must order that a division be held, in such manner as the chairperson may direct.
- (c) If the motion is a motion to amend the Rules under Rule 7, or a motion to dissolve the Society under Rule 8 and Rule 7, and Members who are entitled to vote require a ballot to be conducted, then a ballot must be conducted, in such manner as the chairperson may direct.

#### 5.5 **Passing Motions at General Meetings**

A motion at a General Meeting will be passed if a majority of Members present in the General Meeting vote in favour of the motion unless one of the following Rules apply:

- (a) if the motion is to amend the Rules, the procedures in Rule 7 have been complied with; or
- (b) if the motion is to dissolve the Society, the procedures in Rule 8 and Rule 7 have been complied with; or
- (c) if the motion relates to the conferral of life membership on a Member, the motion has been approved by a vote of 75% of the Members present at the General Meeting.

### 6. **FINANCIAL REPORTING AND AUDIT**

- (a) The Committee may open bank accounts in the name of the Society, as the Committee determines necessary from time to time.
- (b) The Treasurer must collect all monies received by the Society and make all payments authorised by the Committee.
- (c) The Committee must ensure that the Treasurer keeps proper financial records which:
  - (i) correctly record and explain all the Society's transactions and financial position and performance;
  - (ii) correctly record and explain all goods, stock, equipment or other assets held by or on behalf of the Society;
  - (iii) would enable true and fair financial statements to be prepared and audited; and



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- (iv) sufficiently explain the financial operation and financial position of the Society.
  - (d) The Committee must, if requested by the MCC Committee or the MCC's Chief Executive Officer (or the Chief Executive Officer's delegate):
    - (i) appoint an accountant to conduct a review of:
      - (A) the written financial records kept under Rule 6(c); and
      - (B) any goods, stock, equipment or other assets held by or on behalf of the Society; and
    - (ii) provide the MCC Committee or the MCC's Chief Executive Officer (or the Chief Executive Officer's delegate) with access to the written financial records kept under Rule 6(c) and the findings of any review conducted in accordance with Rule 6(d)(i).

## 7. **AMENDMENT TO RULES**

- (a) The Rules may only be amended in accordance with the procedure set out in this Rule 7.
- (b) The Rules may be amended by a motion passed at a General Meeting of the Society in accordance with the following procedure:
  - (i) the Members by show of hands or division are two thirds in favour of the motion and no ballot is called in accordance with Rule 7(b)(ii); and
  - (ii) if after a show of hands or division and before the end of the General Meeting, 10 Members request a ballot be held to determine if the motion is passed, then a ballot must be held. The chairperson must determine the form of the ballot. If a ballot is called, the motion will be passed if at least two thirds of Members vote in favour of the motion. The chairperson has a deliberate and casting vote.
- (c) A motion to amend the Rules may be proposed:
  - (i) by the Committee by giving a notice to the Members at least 28 days before the General Meeting; or
  - (ii) by notice given to the Secretary signed by at least 10 Members at least 28 days before the General Meeting.
- (d) A notice given under Rule 7(c) must set out the proposed motion to amend the Rules.
- (e) The chairperson at the General Meeting may reject any amendment to a proposed motion to amend the Rules if in the chairperson's reasonable view, the amended motion substantially departs from the proposed motion notified under Rule 7(c).

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- (f) No amendment to the Rules may be effected until the MCC Committee has consented to the amendment. An amendment to the Rules will be effective from the later of the date the motion is passed in accordance with Rule 7(b) and the date on which the MCC Committee consents to the amendment.

## 8. **DISSOLUTION**

- (a) Subject to the consent of the MCC Committee, the Society may be wound up in accordance with the procedure set out in Rule 7.
- (b) The MCC Committee may direct that the Society be wound up if:
  - (i) the Society fails to comply with these Rules or the Guidelines; or
  - (ii) the MCC Committee reasonably believes that the continued operation of the Society is not in the best interests of the MCC.
- (c) If upon winding up there remains any assets or property belonging to the Society after the payment or settlement of all debts and liabilities of the Society, the surplus assets or property becomes the property of the MCC.

## 9. **NOTICES**

### 9.1 **What is a notice**

A notice, consent or other communication under these Rules is only effective if it is:

- (a) in writing, signed by or on behalf of the person giving it;
- (b) addressed to the person to whom it is to be given; and
- (c) either:
  - (i) sent by email to that person's email address as last known by the Society; or
  - (ii) delivered or sent by pre-paid mail (by airmail, if the addressee is overseas) to that person's address as last known by the Society.

### 9.2 **When a notice is given**

A notice, consent or other communication that complies with this rule is regarded as given and received:

- (a) if it is sent by email, when the sender receives confirmation on its server or computer that the message has been transmitted if on a business day, otherwise on the next business day;

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- (b) if it is delivered, when it is received by the addressee; and
  - (c) if it is sent by mail:
    - (i) within Australia – 3 business days after posting; or
    - (ii) to or from a place outside Australia – 7 business days after posting.

**9.3 Address for notices**

- (a) The Society's address and/or email address are those set out in the regulations made by the Committee under Rule 3.8, or as notified to Members from time to time.
- (b) A Member's address for notices is the Member's notified address and email address recorded in the Members' Register.

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## MELBOURNE CRICKET CLUB LONG ROOM WINE AND FOOD SOCIETY

### REGULATIONS

These Regulations have been made by the Committee of the Long Room Wine and Food Society (hereinafter referred to as “**the Society**”) in accordance with Rule 3.8 of the Rules of the Society and approved by the MCC Committee.

#### 1. **Facilities**

No member of the MCC shall be entitled to use any of the equipment or amenities of the Society unless he or she has been admitted to Membership of the Society and his or her name is on the Members’ Register.

#### 2. **Waiting List**

The Committee shall determine the procedure and arrange for the future admission of Members to the Society, maintaining a Waiting List of applicants and observing all relevant Rules and Regulations of the MCC and of the Society. A non-refundable fee, set by the Committee, is payable upon application.

#### 3. **MCC Functions**

Membership of the Society does not by itself bestow any right to attend MCC functions other than those conducted by the Society.

#### 4. **Subscriptions – New Members**

In addition to the annual Subscription, all new Members are to pay for a badge and lapel badge. In addition, new male Members are to pay for, a Society tie or bow tie.

#### 5. **Invitations and Notices to Functions**

The Secretary or another Member as authorized by him or her shall advise Members in writing (by hard copy or electronic copy) at least two weeks before each function of at least the time, date and venue of the forthcoming function.

Invitations to attend functions are to be extended to persons from the Waiting List. However invitations are to exclude the function in January (Old Bottle Day) and numbers at each function are to be at the discretion of the Chair and Secretary or Committee. Fees are to be at Member’s rates and each invitee may invite up to two guests (at guest rates).

#### 6. **Dates and Times**

Official functions generally are to be by way of a Luncheon each month and will normally be held on the last Wednesday of:

JANUARY

FEBRUARY

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MARCH

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

all commencing at approximately 12:45pm or at a time as determined by the Committee.

One of these Luncheons is to have an International theme.

The April function shall be an Annual Dinner and will normally be held on the last Wednesday of that month commencing at approximately 7:30pm, or at a time as determined by the Committee.

The December function will be an evening Christmas function.

7. **Venue**

Functions are to be held in the MCC Long Room wherever possible or at an alternative venue where directed by the Committee.

8. **Other Functions**

The Committee only shall approve of any functions held under the name of the Society.

9. **Organization of Functions – Variations**

The Committee shall have the power to determine and vary the time, date and venue of each function as well as to cancel a function in extenuating circumstances or to arrange any extra-ordinary or additional functions.

Any change to the approved function winery list will be discussed and confirmed by the Committee.

10. **Wines**

A cellar will be maintained by the Society comprising a wide range of styles but predominantly Australian wines.

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Cellaring of wines should be for the medium term and should form part of three-year-in-advance planning for the Annual Dinner.

11. **Committee Meetings**

A minimum of five meetings should be held each year in the months of February, April, June, August, and October.

12. **Cellar Keys**

Four keys are to be held. One by each of Secretary, Wine and Food Master, Cellar Master and a Committee person assisting the Cellar Master.

13. **Limit on Total Attendees**

The total combined number of Members and guests attending a function shall be set by the Committee and take into consideration such things as seating room available, the number of MCC Caterer staff attending, wine available, venue location and time etc.

Accordingly the Secretary shall have the authority to accept replies to invitations on a first return, first acceptance basis.

14. **Guest Limits**

The limit is two guests per Member per function in the Long Room, and three per Member per function in the Members Dining Room, but the Secretary is given discretion to waive this limit.

The practice of a Member inviting guest(s) to any society function without such Member attending the function will not normally be permitted.

15. **Complimentary and Reciprocal Guests**

The Secretary is given discretion to approve guests as being complimentary to attend functions free of charge or at a reduced fee.

The cost of that guest's attendance shall be borne in full or in part by the Society as determined and approved by the Secretary as approved by the Committee on behalf of the Society.

16. **Function Procedures**

- (a) A roving microphone is to be on hand at all functions.
- (b) All new Members must be welcomed by the Chair.
- (c) The Secretary may invite MCC Committee Members, as approved by the Committee or Chair, to the functions. The Chair is authorised to invite MCC Committee Members to the Annual Dinner.
- (d) Surplus wines may be disposed of by sale, as prize wines or as presentation wines to Members from time to time, typically at a Cellar Day luncheon.

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- (e) MCC Caterer may take one table at up to six events per year excluding January and December functions. No charges to apply.
  - (f) The Chief Executive Officer of the MCC shall be invited to deliver an update on MCC activities at the November luncheon each year.

17. **MCC Caterer Wine Purchasing**

MCC Caterer is to buy and hold wine in reserve for the Society. Quantity is not to exceed two hundred (200) dozen bottles at any one time. Full details in letter from MCC Caterer dated 21st March 1997.

Where possible such wines are to be stored in a separate area of the cellar so as to be easily identifiable from the wine stock that is owned outright by the Society.

18. **Annual Price Review**

MCC Caterer is to advise the Secretary of any proposed changes at the beginning of each calendar year.

19. **Financial Year**

1st July to 30th June.

20. **Newsletter**

Society Newsletters with policy or contentious items must be cleared by the Melbourne Cricket Club before issue.

21. **Wine and Food Scholarship**

Known as "Chairman's Award MCC Long Room Wine and Food Society". An amount of one thousand five hundred dollars (\$1,500) to be awarded annually. Scholarship is to be allocated to a second year apprentice MCC Caterer- food, based on a recommendation from management of the MCC Caterer.

22. **Chef of the Year Award**

Known as "MCC Long Room Wine and Food Society Chef of the Year Award". To be awarded to a MCC Caterer Chef on an annual basis: judged on monthly presentation, quality, flavours, ambience, etc. at Society functions as approved by the Committee.

23. **Winemaker of the Year Award**

Known as "MCC Long Room Wine and Food Society Winemaker of the Year Award". To be awarded on an annual basis to a Winemaker whose wines are shown at a Society function; judged on the quality of the wines shown and the overall presentation given by the winemaker, as approved by the Committee.

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24. **Goods and Services Tax (GST)**

The Society is classified as a NON PROFIT BODY. The Melbourne Cricket Club has registered for GST and the Society will be under the “umbrella” of the MCC as a Section with a GST number as a “subsidiary” of the Melbourne Cricket Club.

Annual Subscriptions to the Society are subject to GST. Invoices for wine purchases and function costs from MCC Caterer are to be forwarded to MCC for a “tax credit” which will be refunded to the Society.

25. **Secretary**

The Secretary shall be the Executive Officer of the Society. His or her duties shall be:

- (a) attend meetings of the Society Committee and the Annual General Meetings and Special General Meetings of the Society;
- (b) prepare an agenda for such meetings, to which agenda the Chair may add any items that he or she wishes to be dealt with;
- (c) record the minutes of all meetings and file same in a loose-leaf or approved equivalent binder to be kept for that purpose;
- (d) conduct all correspondence in connection with the general business of the Society;
- (e) collect or cause to be collected all subscriptions, entry fees and/or other moneys due to the Society and hand proceeds to the Treasurer;
- (f) keep the Members’ Register, in conjunction with the MCC, setting forth the name in full and mailing address (such mailing address to be the same as registered with the MCC) of each Member, such List to be open to the inspection of the Members of the Society;
- (g) keep a copy of all regulations made from time to time by the Committee;
- (h) prepare a report to the Annual General Meeting of the Society on the activities of the Society during the year; and
- (i) call all meetings in accordance with the Rules, and carry out those duties usually associated with the office of Secretary.

Should the Secretary be absent or ill or should he or she neglect or refuse to do anything required by the Rules, the Committee shall have the power to appoint any Member of the Society to act in his or her stead.

26. **Treasurer**

The duties of the Treasurer shall be to:

- (a) ensure all monies received by the Society are processed, banked and reconciled;
- (b) ensure that receipts are issued for such moneys upon request;



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- (c) pay all accounts, subject to the approval of the Committee;
  - (d) keep books of account of all moneys received and expended;
  - (e) present at each Committee Meeting a statement of receipts and payments since the last meeting, also showing total receipts and payments for the current year to date, and to table the bank statement made up to date. Should the Chair or the Committee require, he or she shall prepare an estimate of the financial position for the balance of the year; and
  - (f) submit to the Annual General Meeting a statement of income and expenditure for the year and a balance sheet showing the assets and liabilities at the end of the Society's year. This statement and balance sheet shall have been examined and certified by the Auditor.

27. **Wine and Food Master**

The duties of the Wine and Food Master shall be to:

- (a) purchase wines for functions and, in consultation with the Cellar Master, purchase wines for the cellar, utilizing, when appropriate, the MCC Caterer wine purchasing facility;
- (b) take a keen interest in developments and trends in the wine industry and inform the Committee accordingly. Work closely with the Cellar Master and Committee members to optimize wine selection and purchasing;
- (c) nominate the wines to be served at each function (except Cellar Days);
- (d) co-ordinate purchase of wines for forthcoming functions;
- (e) ensure sufficient quantities of wine for functions;
- (f) ensure quality of wines for functions (except Cellar Days);
- (g) co-ordinate wines with food with MCC Caterer for functions;
- (h) assist the chairperson with the running of functions as required;
- (i) plan wine and food aspects of special functions such as the Annual Dinner and the International Luncheon;
- (j) recruit winemakers to provide and promote their wares at the Society's functions;
- (k) maintain a calendar showing dates for various winemakers to attend;
- (l) maintain a list of complimentary wine industry guests;
- (m) be available to temporarily oversee the duties of the Cellar Master if circumstances do not allow the Cellar Master to fulfill his or her duties;

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- (n) advise the Treasurer regarding purchases of wines and preliminary details of invoices. A written record of wines returned to the cellar following functions and also wines taken from the cellar for Committee Meetings; and
  - (o) maintain an order book for all wines ordered for both the Society and under the MCC Caterer scheme.

28. **Cellar Master**

The duties of the Cellar Master shall be to:

- (a) Maintain the cellar;
- (b) ensure correct storage of wine in the cellar;
- (c) ensure sufficient quantities of wine for Cellar Day functions, in conjunction with Wine and Food Master;
- (d) ensure quality of wine for Cellar Day functions, in conjunction with Wine and Food Master;
- (e) co-ordinate wine with food with the MCC Caterer for functions;
- (f) ensure excess wines from all functions are returned to the cellar;
- (g) ensure rotation of stock from the cellar;
- (h) ensure minimization of ullaged stock;
- (i) oversee selection of gifts from cellar for chefs and special guests at functions;
- (j) keep stock files up to date;
- (k) oversee stock input/output sheets at functions and confirm returned stock to the cellar is correct; and
- (l) maintain a record, in book form, recording all wines OUT to functions and a further record of UNOPENED bottles to be returned to the cellar after functions.

29. **Bank Accounts**

The bank accounts of the Society shall be kept in such bank as shall from time to time be approved by the Committee, and all moneys banked promptly therein.

All cheques and withdrawals drawn on the bank accounts require signature by at least two of the following:

- (a) Chair,
- (b) Vice-Chairs,
- (c) Secretary and

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(d) Treasurer,

provided that should any of these officer bearers be absent through illness or other cause then a substitute or acting appointment shall be made by the Committee. The Committee may authorize such person acting in the place of any one of the officer bearers mentioned to sign cheques or withdrawals on the Society's bank accounts in like manner.

Electronic payments must first be raised by the Treasurer and then authenticated electronically by a second signatory.

30. **Auditor**

An Auditor shall be appointed and honorarium, if any, fixed at each Annual General Meeting. Such Auditor shall not be an Office-bearer of the Society.

The Auditor shall have power at all times to examine the books and documents of the Society, and shall also, as soon as convenient after the close of the financial year, in each year audit a statement of income and expenditure and balance sheet, setting forth the financial business of the Society since the end of the preceding financial year.

These statements shall be prepared by the Treasurer. The audited financial statements and auditor's report shall be presented at the Annual General Meeting.

The Auditor shall by arrangement with the Cellarmaster, carry out an audit of the cellar at the end of each financial year and also audit the cellar from time to time as required by the Committee.

31. **Notices**

The Society's address and email address are as follows:

Interest Group: Melbourne Cricket Club Long Room Wine and Food Society,  
Address: PO Box 1248  
Bendigo VIC 3552

Email address: srbfletcher@hotmail.com

Attention: Stuart Fletcher, Secretary, MCC Long Room Wine and Food Society