



March 2024

# ClubED

## Bite-Sized Learning

CEI Monthly Newsletter



Club Education Institute

**Welcome to the March edition of our Bite-Sized Learning newsletter.**

**The Club Education Institute (CEI) is excited to introduce a new approach to its learning modules commencing this month. In its constant endeavour to make learning more engaging and practical, real-life case studies are now incorporated into our bite-sized lessons.**

Instead of solely focusing on theoretical concepts, CEI believes that delving into real-world scenarios offers a richer learning experience. The case studies will provide you with tangible examples of how the concepts, under discussion, can be applied in various situations. Whether you're looking to enhance your professional skills or simply broaden your knowledge base, these real-life examples will offer valuable insights and practical takeaways.

Embark on this learning journey with CEI and explore the endless possibilities that real-life case studies present. Dive in and discover!

The first case study is around managing member behaviour and following disciplinary procedures.

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### **Managing Member Behaviour & Disciplinary Procedures in Clubs**

*Club XYZ* encountered behavioural issues among its members, leading the Secretary to suspend two individuals. However, the board subsequently reversed this decision, causing embarrassment for the Secretary and undermining his perceived authority. The Club Secretary defended their actions by citing their authority in a prior position.

#### **Key Issues**

1. *Lack of adherence to the Club's constitution*  
The Secretary suspended the members without following the established procedures outlined in the Club's constitution.

## 2. *Absence of due process*

The suspended members were not provided with notices of charge nor given an opportunity to respond to the allegations against them.

## 3. *Unauthorised suspension*

The Club's constitution mandates a disciplinary meeting before a member can be suspended, a requirement that was overlooked in this instance.

### Resolution

Upon discovering the procedural irregularities, the board intervened and overturned the suspensions. The decision was based on the grounds of non-compliance with the Club's constitution. While the board's action rectified the procedural error, this action led to conflicts within the Club and raised questions regarding the Secretary's authority and decision-making process.

### Lessons Learned

#### 1. *Adherence to the constitution*

Not all constitutions are built the same — boards and secretaries should ensure understanding BEFORE an issue arises. Clubs seeking to change their constitution should seek legal advice.

#### 2. *Due process*

Providing members with notices of charge and opportunities to respond is essential for fairness and transparency in disciplinary proceedings.

#### 3. *Upholding authority and accountability*

While the Secretary holds authority, decisions must be made in alignment with the Club's guidelines and with consideration for potential board intervention.

### Conclusion

The case of Club XYZ underscores the importance of effective governance and communication in managing disciplinary issues within clubs. By learning from this experience and implementing measures to improve transparency and adherence to protocol, clubs can mitigate conflicts and maintain integrity in their decision-making processes.

## Upcoming CEI Seminars

Topics include

- **Responsible Gambling Board Oversight** — ClubSAFE
- **Tenders and Contracts for Building and Construction — Considerations & Challenges** — Elite Legal
- **Financial Resilience — Navigating Risk & Building Sustainability** — PKF

Location

### Central Coast

26 March, 8:00am–10:00am  
Central Coast Leagues Club

### Newcastle & Hunter Valley

27 March, 7:45am–10:00am  
Kahibah Sports Club

### Far North Coast [South]

3 April, 9:00am–11:00am  
Laurieton United Services

### Southern Metropolitan

9 July, 3:30pm–5:30am  
Kingsgrove RSL Club

## Upcoming Mandatory Director Training

Location

### Newcastle & Hunter Valley

9 & 10 April, 9:00am–3:00pm  
Karuah RSL

To register, follow this [link](#).