

05 APR 2019



## SWAN RIVER DRESSAGE INC

### RULES OF ASSOCIATION

(LODGED MARCH 2019)

- A. The name of the Association is SWAN RIVER DRESSAGE INC
- B. The object of the Association is to run dressage competitions and other equestrian activities in Western Australia.
- C. Any four members personally present (being members entitled to vote under these rules at a general meeting) will constitute a quorum for the conduct of the business at a general meeting.
- D. Any three committee members constitute a quorum for the conduct of the business of a committee meeting.
- E. The Association's financial year will be the period of 12 months commencing on the first of July and ending on the thirtieth of June of the following year.

Please note: the following items are not part of the Rules. They are included for reference purposes only:

- 1. The table of contents
- 2. The numbering of the Rules and sub-rules
- 3. The page numbers and contents of footers and headers
- 4. The paragraph headings
- 5. Any emphasis given to text such as **bold**, and
- 6. The index.

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## PART 1 — PRELIMINARY

### 1. Terms used

In these Rules, unless the contrary intention appears —

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

**annual membership year** shall be a calendar year;

**Association** means the incorporated association to which these Rules apply;

**books**, of the Association, includes the following —

- (a) a register;
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- (c) a document;
- (d) any other record of information;

**by-laws** means by-laws made by the Association under rule 63;

**chairperson** means the person who is designated under these rules to chair meetings of the Association;

**Commissioner** means the person for the time being designated as the Commissioner under section 153 of the Act;

**committee** means the management committee of the Association;

**committee meeting** means a meeting of the committee;

**committee member** means a member of the committee;

**deputy president** means the committee member holding the office of deputy president of the Association

**due date** means the date by which the annual membership fee must be paid, which shall be set by the committee;

**financial records** includes —

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain —
  - (i) the methods by which financial statements are prepared; and
  - (ii) adjustments to be made in preparing financial statements;

**financial report**, of a tier 2 association or a tier 3 association, has the meaning given in section 63 of the Act;

**financial statements** means the financial statements in relation to the Association required under Part 5 Division 3 of the Act;

**financial year**, of the Association, has the meaning given in rule 4;

**general meeting**, of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend;

**junior class member**, a class of membership for persons not yet 16 years of age, with the privileges and rights of membership defined in Rule 10.

**member** means a person who is an ordinary member or a junior member of the Association;

**ordinary member** means a member with the rights referred to in rule 10(2);

**president** means the Committee member holding office as the president of the Association

**register of members** means the register of members referred to in section 53 of the Act;

**Rules** means these Rules of the Association, as in force for the time being;

**secretary** means the committee member holding office as the secretary of the Association;

**special committee meeting** means a meeting of the committee convened under Rule 40(3) or Rule 22(2);

**Special General Meeting** means a general meeting of the Association other than the Annual General Meeting;

**special resolution** means a resolution passed by the ordinary members at a general meeting in accordance with section 51 of the Act; a special resolution requires a yes vote of 75% of those ordinary members at the meeting;

**subcommittee** means a subcommittee appointed by the committee under rule 47(1)(a);

**tier 1 association** means an incorporated association to which section 64(1) of the Act applies;

**tier 2 association** means an incorporated association to which section 64(2) of the Act applies;

**tier 3 association** means an incorporated association to which section 64(3) of the Act applies;

**treasurer** means the committee member holding office as the treasurer of the Association.

## 2. Name of the Association

The name of the Association is SWAN RIVER DRESSAGE INC.

## 3. Object of the Association

The object of the Association is to run dressage competitions and other equestrian activities in Western Australia.

## 4. Financial year

The financial year for the Association shall be from first of July to the thirtieth of June in the following year.

# PART 2 — ASSOCIATION TO BE NOT FOR PROFIT BODY

## 5. Not-for-profit body

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association 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 objects or purposes.

- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is —
  - (a) the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
  - (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
  - (c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
  - (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

## **PART 3 — MEMBERS**

### **Division 1 — Membership**

#### **6. Eligibility for membership**

- (1) Any person who supports the objects or purposes of the Association is eligible to apply to become a member.
- (2) An individual who has not reached the age of 16 years is not eligible to apply for a class of membership that confers full voting rights.
- (3) Only natural persons are eligible for membership; bodies corporate are not eligible for membership.

#### **7. Applying for membership**

- (1) A person who wants to become a member must apply in writing to the Association.
- (2) The application must include a member's nomination of the applicant for membership.
- (3) The application must be signed by the applicant and the member nominating the applicant. An application is deemed to be signed by the applicant if it is received from the applicant's email address. If the application is not signed by the member nominating the applicant, the committee must verify the nomination with the member nominating the applicant.
- (4) The applicant must specify in the application the class of membership, if there is more than one for which the applicant is applying.

#### **8. Dealing with membership applications**

- (1) The committee must consider each application for membership of the Association and decide whether to accept or reject the application.
- (2) Subject to subrule (3), the committee must consider applications in the order in which they are received by the Association.
- (3) The committee may delay its consideration of an application if the committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- (4) The committee must not accept an application unless the applicant —

- (a) is eligible under rule 6; and
  - (b) has applied under rule 7.
- (5) The committee may reject an application even if the applicant —
- (a) is eligible under rule 6; and
  - (b) has applied under rule 7.
- (6) The committee must notify the applicant of the committee's decision to accept or reject the application as soon as practicable after making the decision.
- (7) If the committee rejects the application, the committee is not required to give the applicant its reasons for doing so.

## 9. Becoming a member

An applicant for membership of the Association becomes a member when —

- (a) the committee approves the application; and
- (b) the applicant pays any membership fees payable to the Association under rule 14.

## 10. Classes of membership

- (1) Membership shall have three classes:
- a. Ordinary membership rider class: ordinary membership privileges and the right to enter as a rider in club events; the member must be 16 years of age or older;
  - b. Ordinary membership non-rider class: ordinary membership privileges and no right to ride in club events; the member must be 16 years of age or older;
  - c. Junior class: for members not yet 16 years of age; this membership is not an ordinary membership; the privileges include:
    - i. the right to enter club events as a rider,
    - ii. all other rights conferred on ordinary members,
    - iii. but no right to vote at general meetings and no right to be a member of the committee.
- (2) Ordinary membership privileges are:
- a. the right to attend and vote at general meetings;
  - b. the right to be a member of the committee; and
  - c. any other rights conferred on ordinary members by these Rules or by a resolution of a general meeting or by resolution by the committee.
- (3) The number of members of any class is not limited unless otherwise approved by resolution at a general meeting.
- (4) A member may change his or her class of membership by advising the secretary in writing and paying any fee that is incurred as a result of the change, provided that the member qualifies for the membership to which the member intends to move. However there shall be no fee refund if a member moves to a class with a lower membership fee.

## 11. When membership ceases

- (1) A person ceases to be a member when any of the following takes place —
- (a) the person dies;
  - (b) the person resigns from the Association under rule 12;
  - (c) the person is expelled from the Association under rule 17;
  - (d) the person ceases to be a member under rule 14(4);
- (2) The secretary, or the committee member authorised to keep the membership records, must keep a record for at least one year after a person ceases to be a member of —
- (a) the date on which the person ceased to be a member; and
  - (b) the reason why the person ceased to be a member.

## 12. Resignation

- (1) A member may resign from membership of the Association by giving written notice of the resignation to the secretary.
- (2) The resignation takes effect —
  - (a) when the secretary receives the notice; or
  - (b) if a later time is stated in the notice, at that later time.
- (3) A person who has resigned from membership of the Association remains liable for any fees that are owed to the Association (the **owed amount**) at the time of resignation.
- (4) The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

## 13. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

### Division 2 — Membership fees

#### 14. Membership fees

- (1) The Annual General Meeting must determine the entrance fee (if any) and the annual membership fees (if any) to be paid for membership of the Association for the next membership calendar year. The annual membership fees shall be set for the period of each calendar year.
- (2) The fees determined under subrule (1) may be different for different classes and sub-classes of membership.
- (3) A member must pay the annual membership fee to the treasurer, or another person authorised by the committee to accept payments, by the date determined by the committee (the **due date**).
- (4) If a member has not paid the annual membership fee within the period of three months after the due date, the member ceases to be a member on the expiry of that period.
- (5) If a person who has ceased to be a member under subrule (4) offers to pay the annual membership fee after the period referred to in that subrule has expired —
  - (a) the committee may, at its discretion, accept that payment; and
  - (b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted, however the member shall not be compensated for, or have the right to claim, any privileges that the member was denied when the member's fees were unpaid beyond the **due date**.
- (6) The committee has the power to set a pro rata membership fee based on the annual membership fee for part of a calendar year for persons approved for membership during the calendar year.

### Division 3 — Register of members

#### 15. Register of members

- (1) The secretary, or another committee member authorised by the committee, is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Association.



- (2) In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.
- (3) The register of members must be kept at the secretary's place of residence, or at another place determined by the committee.
- (4) A member who wishes to inspect the register of members must contact the secretary to make the necessary arrangements.
- (5) If —
  - (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
  - (b) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,
 the committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association.

## PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

### Division 1 — Term used

#### 16. Term used (in this part):

**member**, in relation to a member who is expelled from the Association, includes former member.

### Division 2 — Disciplinary action

#### 17. Suspension or expulsion

- (1) The committee may decide to suspend a member's membership or to expel a member from the Association if —
  - (a) the member contravenes any of these Rules; or
  - (b) the member acts detrimentally to the interests of the Association.
- (2) The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.
- (3) The notice given to the member must state —
  - (a) when and where the committee meeting is to be held; and
  - (b) the grounds on which the proposed suspension or expulsion is based; and
  - (c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion;
- (4) At the committee meeting, the committee must —
  - (a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and
  - (b) give due consideration to any submissions so made; and
  - (c) decide —
    - (i) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
    - (ii) whether or not to expel the member from the Association.

- (5) A decision of the committee to suspend the member's membership or to expel the member from the Association takes immediate effect.
- (6) The committee must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.
- (7) A member whose membership is suspended or who is expelled from the Association may, within 14 days after receiving notice of the Committee's decision under subrule (6), give written notice to the secretary requesting the appointment of a mediator under rule 25.
- (8) If notice is given under subrule (7), the member who gives the notice and the committee are the parties to the mediation.

## 18. Consequences of suspension

- (1) During the period a member's membership is suspended, the member —
  - (a) loses any rights (including voting rights) arising as a result of membership; and
  - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.
- (2) When a member's membership is suspended, the secretary must record in the register of members —
  - (a) that the member's membership is suspended; and
  - (b) the date on which the suspension takes effect; and
  - (c) the period of the suspension.
- (3) When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended.

## Division 3 — Resolving disputes

### 19. Terms used

In this Division —

***grievance procedure*** means the procedures set out in this Division;

***party to a dispute*** includes a person —

- (a) who is a party to the dispute; and
- (b) who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

### 20. Application of Division

The procedure set out in this Division (the grievance procedure) applies to disputes —

- (a) between members; or
- (b) between one or more members and the Association.

### 21. Parties to attempt to resolve dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

### 22. How grievance procedure is started

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 21, any party to the dispute may start the grievance procedure by giving written notice to the secretary of —
  - (a) the parties to the dispute; and
  - (b) the matters that are the subject of the dispute.

- (2) Within 28 days after the secretary is given the notice, a committee meeting must be convened to consider and determine the dispute.
- (3) The secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- (4) The notice given to each party to the dispute must state —
  - (a) when and where the committee meeting is to be held; and
  - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.
- (5) If —
  - (a) the dispute is between one or more members and the Association; and
  - (b) any party to the dispute gives written notice to the secretary stating that the party —
    - (i) does not agree to the dispute being determined by the committee; and
    - (ii) requests the appointment of a mediator under rule 25,
 the committee must not determine the dispute.

### **23. Determination of dispute by committee**

- (1) At the committee meeting at which a dispute is to be considered and determined, the committee must —
  - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute; and
  - (b) give due consideration to any submissions so made; and
  - (c) determine the dispute.
- (2) The committee must give each party to the dispute written notice of the committee's determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.
- (3) A party to the dispute may, within 14 days after receiving notice of the committee's determination under subrule (1)(c), give written notice to the secretary requesting the appointment of a mediator under rule 25.
- (4) If notice is given under subrule (3), each party to the dispute is a party to the mediation.

## **Division 4 – Mediation**

### **24. Application of Division**

- (1) This Division applies if written notice has been given to the secretary requesting the appointment of a mediator —
  - (a) by a member under rule 17(7); or
  - (b) by a party to a dispute under rule 22(5)(b)(ii) or 23(3).
- (2) If this Division applies, a mediator must be chosen or appointed under rule 25.

### **25. Appointment of mediator**

- (1) The mediator must be a person chosen —
  - (a) if the appointment of a mediator was requested by a member under rule 17(7) — by agreement between the Member and the committee; or
  - (b) if the appointment of a mediator was requested by a party to a dispute under rule 22(5)(b)(ii) or 23(3) — by agreement between the parties to the dispute.

- (2) If there is no agreement for the purposes of subrule (1)(a) or (b), then, subject to subrules (3) and (4), the committee must appoint the mediator.
- (3) The person appointed as mediator by the committee must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
  - (a) a member under rule 17(7); or
  - (b) a party to a dispute under rule 22(5)(b)(ii); or
  - (c) a party to a dispute under rule 23(3) and the dispute is between one or more members and the Association.
- (4) The person appointed as mediator by the committee may be a member or former member of the Association but must not —
  - (a) have a personal interest in the matter that is the subject of the mediation; or
  - (b) be biased in favour of or against any party to the mediation.

## 26. Mediation process

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must —
  - (a) give each party to the mediation every opportunity to be heard; and
  - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
  - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

## 27. If mediation results in decision to suspend or expel being revoked

If —

- (a) mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice under rule 17(7); and
  - (b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,
- that revocation does not affect the validity of any decision made at a committee meeting or general meeting during the period of suspension or expulsion.

## PART 5 — COMMITTEE

### Division 1 — Powers of Committee

#### 28. Committee

- (1) The committee members are the persons who, as the management committee of the Association, have the power to manage the affairs of the Association.

- (2) Subject to the Act, these Rules, the by-laws (if any) and any resolution passed at a general meeting, the committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.
- (3) The committee must take all reasonable steps to ensure that the Association complies with the Act, these Rules and the by-laws (if any).

## **Division 2 — Composition of Committee, election, appointment and terms of Committee members**

### **29. Committee members: composition and election**

- (1) The committee shall consist of not less than four members. Their terms shall be from the date of their appointment until the conclusion of the next Annual General Meeting.
- (2) At the Annual General Meeting, all the committee positions are to be declared vacant; the members at the meeting shall then determine by resolution how many committee members are to be elected, subject to subrule (1). The chairperson shall then conduct an election for the committee members.
- (3) The election procedure shall be by calling for nominations from the members in attendance at the meeting or from a written nomination received by the secretary prior to the Annual General Meeting. A member may nominate him/herself. A member does not have to be in attendance to be nominated and elected.
- (4) If the number of nominations is equal to or less than the number of members resolved by the meeting under subrule (2), then the chairperson shall declare the nominees elected.
- (5) If there are more nominees than the number resolved under subrule (2), then the chairperson shall conduct a secret ballot. If the chairperson is one of the nominees in the election, the chairperson shall appoint another member at the meeting who is not a nominee to conduct the ballot.
- (6) The ballot shall consist of a list of all nominees and members present at the meeting shall vote by marking names on the ballot paper but not more than the number of positions available under subrule (2). The nominees with the highest number of marks against their names shall be declared elected, subject to subrule (2).
- (7) Only ordinary members can be elected as committee members.
- (8) The nomination for the position of committee member of a member who is not present at the Annual General Meeting shall only be accepted if that member has given his or her acceptance of the nomination in writing and tabled at the Annual General Meeting.
- (9) At the conclusion of the Annual General Meeting (or as soon as is convenient thereafter), the committee shall meet and elect the following office bearers from their own number:
  - (a) the president;
  - (b) the deputy president;
  - (c) the secretary;
  - (d) the treasurer.
- (10) A person must not hold 2 or more of the offices mentioned in subrule (9) at the same time, except the secretary or the treasurer may also hold the office of deputy president.
- (11) A member must not accept nomination for the committee if that member does to comply with eligibility requirements under section 39 of the Act.

### **30. Appointment of committee members to fill a casual vacancy**

- (1) If a committee member ceases to be a member of the committee during that member's term, the committee may resolve to appoint another member to fill this committee vacancy, subject to subrule 30(2).
- (2) The committee is required to fill the vacancy if the remaining number of committee members is less than four (as specified in subrule 29(1)).
- (3) The committee may appoint other members to the committee if the number of members elected at the previous Annual General Meeting is less than the number of members resolved to be elected to the committee under subrule 29(2), but the total number of committee members shall not exceed the number resolved under subrule 29(2).
- (4) A committee member appointed by the committee to a casual vacancy will serve for a term that will expire at the conclusion of the next Annual General Meeting.
- (5) If an office bearer position (as defined in Rule 29(9)) becomes vacant, the committee must appoint a committee member to the position within 14 days.
- (6) Subject to the requirement for a quorum under rule 44, the committee may continue to act despite any vacancy in its membership.
- (7) If there are fewer committee members than required for a quorum under rule 44(3), the committee may act only for the purpose of —
  - a. appointing committee members under this rule; or
  - b. convening a general meeting.

### **Division 3 — Duties of committee members and office bearers.**

#### **31. President**

- (1) It is the duty of the president to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.
- (2) The president has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these Rules.
- (3) The office of president does not have executive powers for the Association unless specifically authorised by the committee or provided for under these Rules.

#### **32. Secretary**

The Secretary has the following duties —

- (a) dealing with the Association's correspondence;
- (b) consulting with the president regarding the business to be conducted at each committee meeting and general meeting;
- (c) preparing the notices required for meetings and for the business to be conducted at meetings;
- (d) unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (e) maintaining on behalf of the Association an up-to-date copy of these Rules, as required under section 35(1) of the Act;
- (f) unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;

- (g) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- (h) maintaining full and accurate minutes of committee meetings and general meetings; and
- (i) carrying out any other duty given to the secretary under these Rules or by the committee.

### **33. Treasurer**

The treasurer has the following duties —

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- (b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;
- (c) ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
- (d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- (e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- (f) if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's Annual General Meeting;
- (g) if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's Annual General Meeting;
- (h) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act; and
- (i) carrying out any other duty given to the treasurer under these Rules or by the committee.

### **34. Deputy president**

The deputy president shall deputise for the president when the president is absent from meetings or unavailable for president duties at any other time.

### **35. Term of office**

- (1) The term of office of a committee member begins —
  - (a) At the end of the Annual General Meeting at which the committee is elected; or
  - (b) When the member is appointed to fill a casual vacancy under rule 30.
- (2) Subject to rule 37, a committee member holds office until the end of the next Annual General Meeting.
- (3) A committee member may be re-elected if he or she remains eligible for committee membership.

### **36. Resignation and removal from office**

- (1) A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the president.
- (2) The resignation takes effect —
  - (a) when the notice is received by the secretary or president; or
  - (b) if a later time is stated in the notice, at the later time.
- (3) At a general meeting, the Association may by resolution —
  - (a) remove a committee member from office; and
  - (b) elect a member who is eligible under rule 29(7) and (11) to fill the vacant position.
- (4) A committee member who is the subject of a proposed resolution under subrule (3)(a) may make written representations (of a reasonable length) to the secretary or president and may ask that the representations be provided to the members.

- (5) The secretary or president may give a copy of the representations to each committee member or, if they are not so given, the committee member may require them to be read out at the general meeting at which the resolution is to be considered.
- (6) The committee does not have the power to remove a committee member. The committee does have the power to declare that a committee member is no longer a member of the committee if that committee member does not, or no longer, comply with eligibility for committee membership under section 39 of the Act.
- (7) The committee may resolve to refer a committee member to a general meeting for removal as a committee member on the grounds that the committee member
  - (a) Has not complied with the Act or these Rules
  - (b) Has not complied with resolutions of a general meeting or committee meeting,
  - (c) Brings the Association into disrepute, or
  - (d) Does not declare a conflict of interest,
 but at all times, it shall be the general meeting to resolve if the removal of the committee member from the committee is warranted by considering the severity of the alleged breach.
- (8) The committee has the power to remove an office bearer as described in Rule 29(9)(a) to (d) from office, but that person will remain a committee member subject to subrule 36(7).

### 37. When membership of committee ceases

A person ceases to be a committee member if the person —

- (a) dies or otherwise ceases to be a member; or
- (b) resigns from the committee or is removed from office under Rule 36(3)(a); or
- (c) becomes ineligible to accept an appointment or act as a committee member under section 39 of the Act;
- (d) becomes permanently unable to act as a committee member because of a mental or physical disability; or
- (e) fails to attend 3 consecutive Committee meetings, of which the person has been given proper notice, without having been granted leave by the president. Such leave shall not be unreasonably withheld.

### 38. Validity of acts

The acts of a committee or subcommittee, or of a committee member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a committee member or member of a subcommittee.

### 39. Payments to committee members

- (1) In this rule —
  - committee member** includes a member of a subcommittee;
  - committee meeting** includes a meeting of a subcommittee.
- (2) A committee member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred —
  - (a) in attending a committee meeting or
  - (b) in attending a general meeting; or
  - (c) otherwise in connection with the Association's business
 provided the payment is authorised by a resolution of the committee.



## Division 4 — Committee meetings

### 40. Committee meetings

- (1) The committee must meet at least 3 times to manage the affairs of the Association during the period between the Annual General Meeting at which the committee was elected and the next Annual General Meeting.
- (2) Committee meetings will be convened by the president stating the time and place of the meetings.
- (3) Any 2 committee members may convene a committee meeting; such meetings will be called special committee meetings.

### 41. Notice of committee meetings

- (1) Notice of each committee meeting must be given to each committee member at least 48 hours before the time of the meeting. Notices must comply with Rule 65.
- (2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (3) Unless subrule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.
- (4) Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

### 42. Procedure and order of business

- (1) The president or, in the president's absence, the deputy-president must preside as chairperson of each committee meeting.
- (2) If the president and deputy president are absent or are unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) The procedure to be followed at a committee meeting must be determined from time to time by the committee, but at all committee meetings, a motion shall be put to the meeting and voted on that the committee resolves to declare that the Association is solvent to the extent that it can pay its existing debts when they fall due.
- (4) The order of business at a committee meeting may be determined by the committee members at the meeting.
- (5) A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.
- (6) A person invited under subrule (5) to attend a committee meeting —
  - (a) has no right to any agenda, minutes or other document circulated at the meeting; and
  - (b) must not comment about any matter discussed at the meeting unless invited by the committee to do so; and
  - (c) cannot vote on any matter that is to be decided at the meeting.
- (7) If leave is granted by the president, a committee member may move a motion when the committee is not meeting and put to members of the committee by email for a vote. If two or more committee members wish to debate the motion before it is voted on, then they can convene a face-to-face meeting of the committee.

- (8) A motion put to vote to committee members by email shall be deemed to be passed as a committee resolution when a majority of the members of the committee vote yes. The minute recording this resolution must be tabled at the next committee meeting and included as a record of proceedings of the committee.

#### **43. Use of technology to be present at committee meetings**

- (1) The presence of a committee member at a committee meeting need not be by attendance in person but may be by that committee member and each other committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a committee meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

#### **44. Quorum for committee meetings**

- (1) Subject to rule 30(7), no business is to be conducted at a committee meeting unless a quorum is present.
- (2) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting —
  - (a) in the case of a special committee meeting convened under Rule 40(3) — the meeting lapses; or
  - (b) otherwise, the meeting is adjourned to the same time, day and place in the following week.
- (3) If —
  - (a) a quorum is not present within 30 minutes after the commencement time of a committee meeting held under subrule (2)(b); and
  - (b) at least 2 committee members are present at the meeting,

those members present are taken to constitute a quorum.

- (4) The quorum for a committee meeting shall be 3 committee members.
- (5) Attendance at committee meetings by proxy is not permitted.

#### **45. Voting at committee meetings**

- (1) Each committee member present at a committee meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) A vote may take place by the committee members present indicating their agreement or disagreement or by a show of hands, unless the committee decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

#### **46. Minutes of committee meetings**

- (1) The committee must ensure that minutes are taken and kept of each committee meeting and circulated to each committee member within seven days of the meeting. If the secretary receives

no objection to the correctness and completeness of the minutes within seven days of the minutes being circulated, then those members tasked to act for the Association in those minutes shall be able to rely on the minutes as an authorisation to act as tasked.

- (2) If the minutes are subsequently amended under subrules 46(4) and (5), any member acting on the authority of the minutes based on subrule 46(1) shall not be deemed to have acted without authority.
- (3) The minutes must record the following —
  - (a) the names of the committee members present at the meeting;
  - (b) the name of any person attending the meeting under rule 42(5);
  - (c) the business considered at the meeting;
  - (d) any motion on which a vote is taken at the meeting and the result of the vote; and
  - (e) any declaration of a conflict of interest by a committee member and the outcome of the committee's decision to deal with that declaration, if any.
- (4) The minutes of a committee meeting must be entered in the Association's minute book within 14 days after the meeting is held
- (5) The president must ensure that the minutes of a committee meeting are reviewed and signed as correct by —
  - (a) the chairperson of the meeting; or
  - (b) the chairperson of the next committee meeting.
- (6) When the minutes of a committee meeting have been signed as correct they are, until the contrary is proved, evidence that —
  - (a) the meeting to which the minutes relate was duly convened and held; and
  - (b) the matters recorded as having taken place at the meeting took place as recorded; and
  - (c) any appointment purportedly made at the meeting was validly made.

## Division 5 — Subcommittees and subsidiary offices

### 47. Subcommittees and subsidiary offices

- (1) To help the committee in the conduct of the Association's business, the committee may, in writing, do either or both of the following —
  - (a) appoint one or more subcommittees;
  - (b) create one or more subsidiary offices and appoint people to those offices.
- (2) A subcommittee may consist of the number of people, whether or not members, that the committee considers appropriate.
- (3) A person may be appointed to a subsidiary office whether or not the person is a member.
- (4) Subject to any directions given by the committee —
  - (a) a subcommittee may meet and conduct business as it considers appropriate; and
  - (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

### 48. Delegation to subcommittees and holders of subsidiary offices

- (1) In this rule —

**non-delegable duty** means a duty imposed on the committee by the Act or another written law.
- (2) The committee may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the committee other than —
  - (a) the power to delegate; and
  - (b) a non-delegable duty.

- (3) A power or duty, the exercise or performance of which has been delegated to a subcommittee or the holder of a subsidiary office under this rule, may be exercised or performed by the subcommittee or holder in accordance with the terms of the delegation.
- (4) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the committee specifies in the document by which the delegation is made.
- (5) The delegation does not prevent the committee from exercising or performing at any time the power or duty delegated.
- (6) Any act or thing done by a subcommittee or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the committee.
- (7) The committee may, in writing, amend or revoke the delegation.

## **PART 6 — GENERAL MEETINGS OF ASSOCIATION**

### **49. Annual General Meeting**

- (1) The committee must determine the date, time and place of the Annual General Meeting and notices for meetings shall comply with rule 51.
- (2) If it is proposed to hold the Annual General Meeting more than 6 months after the end of the Association's financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- (3) The ordinary business of the Annual General Meeting is as follows —
  - (a) to confirm the minutes of the previous Annual General Meeting and of any Special General Meeting held since then if the minutes of that meeting have not yet been confirmed;
  - (b) to receive and consider —
    - (i) the committee's annual report on the Association's activities during the preceding financial year; and
    - (ii) if the Association is a tier 1 association, the financial statements of the Association for the preceding financial year presented under Part 5 of the Act; and
    - (iii) if the Association is a tier 2 association or a tier 3 association, the financial report of the Association for the preceding financial year presented under Part 5 of the Act;
    - (iv) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
  - (c) to elect the committee members of the Association under rule 29;
  - (d) if applicable, to appoint or remove a reviewer or auditor of the Association in accordance with the Act;
  - (e) to confirm or vary the entrance fees, membership fees and other amounts (if any) to be paid by members.
- (4) Any other business of which notice has been given in accordance with these Rules may be conducted at the Annual General Meeting.

### **50. Special General Meetings**

- (1) The committee may convene a Special General Meeting.
- (2) The committee must convene a Special General Meeting if at least 20% of the members require a Special General Meeting to be convened.

- (3) The members requiring a Special General Meeting to be convened must —
  - (a) make the requirement by written notice given to the secretary; and
  - (b) state in the notice the business to be considered at the meeting; and
  - (c) each sign the notice.
- (4) The Special General Meeting must be convened within 28 days after notice is given under subrule (3)(a).
- (5) If the committee does not convene a Special General Meeting within that 28 day period, the members making the requirement (or any of them) may convene the Special General Meeting.
- (6) A Special General Meeting convened by members under subrule (5) —
  - (a) must be held within 28 days after the date the original requirement was made; and
  - (b) may only consider the business stated in the notice by which the requirement was made.

## **51. Notice of general meetings**

- (1) The secretary or, in the case of a Special General Meeting convened under rule 50(5), the members convening the meeting, must give to each member —
  - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting, including the Annual General Meeting, in any other case.
- (2) The notice must —
  - (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if the meeting is the Annual General Meeting; and
  - (d) if a special resolution is proposed —
    - (i) set out the wording of the proposed resolution as required by section 48(4) of the Act; and
    - (ii) state that the resolution is intended to be proposed as a special resolution.
- (3) Notices must comply with Rule 65.

## **52. Proxies**

Attendance by members by proxy is not permitted for general meetings.

## **53. Use of technology to be present at general meetings**

- (1) The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a general meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

## **54. Presiding member and quorum for general meetings**

- (1) The president or, in the president's absence, the deputy president must preside as chairperson of each general meeting.
- (2) If the president and deputy president are absent or are unwilling to act as chairperson of a general meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.

- (3) No business is to be conducted at a general meeting unless a quorum is present. The quorum for a general meeting is four members present.
- (4) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting —
  - (a) in the case of a Special General Meeting — the meeting lapses; or
  - (b) in the case of the Annual General Meeting — the meeting is adjourned to —
    - (i) the same time and day in the following week; and
    - (ii) the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
- (5) If —
  - (a) a quorum is not present within 30 minutes after the commencement time of an Annual General Meeting held under subrule (4)(b); and
  - (b) at least 2 ordinary members are present at the meeting,those members present are taken to constitute a quorum.

### **55. Adjournment of general meeting**

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned —
  - (a) if there is insufficient time to deal with the business at hand; or
  - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 51.

### **56. Voting at general meeting**

- (1) On any question arising at a general meeting, subject to subrule (3), each ordinary member has one vote.
- (2) Except in the case of a special resolution, a motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion.
- (3) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- (5) For a person to be eligible to vote at a general meeting as an ordinary member —
  - (a) must have been an ordinary member at the time notice of the meeting was given under rule 51; and
  - (b) must have paid any fee or other money payable to the Association by the member.

## 57. When special resolutions are required

- (1) A special resolution is required if it is proposed at a general meeting —
  - (a) to affiliate the Association with another body; or
  - (b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
- (2) Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.

## 58. Determining whether resolution carried

- (1) In this rule —

**poll** means the process of voting in relation to a matter that is conducted in writing.

- (2) Subject to subrule (4), the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been —
  - (a) carried; or
  - (b) carried unanimously; or
  - (c) carried by a particular majority; or
  - (d) lost.
- (3) If the resolution is a special resolution, the declaration under subrule (2) must identify the resolution as a special resolution.
- (4) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other ordinary members present in person —
  - (a) the poll must be taken at the meeting in the manner determined by the chairperson;
  - (b) the chairperson must declare the determination of the resolution on the basis of the poll.
- (5) If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.
- (6) If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.
- (7) A declaration under subrule (2) or (4) must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

## 59. Minutes of general meeting

- (1) The secretary, or a person authorised by the committee from time to time, must take and keep minutes of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each Annual General Meeting must record —
  - (a) the names of the ordinary members attending the meeting; and
  - (b) the financial statements or financial report presented at the meeting, as referred to in rule 49(3)(b)(ii) or (iii); and
  - (c) any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to in rule 49(3)(b)(iv).
- (4) The minutes of a general meeting must be entered in the Association's minute book within 30 days after the meeting is held.

- (5) The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by —
  - (a) the chairperson of the meeting; or
  - (b) the chairperson of the next general meeting.
- (6) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that —
  - (a) the meeting to which the minutes relate was duly convened and held; and
  - (b) the matters recorded as having taken place at the meeting took place as recorded; and
  - (c) any election or appointment purportedly made at the meeting was validly made.

## **PART 7 — FINANCIAL MATTERS**

### **60. Source of funds**

The funds of the Association may be derived from entrance fees, annual membership fees, donations, fund-raising activities, grants, interest and any other sources approved by the committee.

### **61. Control of funds**

- (1) The Association must open an account in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (2) Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Association.
- (3) The committee may authorise the treasurer to expend funds on behalf of the Association up to a specified limit without requiring approval from the committee for each item on which the funds are expended.
- (4) All cheques, electronic funds transfers, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by or executed by —
  - (a) 2 committee members; or
  - (b) one committee member and a person authorised by the committee, provided they have been authorised by resolution of the committee to do so.
- (5) All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.

### **62. Financial statements and financial reports**

- (1) For each financial year, the committee must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- (2) Without limiting subrule (1), those requirements include —
  - (a) if the Association is a tier 1 association, the preparation of the financial statements; and
  - (b) if the Association is a tier 2 association or tier 3 association, the preparation of the financial report; and
  - (c) if required, the review or auditing of the financial statements or financial report, as applicable; and
  - (d) the presentation to the Annual General Meeting of the financial statements or financial report, as applicable; and
  - (e) if required, the presentation to the Annual General Meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.



## PART 8 — GENERAL MATTERS

### 63. By-laws

- (1) The Association may, by resolution at a general meeting, make, amend or revoke by-laws.
- (2) By-laws may —
  - (a) impose restrictions on the committee's powers, including the power to dispose of the association's assets; and
  - (b) impose requirements relating to the financial reporting and financial accountability of the association and the auditing of the association's accounts; and
  - (c) provide for any other matter the association considers necessary or convenient to be dealt with in the by-laws.
- (3) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these Rules.
- (4) Without limiting subrule (3), a by-law made for the purposes of subrule (2)(b) may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association under Part 5 of the Act.
- (5) At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.

### 64. Executing documents and common seal

- (1) The Association may execute a document without using a common seal if the document is signed by —
  - (a) 2 committee members; or
  - (b) one committee member and a person authorised by the committee.
- (2) If the Association has a common seal —
  - (a) the name of the Association must appear in legible characters on the common seal; and
  - (b) a document may only be sealed with the common seal by the authority of the committee and in the presence of —
    - (i) 2 committee members; or
    - (ii) one committee member and a person authorised by the committee, and each of them is to sign the document to attest that the document was sealed in their presence.
- (3) The secretary must make a written record of each use of the common seal.
- (4) The common seal must be kept in the custody of the secretary or another committee member authorised by the committee.

### 65. Giving notices to members

- (1) In this rule — **recorded means** recorded in the register of members.
- (2) A notice or other document that is to be given to a member under these Rules is taken not to have been given to the member unless it is in writing and —
  - (a) delivered by hand to the recorded address of the member; or
  - (b) sent by prepaid post to the recorded postal address of the member; or
  - (c) sent by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member.

### 66. Custody of books and securities

- (1) Subject to subrule (2), the books and any securities of the Association must be kept in the secretary's custody or under the secretary's control.

- (2) The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the treasurer's custody or under the treasurer's control.
- (3) Subrules (1) and (2) have effect except as otherwise decided by the committee.
- (4) The books of the Association must be retained for at least 7 years.

#### **67. Record of office holders and other committee members**

The record of committee members and other persons authorised to act on behalf of the Association that is required to be maintained under section 58(2) of the Act must be kept in the secretary's custody or under the secretary's control.

#### **68. Inspection of records and documents**

- (1) Subrule (2) applies to a member who wants to inspect —
  - (a) the register of members under section 54(1) of the Act; or
  - (b) the record of the names and addresses of committee members, and other persons authorised to act on behalf of the Association, under section 58(3) of the Act; or
  - (c) any other record or document of the association.
- (2) The member must contact the secretary to make the necessary arrangements for the inspection.
- (3) The inspection must be free of charge.
- (4) If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.
- (5) The member may make a copy of or take an extract from a record or document referred to in subrule (1)(c) but does not have a right to remove the record or document for that purpose.
- (6) The member must not use or disclose information in a record or document referred to in subrule (1)(c) except for a purpose —
  - (a) that is directly connected with the affairs of the Association; or
  - (b) that is related to complying with a requirement of the Act.

#### **69. Publication by committee members of statements about Association business prohibited**

A committee member must not publish, or cause to be published, any statement about the business conducted by the Association at a general meeting or committee meeting unless —

- (a) the committee member has been authorised to do so at a committee meeting; and
- (b) the authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.

#### **70. Distribution of surplus property on cancellation of incorporation or winding up**

- (1) In this rule —

**surplus property**, in relation to the Association, means property remaining after satisfaction of —

- (a) the debts and liabilities of the Association; and
- (b) the costs, charges and expenses of winding up or cancelling the incorporation of the Association,

but does not include books relating to the management of the Association.

(2) On the cancellation of the incorporation or the winding up of the Association, its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.

#### **71. Alteration of Rules**

If the Association wants to alter or rescind any of these Rules, or to make additional Rules, the Association may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act.

**END OF RULES**