

**CONSUMER AFFAIRS VICTORIA**  
**Associations Incorporation Reform Act 2012**

**RULES OF AUSTRALIAN CARDIOVASCULAR HEALTH AND  
REHABILITATION ASSOCIATION INCORPORATED**

**Associations Incorporation Reform Regulations 2012**

**Part 3**

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## **Model Rules for an Incorporated Association**

### **Note**

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

### **PART 1—PRELIMINARY**

#### **1 Name**

The name of the incorporated association is "Australian Cardiovascular Health and Rehabilitation Association Incorporated".

#### **Note**

Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

#### **2 Purposes**

The purposes of the association are:

- a) To operate as a not for -profit organisation promoting cardiovascular health in Australia.
- b) To provide a means for co-operation between health professionals with an interest in cardiovascular health.
- c) To provide opportunities for the exchange of information relating to cardiovascular health.
- d) To promote and provide education in cardiovascular health service delivery.
- e) To promote ongoing research in cardiovascular health.
- f) To assist in the establishment and support in each State or Territory of Australia of organisations (whether incorporated or not) having aims and objects similar to those of the Association ("State Groups").
- g) To act as a co-ordinating body for State Groups and to promote and encourage the dissemination of information between them.
- h) To collaborate with any organisations with similar to those of the Association.
- i) To promote multidisciplinary cardiovascular health care.

- j) To influence reform of policies of the Commonwealth, the States or the Territories where these have relevance to the prevention of cardiovascular health.

### 3 Financial year

The financial year of the Association is each period of 12 months ending on June 30<sup>th</sup>.

### 4 Definitions

In these Rules—

***absolute majority***, of the Committee, means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting);

***Chairperson***, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 45;

***Committee*** means the Committee having management of the business of the Association;

***committee meeting*** means a meeting of the Committee held in accordance with these Rules;

***committee member*** means a member of the Committee elected or appointed under Division 3 of Part 5;

***disciplinary appeal meeting*** means a meeting of the members of the Committee convened under rule 22(3);

***disciplinary meeting*** means a meeting of the Committee convened for the purposes of rule 21;

***disciplinary subcommittee*** means the subcommittee appointed under rule 19;

***financial year*** means the 12 month period specified in rule 3;

***general meeting*** means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

***member*** means a member of the Association;

***member entitled to vote*** means a member who under rule 12(2) is entitled to vote at a general meeting;

***special resolution*** means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

***the Act*** means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

*the Association* means the Australian Cardiovascular Health and Rehabilitation Association Incorporated

*the Registrar* means the Registrar of Incorporated Associations.

## **PART 2—POWERS OF ASSOCIATION**

### **5 Powers of Association**

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
  - (a) acquire, hold and dispose of real or personal property;
  - (b) open and operate accounts with financial institutions;
  - (c) invest its money in any security in which trust monies may lawfully be invested;
  - (d) raise and borrow money on any terms and in any manner as it thinks fit;
  - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - (f) appoint agents to transact business on its behalf;
  - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

### **6 Not for profit organisation**

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
  - (a) reimbursement for expenses properly incurred by the member; or
  - (b) for goods or services provided by the member—if this is done in good faith on terms no more favourable than if the member was not a member.

#### **Note**

Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.

## **PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**

### **Division 1—Membership**

#### **7 Minimum number of members**

The Association must have at least 5 members.

## **8 Who is eligible to be a member**

Any person who supports the purposes of the Association is eligible for membership on submission of application for membership (Rule 9) and on payment of the annual registration and joining fee (if any) payable under these rules.

## **9 Application for membership**

- (1) To apply to become a member of the Association, a person must submit a written application in the form set out in Appendix (1) with the ACRA Executive Management Committee stating the person
  - (a) wishes to become a member of the Association; and
  - (b) supports the purposes of the Association; and
  - (c) agrees to comply with these Rules.
- (2) The application—
  - (a) must be signed by the applicant. In the absence of a signature, payment of the registration fee and joining fee (if any) as indicated in 9(2b) will deem as having accepted of the terms of membership; and
  - (b) shall be lodged with payment of the annual registration fee and joining fee (if any) and
  - (c) shall include proof of professional qualifications; or
  - (d) shall include documentation of employment or professional interest in the area of cardiovascular health, rehabilitation or prevention

### **Note**

The joining fee is the fee (if any) determined by the Association under rule 12(3).

## **10 Consideration of application**

- (1) As soon as practicable after submission of an application and payment of the annual registration fee and joining fee (if any) is received, the Secretary of the Association must notify the applicant in writing that he or she has been approved for membership of the Association and full membership privileges will be activated
- (2) If the applicant fails to provide evidence as outlined in 9 (2) then the Secretary will return any money accompanying the application to the applicant
- (3) No reason need be given for the rejection of an application.

## **11 New membership**

- (1) If an application for membership is approved the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.

- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which—
  - (a) the person submits their signed application form
  - (b) the person pays the joining fee (where applicable) and annual registration fee.

## **12 Annual registration and fee on joining**

- (1) The entrance fee shall be such an amount determined at the sole discretion of the ACRA Executive Management Committee. The entrance fee
  - (a) Shall include an initial joining fee that shall be waived if joining at an ACRA or State Group event
  - (b) Shall be reviewed and determined each year by the ACRA Executive Management Committee; and
  - (c) The EMC cannot increase the annual fee by more than 5% annually without appropriate notification of the membership (Rule 33) and presentation at an Annual General Meeting.
  
- (2) At each annual general meeting, the Association must announce—
  - (a) the amount of the annual subscription (if any) for the following financial year; and
  - (b) the date any fee increase shall occur being no later than the 30<sup>th</sup> of June following the Annual General meeting
  
- (3) The annual subscription fee for Association members
  - (a) Shall be paid on or before the 30<sup>th</sup> June annually
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription by the 30 days past the due date are suspended until the subscription is paid.

## **13 General rights of members**

- (1) A member of the Association who is entitled to vote has the right—
  - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
  - (b) to submit items of business for consideration at a general meeting; and
  - (c) to attend and be heard at general meetings; and
  - (d) to vote at a general meeting; and



- (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 77; and
  - (f) to inspect the register of members.
- (2) A member is entitled to vote if the member's membership rights are not suspended for any reason

#### **14 Rights of membership not transferable**

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

#### **15 Ceasing membership**

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

#### **16 Resigning as a member**

- (1) A member may resign by notice in writing given to the Association.

##### **Note**

Rule 77(3) sets out how notice may be given to the association. It includes by post or by handing the notice to a member of the committee.

- (2) A member is taken to have resigned if—
  - (a) the member's annual subscription is more than 2 months in arrears; and
    - (i) the ACRA executive officer has made a written request to the member to confirm that he or she wishes to remain a member; and
    - (ii) the member has not, within 2 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

#### **17 Register of members**

- (1) The Secretary must keep and maintain a register of members that includes—
  - (a) for each current member—
    - (i) the member's name;
    - (ii) the address, phone numbers, email addresses for notice last given by the member;
    - (iii) the date of becoming a member;
    - (iv) the state association of membership;
    - (v) any other information determined by the Committee; and
  - (b) for each former member, the date of ceasing to be a member.

- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

**Note**

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

## **Division 2—Disciplinary action**

### **18 Grounds for taking disciplinary action**

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.

### **19 Disciplinary subcommittee**

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
  - (a) may be Committee members or members of the Association but
  - (b) must not be biased against, or in favour of, the member concerned.

### **20 Notice to member**

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member and their State Group Executive Management Committee—
  - (a) stating that the Association proposes to take disciplinary action against the member; and
  - (b) stating the grounds for the proposed disciplinary action; and
  - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
  - (d) advising the member that he or she may do one or both of the following—
    - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
    - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and

- (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

## **21 Decision of subcommittee**

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
  - (a) give the member an opportunity to be heard; and
  - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
  - (a) take no further action against the member; or
  - (b) subject to subrule (3)—
    - (i) reprimand the member; or
    - (ii) suspend the membership rights of the member for a specified period; or
    - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

## **22 Appeal rights**

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 21 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given—
  - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
  - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) The members of the disciplinary appeal subcommittee—
  - (a) may be Committee members or members of the Association but
  - (b) must not be biased against, or in favour of, the member concerned.
  - (c) must include a member of each State Group
  - (d) must not contain any members of the previously appointed disciplinary subcommittee

- (4) Notice of the disciplinary appeal meeting must be given to the member and the State Group Executive Management Committee and must—
  - (a) specify the date, time and place of the meeting; and
  - (b) state—
    - (i) the name of the person against whom the disciplinary action has been taken; and
    - (ii) the grounds for taking that action; and
    - (iii) that at the disciplinary appeal meeting the members of the disciplinary appeal subcommittee must vote on whether the decision to suspend or expel the person should be upheld or revoked.

### **23 Conduct of disciplinary appeal meeting**

- (1) At a disciplinary appeal meeting—
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
  - (d) shall give due consideration to any written statement given by the member
- (2) After complying with subrule (1), the members of the disciplinary subcommittee must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the disciplinary subcommittee vote in favour of the decision.

### **Division 3—Grievance procedure**

#### **24 Application**

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
  - (a) a member and another member;
  - (b) a member and the Committee;
  - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

## **25 Parties must attempt to resolve the dispute**

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

## **26 Appointment of mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
  - (a) notify the Committee of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) if the dispute is between a member and another member—a person appointed by the Committee; or
    - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
  - (a) has a personal interest in the dispute; or
  - (b) is biased in favour of or against any party.

## **27 Mediation process**

- (1) The mediator to the dispute, in conducting the mediation, must—
  - (a) give each party every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

## **28 Failure to resolve dispute by mediation**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## **PART 4—GENERAL MEETINGS OF THE ASSOCIATION**

### **29 Annual general meetings**

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) The Committee may determine the date, time and place of the annual general meeting.
- (3) The annual general meeting shall be specified as such in the notice convening it.
- (4) The Chairman at each general meeting of the Association shall be
  - (a) The President; or
  - (b) In the absence of the President the Vice President or President elect, alternating years; or
  - (c) In the absence of President and Vice President the members present shall elect one of their number to preside as Chairman at the meeting.
- (5) 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;
  - (b) to receive and consider—
    - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
    - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
  - (c) to elect the President Elect in alternate years
  - (d) to ratify the incoming committee
  - (e) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (6) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.
- (7) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

### **30 Special general meetings**

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

**Note**

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 33 and the majority of members at the meeting agree.

**31 Special general meeting held at request of members**

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by no less than 10 members of the Association
- (2) A request for a special general meeting must—
  - (a) be in writing; and
  - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) include the names and signatures of the members requesting the meeting; and
  - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
  - (a) must be held within 3 months after the date on which the original request was made; and
  - (b) may only consider the business stated in that request.
  - (c) shall be convened in the same manner as practically possible as those meetings convened by the committee
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

**32 Notice of general meetings**

- (1) The Secretary (or, in the case of a special general meeting convened under rule 31(3), the members convening the meeting) must give to each member of the Association—
  - (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 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 a special resolution is to be proposed—
    - (i) state in full the proposed resolution; and

- (ii) state the intention to propose the resolution as a special resolution; and
  - (d) comply with rule 33(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

**Note**

Rule 22(4) sets out the requirements for notice of a disciplinary appeal meeting.

- (4) No business other than that set out in the notice convening the meeting shall be transacted at the meeting
- (5) A member wishing to bring any business before a meeting may give notice of that business in writing to the secretary, who shall include that business in the notice calling the next general meeting after receipt of the notice

**33 Proxies**

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (4) If the Committee has approved a form for the appointment of a proxy, the member may only use the approved form the appointment of a proxy.
- (5) Notice of a general meeting given to a member under rule 32 must—
  - (a) state that the member may appoint another member as a proxy for the meeting; and
  - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

**34 Use of technology**

- (1) A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.



### **35 Quorum at general meetings**

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specified in Rule 29 (5) being the normal business of the annual general meeting shall be deemed special business.
- (3) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 34; of 20 members entitled to vote, representing 3 different State Groups.
- (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 meeting convened by, or at the request of, members under rule 31—the meeting must be dissolved;

#### **Note**

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 31.

- (b) in any other case—
    - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
    - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (5) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 7) may proceed with the business of the meeting as if a quorum were present.

### **36 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 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.

#### **Example**

The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (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 32.

### **37 Voting at general meeting**

- (1) A member is not entitled to vote at any general meeting unless all monies due and payable by him or her to the Association have been paid, other than the annual subscription payable in respect of the current financial year.
- (2) On any question arising at a general meeting—
  - (a) subject to subrule (4), each member who is entitled to vote has one vote; and
  - (b) members may vote personally or by proxy; and
  - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (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 meeting, only members who were present at that meeting may vote.
- (5) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

### **38 Special resolutions**

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

#### **Note**

In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove a committee member from office ;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

### **39 Determining whether resolution carried**

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of 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—

and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.

- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
  - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
  - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

#### **40 Minutes of general meeting**

- (1) The Committee must ensure that minutes are taken and kept 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 include—
  - (a) the names of the members attending the meeting; and
  - (b) proxy forms given to the Chairperson of the meeting under rule 33(6); and
  - (c) the financial statements submitted to the members in accordance with rule 29(5)(b)(ii); and
  - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

### **PART 5—COMMITTEE**

#### **Division 1—Powers of Committee**

#### **41 Role and powers**

- (1) The business of the Association must be managed by or under the direction of a Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee, subject to these Rules, the Regulations and the Act, has power to perform all such actions as appear to the Committee to be essential for the proper management of the business and affairs of the Association
- (4) The Committee may—

- (a) appoint and remove staff;
- (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

#### **42 Delegation**

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
  - (a) this power of delegation; or
  - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

#### **Division 2—Composition of Committee and duties of members**

#### **43 Composition of Committee**

- (1) The Committee consists of—
  - (a) a President; and
  - (b) a Vice-President; and
  - (c) a Secretary; and
  - (d) a Treasurer; and
  - (e) ordinary members
- (2) The Committee shall include-
  - a. two appointed to the Committee by each State Group from amongst its members
  - b. one person advancing from President Elect to President who is not a representative of a State Group, elected biennially
- (3) The Committee may at its discretion by ordinary resolution co-opt persons to membership of the Committee. A co-opted ordinary member of the Committee shall
  - a. hold office in accordance with the terms of such resolution
  - b. shall enjoy the same privileges and be bound to the same duties as other ordinary members of the Committee with the exception of voting rights
- (4) All shall be members of the Association

#### **44 General Duties**

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.

- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
  - (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence, in good faith in the best interests of the Association and for proper purpose.
  - (4) Committee members and former committee members must not make improper use of—
    - (a) their position; or
    - (b) information acquired by virtue of holding their position—
 so as to gain an advantage for themselves or any other person or to cause detriment to the Association.
- Note**
- See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.
- (5) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

#### **45 President**

- (1) Subject to subrule (2), the President or, in the President's absence
  - (a) the Vice- President or President elect (alternate years) is the Chairperson for any general meetings and for any committee meetings
  - (b) and the absence of the Vice-President or President Elect the Chairperson of the meetings must be
    - (i) in the case of a general meeting—a member elected by the other members present; or
    - (ii) in the case of a committee meeting—a committee member elected by the other committee members present.
- (2) as required with the approval of the Committee , appoint sub-committees as may be necessary to conduct the activities of the Association, and be an ex-officio member of such committees
- (3) preside over election procedures during his/her term of office
- (4) not hold an Office bearing position on a State Group Committee during his/her term of office
- (5) serve a 2 year term
- (6) be ineligible for re-election to the Committee immediately following his/her term in office

- (7) be invited to serve one year in an ex-officio capacity

**46 The President Elect (alternate years) shall:-**

- (1) in the absence of the President, assume the duties of the president
- (2) oversee the organisation of the annual general meeting and other duties as assigned by the President or the Committee
- (3) Assume the duties and authority of the President, in the event that the President is unable or unwilling to fulfil his/her term in office, for the unexpired term in office
- (4) Not hold an Office bearing position on a State Group Committee during his/her term in office
- (5) Hold office for a term of one year and advance to the position of President for the term immediately following his/her term in office

**47 The Vice President shall**

- (1) in the absence of the President, assume the duties of the president
- (2) oversee the organisation of the annual general meeting and other duties as assigned by the President or the Committee
- (3) Assume the duties and authority of the President, in the event that the President is unable or unwilling to fulfil his/her term in office, for the unexpired term in office

**48 Secretary**

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

**Example**

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must—
  - (a) maintain the register of members in accordance with rule 18; and
  - (b) keep custody or control of the common seal (if any) of the Association and, except for the financial records referred to in rule 72(3), all books, documents and securities of the Association in accordance with rules 74 and 77; and
  - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - (d) perform any other duty or function imposed on the Secretary by these Rules.
  - (e) keep minutes of the resolutions and proceedings of each general meeting and each Committee meeting together with a record of the names of persons present at such meetings

- (f) give notice of all meetings to the Committee
  - (g) have such other powers and perform such other duties as may be prescribed by the Committee or the President;
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

#### **49 Treasurer**

- (1) The Treasurer must—
- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
  - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
  - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
  - (d) ensure cheques are signed by at least 2 committee members.
  - (e) ensure ratification of all bank accounts and transaction at a frequency as decided by the ACRA EMC
- (2) The Treasurer must—
- (a) ensure that the financial records of the Association are kept in accordance with the Act showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association; and
  - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association and present such statement at the annual general meeting and upon request (Rule 77 subrule 2)
  - (c) ensure accounts and books of the Association be made available for inspection by members
  - (d) arrange for an audit of the books of the Association at the close of each financial year and make report of the auditor available to the membership if required.
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.
- (4) Be responsible for membership renewal procedures

- (5) Have such powers and perform such other duties as may be prescribed by the Committee or the President

### **Division 3—Election of Committee members and tenure of office**

#### **50 Who is eligible to be a Committee member**

A member is eligible to be elected or appointed as a committee member if the member—

- (a) is 18 years or over; and
- (b) is entitled to vote at a general meeting.

#### **51 Positions to be declared vacant**

- (1) Each officer of the Association shall hold office up to and including the annual general meeting next after the date of his or her election after the annual report and financial statements of the Association have been received and with the exception of the President is eligible for re-election
- (2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 52 to 55.

#### **52 Nominations**

- (1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (2) An eligible member of the Association may—
  - (a) nominate himself or herself; or
  - (b) with the member's consent, be nominated by another member.
- (3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

#### **53 Election of President Elect**

- (1) The Election of President Elect and subject to the Rule 51(1) the President shall take place as follows
  - a. Any two members of the Association may nominate any member to serve as an officer
  - b. All members must be notified of the call for nominations at least 30 days prior to the scheduled closing date, which will be determined by the Committee each year
  - c. The nominations shall be in writing , signed by the nominee and his/her proposer and seconder, and shall be lodged with the secretary prior to the closing date as determined by the Committee



- d. If only one nomination is received for a particular office, the person nominated shall be deemed to have been elected.
  - e. If more than one nomination is received for a particular office a ballot shall be conducted in accordance with Rule 55.
  - f. Should at the commencement of the annual general meeting , there be insufficient number of candidates nominated , nominations may be taken from the floor of the meeting.
  - g. A nomination for a candidate for election under this Rule shall lapse if the candidate is elected to another office at the same election.
  - h. The newly elected Committee shall be ratified at the annual general meeting
- (2) In accordance with Rule 46(4) the President Elect shall hold the position of Vice President for 12 months before advancing to President at the next AGM and shall not hold an office bearing position on a State Group

#### **54 Election of other officers and ordinary members**

- (1) The annual general meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year.
- (2) The Committee shall consist of one person appointed to the Committee by each State Group from amongst its members.
- (3) The officers of Treasurer and Secretary shall be elected by and from the members of the Committee as soon as practicable after the Association's annual general meeting in each year

#### **55 Ballot**

- (1) If a ballot is required for the election -President Elect, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to—
  - (a) each member present in person; and
  - (b) each proxy appointed by a member.

#### **Example**

If a member has been appointed the proxy of 5 other members, the member must be given 6 ballot papers—one for the member and one each for the other members.

- (6) The voter must write on the ballot paper the name of the candidate for whom they wish to vote.

- (7) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (8) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (9) The returning officer must declare elected the candidate the candidate who receives the most votes.
- (10) If the returning officer is unable to declare the result of an election under subrule (9) because 2 or more candidates received the same number of votes, the returning officer must—
  - (a) conduct a further election for the position in accordance with subrules (4) to (9) to decide which of those candidates is to be elected; or
  - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

**Examples**

The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

**56 Term of office**

- (1) Subject to subrule (3) and rule 57, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting. Terms will be one year with the exception of President and President Elect, Rule 45 (5) and 46(5) respectively.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Association may—
  - (a) by special resolution remove a committee member from office before the expiration of his or her term of office; and
  - (b) elect an eligible member of the Association to fill the vacant position until the expiration of the term of office of the first-mentioned member.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association. If they are not present the member may require that they be read out at a meeting.
- (5) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

**57 Vacation of office**

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—

- (a) ceases to be a member of the Association; or
- (b) fails to attend 2 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 68; or
- (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

**Note**

A Committee member may not hold the office of secretary if they do not reside in Australia.

**58 Filling casual vacancies**

- (1) The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
  - a. has become vacant under rule 57; or
  - b. was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must
  - a. appoint a member to the position within 14 days after the vacancy arises.
  - b. shall appoint a replacement officer from among the Committee to continue in office to the annual general meeting following the appointment in accordance with Rule 51(1)
- (3) In the event of a casual vacancy of the President the vacancy shall be filled by the Vice President as in Rule 47 (1) for the remainder of the term of office
- (4) In the event the position of Treasurer becomes vacant the Committee shall appoint a replacement officer from among the Committee to continue in office to the annual general meeting following the appointment in accordance with Rule 51(1)
- (5) In the event of a casual vacancy in the office of Vice President or President Elect
  - a. The committee shall appoint a replacement officer from within the Committee
  - b. The person shall continue in office to the annual general meeting following the appointment in accordance with Rule 51(1)
  - c. The person would not advance to the office of President.
  - d. Elections following a vacancy of President Elect shall call for nominations for both President and Vice President
- (6) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee
  - a. a replacement Committee member shall be appointed from amongst the members by the same State Group of which the ordinary Committee member whose office has become vacant was a member.

- b. any person so appointed shall hold office ,subjects to these Rules, up to the annual general meeting next following the date of the appointment and shall be eligible for re-appointment
- (7) Rule 56 applies to any committee member appointed by the Committee under subrule (1) or (2).
  - (8) The Committee may continue to act despite any vacancy in its membership.

#### **Division 4—Meetings of Committee**

##### **59 Meetings of Committee**

- (1) The Committee must meet at least 2 times in each year at the dates, times and places determined by the Committee.
- (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.
- (3) Special committee meetings may be convened by the President or by any 4 members of the Committee.

##### **60 Notice of meetings**

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

##### **61 Urgent meetings**

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 60 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

##### **62 Procedure and order of business**

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.

- (2) The order of business may be determined by the members present at the meeting.
- (3) At meetings of the Committee the President and on his/her absence the Vice President shall preside

### **63 Use of technology**

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.
- (3) Meetings of the Committee may be duly convened and held by way of telephone, video conferencing link-up or other medium for electronic communication available for such purpose from time to time as long as;
  - a. the number and category of persons participating and physically present would constitute a quorum for the purposes of these Rules;
  - b. due notice of the meeting and of the intention to use medium of electronic communication has been given to all persons entitled to notice of the meeting;
  - c. each of the participants acknowledge
    - i. each participant's presence to the person presiding;
    - ii. that the meeting is being convened as a duly constituted meeting;
    - iii. the participant can hear the other participants;
  - d. the person presiding is satisfied with the identification of each of the participants at the commencement of the meeting and the presence of a quorum; and
  - e. voting of the participants on all issues is able to be clearly ascertained by the presiding person
  - f. all such meetings shall be audio taped
- (4) No person participating in any meeting conducted pursuant to this Rule 64 shall disconnect communication during the course of any meeting without the consent of the person presiding and in default of such consent or proven failure of the connection of all participants at the meeting shall be deemed to have been a present and to have formed part of the quorum during the whole meeting.
- (5) The person presiding shall sign minutes of the proceedings conducted and such minutes shall be evidence of the matters discussed and resolutions passed.

## **64 Circulatory Resolutions**

- (1) If a majority of the members of a Committee from time to time in office have signed a document containing a statement that they are in favour of a resolution of the members of the Committee,
  - a. an ordinary resolution in those terms shall be deemed to have been passed at a meeting of the Committee held on the day on which the document was signed and at the time at which the document was last signed by a Committee member or,
  - b. if the Committee members signed the document on different days, on the day which , and at the time which, the document was last signed by a Committee member.
- (2) The provisions of Rule 64(1a) shall apply with due alternation of details to a special resolution if at least three quarters of the Committee members from time to time in office have signed a document containing a statement that they are in favour of such a special resolution.
- (3) For the purposes of Rule 64 subrules 1a and 1b, two or more separate documents containing statements in identical terms, each of which is signed by one or more Committee members shall be deemed to constitute one document containing a statement in those terms signed by Committee members on the respective days on which they signed the separate documents.
- (4) A reference in Rule 64 subrules 3a and 3b to a majority of Committee members of three-quarters of the Committee members shall not include a reference to a Committee member who, at a meeting of the Committee, would not be entitled to vote on the resolution.

## **65 Quorum**

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 63) of a majority of the committee members holding office. Five voting members of the Committee, including the President and/ or Vice President constitute a quorum.
- (3) 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 meeting—the meeting lapses;
  - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 60.

## **66 Voting**

- (1) On any question arising at a committee meeting, each committee member with voting rights present at the meeting has one vote.
- (2) A motion is carried if a majority of committee members with voting rights present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

## **67 Conflict of interest**

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
  - (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.

### **Note**

Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
  - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

## **68 Minutes of meeting**

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
  - (a) the names of the members in attendance at the meeting;
  - (b) the business considered at the meeting;
  - (c) any resolution on which a vote is taken and the result of the vote;
  - (d) any material personal interest disclosed under rule 67.

## **69 Leave of absence**

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

## **PART 6—FINANCIAL MATTERS**

### **70 Source of funds**

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

### **71 Management of funds**

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited. (2) Subject to any restrictions imposed by a general meeting of the Association, 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 (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 signatories of the Association. The following positions shall be signatories of the Association:
  - (a) Executive Officer
  - (b) Treasurer
  - (c) President.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

### **72 Financial records**

- (1) The Association must keep financial records that—
  - (a) correctly record and explain its transactions, financial position and performance; and



- (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorised by the Committee.

### **73 Financial statements**

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
  - (a) the preparation of the financial statements;
  - (b) if required, the review or auditing of the financial statements;
  - (c) the certification of the financial statements by the Committee;
  - (d) the submission of the financial statements to the annual general meeting of the Association;
  - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

## **PART 7—GENERAL MATTERS**

### **74 Common seal**

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
  - (a) the name of the Association must appear in legible characters on the common seal;
  - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
  - (c) the common seal must be kept in the custody of the Secretary.

### **75 Registered address**

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address—the postal address of the Secretary.

## **76 Notice requirements**

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
  - (a) by handing the notice to the member personally; or
  - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
  - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 61.
- (3) Any notice required to be given to the Association or the Committee may be given—
  - (a) by handing the notice to a member of the Committee; or
  - (b) by sending the notice by post to the registered address; or
  - (c) by leaving the notice at the registered address; or
  - (d) if the Committee determines that it is appropriate in the circumstances—
    - (i) by email to the email address of the Association or the Secretary; or
    - (ii) by facsimile transmission to the facsimile number of the Association.

## **77 Custody and inspection of books and records**

- (1) Except as otherwise provided in these Rules, the secretary shall keep in his or her custody or control all books, documents and securities of the Association.
- (2) Members may on request inspect free of charge—
  - (a) the register of members;
  - (b) the minutes of general meetings;
  - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.

### **Note**

See note following rule 17 for details of access to the register of members.

- (3) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (4) The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- (5) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (6) For purposes of this rule—

**relevant documents** means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

### **78 Winding up and cancellation**

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the net assets of the Association remaining after satisfaction of the debts and liabilities of the Association and the cost associated with winding up shall
  - (a) not be distributed to any members or former members of the Association.

(b) Subject to the Act and any court order made under section 133 of the Act, must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.

(3) The body to which the surplus assets are to be given must be decided by special resolution.

### **79 Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the Association.

#### **Note**

An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.=====