

Saint Andrew Society of Western Australia

CONSTITUTION

Contents

PART 1 — PRELIMINARY	4
1. Terms used.....	4
2. Objectives of the Society	5
3. Financial year	5
PART 2 — SOCIETY TO BE NOT FOR PROFIT BODY	5
4. Not-for-profit body	5
PART 3 — MEMBERS.....	6
Division 1 — Membership.....	6
5. Eligibility for membership	6
6. Applying for membership	6
7. Dealing with membership applications	6
8. Becoming a member	7
9. Classes of membership	7
10. When membership ceases.....	7
11. Resignation.....	8
12. Rights not transferable	8
Division 2 — Membership fees	8
13. Membership fees	8
Division 3 — Register of members.....	8
14. Register of members.....	8
PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION	9
Division 1 — Term used	9
15. Term used: member.....	9
Division 2 — Disciplinary action.....	9
16. Suspension or expulsion	9
17. Consequences of suspension	10
Division 3 — Resolving disputes	10
18. Terms used.....	10
19. Application of Division	10
20. Parties to attempt to resolve dispute	10
21. How grievance procedure is started	11
22. Determination of dispute by Committee.....	11
Division 4 — Mediation.....	11
23. Application of Division	11
24. Appointment of mediator	12
25. Mediation process	12
26. If mediation results in decision to suspend or expel being revoked	13
PART 5 — COMMITTEE	13

Division 1 — Powers of Committee	13
27. Committee	13
Division 2 — Composition of Committee and duties of members	13
28. Committee members	13
29. Chieftain	14
30. Secretary	14
31. Treasurer	14
Division 3 — Election of Committee members and tenure of office	15
32. How members become Committee members	15
33. Nomination of Committee members	15
34. Election of office holders	15
35. Election of ordinary Committee members	16
36. Term of office	16
37. Resignation and removal from office	16
38. When membership of Committee ceases	17
39. Filling casual vacancies	17
40. Validity of acts	17
41. Payments to Committee members	17
Division 4 — Committee meetings	18
42. Committee meetings	18
43. Notice of Committee meetings	18
44. Procedure and order of business	18
45. Use of technology to be present at Committee meetings	19
46. Quorum for Committee meetings	19
47. Voting at Committee meetings	19
48. Minutes of Committee meetings	19
Division 5 — Subcommittees and subsidiary offices	20
49. Subcommittees and subsidiary offices	20
50. Delegation to subcommittees and holders of subsidiary offices	20
PART 6 — GENERAL MEETINGS OF THE SOCIETY	21
51. Annual general meeting	21
52. Special general meetings	21
53. Notice of general meetings	22
54. Proxies	22
55. Use of technology to be present at general meetings	23
56. Presiding member and quorum for general meetings	23
57. Adjournment of general meeting	24
58. Voting at general meeting	24
59. When special resolutions are required	24
60. Determining whether resolution carried	25
61. Minutes of general meeting	25
PART 7 — FINANCIAL MATTERS	26
62. Source of funds	26
63. Control of funds	26
64. Financial statements and financial reports	26
PART 8 — GENERAL MATTERS	27
65. By-laws	27

66.	Executing documents and common seal	27
67.	Giving notices to members	28
68.	Custody of books and securities	28
69.	Record of office holders.....	28
70.	Inspection of records and documents	28
71.	Publication by Committee members of statements about Society business prohibited .	29
72.	Distribution of surplus property on cancellation of incorporation or winding up	29
73.	Alteration of rules	29

PART 1 — PRELIMINARY

1. Terms used

In these rules, unless the contrary intention appears —

Act means the *Associations Incorporation Act 2015*.

Associate member means a member with the rights referred to in rule 9(4).

Books, of the Society, 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 Society under rule 65.

Chairperson means the Committee member who presides as chairperson at a Committee meeting.

Chieftain means the Committee member holding office as the Chieftain of the Society.

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 Saint Andrew Society.

Committee meeting means a meeting of the management committee.

Committee member means a member of the management 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 statements means the financial statements in relation to the Society required under Part 5 Division 3 of the Act.

Financial year, of the Society, has the meaning given in rule 3.

General meeting, of the Society, means a meeting of the Society that all members are entitled to receive notice of and to attend.

Immediate Past Chieftain means the Chieftain of the Society prior to the current Chieftain.

Member means a person who is an ordinary or associate member of the Society.

Ordinary Committee member means a Committee member who is not an office holder of the Society under rule 28(2).

Ordinary member means a member with the rights referred to in rule 9(3).

Register of members means the register of members referred to in section 53 of the Act.

Rules means the rules of the Society, as in force for the time being.

Secretary means the Committee member holding office as the Secretary of the Society.

Society means the Saint Andrew Society of Western Australia.

Special general meeting means a general meeting of the Society other than the annual general meeting.

Special resolution means a resolution passed by the members at a general meeting in accordance with section 51 of the Act.

Subcommittee means a subcommittee appointed by the Committee under rule 49(1)(a).

Treasurer means the Committee member holding office as the honorary treasurer of the Society.

Vice Chieftain means the Committee member holding office as the Vice-Chieftain of the Society.

2. Objectives of the Society

The objectives of the Society are:

- (1) to encourage the meeting together of Scots and others interested in Scotland and Scottish culture;
- (2) to encourage and foster Scottish dancing, singing, literature and other such cultural activities;
- (3) to support other Scottish cultural institutions;
- (4) to encourage the wearing of highland dress;
- (5) to celebrate St Andrew's Day and other such Scottish occasions as the Committee may determine.

3. Financial year

The Society's financial year is the period of 12 months commencing on 1 February and ending on 31 January of each year.

PART 2 — SOCIETY TO BE NOT FOR PROFIT BODY

4. Not-for-profit body

- (1) The property and income of the Society must be applied solely towards the promotion of the objects or purposes of the Society 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 Society only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Society is authorised if it is —
 - (a) the payment in good faith to the member as reasonable remuneration for any services provided to the Society, or for goods supplied to the Society, in the ordinary course of business; or
 - (b) the payment of interest, on money borrowed by the Society 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 Society; or
- (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Society.

PART 3 — MEMBERS

Note: As per sections 4 and 17 of the Act, the Society must have at least 6 members with full voting rights.

Division 1 — Membership

5. Eligibility for membership

- (1) Any person who supports the objects or purposes of the Society is eligible to apply to become a member.
- (2) An individual who has not reached the age of 18 years is not eligible to apply for a class of membership that confers full voting rights.

6. Applying for membership

- (1) A person who wants to become a member must submit an application form to the Society. The application can be on a printed form or an electronic form from the Society's website.
- (2) Acceptance of the application must be proposed and seconded at a Committee meeting.
- (3) The application must be signed by the applicant and the Committee members proposing and seconding the application.

7. Dealing with membership applications

- (1) The Committee must consider each application for membership of the Society 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 Society.
- (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 5; and
 - (b) has applied under rule 6.
- (5) The Committee may reject an application even if the applicant —
 - (a) is eligible under rule 5; and
 - (b) has applied under rule 6.
- (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.

8. Becoming a member

- (1) An applicant for membership of the Society becomes a member when -
 - a. the committee accepts the application; and
 - b. the applicant has paid any membership fees payable to the Society under rule 13.
- (2) New members of the Society must be provided with the rules of the Society, either in printed or electronic transmission, or by providing website details from where the rules may be downloaded. A hard copy must be provided if requested by the member.

9. Classes of membership

- (1) Members of the Society shall fall into one of the following classes of membership:
 - a. Financial ordinary members (that have either paid annual or one-off lifetime subscriptions);
 - b. Non-financial ordinary members (who have not renewed their membership subscription within the last 12 months);
 - c. Associate members, who shall fall into one of the following classes:
 - i. Honorary life members, being members nominated and elected by the membership at an annual general meeting as honorary life members in recognition of outstanding service to the Society; honorary life members shall not be required to pay membership subscriptions;
 - ii. interstate/overseas members, being ordinary members currently resident interstate or overseas and who have been retained in the register of members; such members are returned to ordinary membership on return to Western Australia and on informing the Secretary;
 - iii. patrons of the Society who may be appointed at an Annual General Meeting.
- (2) A person can only belong to one of the five classes of ordinary or associate membership listed in Subrule (1).
- (3) A financial ordinary member has full voting rights (one vote) and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the Committee.
- (4) Non-financial members and associate members have the rights referred to in subrule (3) other than full voting rights.
- (5) The number of members of any class is not limited unless otherwise approved by resolution at a general meeting.

10. When membership ceases

- (1) A person ceases to be a member when any of the following takes place —
 - (a) the member dies;
 - (b) the person resigns from the Society under rule 11;
 - (c) the person is expelled from the Society under rule 16;
 - (d) the person ceases to be a member under rule 13(4).
- (2) The Secretary 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.

11. Resignation

- (1) A member may resign from membership of the Society 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 Society remains liable for any fees that are owed to the Society (the **owed amount**) at the time of resignation.
- (4) The owed amount may be recovered by the Society in a court of competent jurisdiction as a debt due to the Society.

12. Rights not transferable

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

Division 2 — Membership fees

13. Membership fees

- (1) The Committee must determine the entrance fee (if any) and the annual membership fee, to be paid for membership of the Society.
- (2) The fees determined under subrule (1) may be different for different 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.
- (4) If a member has not paid the annual membership fee within the period of 12 months after the expiration of the period covered by their previous membership fee, 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.

Division 3 — Register of members

14. Register of members

- (1) The Secretary, or another person authorised by the Committee, is responsible for the requirements imposed on the Society under section 53 of the Act to maintain the register of members and record in that register the names and residential or email address of each member, and any change in the membership of the Society.
- (2) In addition to the matters referred to in section 53(2) of the Act, the register of members must include the type or 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 Society.

PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

Division 1 — Term used

15. Term used: member

In this Part —

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

Division 2 — Disciplinary action

16. Suspension or expulsion

- (1) The Committee may decide to suspend a member's membership or to expel a member from the Society if —
 - (a) the member contravenes any of these rules; or
 - (b) the member acts detrimentally to the interests of the Society.
- (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 Society.
- (5) A decision of the Committee to suspend the member's membership or to expel the member from the Society 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 Society 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 24.
- (8) If notice is given under subrule (7), the member who gives the notice and the Committee are the parties to the mediation.

17. 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 Society.
- (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

18. Terms used

In this Division (ie rules 19 to 22) —

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.

19. 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 Society.

20. 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.

21. 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 20, 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 Society; 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 24,the Committee must not determine the dispute.

22. 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 24.
- (4) If notice is given under subrule (3), each party to the dispute is a party to the mediation.

Division 4 — Mediation

23. Application of Division

- (1) This Division (rules 23 - 26) applies if written notice has been given to the Secretary requesting the appointment of a mediator —
 - (a) by a member under rule 16(7); or
 - (b) by a party to a dispute under rule 21(5)(b)(ii) or 22(3).
- (2) If this Division applies, a mediator must be chosen or appointed under rule 24.

24. 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 16(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 21(5)(b)(ii) or 22(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 16(7); or
 - (b) a party to a dispute under rule 21(5)(b)(ii); or
 - (c) a party to a dispute under rule 22(3) and the dispute is between one or more members and the Society.
- (4) The person appointed as mediator by the Committee may be a member or former member of the Society 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.

25. 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.

Note for this rule:

Section 182(1) of the Act provides that an application may be made to the State Administrative Tribunal to have a dispute determined if the dispute has not been resolved under the procedure provided for in the incorporated association's rules.

26. 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 Society gives notice under rule 16(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

27. Committee

- (1) The Committee members are the persons who, as the management committee of the Society, have the power to manage the affairs of the Society.
- (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 Society.
- (3) The Committee must take all reasonable steps to ensure that the Society complies with the Act, these rules and the by-laws (if any).

Division 2 — Composition of Committee and duties of members

28. Committee members

- (1) The Committee membership shall consist of —
 - (a) the office holders of the Society; and
 - (b) at least two, but no more than six Ordinary Committee members.
- (2) The following are the office holders of the Society —
 - (a) the Chieftain;
 - (b) the Vice-Chieftain;
 - (c) the Secretary;
 - (d) the Treasurer;
 - (e) the Immediate Past Chieftain.
- (3) The Chieftain is the usual chairperson of the Committee.
- (4) A person may be a Committee member if the person is —
 - (a) an individual who has reached 18 years of age; and
 - (b) an Ordinary Member.
- (5) A person must not hold 2 or more of the offices mentioned in subrule (2) at the same time.

- (6) Under section 39 of the Act the following persons must not, without leave of the Commissioner, accept an appointment or act as a member of a management committee of an association:
- (a) A person who is, according to the Interpretation Act 1984 section 13D, a bankrupt or person whose affairs are under insolvency laws;
 - (b) a person who has been convicted, within or outside the State, of-
 - i. an indictable offence in relation to the promotion, formation or management of a body corporate; or
 - ii. an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - iii. an offence under Part 4 Division 3 or section 127 of the Act

The requirements of Section 39 of the Act shall apply to a person who has been convicted of the above offences only for a period of 5 years from the time of the person's conviction, or if the conviction results in a term of imprisonment, from the time of the person's release from custody.

29. Chieftain

- (1) It is the duty of the Chieftain (or in the Chieftain's absence, the Vice Chieftain) to consult with the Secretary regarding the business to be conducted at each Committee meeting and general meeting.
- (2) The Chieftain (or in the Chieftain's absence, the Vice Chieftain) has the powers and duties relating to convening and presiding at Committee meetings and presiding at general meetings provided for in these rules.

30. Secretary

The Secretary has the following duties —

- (a) dealing with the Society's correspondence;
- (b) consulting with the Chieftain 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 Society 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 Society 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 Society a record of Committee members and other persons authorised to act on behalf of the Society, as required under section 58(2) of the Act;
- (g) ensuring the safe custody of the books of the Society, other than the financial records, financial statements and financial reports, as applicable to the Society;
- (h) maintaining full and accurate minutes of Committee meetings and general meetings;
- (i) carrying out any other duty given to the Secretary under these rules or by the Committee.

31. Treasurer

The Treasurer has the following duties —

- (a) ensuring that any amounts payable to the Society are collected and issuing receipts for those amounts in the Society's name;
- (b) ensuring that any amounts paid to the Society are credited to the appropriate account of the Society, as directed by the Committee;

- (c) ensuring that any payments to be made by the Society that have been authorised by the Committee or at a general meeting are made on time;
- (d) ensuring that the Society complies with the relevant requirements of Part 5 of the Act;
- (e) ensuring the safe custody of the Society's financial records, financial statements and financial reports, as applicable to the Society;
- (f) coordinating the preparation of the Association's financial statements before their submission to the Society's annual general meeting;
- (g) 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;
- (h) carrying out any other duty given to the Treasurer under these rules or by the Committee.

Division 3 — Election of Committee members and tenure of office

32. How members become Committee members

A member becomes a Committee member if the member —

- (a) is elected to the Committee at a general meeting; or
- (b) is appointed to the Committee by the Committee to fill a casual vacancy under rule 39.

33. Nomination of Committee members

- (1) At least 21 days before an annual general meeting, the Secretary must send written notice to all the members —
 - (a) calling for nominations for election to the Committee; and
 - (b) providing details of the Society's procedures for nominating for election to the Committee.
- (2) A member who wishes to be considered for election to the Committee at the annual general meeting may nominate for election by sending written (hard copy or electronic) notice of the nomination to the Secretary at least 2 days before the annual general meeting.
- (3) A member may nominate for one or more specified positions of office holder of the Society or to be an ordinary Committee member.

34. Election of office holders

- (1) At the annual general meeting, a separate election must be held for each position of office holder of the Society.
- (2) In addition to any previously received nomination for a position, the chairperson shall call for any further nominations from the ordinary members at the meeting.
- (3) If only one member has nominated for a position, the chairperson of the meeting must declare the member elected to the position.
- (4) If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the Committee to decide who is to be elected to the position.
- (5) Each ordinary member present at the meeting may vote for one member who has nominated for the position.
- (6) A member who has nominated for the position may vote for himself or herself.

- (7) On the member's election, the new Chieftain of the Society may take over as the chairperson of the meeting.

35. Election of ordinary Committee members

- (1) If the number of members nominated (and seconded) for the position of ordinary Committee member is not greater than the number to be elected, the chairperson of the meeting —
 - (a) must declare each of those members to be elected to the position; and
 - (b) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).

- (2) If —
 - (a) the number of members nominating for the position of ordinary Committee member is greater than the number to be elected; or
 - (b) the number of members nominating under subrule (1)(b) is greater than the number of positions remaining unfilled,

the ordinary members at the meeting must vote in accordance with procedures that have been determined by the Committee to decide the members who are to be elected to the position of ordinary Committee member.

- (3) A member who has nominated for the position of ordinary Committee member may vote in accordance with that nomination.

36. Term of office

- (1) The term of office of a Committee member begins when the member —
 - (a) is elected at an annual general meeting or under subrule 37(3)(b); or
 - (b) is appointed to fill a casual vacancy under rule 39.
- (2) Subject to rule 38, a Committee member holds office until the positions on the Committee are declared vacant at the next annual general meeting.
- (3) A Committee member may be re-elected.

37. 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 Chieftain.
- (2) The resignation takes effect —
 - (a) when the notice is received by the Secretary or Chieftain; or
 - (b) if a later time is stated in the notice, at the later time.
- (3) At a general meeting, the Society may by resolution —
 - (a) remove a Committee member from office; and
 - (b) elect a member who is eligible under rule 28 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 Chieftain and may ask that the representations be provided to the members.
- (5) The Secretary or Chieftain may give a copy of the representations to each 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.

38. 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 37; or
- (c) becomes ineligible to accept an appointment or act as a Committee member under section 39 of the Act, (see Rule 28 (6)); or
- (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 notice, without having notified the Committee that the person will be unable to attend.

39. Filling casual vacancies

- (1) The Committee may appoint a member who is eligible under rule 28 to fill a position on the Committee that —
 - (a) has become vacant under rule 38; or
 - (b) was not filled by election at the most recent annual general meeting or under rule 37(3)(b).
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member who is eligible under rule 28 to fill the position within 14 days after the vacancy arises.
- (3) Subject to the requirement for a quorum under rule 46, the Committee may continue to act despite any vacancy in its membership.
- (4) If there are fewer Committee members than required for a quorum under rule 46, the Committee may act only for the purpose of —
 - (a) appointing Committee members under this rule; or
 - (b) convening a general meeting.

40. Validity of acts

The acts of the Committee or a 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.

41. 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 not normally entitled to be paid out of the funds of the Society for any out-of-pocket expenses for travel and accommodation incurred in attending Committee meetings, general meetings or and other Society business, unless approved by a resolution of the Committee, and then only in exceptional circumstances and on production of receipts.
- (3) A Committee member (or any other member) may be refunded for payments they have made on behalf of the Society from their own pocket, so long as a receipt is produced.

Division 4 — Committee meetings

42. Committee meetings

- (1) While the Committee will endeavour to meet monthly, it must meet no less 3 times in each year on the dates and at the times and places determined by the Committee.
- (2) The date, time and place of the first Committee meeting must be determined by the Committee members as soon as practicable after the annual general meeting at which the Committee members are elected.
- (3) Special Committee meetings may be convened by the Chieftain or any 2 Committee members.

43. 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.
- (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.

44. Procedure and order of business

- (1) The Chieftain or, in the Chieftain's absence, the Vice-Chieftain must preside as chairperson of each Committee meeting.
- (2) If the Chieftain and Vice-Chieftain 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.
- (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) A member of the Committee who has a material personal interest in a matter being considered at a Committee meeting —
 - a. must disclose the nature and extent of that interest;
 - b. must not be present while the matter is being considered at the meeting; and

- c. may not vote on the matter.
Such disclosures must be recorded in the minutes of the meeting.

45. 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.

46. Quorum for Committee meetings

- (1) Subject to rule 39(4), 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 meeting — the meeting lapses; or
 - (b) otherwise, the meeting is adjourned to the same time, day and place in the following week, or if that is not possible, at a time, day and place dictated by the chairperson of the meeting.
- (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 is one half the total number of members of the Committee.

47. Voting at Committee meetings

- (1) Each Committee member present at a Committee meeting (including the chairperson) 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.

48. Minutes of Committee meetings

- (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 Committee members present at the meeting;
 - (b) the name of any person attending the meeting under rule 44(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;
 - (e) details relating to any disclosure of personal interest in a matter considered at the meeting.
- (3) The minutes of a Committee meeting must be entered in the Society's minute book within 30 days after the meeting is held.
- (4) The Chieftain 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.
- (5) 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

49. Subcommittees and subsidiary offices

- (1) To help the Committee in the conduct of the Society'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.

50. 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 THE SOCIETY

51. Annual general meeting

- (1) The Committee must determine the date, time and place of the annual general meeting.
- (2) If it is proposed to hold the annual general meeting more than 6 months after the end of the Society'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 Chieftain's annual report on the Society's activities during the preceding financial year; and
 - (ii) the financial statements of the Society for the preceding financial year presented under Part 5 of the Act; and
 - (iii) 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 office holders of the Society and other Committee members;
 - (d) to confirm or vary the entrance fees, subscriptions 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.
- (5) No advance notice need be provided by members wishing to move motions at annual general meetings.

52. 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 3 months 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.
- (7) The Society must reimburse any reasonable expenses incurred by the members convening a special general meeting under subrule (5).
- (8) No advance notice need be provided by members wishing to move motions at special general meetings.

53. Notice of general meetings

- (1) The Secretary or, in the case of a special general meeting convened under rule 52(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 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 proposed —
 - (i) set out the wording of the proposed resolution; and
 - (ii) state that the resolution is intended to be proposed as a special resolution; and
 - (iii) comply with rule 54(7).

Note on special resolutions:

Section 51(1) of the Act states that a resolution is a special resolution if it is passed —

- (a) at a general meeting of an incorporated association; and
- (b) by the votes of not less than three-fourths of the members of the association who cast a vote at the meeting.

54. Proxies

- (1) Subject to subrule (2), an ordinary member may appoint an individual who is an ordinary member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- (2) An ordinary member may be appointed the proxy for not more than 5 other members.
- (3) The appointment of a proxy must be in writing and signed by the member making the appointment.

- (4) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.
- (5) If no instructions are given to the proxy, the proxy may vote on behalf of the member in any matter as the proxy sees fit.
- (6) A suitable form for the appointment of a proxy will be available on the Society's website, however the member may use any other form —
 - (a) that clearly identifies the person appointed as the member's proxy; and
 - (b) that has been signed by the member.
- (7) Notice of a general meeting given to an ordinary member under rule 53 must —
 - (a) state that the member may appoint an individual who is an ordinary 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 or, if electronic, provide details of where the form may be obtained.
- (8) A form appointing a proxy must be given to the Secretary before the commencement of the general meeting for which the proxy is appointed.
- (9) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Society not later than 24 hours before the commencement of the meeting.
- (10) A member who is represented by proxy at a general meeting should be recorded as such in the minutes of the meeting.

55. Use of technology to be present at general meetings

Except where a proxy has been arranged, (see rule 54), a member must attend a general meeting in person in order to participate and vote.

56. Presiding member and quorum for general meetings

- (1) The Chieftain or, in the Chieftain's absence, the Vice-Chieftain must preside as chairperson of each general meeting.
- (2) If the Chieftain and Vice-Chieftain 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.
- (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.

- (6) The quorum for a general meeting is one fifth of the ordinary members of the Society.
- (7) The quorum for a special general meeting is one third of the ordinary members of the Society.

57. 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 53.

58. Voting at general meeting

- (1) On any question arising at a general meeting —
 - (a) subject to subrule (3), each ordinary member has one vote; and
 - (b) ordinary members may vote personally or by proxy.
- (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, in person or by proxy, as an ordinary member, the ordinary member must have paid any fee or other money payable to the Society by the member.
- (6) Voting will normally be determined by a show of hands, taking into account proxy votes.

59. When special resolutions are required

- (1) A special resolution is required if it is proposed at a general meeting —
 - (a) to affiliate the Society with another body;
 - (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;
 - (c) to alter the Society's rules, including changing its name;
 - (d) to approve the terms of an amalgamation with one or more other incorporated associations;
 - (e) that the Society be wound up; or
 - (f) to cancel its incorporation.

- (2) Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.

60. 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 or by proxy —
 - (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.
- (8) To be carried -
 - (a) a normal resolution must receive a majority of the votes of those present or voting by proxy.
 - (b) a special resolution must be passed by at least 75% of the members present or voting by proxy.

61. 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) any proxy forms given to the chairperson of the meeting under rule 54(8); and
 - (c) the financial statements or financial report presented at the meeting, as referred to in rule 51(3)(b)(ii); and
 - (d) 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 51(3)(b)(iii).

- (4) The minutes of a general meeting must be entered in the Society's minute book within 30 days after the meeting is held.
- (5) The Chieftain 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

62. Source of funds

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

63. Control of funds

- (1) The Society must open an account in the name of the Society with a financial institution from which all expenditure of the Society is made and into which all funds received by the Society are deposited.
- (2) Subject to any restrictions imposed at a general meeting, the Committee may approve expenditure on behalf of the Society.
- (3) The Committee may authorise the treasurer to expend funds on behalf of the Society 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 of the Society must be signed by —
 - (a) 2 Committee members; or
 - (b) one Committee member and a person authorised by the Committee.
- (5) All funds of the Society must be deposited into the Society's account within 5 working days after their receipt.

64. Financial statements and financial reports

- (1) For each financial year, the Committee must ensure that the requirements imposed on the Society under Part 5 of the Act relating to the financial statements of the Society are met.
- (2) Without limiting subrule (1), those requirements include —
 - a. the preparation of the financial statements; and
 - b. if required, the review or auditing of the financial statements; and
 - c. the presentation to the annual general meeting of the financial statements; and
 - d. if required, the presentation to the annual general meeting of a copy of the report of the review or auditor's report, as applicable, on the financial statements.

- (3) The Society must keep financial records that: -
 - a. correctly record and explain its transactions and financial position and performance; and
 - b. enable true and fair financial statements to be prepared in accordance with Part 5 Division 3 of the Act.
- (4) The Society must retain its financial records for at least 7 years after the transactions covered by the records are completed.

PART 8 — GENERAL MATTERS

65. By-laws

Guidance Note – Status of By-laws - A by-law must be consistent with the Act, the regulations and these rules. The rules of an association bind the association and the members as an enforceable contract between them. By-laws may not have that status. Therefore, the use of by-laws should be reserved for more procedural or administrative matters.

- (1) The Society may, by resolution at a general meeting, make, amend or revoke by-laws.
- (2) By-laws may —
 - (a) provide for the rights and obligations that apply to any classes of associate membership approved under rule 9(2); and
 - (b) impose restrictions on the Committee's powers, including the power to dispose of the Society's assets; and
 - (c) impose requirements relating to the financial reporting and financial accountability of the Society and the auditing of the Society's accounts; and
 - (d) provide for any other matter the Society 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)(c) may only impose requirements on the Society that are additional to, and do not restrict, a requirement imposed on the Society under Part 5 of the Act.
- (5) At the request of a member, the Society must make a copy of the by-laws available for inspection by the member.

66. Executing documents and common seal

- (1) The Society 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 Society has a common seal —
 - (a) the name of the Society 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.

67. 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.

68. Custody of books and securities

- (1) Subject to subrule (2), the books and any securities of the Society 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 Society 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 Society must be retained for at least 7 years.
- (5) Once a person ceases to be a member of the committee, that person must deliver to the committee all the relevant documents and records they hold pertaining to the management of the association's affairs.

69. Record of office holders

- (1) A record must be maintained of the names and addresses of the persons who are:
 - (a) members of the Society's management committee; or who hold other offices of the Society provided for by its rules;
 - (b) authorised to use the common seal of the Society;
 - (c) appointed or act as a trustee on behalf of the Society.
- (2) The Society must, upon the request of a member of the Society, make available the names and contact details of those listed under subrule (1) for the inspection of the member. The member may make a copy of or take an extract from the record but does not have a right to remove the record for that purpose.
- (3) The record listed under subrule (1) must be kept in the Secretary's custody or under the Secretary's control.

70. Inspection of records and documents

- (1) Subrule (2) applies to a member who wants to inspect —
 - a. the register of members; or
 - b. the record of the names and contact details of Committee members, and other persons authorised to act on behalf of the Society; or
 - c. the minutes of general meetings or Committee meetings;
 - d. the rules of the society (the Constitution and by-laws) or
 - e. any other record or document of the Society.
- (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) 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) except for a purpose —
 - a. that is directly connected with the affairs of the Society; or
 - b. that is related to complying with a requirement of the Act.

71. Publication by Committee members of statements about Society business prohibited

A Committee member must not publish, or cause to be published, any statement about the business conducted by the Society 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.

72. Distribution of surplus property on cancellation of incorporation or winding up

- (1) In this rule —

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

 - (a) the debts and liabilities of the Society; and
 - (b) the costs, charges and expenses of winding up or cancelling the incorporation of the Society, but does not include books relating to the management of the Society.
- (2) On the cancellation of the incorporation or the winding up of the Society, its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act. In general terms, surplus assets must not be distributed to any member or former member of the society.

73. Alteration of rules

- (1) If the Society wants to alter or rescind any of these rules, make additional rules, change the name or alter the purposes of the society the Society may do so only by passing a special resolution at a general meeting and by otherwise complying with Part 3 Division 2 of the Act.

- (2) Amendments to the rules do not take effect until required documents are lodged with the Commissioner, even if the amendments do not require the approval of the Commissioner under section 31 or section 33 of the Act. The required documents must be lodged within one month after the special resolution is passed.