

PERTH 4WD CLUB OF WA (Inc)

Rules of Association

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PART 1

1. Name of Association

The name of the Association is: Perth 4WD Club of WA (Inc)

2. Terms used

In these rules, unless the contrary intention appears:

Act means the *Associations Incorporation Act 2015*;

Association means the incorporated association to which these rules apply;

books, of the Association, includes the following:

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

by laws means by-laws made by the Association under rule 62;

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

Committee means the management Committee of the Association;

Committee Meeting means a meeting of the Committee;

Committee Member means a member of the Committee;

country membership means any person whom usually resides outside a 75 kilometre radius from the Perth GPO or is offered country membership by the Committee;

family membership means a family containing up to two adults and children under the age of 18 years;

financial records includes:

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

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

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

financial year, of the Association, means a period 1 August and ending on 31 July in the following year;

General Meeting, of the Association, means a meeting of the Association to which all members are entitled to attend;

honorary membership means any person appointed by the Committee subject to conditions laid down by the Committee;

life membership means any person nominated by a member or members and approved at a General Meeting;

member means a member of the Association who is a natural person;

Ordinary Committee Member means a Committee Member who is not an office holder of the Association under rule 16(2);

President means the Committee Member holding office as the President of the Association;

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

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

Secretary means the Committee Member holding office as the Secretary of the Association;

single membership means a person over the age of 17 years;

special General Meeting means a General Meeting of the Association other than a 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 34(1)(a);

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

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

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

Treasurer means the Committee Member holding office as the Treasurer of the Association;

Vice President means the Committee Member holding office as the Vice President of the Association.

3. Objects of the Association

- (1) To educate Members in the Preservation of Natural Formations, Flora and Fauna and Historical Relics;
- (2) To encourage responsible and skilful use of four wheel drive vehicles in all situations; and
- (3) The furtherance of social activities between owners and users of four wheel drive vehicles.

PART 2 - ASSOCIATION TO BE NOT FOR PROFIT BODY

4. Not-for-profit body

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under sub-rule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is:
 - (a) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

PART 3 - MEMBERS

Division 1 - Membership

5. Eligibility for membership

- (1) Any person who supports the objects or purposes of the Association is eligible to apply to become a member.
- (2) An individual who has not reached the age of 17 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 complete a written application to the Association including a member's nomination of the applicant for membership.
- (2) The application must be signed by the applicant and the member nominating the applicant.
- (3) The applicant must specify in the application the class of membership, if there is more than one, to which the application relates.

7. Dealing with membership applications

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

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

- (a) the Committee accepts the application; and
- (b) the applicant pays any membership fees payable to the Association under rule 13.

9. Classes of membership

- (1) Membership of the Association shall consist of the following classes:
 - (a) Family Membership
 - (b) Single Membership
 - (c) Honorary Membership
 - (d) Country Membership; and
 - (e) Life Membership.
- (2) 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) for a member who is an individual, the individual dies;
 - (b) the person resigns from the Association under rule 11;
 - (c) the person is expelled from the Association under rule 51; or
 - (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 Association by giving written notice of the resignation to the Secretary.
- (2) The resignation takes effect:
 - (a) When the Secretary receives the notice; or
 - (b) If a later time is stated in the notice, at that later time.
- (3) A person who has resigned from the Association remains liable for any fees that are owed to the Association (the **owed amount**) at the time of resignation.

The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

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 (if any) to be paid for membership of the Association.
- (2) The fees determined under sub-rule (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 (the **due date**) determined by the Committee.
- (4) If a member has not paid the annual membership fee within the period of 3 months after the due date, the member ceases to be a member on the expiry of that period.
- (5) If a person who has ceased to be a member under sub-rule (4) offers to pay the annual membership fee after the period referred to in that sub-rule 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 Association under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Association.
- (2) In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.
- (3) The register of members must be kept at the Secretary's place of residence, or at another place determined by the Committee.
- (4) A member who wishes to inspect the register of members must contact the Secretary to make the necessary arrangements.
- (5) If:
 - (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
 - (b) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,

the Committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association.

PART 4 - COMMITTEE

Division 1 - Powers of Committee

15. Committee

- (1) The Committee Members are the persons who, as the management Committee of the Association, have the power to manage the affairs of the Association.
- (2) Subject to the Act, these rules, the by-laws (if any) and any resolution passed at a General Meeting, the Committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.
- (3) The Committee may delegate, in writing to one or more sub-committees (consisting of such member or members of the Association as the Committee thinks fit) the exercise of such functions of the Committee as are specified in the delegation other than:
 - (a) the power of delegation; and
 - (b) a function which is a duty imposed on the Committee by the Act or any other law.
- (4) Any delegation under sub-rule (3) may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the Committee may continue to exercise any function delegated.
- (5) The Committee may, in writing, revoke wholly or in part any delegation under sub-rule (3).
- (6) The Committee must take all reasonable steps to ensure that the Association complies with the Act, these rules and the by-laws (if any).

Division 2 - Composition and Election of Committee and Duties of Committee Members

16. Committee Members

- (1) The Committee Members consist of:
 - (a) the office holders of the Association; and
 - (b) at least one and not more than three Ordinary Committee Members.
- (2) The following are the office holders of the Association:
 - (a) the President;
 - (b) the Vice President;
 - (c) the Secretary;
 - (d) the Treasurer.
- (3) A person may be an Ordinary Committee Member if the person is:
 - (a) an individual who has reached 18 years of age; and
 - (b) a member of the Association.
- (4) A person must not hold 2 or more of the offices mentioned in sub-rule (2) at the same time.

17. Election of Committee

- (1) Committee Members must be elected to membership of the Committee at an Annual General Meeting or elected at the next General Meeting.
- (2) Subject to sub-rule (7), a Committee Member's term will be from the member's election at an Annual General Meeting until the election referred to in sub-rule (1) at the next Annual General Meeting after the member's election, but the member is eligible for re-election to membership of the Committee.

- (3) Except for nominees under sub-rule (6), a person is not eligible for election to membership of the Committee unless a member has nominated the person for election by delivering notice in writing of that nomination, signed by:
 - (a) the nominator; and
 - (b) the nominee to signify their willingness to stand for election,
 to the Secretary not less than 7 days before the day on which the Annual General Meeting concerned is to be held.
- (4) A person who is eligible for election or re-election under this rule may
 - (a) propose or second them self for election or re-election; and
 - (b) vote for them self.
- (5) If the number of persons nominated in accordance with sub-rule (3) for election to membership of the Committee does not exceed the number of vacancies in that membership to be filled:
 - (a) the Secretary must report accordingly to; and
 - (b) the chairperson must declare those persons to be duly elected as members of the Committee at, the Annual General Meeting concerned.
- (6) If vacancies remain on the Committee after the declaration under sub-rule (5), additional nominations of Committee Members may be accepted from the floor of the Annual General Meeting. If such nominations from the floor do not exceed the number of vacancies the chairperson must declare those persons to be duly elected as members of Committee. Where the number of nominations from the floor exceeds the remaining number of vacancies on the Committee, elections for those positions must be conducted.
- (7) If a vacancy remains on the Committee after the application of sub-rule (6), or when a casual vacancy within the meaning of rule 22 or rule 23 occurs in the membership of the Committee, such vacancy shall be filled by election of members at the next General Meeting.

18. Election of Ordinary Committee Members

- (1) At the Annual General Meeting, the Association must decide by resolution the number of Ordinary Committee Members (if any) to hold office for the next year, that number not to exceed three members.
- (2) If the number of members nominating 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 members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).
- (3) 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 sub-rule (2)(b) is greater than the number of positions remaining unfilled,

the 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.

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

19. Duties of President and Vice President

The President and Vice President have the following duties:

- (1) It is the duty of the President or Vice President to consult with the Secretary regarding the business to be conducted at each committee meeting and general meeting.
- (2) The President or Vice President have the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules.

20. Duties of Secretary

The Secretary has the following duties:

- (1) dealing with the Association's correspondence;
- (2) consulting with the President (or Vice President) regarding the business to be conducted at each Committee Meeting and General Meeting;
- (3) preparing the notices required for meetings and for the business to be conducted at meetings;
- (4) unless another member is authorised by the Committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (5) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- (6) unless another member is authorised by the Committee to do so, maintaining on behalf of the Association a record of Committee Members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- (7) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- (8) maintaining full and accurate minutes of Committee Meetings and General Meetings;
- (9) maintain an attendance book recording the date of the General Meeting or Annual General Meeting, the names of members attending the meeting and the names of any visitors attending the meetings; and
- (10) carrying out any other duty given to the Secretary under these rules or by the Committee.

21. Duties of Treasurer

The Treasurer has the following duties:

- (1) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- (2) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the Committee;
- (3) ensuring that any payments to be made by the Association that have been authorised by the Committee or at a General Meeting are made on time;
- (4) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- (5) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- (6) if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's Annual General Meeting;
- (7) if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's Annual General Meeting;
- (8) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act; and

- (9) carrying out any other duty given to the Treasurer under these rules or by the Committee.

22. Resignation and removal from office

- (1) A Committee Member may resign from the Committee by written notice given to the Secretary or, if the resigning member is the Secretary, given to the President.
- (2) The resignation takes effect:
 - (a) when the notice is received by the Secretary or President; or
 - (b) if a later time is stated in the notice, at the later time.
- (3) At a General Meeting, the Association may by resolution:
 - (a) remove a Committee Member from office; and
 - (b) elect a member who is eligible under rule 16(3) to fill the vacant position.
- (4) A Committee Member who is the subject of a proposed resolution under sub-rule (3)(a) may make written representations (of a reasonable length) to the Secretary or President and may ask that their presentations be provided to the members.
- (5) The Secretary or President 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 there solution is to be considered.

23. 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 22(3); or
- (c) becomes ineligible to accept an appointment or act as a Committee Member under section 39 of the Act; 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.

24. Filling casual vacancies

- (1) The Committee may appoint a member who is eligible under rule 16(3) to fill a position on the Committee that:
 - (a) has become vacant under rule 23; or
 - (b) has become vacant under rule 22(3); or
 - (c) was not filled by election at the most recent Annual General Meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member who is eligible under rule 16(3) to fill the position within 14 days after the vacancy arises.
- (3) Subject to the requirement for a quorum of four Committee Members, the Committee may continue to act despite any vacancy in its membership.
- (4) If there are fewer Committee Members than required for a quorum, the Committee may act only for the purpose of:
 - (a) appointing Committee Members under this rule; or
 - (b) convening a General Meeting.

25. Validity of acts

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

26. 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 entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred:
 - (a) in attending a Committee Meeting or
 - (b) in attending a General Meeting; or
 - (c) otherwise in connection with the Association's business.

Division 3 - Committee Meetings

27. Committee Meetings

- (1) The Committee must meet 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 President or any 2 Committee Members.

28. 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 sub-rule (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.

29. Procedure and order of business

- (1) The President or, in the President's absence, the Vice President must preside as chairperson of each Committee Meeting.
- (2) If the President and Vice President are absent or are unwilling to act as chairperson of a Committee 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 sub-rule (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.

30. 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 sub-rule (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.
- (3) The Committee may resolve a matter before them, discuss the matter and reach an agreement or vote if required, by use of electronic means or telephone provided all Committee Members receive such electronic notification. A quorum of Committee Members, as specified under rule 31(1), must respond for the decision or vote to be accepted as valid.

31. Quorum for Committee Meetings

- (1) Subject to rule 24(4), no business is to be conducted at a Committee Meeting unless a quorum of four Committee Members 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.
- (3) If:
 - (a) a quorum is not present within 30 minutes after the commencement time of a Committee Meeting held under sub-rule (2)(b); and
 - (b) at least 2 Committee Members are present at the meeting,those members present are taken to constitute a quorum.

32. Voting at Committee Meetings

- (1) Each Committee Member present, or in attendance via electronic means under rule 30, at a Committee Meeting has one vote on any question or motion arising at the meeting.
- (2) A motion is carried if a majority of the Committee Members 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 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.

33. 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 Committee Members in attendance via electronic means under rule 30;
 - (c) the name of any person attending the meeting under rule 29(5);
 - (d) the business considered at the meeting;
 - (e) any motion on which a vote is taken at the meeting and the result of the vote.
- (3) The minutes of a Committee Meeting must be entered in the Association's minute book within 30 days after the meeting is held.

- (4) The chairperson 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 4 – Subcommittees and subsidiary offices

34. Subcommittees and subsidiary offices

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

35. 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 5 - GENERAL MEETINGS OF ASSOCIATION

36. Annual General Meeting

- (1) The Committee must determine the date, time and place of the Annual General Meeting which, subject to sub-rule (2), may coincide and form part of a General Meeting.
- (2) If it is proposed to hold the Annual General Meeting more than 6 months after the end of the Association's financial year, the Secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- (3) The ordinary business of the Annual General Meeting is as follows:
 - (a) to confirm the minutes of the previous Annual General Meeting and of any special General Meeting held since then if the minutes of that meeting have not yet been confirmed;
 - (b) to receive and consider:
 - (i) the Committee's annual report on the Association's activities during the preceding financial year; and
 - (ii) if the Association is a tier 1 association, the financial statements of the Association for the preceding financial year presented under Part 5 of the Act; and
 - (iii) if the Association is a tier 2 association or a tier 3 association, the financial report of the Association for the preceding financial year presented under Part 5 of the Act;
 - (iv) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
 - (c) to elect the office holders of the Association and other Committee Members;
 - (d) if applicable, to appoint or remove a reviewer or auditor of the Association in accordance with the Act;
 - (e) to confirm or vary the entrance fees, 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.

37. 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 sub-rule (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 sub-rule (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 Association must reimburse any reasonable expenses incurred by the members convening a special General Meeting under sub-rule (5).

38. Notice of General Meetings

- (1) The Secretary or, in the case of a special General Meeting convened under rule 37(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 the meeting is the Annual General Meeting, include the names of the members who have nominated for election to the Committee under rule 17(3); and
 - (d) if a special resolution is proposed:
 - (i) set out the wording of the proposed resolution as required by section 51(4) of the Act; and
 - (ii) state that the resolution is intended to be proposed as a special resolution; and
 - (iii) comply with rule 39(6).

39. Proxies

- (1) A proxy vote can only be used for voting on:
 - (a) special resolutions, or
 - (b) election of Committee members at an Annual General Meeting.
- (2) A member who is entitled to vote under rule 43 can only appoint the Secretary as their proxy to vote and speak on their behalf.
- (3) The appointment of a proxy must be in writing using the Committee approved form and signed by the member making the appointment. Where a membership is entitled to two votes eg Family membership and both voters want to exercise a proxy vote it will be necessary for both voters to sign an approved form.
- (4) The proxy vote is only valid for the one meeting for which the proxy is appointed as specified on the approved form.
- (5) The member appointing the proxy must give specific directions on the approved form as to how the Secretary is to vote on their behalf.
- (6) Notice of a general meeting given to a member under rule 38 must:
 - (a) state that the member may appoint the Secretary as a proxy for the meeting; and
 - (b) include a copy of the form that the committee has approved for the appointment of a proxy.
- (7) The form appointing a proxy must be given to the Secretary before the commencement of the general meeting for which the proxy is appointed.
- (8) The form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association not later than 24 hours before the commencement of the meeting.

40. Use of technology to be present at General Meetings

- (1) The presence of a member at a General Meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a General Meeting as allowed under sub-rule (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.

41. Quorum for General Meetings

- (1) The President or, in the President's absence, the Vice President must preside as chairperson of each General Meeting.
- (2) If the President and Vice President are absent or are unwilling to act as chairperson of a General Meeting, the Committee Members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) No business is to be conducted at a General Meeting unless a quorum of twenty percent (20%) of members 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 General Meeting, the meeting lapses; or
 - (b) in the case of a special General Meeting, the meeting lapses; or
 - (c) 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 sub-rule (4)(b); and
 - (b) at least 2 members are present at the meeting,those members present are taken to constitute a quorum.

42. 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 members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting sub-rule (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 38.

43. Voting rights of members of Association

- (1) Subject to these rules, each member present in person, or present under rule 40, at a General Meeting is entitled to a deliberative vote.
- (2) At any General Meeting, the voting rights of members shall be as follows:
 - (a) Family Membership - 2 votes
 - (b) Single Membership - 1 vote
 - (c) Honorary Membership - no vote
 - (d) Country Membership - 1 vote
 - (e) Life Membership - the same voting privileges as the relevant membership.
- (3) To exercise both votes in the event of a Family Membership it will be necessary for both members to be present at the meeting in person, or if attending the General Meeting under rule 40, both members must be identifiable to the meeting.
- (4) Members may vote personally or by proxy under rule 39.

- (5) Except in the case of a special resolution, a motion is carried if a majority of the members present at a general meeting vote in favour of the motion.
- (6) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (7) 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.
- (8) For a person to be eligible to vote at a general meeting, the member:
 - (a) must have been a member at the time notice of the meeting was given under rule 38; and
 - (b) must have paid any fee or other money payable to the Association by the member.

44. When special resolutions are required

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

45. 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 sub-rule (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 sub-rule (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 members present in person or if attending the meeting under rule 40:
 - (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 sub-rule (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.

46. Minutes of General Meeting

- (1) The Secretary, or a person authorised by the Committee from time to time, must take proper minutes of all General Meetings and Committee Meetings and then to be entered within 30 days after the holding of each General Meeting or Committee Meeting, as the case requires, in a minute book kept for that purpose.
- (2) The chairperson must ensure that the minutes taken of a General Meeting or Committee Meeting under sub-rule (1) are checked and signed as correct by the chairperson of the General Meeting or Committee

Meeting to which those minutes relate or by the chairperson of the next succeeding General Meeting or Committee Meeting, as the case requires.

- (3) When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that:
 - (a) the General Meeting or Committee Meeting to which they relate (in this sub-rule called "the meeting") was duly convened and held;
 - (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
 - (c) all appointments or elections purporting to have been made at the meeting have been validly made.
- (4) In addition, the minutes of each Annual General Meeting must record:
 - (a) any proxy forms received under rule 39; and
 - (b) the financial statements or financial report presented at the meeting, as referred to in rule 49 (2) (a) (b) (c) and (d); and
 - (c) any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to in rule 49 (2) (e).

PART 6 - FINANCIAL MATTERS

47. Source of funds

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

48. Control of funds

- (1) The Association must open an account in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (2) The Association may invest any surplus monies held, in any security in which trust monies may lawfully be invested or in any other manner authorised by the rules of the Association.
- (3) Subject to any restrictions imposed at a General Meeting, the Committee may approve expenditure on behalf of the Association.
- (4) The Committee may authorise the Treasurer to expend funds on behalf of the Association up to a specified limit without requiring approval from the Committee for each item on which the funds are expended, subject to sub-rule (5) and sub-rule (6).
- (5) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by:
 - (a) 2 Committee Members; or
 - (b) one Committee Member and a person authorised by the Committee.
- (6) The Association may conduct electronic banking, subject to sub-rule (4), such transactions to be authorised by a Committee Member, other than the Treasurer, and who is registered with the financial institution and approved by the Committee to so act.
- (7) All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.
- (8) The Association may act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene this Act or the rules of the Association.

- (9) No member shall undertake any obligations or incur any charges to the Association unless expressly authorised by the Association. Any member so authorised by the Association shall furnish to the Treasurer receipts for expenditure incurred in such dealings.

49. Financial statements and financial reports

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

PART 7 - DISCIPLINARY ACTION, DISPUTES AND MEDIATION

Division 1 - Term used

50. Term used: member

In this Part:

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

Division 2 - Disciplinary action

51. Suspension or expulsion

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

- (5) A decision of the Committee to suspend the member's membership or to expel the member from the Association takes immediate effect.
- (6) The Committee must give the member written notice of the Committee's decision, and the reasons for the decision, within 7 days after the Committee Meeting at which the decision is made.
- (7) A member whose membership is suspended or who is expelled from the Association may, within 14 days after receiving notice of the Committee's decision under sub-rule (6), give written notice to the Secretary requesting the appointment of a mediator under rule 59 and rule 60.
- (8) If notice is given under sub-rule (7), the member who gives the notice and the Committee are the parties to the mediation.

52. Consequences of suspension

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

Division 3 - Resolving disputes

53. Terms used

In this Division:

grievance procedure means the procedures set out in this Division;

party to a dispute includes a person:

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

54. Application of Division

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

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

55. 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.

56. 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 55, any party to the dispute may start the grievance procedure by giving written notice to the Secretary of:
 - (a) the parties to the dispute; and
 - (b) the matters that are the subject of the dispute.

- (2) Within 28 days after the Secretary is given the notice, a Committee Meeting must be convened to consider and determine the dispute.
- (3) The Secretary must give each party to the dispute written notice of the Committee Meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- (4) The notice given to each party to the dispute must state:
 - (a) when and where the Committee Meeting is to be held; and
 - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the dispute.
- (5) If:
 - (a) the dispute is between one or more members and the Association; and
 - (b) any party to the dispute gives written notice to the Secretary stating that the party:
 - (i) does not agree to the dispute being determined by the Committee; and
 - (ii) requests the appointment of a mediator under rule 59 and rule 60,
 the Committee must not determine the dispute.

57. 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 sub-rule (1)(c), give written notice to the Secretary requesting the appointment of a mediator under rule 59.
- (4) If notice is given under sub-rule (3), each party to the dispute is a party to the mediation.

Division 4 - Mediation

58. Application of Division

- (1) This Division applies if written notice has been given to the Secretary requesting the appointment of a mediator:
 - (a) by a member under rule 51(7); or
 - (b) by a party to a dispute under rule 56(5)(b)(ii) or 57(3).
- (2) If this Division applies, a mediator must be chosen or appointed under rule 59.

59. 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 51(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 56(5)(b)(ii) or 57(3) - by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of sub-rule (1)(a) or (b), then, subject to sub-rules (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 51(7); or
 - (b) a party to a dispute under rule 56(5)(b)(ii); or
 - (c) a party to a dispute under rule 57(3) and the dispute is between one or more members and the Association.
- (4) The person appointed as mediator by the Committee may be a member or former member of the Association but must not:
 - (a) have a personal interest in the matter that is the subject of the mediation; or
 - (b) be biased in favour of or against any party to the mediation.

60. 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.

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

If:

- (a) mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice under rule 51(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 8 - GENERAL MATTERS

62. By-laws

- (1) The Association 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; and
 - (b) impose restrictions on the Committee's powers, including the power to dispose of the association's assets; and
 - (c) impose requirements relating to the financial reporting and financial accountability of the association and the auditing of the association's accounts; and

- (d) provide for any other matter the association considers necessary or convenient to be dealt with in the by-laws.
- (3) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
- (4) Without limiting sub-rule (3), a by-law made for the purposes of sub-rule (2)(c) may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association under Part 5 of the Act.
- (5) At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.

63. Executing documents and common seal

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

64. 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.

65. Custody of books and securities

- (1) Subject to sub-rule (2), the books and any securities of the Association must be kept in the Secretary's custody or under the Secretary's control.
- (2) The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the Treasurer's custody or under the Treasurer's control.
- (3) Sub-rules (1) and (2) have effect except as otherwise decided by the Committee.
- (4) The books of the Association must be retained for at least 7 years.

66. Record of office holders

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

67. Inspection of records and documents

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

68. Publication by Committee Members of statements about Association business prohibited

A Committee Member must not publish, or cause to be published, any statement about the business conducted by the Association at a General Meeting or Committee Meeting unless:

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

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

- (1) In this rule:
surplus property, in relation to the Association, means property remaining after satisfaction of:
 - (a) the debts and liabilities of the Association; and
 - (b) the costs, charges and expenses of winding up or cancelling the incorporation of the Association, but does not include books relating to the management of the Association.
- (2) The Association may be dissolved or wound up by a special resolution at a special General Meeting called for such purpose providing 28 days written notice of intent is given to all financial members. A 75% majority of members present is required to dissolve or wind up the Association.
- (3) If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, subject to sub-rule (1), the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by the resolution of the members.

70. Alteration of rules

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