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## RULES OF ASSOCIATION

### PART ONE - OBJECTS AND POWERS

#### 1. Name of Association

The name of the Association is the

FEDERATION OF WESTERN AUSTRALIAN BUSHWALKERS INCORPORATED

#### 2. Definitions

In these rules, unless the contrary intention appears-

"annual general meeting" is the meeting convened under paragraph (b) of rule 14(1);

"Board or Board of Management" means the same as Committee or Committee of Management referred to in the Act

"Board meeting" means a meeting referred to in rule 13;

"Board member" means person referred to in paragraph (a), (b), (c), (d) or (e) of rule 10 (1);

"convene" means to call together for a formal meeting;

"department" means the government department with responsibility for administering the *Associations Incorporation Act (1987)*;

"Directors" means President, Vice President Secretary and Treasurer;

"financial year" means a period not exceeding 15 months fixed by the Board, being a period commencing on the date of incorporation of the Association and ending on 30 June; and thereafter each period commencing 1 July and ending on 30 June in the following year;

"general meeting" means a meeting to which all members are invited;

"member" means member of the Association;

"ordinary resolution" means resolution other than a special resolution;

"poll" means voting conducted in written form (as opposed to a show of hands);

"special general meeting" means a general meeting other than the annual general meeting;

"special resolution" has the meaning given by section 24 of the Act, that is-

A resolution is a special resolution if it is passed by a majority of not less than three-fourths of the members of the association who are entitled under the rules of the association to vote and vote in person or, where proxies or postal votes are allowed by the

rules of the association by proxy or postal vote, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with those rules.

At a meeting at which a resolution proposed as a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded in accordance with the rules of the Association or, if the rules do not make provision as to the manner in which a poll may be demanded, by at least 3 members of the association present in person or, where proxies are allowed, by proxy.

If a poll is held, a declaration by the person presiding as to the result of a poll is evidence of the matter so declared.

"the Act" means the *Associations Incorporation Act 1987*;

"the Association" means the Association referred to in rule 1;

"the President" means-

- (a) in relation to the proceedings at a Board meeting or general meeting, the person presiding at the Board meeting or general meeting in accordance with rule 11; or
- (b) otherwise than in relation to the proceedings referred to in paragraph (a), the person referred to in paragraph (a) of rule 10 (1) or, if that person is unable to perform his or her functions, the Vice President;

"the Commissioner" means the Commissioner for Consumer Protection exercising powers under the Act;

"the Board" means the Board of Management of the Association referred to in rule 10 (1);

"the Secretary" means the Secretary referred to in paragraph (c) of rule 10 (1);

"the Treasurer" means the Treasurer referred to in paragraph (d) of rule 10 (1);

"the Vice-President" means the Vice-President referred to in paragraph (b) of rule 10 (1).

### **3. Objects of Association**

3.1 The objects of the Association are-

- Promote safe and environmentally responsible bushwalking to the community.
- Promote and actively work for the conservation and effective management of the natural environment, including National Parks, wilderness, coastal and other public land areas to enhance their bushwalking value to the community.
- Work to assist with the development, maintenance and protection of the integrity and accessibility of walking tracks and trails so as to enhance their bushwalking value to all.
- Provide services to Member Associations, bushwalkers and the wider community in furtherance of these objectives.

3.2 The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

#### **4. Powers of Association**

The powers conferred on the Association are the same as those conferred by Section 13 of the Act, so that subject to the Act and any additions, exclusions or modifications inserted below, the Association-

may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may -

- (a) acquire, hold, deal with, and dispose of any real or personal property;
- (b) open and operate bank accounts;
- (c) invest its money -
  - (i) in any security in which trust monies may lawfully be invested; or
  - (ii) in any other manner authorised by the rules of the Association;
- (d) borrow money upon such terms and conditions as the Association thinks fit;
- (e) give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
- (f) appoint agents to transact any business of the Association on its behalf;
- (g) enter into any other contract it considers necessary or desirable; and
- (h) 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.

### **PART TWO - MEMBERSHIP**

#### **5. Members**

##### **5.1. Classes of Members**

Members of the Association are:

- (a) Member Clubs;
- (b) Affiliate Members;
- (c) Individual Members; and
- (d) Any new class of Member created in accordance with Rule 5.2

##### **5.2. New classes of Members**

The Board may create new classes of membership and determine the rights and obligations that apply to those classes. The establishment of any new classes is to be the sole discretion of the Board.

##### **5.3. Member Clubs**

- (a) A club, body, association or other entity, which supports the objects and interests of the Association and whose primary focus is bushwalking, may apply to the Board to become a Member of the Association, otherwise known as Member Clubs as referred to in Rule 5.1(a).

- (b) To be eligible for membership of the Association, a Member Club must have ten (10) or more individual members, although the Board may, at its discretion, accept an application for membership from a Club with less than ten (10) individual members.
- (c) An application for membership as a Member Club must be in writing. The application must include the following information:
  - (i) the names of the office holders of the Member Club;
  - (ii) a copy of the Member Club's constitution and/or rules; and
  - (iii) a list of the Member Club's members as described below; and
    - a. As a condition of Member Club membership each Member Club shall enter into an agreement with the Association to enable the Association to communicate as directly as possible with the individual members of Member Clubs on matters that the Board deem necessary for the effective representation of its member's interests and the effective operation of the Association. Agreement between the Association and Member Clubs will be in accordance with one of a range of options advised to Member Clubs by the Association from time to time.
    - b. Persons whose names and addresses might be provided under this rule are not Individual Members of Bushwalking WA and therefore their details will not be entered in the register of members described in Rule 6. Details of these persons will be held in a separate database, controlled by the Secretary in accordance with the Association's Bylaws.
    - c. Any person whose details are contained in the database may request their details be revised or removed in accordance with procedures detailed in the Bylaws. Any such personal information provided to the Association under this rule shall be subject to relevant privacy laws, the Association's privacy policy and Bylaws and the information must not be sold or otherwise provided to any third party for any reason.
  - (iv) any other information reasonably required by the Board.
- (d) The Board Members shall consider each application made under Rule 5.3(c) at a Board meeting and shall at the Board meeting or a subsequent Board meeting accept or reject that application.
- (e) The Board may accept or reject an application, regardless of whether or not the club has complied with Rules 5.3(b) and (c). The Board is not required to give reasons for its decision.
- (f) If the Board accepts the application the Secretary shall enter the club's name in the register of Members, and upon the name being so entered, the Club becomes a Member of the Association.
- (g) All Clubs must renew their membership annually at a date determined by the Board. The renewal application must:
  - (i) contain an updated list of all members of the Member Club as described in Rule 5.3(c)(iii); and
  - (ii) contain a copy of any amendments to the Club's Constitution.

#### **5.4 Affiliate Members**

- (a) A club, body, association or other entity, which supports the objects and interests of Bushwalking WA, whose primary focus is not bushwalking but who are sympathetic to the Association's Objects and interests, may apply to the Board to become a Member of Bushwalking WA, otherwise known as an Affiliate Member as referred to in Rule 5.1(b).

- (b) A club, body, association or other entity who wishes to become an Affiliate Member shall:
  - (i) apply for membership to the Secretary in writing on the form determined by the Board;  
and
  - (ii) accompany the application form with the payment of the subscription fees.
- (c) The Board may accept or reject an application regardless of whether or not the person has complied with Rule 5.4(b). The Board is not required to give reasons for its decision. If the application is accepted, the applicant becomes an Affiliate Member.
- (d) All Affiliate Members must renew their membership annually at a date determined by the Board.
- (e) Affiliate Members will not have voting rights but will be able to participate on standing or special committees of the Association.

## **5.5 Individual Members**

- (a) Any person who supports the objects and interests of the Association may apply to be an Individual Member of the Association without being a member of a Club.
- (b) A person who wishes to become an Individual Member shall:
  - (i) apply for membership to the Secretary in writing on the form determined by the Board;  
and
  - (ii) accompany the application form with the payment of the subscription fees.
- (c) The Board may accept or reject an application regardless of whether or not the person has complied with Rule 5.5(b). The Board is not required to give reasons for its decision. If the application is accepted, the applicant becomes an Individual Member.
- (d) All Individual Members who are not members of Clubs must renew their membership annually at a date determined by the Board.
- (e) Individual Members will not have voting rights but will be able to participate on standing or special committees of the Association.

## **6 Register of Members of Association**

- 6.1 The Secretary must keep and maintain a register of Members for each class of membership containing:
- (a) the name and postal address of each Member; and
  - (b) the date on which each Member's name was entered in the register.
- 6.2 Subject to the Association's privacy policy and Bylaws relating to the custody of personal information the register of Members is available for inspection free of charge by any Member upon request.
- 6.3 The register of Members will not be sold or otherwise provided to a third party for any reason except that contact details of Affiliate Members and Member Clubs only may be made available to the public but not for commercial purposes.
- 6.4 The Secretary must cause the name of a person who dies or who ceases to be a member under rule 5 to be deleted from the register of members referred to in Rule 6.1.

## **7 Subscriptions of Members of Association**

- 7.1 The Board may determine the annual membership subscription fee payable by members to the Association.

7.2 Each member must pay to the Treasurer, annually on or before 1 July or such other date as the Board from time to time determines, the amount of the subscription determined under Rule 7.1.

7.3 Subject to sub-rule 7.4, a member whose subscription is not paid within 3 months after the relevant date fixed by or under Rule 7.2 ceases on the expiry of that period to be a member, unless the Board decides otherwise.

7.4 A person exercises all the rights and obligations of a member for the purposes of these rules if his or her subscription is paid on or before the relevant date fixed by or under Rule 7.2 or within 3 months thereafter, or such other time as the Board allows.

## **8 Termination of Membership of the Association**

8.1 Membership of the Association may be terminated upon-

- (a) receipt by the Secretary or another Board member of a notice in writing from a member of his or her resignation from the Association. Such person remains liable to pay to the Association the amount of any subscription due and payable by that person to the Association but unpaid at the date of termination; or
- (b) non-payment by a member of his or her subscription within three months of the date fixed by the Board for subscriptions to be paid, unless the Board decides otherwise in accordance with Rule 7.3; or
- (c) expulsion of a member in accordance with Rule 9.

## **9 Suspension or Expulsion of Members of Association**

9.1 If the Board considers that a member should be suspended or expelled from membership of the Association because his or her conduct is detrimental to the interests of the Association, the Board must communicate, either orally or in writing, to the member;

- (a) notice of the proposed suspension or expulsion and of the time, date and place of the Board meeting at which the question of that suspension or expulsion will be decided; and
- (b) particulars of that conduct,

not less than 30 days before the date of the Board meeting referred to in paragraph (a).

9.2 At the Board meeting referred to in a notice communicated under Rule 9.1, the Board may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the Board, suspend or expel or decline to suspend or expel that member from membership of the Association and must, forthwith after deciding whether or not to suspend or expel that member, communicate that decision in writing to that member.

9.3 Subject to Rule 9.5, a member has his or her membership suspended or ceases to be a member 14 days after the day on which the decision to suspend or expel a member is communicated to him or her under Rule 9.2.

9.4 A member who is suspended or expelled under Rule 9.2 must, if he or she wishes to appeal against that suspension or expulsion, give notice to the Secretary of his or her intention to do so within the period of 14 days referred to in Rule 9.3.

9.5 When notice is given under Rule 9.4-

- (a) the Association in a general meeting, must either confirm or set aside the decision of the Board to suspend or expel the member, after having afforded the member who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the Association in the general meeting; and

(b) the member who gave that notice is not suspended or does not cease to be a member unless and until the decision of the Board to suspend or expel him or her is confirmed under this sub-rule.

## **PART THREE – THE BOARD**

### **10. Composition of the Board**

10.1 The Board shall comprise:

(a) five (5) Directors who shall each be elected under Rule 12 and assume the roles of:

- (i) President;
- (ii) Vice-President;
- (iii) Secretary;
- (iv) Treasurer; and
- (v) Ordinary Director, all of whom must be members of the Association.

(b) up to two (2) Appointed Directors, appointed by the elected Directors, who shall be appointed for their special knowledge or abilities. These Directors shall have the same rights and privileges as the elected Directors, but do not have to be financial Members of Bushwalking WA. They shall hold office for twelve (12) months or until the end of the Annual Elections subsequent to their appointment, and shall be eligible for re-appointment.

### **10.2 President and Vice-President**

10.2.1. Subject to this rule, the President must preside at all general meetings and Board meetings.

10.2.2. In the event of the absence from a general meeting of-

- (a) the President, the Vice-President; or
- (b) both the President and the Vice-President, a member elected by the other members present at the general meeting, must preside at the general meeting.

10.2.3. In the event of the absence from a Board meeting of-

- (a) the President, the Vice-President; or
- (b) both the President and the Vice-President, a Board member elected by the other Board members present at the Board meeting, must preside at the Board meeting.

### **10.3 Secretary**

10.3.1 The Secretary must-

- (a) co-ordinate the correspondence of the Association;
- (b) keep full and correct minutes of the proceedings of the Board and of the Association;
- (c) comply on behalf of the Association with-

(i) section 27 of the Act with respect to the register of members of the Association, as referred to in Rule 5;

(ii) section 28 of the Act by keeping and maintaining, in an up to date condition, the rules of the Association;

(iii) section 29 of the Act by maintaining a record of -

(A) the names and residential or postal addresses of the persons who hold the offices of the Association provided for by these rules, including all offices held by the persons who constitute the Board; and

(B) the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association as required by rule 6,

(d) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Association,

(c) but other than those required by rule 13 to be kept and maintained by, or in the custody of, the Treasurer; and

(e) perform such other duties as are imposed by these rules on the Secretary.

## 10.4 Treasurer

### 10.4.1 The Treasurer must-

- (a) be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Association and must issue receipts for those moneys in the name of the Association;
- (b) pay all moneys referred to in paragraph (a) into such account or accounts of the Association as the Board may from time to time direct;
- (c) make payments from the funds of the Association with the authority of a general meeting or of the Board and in so doing ensure that all cheques or electronic banking transactions are signed or authorised by himself or herself and at least one other authorised Board member, or by any two others as are authorised by the Board;
- (d) comply on behalf of the Association with sections 25 and 26 of the Act with respect to the accounting records of the Association by-
  - (i) keeping such accounting records as correctly record and explain the financial transactions and financial position of the Association;
  - (ii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;
  - (iii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited; and
  - (iv) submitting to members at each annual general meeting of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year.
- (e) whenever directed to do so by the President, submit to the Board a report, balance sheet or financial statement in accordance with that direction;
- (f) unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Association, including those referred to in paragraphs (d) and (e); and
- (g) perform such other duties as are imposed by these rules on the Treasurer.



## 11. Powers of the Board

### 11.1 The Board:

- (a) Shall control and manage the business and affairs of the Association; and
- (b) May, subject to these Rules, the Act and the Regulations exercise all such powers and functions and perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Association, other than those powers and functions that are required by these Rules to be exercised by General Meetings of the Members of the Association; and
- (c) Subject to these Rules the Board may make and amend By-Laws for the conduct and regulation of the affairs and operations of the Association.

11.2. The Board may establish Standing or Special Committees and appoint Convenors for those Committees it thinks necessary to perform specific tasks or to conduct any activities of the Association. Such committees except where overridden by these rules will be established and operate in accordance with the Bylaws. The Board may override a decision made by a Standing or Special Committee or otherwise give direction to a Standing or Special Committee, which must be complied with within a reasonable time as determined by the Board after considering the particular circumstances.

11.3 The Board may delegate to Standing Committees, Special Committees, or persons, such of its powers and functions as it thinks fit. Names of members and functions of all such committees, or persons, shall be circulated to the Members of the Association annually.

11.4 The Board may co-opt or approve the engagement of qualified persons (whether Members of the Association or not) to assist in the activities of or advise the Board or any Committee.

11.5 The Board may employ such persons it considers necessary to achieve the Objectives of the Association.

11.6 The Board may delegate, in writing, to one to more sub-Boards (consisting of such member or members of the association as the Board sees fit) the exercise of such functions of the Board as are specified in the delegation other than-

- (a) the power of delegation; and
- (b) a function which is a duty imposed on the Board by the Act or any other law.

11.7 Any delegation under Rule 11.6 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 Board may continue to exercise any function delegated.

11.8 The Board may, in writing, revoke wholly or in part any delegation under Rule 11.6.

11.9 The Board may make bylaws or regulations to control the operations of the Association.

## 12 Appointment to the Board

12.1 Board members are appointed to the Board by:

- (a) election at an AGM;
- (b) appointed under Rule 10.1(b); or by
- (c) appointment to fill a casual vacancy under Rule **Error! Reference source not found.**

## 12.2 Nominating for Membership of the Board

Except for nominees under Rule 10.1(b), a person is not eligible for election to membership of the Board unless a member has nominated him or her for election by delivering notice in writing of that nomination, signed by-

(a) the nominator; and

(b) the nominee to signify his or her 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. The nominee is to provide a brief statement of the skills they offer, why they wish to be on the Board and their bushwalking experience.

12.3 The Secretary must send a notice calling for nominations for election to the Board and specifying the date for the close of nominations to all Members at least 28 days before the date for the close of nominations.

12.4 If a nomination for election to the Board is not made in accordance with the nomination is to be deemed invalid and the Member will not be eligible for election unless Rule **Error! Reference source not found.**10 takes effect.

## Electing Board Members

12.5 A list of candidates, names in alphabetical order, with the names of the Members who nominated each candidate, must accompany the notice of the AGM.

12.6 The elections for Board Members are to be conducted at the AGM in the manner directed by the Board.

12.7 If the number of valid nominations exceeds the number of vacancies to be filled for the relevant position on the Board, elections for the positions must be conducted at the AGM.

12.8 If the number of persons nominated in accordance with Rule 12.2 for election to membership of the Board does not exceed the number of vacancies in that membership to be filled -

(a) the Secretary must report accordingly to; and

(b) the President must declare those persons to be duly elected as members of the Board at, the annual general meeting concerned.

12.9 If vacancies remain on the Board after the declaration under Rule 12.8, additional nominations of Board 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 President must declare those persons to be duly elected as members of Board. Where the number of nominations from the floor exceeds the remaining number of vacancies on the Board, elections for those positions must be conducted.

12.10 If a vacancy remains on the Board after the application of Rule 12.9, or when a casual vacancy within the meaning of Rule 12.14 occurs in the membership of the Board -

(a) the Board may appoint a member to fill that vacancy; and

(b) the member appointed under this sub-rule will -

(i) hold office until the election referred to in sub-rule (2); and

(ii) be eligible for election to membership of the Board, at the next following annual general meeting.

## **Term of Appointment**

12.11 Other than an election for a casual vacancy, a Director shall be elected for a term of three (3) years.

12.12 At the first election after this Constitution is adopted the first Board shall determine the terms of appointment to either a one, two or three year term. Thereafter at every subsequent election the candidates receiving the highest number of votes shall be elected to fill each available vacancy

12.13 The terms of appointment for an elected Director shall be a maximum of 2 x 3 year terms and they cannot stand again for 2 years after 6 consecutive years have been served.

## **Casual Vacancies in Membership of Board**

12.14 A casual vacancy occurs in the office of a Board member and that office becomes vacant if the Board member-

(a) dies;

(b) resigns by notice in writing delivered to the President or, if the Board member is the President, to the Vice-President and that resignation is accepted by resolution of the Board;

(c) is convicted of an offence under the Act;

(d) is permanently incapacitated by mental or physical ill-health;

(e) is absent from more than-

(i) 3 consecutive Board meetings; or

(ii) 3 Board meetings in the same financial year without tendering an apology to the person presiding at each of those Board meetings;

of which meetings the member received notice, and the Board has resolved to declare the office vacant;

(f) ceases to be a member of the Association; or

(g) is the subject of a resolution passed by a general meeting of members terminating his or her appointment as a Board member; or

(h) No person shall be entitled to hold a position on the Committee if the person is, according to the *Interpretation Act* section 13D, a bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.

## **13. Proceedings of the Board**

13.1 The Board must meet together for the dispatch of business not less than four times in each year and the President, or at least half the members of the Board, may at any time convene a meeting of the Board. This can be via teleconference or other electronic means if physical presence is not possible.

13.2 Each Board member has a deliberative vote.

13.3 A question arising at a Board meeting must be decided by a majority of votes, but, if there is no majority, the person presiding at the Board meeting will have a casting vote in addition to his or her deliberative vote.

13.4 At a Board meeting three Board members constitute a quorum.

13.5 Subject to these rules, the procedure and order of business to be followed at a Board meeting must be determined by the Board members present at the Board meeting.

13.6 As required under sections 21 and 22 of the Act, a Board member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Board (except if that pecuniary interest exists only by virtue of the fact that the member of the Board is a member of a class of persons for whose benefit the Association is established), must-

- (a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Board; and
- (b) not take part in any deliberations or decision of the Board with respect to that contract.

13.7 The Secretary must cause every disclosure made under Rule 13.6(a) by a member of the Board to be recorded in the minutes of the meeting of the Board at which it is made.

## **PART FOUR - GENERAL MEETINGS**

### **14 General Meetings**

14.1 The Board-

(a) may at any time convene a special general meeting;

(b) must convene annual general meetings within the time limits provided for the holding of such meetings by section 23 of the Act, that is, in every calendar year within 4 months after the end of the Association's financial year or such longer period as may in a particular case be allowed by the Commissioner, except for the first annual general meeting which may be held at any time within 18 months after incorporation; and

(c) must, within 30 days of-

(i) receiving a request in writing to do so from not less than ten per cent of members, convene a special general meeting for the purpose specified in that request; or

(ii) the Secretary receiving a notice under rule 9 (4), convene a general meeting to deal with the appeal to which that notice relates.

(d) must, after receiving a notice under rule 5 (4), convene a general meeting, no later than the next annual general meeting, at which the appeal referred to in the notice will be dealt with. Failing that, the applicant is entitled to address the Association at that next annual general meeting in relation to the Board's rejection of his or her application and the Association at that meeting must confirm or set aside the decision of the Board.

14.2 The members making a request referred to in Rule 14.1 (c) (i) must-

(a) state in that request the purpose for which the special general meeting concerned is required; and

(b) sign that request.

14.3 If a special general meeting is not convened within the relevant period of 30 days referred to-

(a) in Rule 14.1(c) (i), the members who made the request concerned may themselves convene a special general meeting as if they were the Board; or

(b) in Rule 14.1(c) (ii), the member who gave the notice concerned may him or herself convene a special general meeting as if he or she were the Board.

14.4 When a special general meeting is convened under Rule 14.3(a) or (b) the Association must pay the reasonable expenses of convening and holding the special general meeting.

14.5 Subject to Rule 14.7, the Secretary must give to all members not less than 28 days notice of a special general meeting and that notice must specify-

(a) when and where the general meeting concerned is to be held; and

(b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.

14.6 Subject to Rule 14.7, the Secretary must give to all members not less than 28 days notice of an annual general meeting and that notice must specify-

(a) when and where the annual general meeting is to be held;

(b) the particulars and order in which business is to be transacted, as follows-

(i) first, the consideration of the accounts and reports of the Board;

(ii) second, the election of Board members to replace outgoing Board members; and

(iii) third, any other business requiring consideration by the Association at the general meeting.

14.7 A special resolution may be moved either at a special general meeting or at an annual general meeting, however the Secretary must give to all members not less than 28 days notice of the meeting at which a special resolution is to be proposed. In addition to those matters specified in Rule 14.5 or Rule 14.6, as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.

14.8 The Secretary must give a notice under Rule 14.5, 14.6 and 14.7 by-

(a) serving it on a member personally; or

(b) sending it by post to a member at the address of the member appearing in the register of members kept and maintained under rule 6; or

(c) electronic transmission.

14.9 When a notice is sent by post under Rule 14.8(b), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary prepaid mail.

## **15 Quorum and Proceedings at General Meetings**

15.1 At a general meeting forty per cent (40%) of financial member clubs as well as two Directors present in person constitute a quorum.

15.2 If within 30 minutes after the time specified for the holding of a general meeting in a notice given under Rule 14.5 or 14.6 -

(a) as a result of a request or notice referred to in Rule 14.1(c) or as a result of action taken under Rule 14.3 a quorum is not present, the general meeting lapses; or

(b) otherwise than as a result of a request, notice or action referred to in paragraph (a), the general meeting stands adjourned to the same time on the same day in the following week and to the same venue if available.

15.3 If within 30 minutes of the time appointed by Rule 15.2(b) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person

or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.

15.4 The President may, with the consent of a general meeting at which a quorum is present, and must, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.

15.5 There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.

15.6 When a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice under rule 16 of the adjourned general meeting as if that general meeting were a fresh general meeting.

15.7 At a general meeting-

(a) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands or proxy, subject to Rule 15.9; and

(b) a special resolution put to the vote will be decided in accordance with section 24 of the Act as defined in Rule 15.2, and, if a poll is demanded, in accordance with Rules 15.9 and 15.11.

15.8 A declaration by the President of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with Rule 15.9.

15.9 At a general meeting, a poll may be demanded by the President or by three or more members present in person or by proxy and, if so demanded, must be taken in such manner as the President directs.

15.10 If a poll is demanded and taken under Rule 15.9 in respect of an ordinary resolution, a declaration by the President of the result of the poll is evidence of the matter so declared.

15.11 A poll demanded under Rule 15.9 must be taken immediately on that demand being made.

## **16 Minutes of Meetings of Association**

16.1 The Secretary must cause proper minutes of all proceedings of all general meetings and Board meetings to be taken.

16.2 The President must ensure that the minutes taken of a general meeting or Board meeting under Rule 16.1 are checked and signed as correct by the President of the general meeting or Board meeting to which those minutes relate or by the President of the next succeeding general meeting or Board meeting, as the case requires.

16.3 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 Board 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.

## **17 Rights of Members of Association**

17.1. A Member of the Association has the right—

- (i) to receive notice of General Meetings and of proposed Special Resolutions in the manner and time prescribed by these Rules; and
- (ii) to submit items of business for consideration at a General Meeting; and
- (iii) to attend and be heard at General Meetings; and
- (iv) to have access to the minutes of General Meetings and other documents of the Association as provided under Rule 20; and
- (v) to inspect the register of Members.

17.2. A Member is entitled to vote if—

- (i) the Member is a Member other than an Affiliate Member or Individual Member
- (ii) more than 10 business days have passed since he or she became a Member of the Association;
- (iii) the Member's membership rights are not suspended for any reason.

17.3. Affiliate and Individual members are entitled –

- (i) to receive notices of general meetings; and
- (ii) to attend general meetings; and
- (iii) raise matters of business at general meetings.

## **18 Proxies of members of Association**

18.1 A member (in this rule called "the appointing member") may appoint in writing another member who is a natural person to be the proxy of the appointing member and to attend, and vote on behalf of the appointing member at, any general meeting.

## **PART FIVE - MISCELLANEOUS**

### **19 Rules of Association**

19.1 The Association may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in sections 17, 18 and 19 of the Act, which is as follows-

- (a) Subject to Rule 19.1(d) and 19.1(e), the Association may alter its rules by special resolution but not otherwise;
- (b) Within one month of the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow (on written application by the Association), the Association must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a certificate given by a member of the Board certifying that the resolution was duly passed as a special resolution and that the rules of the Association as so altered conform to the requirements of this Act;
- (c) An alteration of the rules of the Association does not take effect until Rule 19.1(b) is complied with;
- (d) An alteration of the rules of the Association having effect to change the name of the association does not take effect until Rules 19.1(a) to 19.1(c) are complied with and the approval of the Commissioner is given to the change of name;
- (e) An alteration of the rules of the Association having effect to alter the objects or purposes of the association does not take effect until Rules 19.1(a) to 19.1(c) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.

19.2 These rules bind every member and the Association to the same extent as if every member and the Association had signed and sealed these rules and agreed to be bound by all their provisions.

## **20 Inspection of Records of Association**

20.1 Subject to the Association's privacy policy and bylaws relating to the custody of personal information all accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any Member or one of its Officers in the case of a Club or Affiliate or upon request and that Member or one of its Officers may make a copy of such documents.

## **21 Disputes and Mediation**

21.1 The grievance procedure set out in this rule applies to disputes under these rules between-

- (a) a member and another member; or
- (b) a member and the Association; or
- (c) if the Association provides services to non-members, those non-members who receive services from the Association, and the Association.

21.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

21.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

21.4 The mediator must be-

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement-
  - (i) in the case of a dispute between a member and another member, a person appointed by the Board of the Association;
  - (ii) in the case of a dispute between a member or relevant non-member (as defined by Rule 22.1(c)) and the Association, a person who is a mediator appointed to, or employed with, a not for profit organisation.

21.5 A member of the Association can be a mediator.

21.6 The mediator cannot be a member who is a party to the dispute.

21.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

21.8 The mediator, in conducting the mediation, must-

- (a) give the parties to the mediation process every opportunity to be heard;
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

21.9 The mediator must not determine the dispute.

21.10 The mediation must be confidential and without prejudice.

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



## **22 Distribution of Surplus Property on Winding Up of Association**

22.1 If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, 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 resolution of the members.

## **23 Rules**

The Association shall review these Rules every 3 years.