

Rules of UWA Netball Club (Inc.)

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Part 1– Preliminary

1. Name of Club

The name of the Club is “UWA Netball Club (Inc.)”.

2. Terms used

In these rules, unless the contrary intention appears —

Act means the Associations Incorporation Act 2015;

associate member means a member with the rights referred to in rule 14(f);

books, of the Club, 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 Club under rule 71;

Club means the incorporated association to which these rules apply;

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 Club;

committee meeting means a meeting of the committee;

committee member means a member of the committee;

financial records includes —

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

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

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

financial year, of the Club, has the meaning given in rule 3;

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

life member means a member with the rights referred to in rule 15.

member means a person (including a body corporate) who is an ordinary member, life member or an associate member of the Club;

Netball WA means Netball WA (Incorporated) (ABN 36 657 982 648);

ordinary committee member means a committee member who is not an office holder of the Club under rule 22(c);

ordinary member means a member with the rights referred to in rule 14(e);

ordinary resolution means a resolution other than a special resolution;

PNA means Perth Netball Association Incorporated (ABN 96 044 747 291);

president means the committee member holding office as the president of the Club;

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

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

secretary means the committee member holding office as the secretary of the Club;

Selection Committee means the group of members that conduct the grading and selection process of Teams of members of the Club to be entered by the Club in netball competitions;

special general meeting means a general meeting of the Club other than the annual general meeting;

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

subcommittee means a subcommittee appointed by the committee under rule 44(a)(i);

Teams means the teams of members of the Club entered by the Club in netball competitions;

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 Club;

UWA Sport means UWA Sport Pty Ltd (ACN 605 887 189);

vice president means the committee member holding office as the vice president of the Club; and

Voting Members means ordinary members and life members.

3. Interpretation

- (a) References to “Guidance Notes” and “Act Requirements” are for information only and do not form part of these Rules.

4. Objects of the Club

The objects of the Club are to:

- (a) foster, promote and advance the sport of netball;
- (b) encourage and assist in the sporting development of the members of the Club;
- (c) foster and promote a safe and inclusive environment for all netball participants; and
- (d) do all things as may be necessary to advance the objects of the Club.

5. Financial year

- (a) The first financial year of the Club is to be the period notified to the Commissioner under section 7(4)(e) or, if relevant, section 29(5)(e) of the Act.
- (b) Each subsequent financial year of the Club is the period of 12 months commencing at the termination of the first financial year or the anniversary of that termination.

Part 2 – Affiliation

6. Affiliation to UWA Sport

The Club must maintain its affiliation with UWA Sport and must comply with the requirements of such affiliation.

7. Affiliation to Netball WA and PNA

The Club must maintain its affiliation with Netball WA and PNA and must comply with the requirements of such affiliations.

8. Other Affiliations

The Club may become affiliated with or subscribe to other organisations whose objects complement those of the Club and may withdraw or retire from any such affiliation or subscription.

Part 3 — Club to be Not for Profit Body

9. Not-for-profit body

- (a) The property and income of the Club must be applied solely towards the promotion of the objects or purposes of the Club 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.
- (b) A payment may be made to a member out of the funds of the Club only if it is authorised under subrule (c).
- (c) A payment to a member out of the funds of the Club is authorised if it is —
 - (i) the payment in good faith to the member as reasonable remuneration for any services provided to the Club, or for goods supplied to the Club, in the ordinary course of business; or
 - (ii) the payment of interest, on money borrowed by the Club from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 - (iii) the payment of reasonable rent to the member for premises leased by the member to the Club; or
 - (iv) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Club.

Guidance Note

Section 5(1) of the Act provides that an association is not eligible to be incorporated under the Act if it is formed or carried on for the purpose of securing pecuniary profit for its members from its transactions, and section 5(3) of the Act provides details about when an association is not ineligible under section 5(1) of the Act.

Act Requirements – Powers of Incorporated Association – Under section 14 of the Act the Association may do all things necessary or convenient for carrying out its objects or purposes. Section 14(1)(a)-(g) provides particular examples.

Part 4 – Members

Act Requirements - Membership - Under sections 4 and 17 of the Act an association must always have at least 6 members with full voting rights

Act Requirements – Liabilities of the association - Under section 19 of the Act a member of the management committee, trustee or a member of the association is not liable in respect of the liabilities of the association. This does not apply to liabilities incurred by or on behalf of the association prior to incorporation.

Guidance Note – Liability of Members - A member is only liable for their own outstanding membership fees (if any) payable under rule 19.

Division 1 Membership

10. Eligibility for membership

- (a) Any person who supports the objects or purposes of the Club is eligible to apply to become a member.
- (b) An individual who has not reached the age of 16 years is not eligible to apply for a class of membership that confers full voting rights.

Guidance Note – Eligibility for membership

- The by-laws may require members to hold specified educational, trade or professional qualifications.
- The association must comply with all legal and regulatory obligations that may apply to the association under any other law when assessing eligibility of an applicant for membership.

11. Applying for membership

- (a) A person who wants to become a member must apply in writing to the Club in the form specified by the Committee.
- (b) The applicant must specify in the application the class of membership to which the application relates.

12. Dealing with membership applications

- (a) The committee must consider each application for membership of the Club and decide whether to accept or reject the application.
- (b) Subject to subrule (c), the committee must consider applications in the order in which they are received by the Club.
- (c) 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.

- (d) The committee must not accept an application unless the applicant —
 - (i) is eligible under rule 10; and
 - (ii) has applied under rule 11.
- (e) The committee may reject an application even if the applicant —
 - (i) is eligible under rule 10; and
 - (ii) has applied under rule 11.
- (f) 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.
- (g) If the committee rejects the application, the committee is not required to give the applicant its reasons for doing so.

13. Becoming a member

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

- (a) the committee accepts the application; and
- (b) the applicant pays any membership fees payable to the Club under rule 19.

Guidance Note – Becoming a member - The applicant immediately becomes a member, when rule 13 has been fulfilled, and is entitled to exercise all the rights and privileges of membership, including the right to vote (if applicable), and must comply with all of the obligations of membership under these rules.

Act requirement – Member to receive rules – section 36(1)(b) of the Act provides that the association must give each person who become a member of the association of copy of the rules in force at the time their membership commences.

Guidance note – Format of rules provided - It is acceptable for the association to provide a copy of the rules to new members by electronic transmission or providing the details for the website where the rules may be downloaded. A hard copy must be provided if the member requests that the rules be provided in that manner.

14. Classes of membership

- (a) The Club consists of:
 - (i) ordinary members;
 - (ii) life members; and
 - (iii) any associate members provided for under subrule (b).

- (b) The Club may have any class of associate membership approved by resolution at a general meeting, including junior membership, senior membership, non-playing membership and honorary membership.
- (c) An individual who has not reached the age of 16 years is only eligible to be an associate member.
- (d) A person can only be an ordinary member, life member or belong to one class of associate membership.
- (e) An ordinary member has full voting rights and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the committee.
- (f) A life member has the rights referred to in subrule (e), plus any additional rights specified in rule 15.
- (g) An associate member has:
 - (i) the rights referred to in subrule (e) other than full voting rights; and
 - (ii) such other rights as may be approved by resolution at a general meeting.
- (h) The number of members of any class is not limited unless otherwise approved by resolution at a general meeting.

Guidance Note – Voting rights of Members

- *Each ordinary member of the Association has one vote at a general meeting of the Association.*
- *Each ordinary member of the Association that is a body corporate has one vote at a general meeting of the Association.*

15. Life membership

- (a) Any member may nominate a member to become a life member of the Club by completing and signing a nomination form in such form as the committee from time to time directs.
- (b) Nominations for life membership are to be made at least 21 days before the general meeting at which life memberships will be conferred.
- (c) The committee may in its discretion accept or reject any nomination for life membership.
- (d) Following a nomination by a member for life membership, the committee may recommend to a general meeting that persons eligible for life membership as set out in subrule 15(f) be conferred life membership.
- (e) Life membership is awarded by ordinary resolution at a general meeting on recommendation of the committee and otherwise subject to this rule 15.

- (f) Life membership shall be awarded:
 - (i) to no more than two members in any one year;
 - (ii) in recognition of outstanding contribution to the Club over an extended period of time, including but not limited to:
 - A. being a member of the Club for at least 10 years; and
 - B. being either a member of the Selection Committee, and/or a coach or umpire of Teams of the Club, and/or a member of the committee for at least 5 years of those 10 years referred to in subrule 15(f)(ii)A.
- (g) If there are more than two eligible nominees, the two members with the highest votes become life members.
- (h) A life member is not required to pay annual membership fees, but is required to pay (if applicable):
 - (i) individual affiliation fees payable to Netball WA;
 - (ii) individual affiliation fees payable to PNA; and
 - (iii) a proportionate amount of their Team's affiliation fee payable to PNA.
- (i) A life member is entitled to their name being recorded on the honour board of the Club (if any).

16. When membership ceases

- (a) A person ceases to be a member when any of the following takes place —
 - (i) for a member who is an individual, the individual dies;
 - (ii) for a member who is a body corporate, the body corporate is wound up;
 - (iii) the person resigns from the Club under rule 17;
 - (iv) the person is expelled from the Club under rule 47;
 - (v) the person ceases to be a member under rule 19(d).
- (b) The secretary must keep a record, for at least one year after a person ceases to be a member, of —
 - (i) the date on which the person ceased to be a member; and
 - (ii) the reason why the person ceased to be a member.

17. Resignation

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

18. Rights not transferable

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

Division 2 — Membership fees

19. Membership fees

- (a) The committee must determine the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Club.
- (b) The fees determined under subrule (a) may be different for different classes of membership.
- (c) 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.
- (d) 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.
- (e) If a person who has ceased to be a member under subrule (d) offers to pay the annual membership fee after the period referred to in that subrule has expired —
 - (i) the committee may, at its discretion, accept that payment; and
 - (ii) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.

Division 3 — Register of members

20. Register of members

Act Requirements – Register of members

Section 53 of the Act requires an incorporated association to maintain a register of its members and record in the register any change in the membership of the association. Any change to the register must be recorded within 28 days after the change occurs.

*Under section 53(2) of the Act the register of members must include each member's name and a residential, postal **or** email address.*

Under section 54 of the Act a member is entitled to inspect the register free of charge. The member may make a copy of, or take an extract from, the register but has no right to remove the register for that purpose.

Under section 56 of the Act the management committee is authorised by to determine a reasonable charge for providing a copy of the register.

- (a) The secretary, or another person authorised by the committee, is responsible for the requirements imposed on the Club under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Club.
- (b) 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.
- (c) The register of members must be kept at the secretary's place of residence, or at another place determined by the committee.
- (d) A member who wishes to inspect the register of members must contact the secretary to make the necessary arrangements.
- (e) If —
 - (i) 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
 - (ii) 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 Club.

Part 5 — Committee

Division 1 — Powers of Committee

21. Committee

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

Division 2 — Composition of Committee and duties of members

22. Committee members

- (a) The committee members consist of —
 - (i) the office holders of the Club; and
 - (ii) at least four ordinary committee members,all of who shall be elected to membership of that committee at a general meeting or appointed under rule 33.
- (b) The committee must determine the maximum number of ordinary committee members.
- (c) The following are the office holders of the Club —
 - (i) the president;
 - (ii) the vice president;
 - (iii) the secretary; and
 - (iv) the treasurer.
- (d) A person may be a committee member if the person is —
 - (i) an individual who has reached 18 years of age; and
 - (ii) eligible under the Act to be a member of the committee.
- (e) A committee member is not required to be a member of the Club.

- (f) A person must not hold more than one of the offices mentioned in subrule (c) at the same time.
- (g) Each of the offices mentioned in subrule (c) may be held jointly by two persons.

Act Requirements – Persons who are not to be members of Committee

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

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

Act Requirements - Duties of Committee Members and Officers

Section 3 of the Act provides a definition of "officer". The duties provisions will apply to committee members and to those persons who have the ability to influence the management committee but who do not hold a formal committee position

- Under section 44 of the Act an officer of an association must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise if that person-
 - (a) were an officer of the association in the association's circumstances; and
 - (b) occupied the office held by, and had the same responsibilities within the association as, the officer.
- Under section 45 of the Act an officer of an association must exercise his or her powers and discharge his or her duties-
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- Under section 46 an officer of an association must not improperly use his or her position to-
 - (a) gain an advantage for the officer or another person; or

(b) *cause detriment to the Association.*

- *Under section 47 a person who obtains information because the person is, or has been, an officer of an association must not improperly use the information to-*

(a) *gain an advantage for the person or another person; or*

(b) *cause detriment to the Association.*

23. President

- (a) It is the duty of the president to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.
- (b) The president has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules.
- (c) The vice president shall preside at a general meeting or committee meeting (as applicable), where the president is absent or unwilling to act.
- (d) A committee member elected by the majority of the members present at a general meeting shall preside at that general meeting where the president and vice president are absent or unwilling to act.
- (e) A committee member elected by the majority of the committee members present at a committee meeting shall preside at that committee meeting where the president and vice president are absent or unwilling to act.

24. Secretary

The Secretary has the following duties —

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

authorised to act on behalf of the Club, as required under section 58(2) of the Act;

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

Guidance note – Record of Office Holders - detailed information about what must be included in the record of office holders is included under rule 75.

25. Treasurer

The treasurer has the following duties —

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

Division 3 — Election of committee members and tenure of office

26. How persons become Committee members

A person becomes a committee member if the person —

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

27. Nomination of committee members

- (a) At least 28 days before an annual general meeting, the secretary must send written notice to all the members —
 - (i) calling for nominations for election to the committee; and
 - (ii) stating the date by which nominations must be received by the secretary to comply with subrule (b).
- (b) A person who wishes to be considered for election to the committee at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary at least 14 days before the annual general meeting.
- (c) A person may nominate for one specified position of office holder of the Club or to be an ordinary committee member.
- (d) A person whose nomination does not comply with this rule is not eligible for election to the committee unless the person is nominated under rule 28(b) or 29(b)(ii).

28. Election of office holders

- (a) At the annual general meeting, a separate election must be held for each position of office holder of the Club.
- (b) If there is no nomination for a position, the chairperson of the meeting may call for nominations from the members at the meeting.
- (c) If only one person has nominated for a position, the chairperson of the meeting must declare the person elected to the position.
- (d) If more than one person has nominated for a position, the voting members at the meeting must vote in accordance with procedures that have been determined by the committee to decide who is to be elected to the position.
- (e) Each voting member present at the meeting may vote for one person who has nominated for the position.
- (f) A voting member who has nominated for the position may vote for himself or herself.

- (g) On the person's election, the new president of the Club may take over as the chairperson of the meeting.

29. Election of ordinary committee members

- (a) At the annual general meeting, the Club must decide by resolution the number of ordinary committee members (if any) to hold office for the next year, subject to rules 22(a) and 22(b).
- (b) If the persons nominating for the position of ordinary committee member is not greater than the number to be elected, the chairperson of the meeting —
 - (i) must declare each of those persons to be elected to the position; and
 - (ii) may call for further nominations from the members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).
- (c) If —
 - (i) the number of persons nominating for the position of ordinary committee member is greater than the number to be elected; or
 - (ii) the number of persons nominating under subrule (b)(ii) is greater than the number of positions remaining unfilled,

the voting members at the meeting must vote in accordance with procedures that have been determined by the committee to decide the persons who are to be elected to the position of ordinary committee member.
- (d) A voting member who has nominated for the position of ordinary committee member may vote in accordance with that nomination.

30. Term of office

- (a) The term of office of a committee member begins when the person —
 - (i) is elected at an annual general meeting or under subrule 31(c)(ii); or
 - (ii) is appointed to fill a casual vacancy under rule 33.
- (b) Subject to rule 32, a committee member holds office until the positions on the committee are declared vacant at the next annual general meeting.
- (c) A committee member may be re-elected.

Guidance Note – Committee members upon incorporation - The committee members appointed on incorporation of the association will hold office until the conclusion of the first annual general meeting of the association and will be eligible for re-election.

31. Resignation and removal from office

- (a) 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.
- (b) The resignation takes effect —
 - (i) when the notice is received by the secretary or president; or
 - (ii) if a later time is stated in the notice, at the later time.
- (c) At a general meeting, the Club may by resolution —
 - (i) remove a committee member from office; and
 - (ii) elect a member who is eligible under rule 22(d) to fill the vacant position.
- (d) A committee member who is the subject of a proposed resolution under subrule (c)(ii) may make written representations (of a reasonable length) to the secretary or president and may ask that the representations be provided to the members.
- (e) 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 the resolution is to be considered.

32. When membership of committee ceases

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

- (a) dies; or
- (b) resigns from the committee or is removed from office under rule 31; or
- (c) becomes ineligible to accept an appointment or act as a committee member under section 39 of the Act;
- (d) becomes permanently unable to act as a committee member because of a mental or physical disability; or
- (e) fails to attend 3 consecutive committee meetings, of which the person has been given notice, without having notified the committee that the person will be unable to attend.

Note for this rule -

Section 41 of the Act imposes requirements, arising when a person ceases to be a member of the management committee of an incorporated association, that relate to returning documents and records.

Act requirements – handing over documents and records – where a person ceases to be a member of the association's committee section 41 of the Act requires that person to, as soon as practicable after their membership ceases, deliver to a member of the committee all of the relevant documents and records they hold pertaining to the management of the association's affairs.

33. Filling casual vacancies

- (a) The committee may appoint a member who is eligible under rule 22(d) to fill a position on the committee that —
 - (i) has become vacant under rule 32; or
 - (ii) was not filled by election at the most recent annual general meeting or under rule 31(c)(ii).
- (b) If the position of secretary becomes vacant, the committee must appoint a member who is eligible under rule 22(d) to fill the position within 14 days after the vacancy arises.
- (c) Subject to the requirement for a quorum under rule 40, the committee may continue to act despite any vacancy in its membership.
- (d) If there are fewer committee members than required for a quorum under rule 40, the committee may act only for the purpose of —
 - (i) appointing committee members under this rule; or
 - (ii) convening a general meeting.

34. 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.

35. Payments to committee members

- (a) In this rule —
 - committee member** includes a member of a subcommittee;
 - committee meeting** includes a meeting of a subcommittee.
- (b) A committee member is entitled to be paid out of the funds of the Club for any out-of-pocket expenses for travel and accommodation properly incurred —
 - (i) in attending a committee meeting or
 - (ii) in attending a general meeting; or
 - (iii) otherwise in connection with the Club's business.

Division 4 — Committee meetings

36. Committee meetings

- (a) The committee must meet at least 3 times in each year on the dates and at the times and places determined by the committee.
- (b) 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.
- (c) Special committee meetings may be convened by the president or any 2 committee members.

37. Notice of committee meetings

- (a) Notice of each committee meeting must be given to each committee member at least 48 hours before the time of the meeting.
- (b) 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.
- (c) Unless subrule (d) applies, the only business that may be conducted at the meeting is the business described in the notice.
- (d) 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.

38. Procedure and order of business

- (a) The president or, in the president's absence, the vice president must preside as chairperson of each committee meeting.
- (b) If the president and vice president are absent or are unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (c) The procedure to be followed at a committee meeting must be determined from time to time by the committee.
- (d) The order of business at a committee meeting may be determined by the committee members at the meeting.
- (e) A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.
- (f) A person invited under subrule (e) to attend a committee meeting —
 - (i) has no right to any agenda, minutes or other document circulated at the meeting; and

- (ii) must not comment about any matter discussed at the meeting unless invited by the committee to do so; and
- (iii) cannot vote on any matter that is to be decided at the meeting.

Act Requirements -Material Personal Interests of Committee Members

- *Under section 42 of the Act a member of the committee who has a material personal interest in a matter being considered at a committee meeting must:*
 - *as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee;*
 - *disclose the nature and extent of the interest at the next general meeting of the association*
- *Under section 42(3) of the Act this rule does not apply in respect of a material personal interest*
 - (a) *that exists only because the member-*
 - *is an employee of the incorporated association; or*
 - *is a member of a class of persons for whose benefit the association is established; or*
 - (b) *that the member has in common with all, or a substantial proportion of, the members of the Association.*
- *Under section 43 of the Act a member of the management committee who has a material personal interest in a matter being considered at a meeting of the management committee must not be present while the matter is being considered at the meeting or vote on the matter.*
- *Under section 42(6) of the Act the association must record every disclosure made by a committee member of a material personal interest in the minutes of the committee meeting at which the disclosure is made.*

39. Use of technology to be present at committee meetings

- (a) 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.
- (b) A member who participates in a committee meeting as allowed under subrule (a) 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.

40. Quorum for committee meetings

- (a) At a committee meeting, four committee members constitutes a quorum.
- (b) Subject to rule 33(d), no business is to be conducted at a committee meeting unless a quorum is present.

- (c) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting —
 - (i) in the case of a special meeting — the meeting lapses; or
 - (ii) otherwise, the meeting is adjourned to the same time, day and place in the following week.
- (d) If —
 - (i) a quorum is not present within 30 minutes after the commencement time of a committee meeting held under subrule (c)(ii); and
 - (ii) at least 2 committee members are present at the meeting,those members present are taken to constitute a quorum.

41. Voting at committee meetings

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

42. Minutes of committee meetings

- (a) The committee must ensure that minutes are taken and kept of each committee meeting.
- (b) The minutes must record the following —
 - (i) the names of the committee members present at the meeting;
 - (ii) the name of any person attending the meeting under rule 38(e);
 - (iii) the business considered at the meeting;
 - (iv) any motion on which a vote is taken at the meeting and the result of the vote.

- (c) The minutes of a committee meeting must be entered in the Club's minute book within 30 days after the meeting is held.
- (d) The president must ensure that the minutes of a committee meeting are reviewed and signed as correct by —
 - (i) the chairperson of the meeting; or
 - (ii) the chairperson of the next committee meeting.
- (e) When the minutes of a committee meeting have been signed as correct they are, until the contrary is proved, evidence that —
 - (i) the meeting to which the minutes relate was duly convened and held; and
 - (ii) the matters recorded as having taken place at the meeting took place as recorded; and
 - (iii) any appointment purportedly made at the meeting was validly made.

Note for this rule -

Section 42(6) of the Act requires details relating to the disclosure of a committee member's material personal interest in a matter being considered at a committee meeting to be recorded in the minutes of the meeting.

43. Resolutions

- (a) Subject to rule 43(b), the committee may pass a circular resolution without a committee meeting being held.
- (b) The committee must not pass a circular resolution in relation to any of the following matters:
 - (i) the removal of an auditor;
 - (ii) the appointment or removal of a committee member; and
 - (iii) a matter that must be dealt with by special resolution.
- (c) A circular resolution is passed if all of the committee members entitled to vote on the resolution sign or otherwise agree to the resolution in the manner set out in rule 43(d).
- (d) Each committee member may sign:
 - (i) a single document setting out the resolution and containing a statement that they agree to the resolution; or
 - (ii) separate copies of that document, provided that the wording of the resolution is the same in each copy.

- (e) The Club may send a circular resolution by electronic means to the committee members and the committee members may agree to the resolution by sending an electronic reply to that effect, including the text of the resolution in their reply.

Division 5 — Subcommittees and subsidiary offices

44. Subcommittees and subsidiary offices

- (a) To help the committee in the conduct of the Club's business, the committee may, by resolution, do either or both of the following —
 - (i) appoint one or more subcommittees;
 - (ii) create one or more subsidiary offices and appoint people to those offices.
- (b) A subcommittee may consist of the number of people, whether or not members, that the committee considers appropriate.
- (c) A person may be appointed to a subsidiary office whether or not the person is a member.
- (d) Subject to any directions given by the committee —
 - (i) a subcommittee may meet and conduct business as it considers appropriate; and
 - (ii) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.
- (e) Subject to rule 45, decisions of a subcommittee are recommendations only and do not bind the committee or the Club.

45. Delegation to subcommittees and holders of subsidiary offices

- (a) In this rule —

non-delegable duty means a duty imposed on the committee by the Act or another written law.
- (b) 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 —
 - (i) the power to delegate; and
 - (ii) a non-delegable duty.
- (c) 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.

- (d) 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.
- (e) The delegation does not prevent the committee from exercising or performing at any time the power or duty delegated.
- (f) 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.
- (g) The committee may, in writing, amend or revoke the delegation.

Part 6 - Disciplinary Action, Disputes and Mediation

Division 1 — Term used

46. Term used: member

In this Part —

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

Division 2 — Disciplinary action

47. Suspension or expulsion

- (a) The committee may decide to suspend a member's membership or to expel a member from the Club if —
 - (i) the member contravenes any of these rules; or
 - (ii) the member acts detrimentally to the interests of the Club.
- (b) 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.
- (c) The notice given to the member must state —
 - (i) when and where the committee meeting is to be held; and
 - (ii) the grounds on which the proposed suspension or expulsion is based; and
 - (iii) 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;
- (d) At the committee meeting, the committee must —
 - (i) 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
 - (ii) give due consideration to any submissions so made; and
 - (iii) decide —

- A. whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
 - B. whether or not to expel the member from the Club.
- (e) A decision of the committee to suspend the member's membership or to expel the member from the Club takes immediate effect.
- (f) 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.
- (g) A member whose membership is suspended or who is expelled from the Club may, within 14 days after receiving notice of the Committee's decision under subrule (f), give written notice to the secretary requesting the appointment of a mediator under rule 55.
- (h) If notice is given under subrule (g), the member who gives the notice and the committee are the parties to the mediation.

Guidance Note – Suspension or expulsion of a Member - Once the committee has decided to suspend or expel a member under rule 47(e) the member is immediately suspended or expelled.

48. Consequences of suspension

- (a) During the period a member's membership is suspended, the member —
 - (i) loses any rights (including voting rights) arising as a result of membership; and
 - (ii) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Club.
- (b) When a member's membership is suspended, the secretary must record in the register of members —
 - (i) that the member's membership is suspended; and
 - (ii) the date on which the suspension takes effect; and
 - (iii) the period of the suspension.
- (c) 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

49. 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.

Guidance Note - Resolving disputes

- *For the purposes of rules 49 and 50, the term this Division relates to rules 51 – 53.*

50. 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 Club.

51. 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.

52. How grievance procedure is started

- (a) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 51, any party to the dispute may start the grievance procedure by giving written notice to the secretary of —
 - (i) the parties to the dispute; and
 - (ii) the matters that are the subject of the dispute.
- (b) Within 28 days after the secretary is given the notice, a committee meeting must be convened to consider and determine the dispute.
- (c) 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.
- (d) The notice given to each party to the dispute must state —
 - (i) when and where the committee meeting is to be held; and
 - (ii) 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.

- (e) If —
 - (i) the dispute is between one or more members and the Club; and
 - (ii) any party to the dispute gives written notice to the secretary stating that the party —
 - A. does not agree to the dispute being determined by the committee; and
 - B. requests the appointment of a mediator under rule 55,
- the committee must not determine the dispute.

53. Determination of dispute by committee

- (a) At the committee meeting at which a dispute is to be considered and determined, the committee must —
 - (i) 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
 - (ii) give due consideration to any submissions so made; and
 - (iii) determine the dispute.
- (b) 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.
- (c) A party to the dispute may, within 14 days after receiving notice of the committee's determination under subrule (a)(iii), give written notice to the secretary requesting the appointment of a mediator under rule 55.
- (d) If notice is given under subrule (c), each party to the dispute is a party to the mediation.

Division 4 — Mediation

Guidance Note - Mediation

- *For the purposes of rule 54, the term this Division relates to rules 54-57.*

54. Application of Division

- (a) This Division applies if written notice has been given to the secretary requesting the appointment of a mediator —
 - (i) by a member under rule 47(g); or
 - (ii) by a party to a dispute under rule 52(e)(ii)B or 53(c).
-

- (b) If this Division applies, a mediator must be chosen or appointed under rule 55.

55. Appointment of mediator

- (a) The mediator must be a person chosen —
 - (i) if the appointment of a mediator was requested by a member under rule 47(g) — by agreement between the member and the committee; or
 - (ii) if the appointment of a mediator was requested by a party to a dispute under rule 52(e)(ii)B or 53(c) — by agreement between the parties to the dispute.
- (b) If there is no agreement for the purposes of subrule (a)(i) or (b), then, subject to subrules (c) and (d), the committee must appoint the mediator.
- (c) 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 —
 - (i) a member under rule 47(g); or
 - (ii) a party to a dispute under rule 52(e)(ii)B; or
 - (iii) a party to a dispute under rule 53(c) and the dispute is between one or more members and the Club.
- (d) The person appointed as mediator by the committee may be a member or former member of the Club but must not —
 - (i) have a personal interest in the matter that is the subject of the mediation; or
 - (ii) be biased in favour of or against any party to the mediation.

56. Mediation process

- (a) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (b) 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.
- (c) In conducting the mediation, the mediator must —
 - (i) give each party to the mediation every opportunity to be heard; and
 - (ii) allow each party to the mediation to give due consideration to any written statement given by another party; and

- (iii) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (d) The mediator cannot determine the matter that is the subject of the mediation.
- (e) 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.
- (f) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

Note for this rule -

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

57. 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 Club gives notice under rule 47(g); 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 7 — General Meetings of Club

58. Annual general meeting

- (a) The committee must determine the date, time and place of the annual general meeting.
- (b) If it is proposed to hold the annual general meeting more than 6 months after the end of the Club'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.
- (c) The ordinary business of the annual general meeting is as follows —
 - (i) 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;
 - (ii) to receive and consider —
 - A. the committee's annual report on the Club's activities during the preceding financial year; and
 - B. if the Club is a tier 1 association, the financial statements of the Club for the preceding financial year presented under Part 5 of the Act; and
 - C. if the Club is a tier 2 association or a tier 3 association, the financial report of the Club for the preceding financial year presented under Part 5 of the Act;
 - D. 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;
 - (iii) to elect the office holders of the Club and other committee members;
 - (iv) if applicable, to appoint or remove a reviewer or auditor of the Club in accordance with the Act.
- (d) Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

Note for this rule -

Unless the Commissioner allows otherwise, under section 50(3) of the Act the annual general meeting must be held within 6 months after the end of the Association's financial year. If it is the first annual general meeting, section 50(2) of the Act provides that it may be held at any time within 18 months after incorporation.

59. Special general meetings

- (a) The committee may convene a special general meeting.
- (b) The committee must convene a Special General Meeting of the Association, for the purpose which shall be specified in the request, within 30 days of receiving a written request to do so signed by not less than 20% of the Members (**Percentage**), unless this Percentage is greater than the prescribed percentage under the Act, in which case the prescribed percentage under the Act will apply.
- (c) The members requiring a special general meeting to be convened must —
 - (i) make the requirement by written notice given to the secretary; and
 - (ii) state in the notice the business to be considered at the meeting; and
 - (iii) each sign the notice.
- (d) The special general meeting must be convened within 28 days after notice is given under subrule (c)(i).
- (e) 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.
- (f) A special general meeting convened by members under subrule (e) —
 - (i) must be held within 3 months after the date the original requirement was made; and
 - (ii) may only consider the business stated in the notice by which the requirement was made.
- (g) The Club must reimburse any reasonable expenses incurred by the members convening a special general meeting under subrule (e).

60. Notice of general meetings

- (a) The secretary or, in the case of a special general meeting convened under rule 59(e), the members convening the meeting, must give to each member —
 - (i) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (ii) at least 14 days' notice of a general meeting in any other case.
- (b) The notice must —
 - (i) specify the date, time and place of the meeting; and

- (ii) indicate the general nature of each item of business to be considered at the meeting; and
- (iii) if a special resolution is proposed —
 - A. set out the wording of the proposed resolution as required by section 51(4) of the Act; and
 - B. state that the resolution is intended to be proposed as a special resolution.

Note for this paragraph -

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

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

Act requirements – Notice to be given to reviewer or auditor – For Tier 2 and 3 associations – under section 86 of the Act a reviewer or auditor of an incorporated association is entitled to receive all notices of and other communications relating to any general meetings of the association that a member is entitled to receive.

61. Use of technology to be present at general meetings

- (a) 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.
- (b) A member who participates in a general meeting as allowed under subrule (a) 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.

62. Presiding member and quorum for general meetings

- (a) The president or, in the president's absence, the vice president must preside as chairperson of each general meeting.
- (b) 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.
- (c) At a general meeting, the lesser of 15 members or 20% of the members present in person constitute a quorum.
- (d) No business is to be conducted at a general meeting unless a quorum is present.

- (e) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting —
 - (i) in the case of a special general meeting — the meeting lapses; or
 - (ii) in the case of the annual general meeting — the meeting is adjourned to —
 - A. the same time and day in the following week; and
 - B. 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.
- (f) If —
 - (i) a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under subrule (e)(ii); and
 - (ii) at least 2 ordinary members are present at the meeting,those members present are taken to constitute a quorum.

63. Adjournment of general meeting

- (a) The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the voting members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (b) Without limiting subrule (a), a meeting may be adjourned —
 - (i) if there is insufficient time to deal with the business at hand; or
 - (ii) to give the members more time to consider an item of business.
- (c) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (d) 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 60.

64. Voting at general meeting

- (a) On any question arising at a general meeting —
 - (i) subject to subrule (c), each voting member has one vote; and
 - (ii) voting members must vote personally.

- (b) Except in the case of a special resolution, a motion is carried if a majority of the voting members present at a general meeting vote in favour of the motion.
- (c) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (d) 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.
- (e) For a person to be eligible to vote at a general meeting as a voting member, the member —
 - (i) must have been a voting member at the time notice of the meeting was given under rule 60; and
 - (ii) must have paid any fee or other money payable to the Club by the member.

65. When special resolutions are required

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

Note for this rule -

Under the Act, a special resolution is required if an incorporated association proposes to do any of the following—

- (a) to adopt these model rules (section 29(1));
- (b) to alter its rules, including changing the name of the association (section 30(1));
- (c) to decide to apply for registration or incorporation as a prescribed body corporate (section 93(1));
- (d) to approve the terms of an amalgamation with one or more other incorporated associations (section 102(4));
- (e) to be wound up voluntarily (section 121(2)) or by the Supreme Court (section 124(a) and Schedule 4 item 9);
- (f) to cancel its incorporation (section 129).

66. Determining whether resolution carried

- (a) In this rule —

poll means the process of voting in relation to a matter that is conducted in writing.
- (b) Subject to subrule (d), 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 —
 - (i) carried; or
 - (ii) carried unanimously; or
 - (iii) carried by a particular majority; or
 - (iv) lost.
- (c) If the resolution is a special resolution, the declaration under subrule (b) must identify the resolution as a special resolution.
- (d) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other voting members present in person —
 - (i) the poll must be taken at the meeting in the manner determined by the chairperson;
 - (ii) the chairperson must declare the determination of the resolution on the basis of the poll.
- (e) If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.
- (f) 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.
- (g) A declaration under subrule (b) or (d) 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.

67. Minutes of general meeting

- (a) The secretary, or a person authorised by the committee from time to time, must take and keep minutes of each general meeting.
- (b) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (c) In addition, the minutes of each annual general meeting must record —
 - (i) the names of the voting members attending the meeting; and

- (ii) the financial statements or financial report presented at the meeting, as referred to in rule 58(c)(ii)B or C; and
 - (iii) 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 58(c)(ii)D.
- (d) The minutes of a general meeting must be entered in the Club's minute book within 30 days after the meeting is held.
- (e) The president must ensure that the minutes of a general meeting are reviewed and signed as correct by —
 - (i) the chairperson of the meeting; or
 - (ii) the chairperson of the next general meeting.
- (f) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that —
 - (i) the meeting to which the minutes relate was duly convened and held; and
 - (ii) the matters recorded as having taken place at the meeting took place as recorded; and
 - (iii) any election or appointment purportedly made at the meeting was validly made.

Part 8 — Financial Matters

68. Source of funds

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

69. Control of funds

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

70. Financial statements and financial reports

- (a) For each financial year, the committee must ensure that the requirements imposed on the Club under Part 5 of the Act relating to the financial statements or financial report of the Club are met.
- (b) Without limiting subrule (a), those requirements include —
 - (i) if the Club is a tier 1 association, the preparation of the financial statements; and
 - (ii) if the Club is a tier 2 association or tier 3 association, the preparation of the financial report; and
 - (iii) if required, the review or auditing of the financial statements or financial report, as applicable; and
 - (iv) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and

- (v) 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.

Notes for this rule –

- (a) Under section 66 of the Act, an incorporated association must keep financial records that: -
 - (i) correctly record and explain its transactions and financial position and performance; and
 - (ii) enable true and fair financial statements to be prepared in accordance with Part 5 Division 3 of the Act.
- (b) Under section 67 of the Act, an incorporated association must retain its financial records for at least 7 years after the transactions covered by the records are completed.

Part 9 — General Matters

71. By-laws

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

- (a) The committee may, by resolution, make, amend or revoke by-laws.
- (b) By-laws may —
 - (i) provide for the rights and obligations that apply to any classes of associate membership approved under rule 14(b); and
 - (ii) impose restrictions on the committee's powers, including the power to dispose of the Club's assets; and
 - (iii) impose requirements relating to the financial reporting and financial accountability of the Club and the auditing of the Club's accounts; and
 - (iv) provide for any other matter the Club considers necessary or convenient to be dealt with in the by-laws.
- (c) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
- (d) Without limiting subrule (d), a by-law made for the purposes of subrule (b)(iii) may only impose requirements on the Club that are additional to, and do not restrict, a requirement imposed on the Club under Part 5 of the Act.
- (e) At the request of a member, the Club must make a copy of the by-laws available for inspection by the member.

72. Executing documents

- (a) The Club may execute a document if the document is signed by —
 - (i) 2 committee members; or
 - (ii) one committee member and a person authorised by the committee.

73. Giving notices to members

- (a) In this rule —

recorded means recorded in the register of members.

- (b) 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 —
 - (i) delivered by hand to the recorded address of the member; or
 - (ii) sent by prepaid post to the recorded postal address of the member; or
 - (iii) sent by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member.

74. Custody of books and securities

- (a) Subject to subrule (b), the books and any securities of the Club must be kept in the secretary's custody or under the secretary's control.
- (b) The financial records and, as applicable, the financial statements or financial reports of the Club must be kept in the treasurer's custody or under the treasurer's control.
- (c) Subrules (a) and (b) have effect except as otherwise decided by the committee.
- (d) The books of the Club must be retained for at least 7 years.

75. Record of office holders

Act Requirements – Record of office holders

Under section 58 of the Act an association must maintain a record of —

- *the names and addresses of the persons who are members of its management committee; or hold other offices of the association provided for by its rules;*
- *the name and address of any person who is authorised to use the common seal of the association (if it has a common seal); and*
- *the name and address of any person who is appointed or acts as trustee on behalf of the association.*

Under section 58 of the Act the association must, upon the request of a member of the association, make available the record for the inspection of the member. The member may make a copy of or take an extract from the record but does not have a right to remove the record for that purpose.

The record of committee members and other persons authorised to act on behalf of the Club 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.

Note for this rule -

Section 58 of the Act —

- (a) sets out the details of the record that an incorporated association must maintain of the committee members and certain others; and
- (b) provides for members to inspect, make a copy of or take an extract from the record; and

- (c) prohibits a person from disclosing information in the record except for authorised purposes.

76. Inspection of records and documents

- (a) Subrule (b) applies to a member who wants to inspect —
 - (i) the register of members under section 54(1) of the Act; or
 - (ii) the record of the names and addresses of committee members, and other persons authorised to act on behalf of the Club, under section 58(3) of the Act; or
 - (iii) any other record or document of the Club.
- (b) The member must contact the secretary to make the necessary arrangements for the inspection.
- (c) The inspection must be free of charge.
- (d) 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.
- (e) The member may make a copy of or take an extract from a record or document referred to in subrule (a)(iii) but does not have a right to remove the record or document for that purpose.

Note for this subrule -

Sections 54(2) and 58(4) of the Act provide for the making of copies of, or the taking of extracts from, the register referred to in subrule (a)(i) and the record referred to in subrule (a)(ii).

- (a) The member must not use or disclose information in a record or document referred to in subrule (a)(iii) except for a purpose —
 - (i) that is directly connected with the affairs of the Association; or
 - (ii) that is related to complying with a requirement of the Act.

Note for this subrule -

Sections 57(1) and 58(5) of the Act impose restrictions on the use or disclosure of information in the register referred to in subrule (a)(i) and the record referred to in subrule (a)(ii).

77. Publication by committee members of statements about Club business prohibited

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

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

Act Requirements – Distribution of surplus property

Under section 24(1) of the Act surplus property can only be distributed to one or more of the following —

- *an incorporated association;*
- *a company limited by guarantee that is registered as mentioned in the Corporations Act section 150;*
- *a company holding a licence that continues in force under the Corporations Act section 151;*
- *a body corporate that at the time of the distribution is the holder of a licence under the Charitable Collections Act 1946;*
- *a body corporate that —*
 - *is a member or former member of the incorporated association; and*
 - *at the time of the distribution of surplus property, has rules that prevent the distribution of property to its members;*
- *a trustee for a body corporate referred to in paragraph (e);*
- *a co-operative registered under the Co-operatives Act 2009 that, at the time of the distribution of surplus property, is a non-distributing co-operative as defined in that Act.*

- (a) In this rule —

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

- (i) the debts and liabilities of the Club; and
- (ii) the costs, charges and expenses of winding up or cancelling the incorporation of the Club,

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

- (b) On the cancellation of the incorporation or the winding up of the Club, its surplus property must not be distributed among the members of the Club.

- (c) Subject to the Act, any surplus property that remain after the Club is wound up must be distributed to one or more not-for-profit organisations:
 - (i) with purpose(s) similar to, or inclusive of, the purpose(s) of the Club; and
 - (ii) which also prohibit the distribution of any surplus property to its members to at least the same extent as the Club.
- (d) The decision as to the organisation or organisations to be given the surplus property must be determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.

Note for this rule –

Section 24(1) of the Act sets out a provision that is implied in these rules describing the entities to which the surplus property of an incorporated association may be distributed on the cancellation of the incorporation or the winding up of the association. Part 9 of the Act deals with the winding up of incorporated associations, and Part 10 of the Act deals with the cancellation of the incorporation of incorporated associations.

79. Alteration of rules

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

Note for this rule -

Section 31 of the Act requires an incorporated association to obtain the Commissioner's approval if the alteration of its rules has effect to change the name of the association.

Section 33 of the Act requires an incorporated association to obtain the Commissioner's approval if the alteration of its rules has effect to alter the objects or purposes of the association or the manner in which surplus property of the association must be distributed or dealt with if the association is wound up or its incorporation is cancelled.

Guidance Note – Alteration of Rules. *Amendments to the rules do not take effect until required documents are lodged with the Commissioner, even if the amendments do not require the approval of the Commissioner under section 31 or section 33. The required documents must be lodged within one month after the special resolution is passed.*