

PARKSIDE FOOTBALL CLUB INC

STATEMENT OF PURPOSES & RULES

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Statement of Purposes

Incorporated under the Associations Incorporation Reform Act 2012 (Vic) (**the Act**)

The Association's name

The name of the incorporated association is "**PARKSIDE FOOTBALL CLUB INC**" (herein referred to as "**the Club**").

Note

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

1. Purposes of the Club

1.1. The purposes for which the incorporated association is formed are:

- 1.1.1. to conduct an Australian Rules Football Club to play in such competitions as the Club may decide from time to time.
- 1.1.2. the promotion of the sport of Australian Rules Football.
- 1.1.3. the promotion of opportunities for all members of the Club.
- 1.1.4. the promotion of activities deemed by the Committee to be beneficial to the members of the Club.

2. Financial Year

2.1. The financial year of the Club is each period of 12 months ending on 30th September.

3. Powers of Association

3.1. Solely for the purpose of furthering the purposes set out above the Club shall have power to:

- 3.1.1. subscribe to, become a member of and co-operate with any other association, society, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the Club shall not subscribe to or support with its funds any club, society, association or organisation which does not prohibit the

distribution of its income and property among its members to an extent at least as great as that imposed on the Club under or by virtue of its Rules;

3.1.2.buy, sell and deal in all kinds of articles, commodities and provisions for the members of the Club of persons frequenting the Club's premises;

3.1.3.purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connect with any of the objects of the Club;

Provided that in case the Club shall take or hold any property which may be subject to any trusts the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts;

3.1.4.enter into any arrangements with any government or authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club; to obtain from any such government or authority any rights, privileges and concessions which the Club may think it desirable to obtain; and to carry out, exercise, and comply with any such arrangement, rights, privileges and concessions;

3.1.5.appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Club;

3.1.6.construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works, or conveniences which may seem calculated directly or indirectly to advance the Club's interest, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;

3.1.7.invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit;

3.1.8.lend and advance money or give credit to any person or body corporate;

- 3.1.9. to guarantee and given guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- 3.1.10. borrow or raise money, whether alone or jointly, with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock, perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the Club's property or assets presents or future and to purchase, redeem or pay-off any such securities.
- 3.1.11. draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable transferrable instruments;
- 3.1.12. sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club;
- 3.1.13. take or hold mortgages, liens or charges to secure payment of the purchase price or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever kind sold by the Club or any money due to the Club from purchasers and others;
- 3.1.14. take any gift of property, whether subject to any special trust or not, for any one or more of the objects of the Club but subject always to the proviso in paragraph 3.1.5.
- 3.1.15. take such steps by personal or written appeal, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, by way of donations, annual subscriptions or otherwise;
- 3.1.16. promote activity on social media accounts that the Club may think desirable for the promotion of its purposes;
- 3.1.17. print and publish newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its purposes;

- 3.1.18. amalgamate with any one or more incorporated Associations having purposes altogether or in part similar to those of the Club and which prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Club or by virtue of its Rules;
- 3.1.19. purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Club is authorised to amalgamate;
- 3.1.20. transfer all or any part of the property, assets, liabilities, and engagements of the Club to any one or more of the incorporated associations with which the Club is authorised to amalgamate;
- 3.1.21. make donations for patriotic, charitable, religious or community purposes;
- 3.1.22. do all such other things that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club.
- 3.1.23. may only exercise its powers and use its income and assets (including any surplus) for its purposes.

4. Not for profit organization

- 4.1. The Club must not distribute any surplus, income or assets directly or indirectly to its members.
- 4.2. Subrule (4.1) does not prevent the Club from paying a member—
 - 4.2.1. reimbursement for expenses properly incurred by the member; or
 - 4.2.2. for goods or services provided by the member—
 - 4.2.3. if this is done in good faith on terms no more favourable than if the member was not a member.

Note

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

Rules of the Parkside Football Club Inc

Interpretation

1. Definitions

1.1. In these rules, unless the contrary intention appears:

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

1.1.2. **Chairperson**, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 34;

1.1.3. **Committee** means the Committee having management of the business of the Club;

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

1.1.5. **committee member** means a member of the Committee elected or appointed under Rules 42 to 50;

1.1.6. **disciplinary appeal meeting** means a meeting of the members of the Association convened under rule 18.3;

1.1.7. **disciplinary meeting** means a meeting of the Committee convened for the purposes of rule 17;

1.1.8. **disciplinary subcommittee** means the subcommittee appointed under rule 15;

1.1.9. **financial year** means the 12 month period specified in rule 2 of the Statement of Purposes;

1.1.10. **general meeting** means a general meeting of the members of the Club convened in accordance with Rules 24-35 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

1.1.11. **member** means a member of the Club;

1.1.12. **member entitled to vote** means a member who under Rule 11.2 is entitled to vote at a general meeting;

1.1.13. **Ordinary Member of the Committee** means a member of the Committee who is not an officer of the Club under Rule 37;

1.1.14. **Parkside Spurs** means the women's team which is incorporated and held within the Rules of the Club;

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

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

1.1.17. **the Registrar** means the Registrar of Incorporated Associations.

1.1.18. **the Regulations** means Regulations under the Act.

1.2. In these Rules, a reference to the Secretary of the Club is a reference:

1.2.1. where a person holds office under these Rules as Secretary of the Club – to that person; and

1.2.2. in any other case, to the Public Officer of the Club.

1.3. Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the *Interpretation of Legislation Act 1984* and the Act as in force from time to time.

2. Parkside Women's Team

2.1. Where any team entered by the Parkside Football Club is a women's team, these teams will be known as the "Parkside Spurs", in honour of the strong history of the VU Western Spurs Women's Football Club, the St Albans Spurs Women's Football Club and the Sunshine YCW Spurs Women's Football Club.

Part One – Members, Disciplinary Procedures and Grievances

3. Membership Eligibility

- 3.1. The Club must have at least 5 members.
- 3.2. A person is eligible for membership of the Club if:
 - 3.2.1. they are nominated and approved for membership as provided in these Rules is eligible to be a member of the Club on payment of the annual subscription payable under these Rules; and
 - 3.2.2. support the purposes of the Club.
- 3.3. A person shall not be admitted to membership:
 - 3.3.1. unless the person is nominated as provided in Rule 3.4; and
 - 3.3.2. their admission as a member is approved by the Committee.
- 3.4. A nomination of a person for membership of the Club:
 - 3.4.1. shall be made in by notification to the Club; and
 - 3.4.2. shall be lodged with the Secretary of the Club.

4. Application for membership

- 4.1. To apply to become a member of the Club, a person must submit a written application to a committee member stating that the person—
 - 4.1.1. wishes to become a member of the Club; and
 - 4.1.2. supports the purposes of the Club; and
 - 4.1.3. agrees to comply with these Rules.
- 4.2. The application—
 - 4.2.1. must be signed by the applicant; and
 - 4.2.2. may be accompanied by the joining fee.

Note

The joining fee is the fee (if any) determined by the Club under rule 9.3

5. Consideration of Membership Application

- 5.1. As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.
- 5.2. The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- 5.3. If the Committee rejects the application, it must return any money accompanying the application to the applicant.
- 5.4. No reason need be given for the rejection of an application.

6. New Membership

- 6.1. If an application for membership is approved by the Committee—
 - 6.1.1. the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
 - 6.1.2. the Secretary shall, with as little delay as possible, notify the nominee that they are approved for membership of the Club and request payment within the period of twenty-eight (28) days after receipt of the notification of the sum payable under these Rules as the annual subscription.
 - 6.1.3. the Secretary must, upon payment of the amounts referred to in Rule 6.1.2, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- 6.2. A person becomes a member of the Club and, subject to rule 11(2), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which:
 - 6.2.1. the Committee approves the person's membership; or
 - 6.2.2. the person pays the joining fee.

7. Life Members

- 7.1. At a time specified by the Committee, the Club may determine and confer a Life membership to -
 - 7.1.1. Any person in recognition of outstanding service to the Club.

7.1.2. A Member who has played 300 matches for the Club or played for the Club in its senior teams for 10 years.

7.1.3. A Member who has played 150 matches for the Parkside spurs or played for the Parkside Spurs in its senior teams for 5 years.

7.2. A Life Member of the Club shall have all the rights and obligations of a member under these Rules but shall not be required to pay any annual subscriptions.

Note

Under Rules 7.1.2 and 7.1.3, players do not have to play in the senior teams for a consecutive number of years.

8. Guests

8.1. Guests may be introduced to the Club premises by a member on a match day and at such other times as determined by the Committee from time to time.

8.2. When introducing a guest to the Club's premises otherwise than on match days in accordance with Rule 8.1, the introducing member must sign the register kept for that purpose.

9. Annual Subscription and fee on joining

9.1. At a time specified by the Committee, the Club must determine—

9.1.1. the amount of the annual subscription(s) (if any) for the following financial year; and

9.1.2. the date for payment of the annual subscription(s).

9.2. The Club may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—

9.2.1. The full annual subscription(s); or

9.2.2. a pro rata annual subscription(s) based on the remaining part of the financial year; or

9.2.3. a fixed amount determined from time to time by the Club.

9.3. The rights of a member (including the right to vote) who has not paid the annual subscription(s) by the due date are suspended until the subscription is paid.

10. Register of Members

10.1. The Secretary must keep and maintain a register of members that includes—

10.1.1. for each current member—

10.1.1.1. the member's name;

10.1.1.2. the address for notice last given by the member;

10.1.1.3. the date of becoming a member;

10.1.1.4. if the member is an associate member, a note to that effect;

10.1.1.5. any other information determined by the Committee; and

10.1.1.6. for each former member, the date of ceasing to be a member.

10.2. Any member may, at a reasonable time and free of charge, inspect the register of members.

Note

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

11. General Rights of Members

11.1. A member of the Club who is entitled to vote has the right—

11.1.1. to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and

11.1.2. to submit items of business for consideration at a general meeting; and

11.1.3. to attend and be heard at general meetings; and

11.1.4. to vote at a general meeting; and

11.1.5. to have access to the minutes of general meetings and other documents of the Club as provided under rule 68; and

11.1.6. to inspect the register of members.

11.2. A member is entitled to vote if—

11.2.1. the member is a member other than an associate member; and

11.2.2. more than 10 business days have passed since he or she became a member of the Club; and

12.Ceasing Members

- 12.1. A right, privilege, or obligation of a person by reason of his membership of the Club:
 - 12.1.1. is not capable of being transferred or transmitted to another person; and
 - 12.1.2. terminates upon the cessation of membership whether by death or resignation or otherwise.
- 12.2. If a person ceases to be a member of the Club, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

13.Resigning as a member

- 13.1. A member may resign by notice given to the Club.

Note

Rule 67.3 sets out how notice may be given to the club. It includes by post or by handing the notice to a member of the committee.

- 13.2. A member of the Club who has paid all moneys due and payable to the Club may resign from the Club by first giving one month's notice in writing to the Secretary of his intention to resign and upon the of that period of notice, the member shall cease to be a member.
- 13.3. Upon the expiration of a notice given under Rule 13.2, the secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a mentor.
- 13.4. A member is taken to have resigned if—
 - 13.4.1. the member's annual subscription(s) is more than 12 months in arrears; or
 - 13.4.2. where no annual subscription(s) is payable—
 - 13.4.2.1. the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - 13.4.2.2. the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

Part Two – Disciplinary Action

14. Grounds for taking disciplinary action

- 14.1. The Club may take disciplinary action against a member by virtue of these Rules if it is determined that the member—
 - 14.1.1. has failed to comply with these Rules; or
 - 14.1.2. refuses to support the purposes of the Club; or
 - 14.1.3. has engaged in conduct prejudicial to the Club.

15. Disciplinary subcommittee

- 15.1. If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- 15.2. The members of the disciplinary subcommittee—
 - 15.2.1. may be Committee members, members of the Club or anyone else; but
 - 15.2.2. must not be biased against, or in favour of, the member concerned.

16. Notice to member

- 16.1. Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
 - 16.1.1. stating that the Club proposes to take disciplinary action against the member; and
 - 16.1.2. stating the grounds for the proposed disciplinary action; and
 - 16.1.3. specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the ***disciplinary meeting***); and
 - 16.1.4. advising the member that he or she may do one or both of the following—
 - 16.1.4.1. attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;

- 16.1.4.2. give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
- 16.1.5. setting out the member's appeal rights under rule 18.
- 16.2. The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

17. Decision of subcommittee

- 17.1. At the disciplinary meeting, the disciplinary subcommittee must—
 - 17.1.1. give the member an opportunity to be heard; or
 - 17.1.2. consider any written statement submitted by the member; or
 - 17.1.3. shall by resolution determine whether to confirm, vary or revoke the resolution.
- 17.2. After complying with subrule (17.1), the disciplinary subcommittee may—
 - 17.2.1. take no further action against the member; or
 - 17.2.2. subject to subrule (17.3)—
 - 17.2.2.1. reprimand the member; or
 - 17.2.2.2. suspend the membership rights of the member for a specified period; or
 - 17.2.2.3. expel the member from the Club
- 17.3. The disciplinary subcommittee may not fine the member.
- 17.4. If at the disciplinary meeting—
 - 17.4.1. two-thirds of the members vote in favour of the confirmation of the resolution, the resolution is confirmed; and
 - 17.4.2. in any other case, the resolution is revoked.
- 17.5. The disciplinary committee shall vote by secret ballot on the question on whether the resolution should be confirmed or revoked.

Example

Notes with “Yes” or “No” are written and placed in a box where the ballots are then counted after all members of the disciplinary meeting have voted.

- 17.6. The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

18. Appeal Rights

- 18.1. A person whose membership rights have been suspended or who has been expelled from the Club under rule 17 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- 18.2. The notice must be in writing and given—
 - 18.2.1. to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - 18.2.2. to the Secretary not later than 48 hours after the vote.
- 18.3. If a person has given notice under subrule (18.2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- 18.4. Notice of the disciplinary appeal meeting must be given to each member of the Club who is entitled to vote as soon as practicable and must—
 - 18.4.1. specify the date, time and place of the meeting; and
 - 18.4.2. state—
 - 18.4.2.1. the name of the person against whom the disciplinary action has been taken; and
 - 18.4.2.2. the grounds for taking that action; and
 - 18.4.2.3. that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

19. Conduct of disciplinary appeal meeting

- 19.1. At a disciplinary appeal meeting—
 - 19.1.1. no business other than the question of the appeal may be conducted; and
 - 19.1.2. the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - 19.1.3. the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.

- 19.2. After complying with subrule 19.1, the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- 19.3. A member may not vote by proxy at the meeting.
- 19.4. The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

Part Three – Grievance Procedure

20. Grievance Procedure

- 20.1. The grievance procedure set out in these Rules applies to disputes under these Rules between—
- 20.1.1. a member and another member;
 - 20.1.2. a member and the Committee;
 - 20.1.3. a member and the Club.
- 20.2. A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.
- 20.3. The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

21. Appointment of Mediator

- 21.1. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 20, the parties must within 10 days—
- 21.1.1. notify the Committee of the dispute; and
 - 21.1.2. agree to or request the appointment of a mediator; and
 - 21.1.3. attempt in good faith to settle the dispute by mediation.
- 21.2. The mediator must be—
- 21.2.1. a person chosen by agreement between the parties; or
 - 21.2.2. in the absence of agreement—
 - 21.2.2.1. if the dispute is between a member and another member—a person appointed by the Committee; or
 - 21.2.2.2. if the dispute is between a member and the Committee or the Club—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- 21.3. A mediator appointed by the Committee may be a member or former member of the Club but in any case must not be a person who—
- 21.3.1. has a personal interest in the dispute; or
 - 21.3.2. is biased in favour of or against any party.

22. Mediation process

- 22.1. The mediator to the dispute, in conducting the mediation, must—
 - 22.1.1. give each party every opportunity to be heard; and
 - 22.1.2. allow due consideration by all parties of any written statement submitted by any party;
and
 - 22.1.3. ensure that natural justice is accorded to the parties throughout the mediation process.
- 22.2. The mediator must not determine the dispute.

23. Failure to resolve dispute by mediation

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

Part Four – General Meeting of the Club

24. Annual General Meetings

- 24.1. The Committee must convene an annual general meeting of the Club to be held in November of each Calendar year.
- 24.2. Despite subrule (24.1), the Club may hold its first annual general meeting at any time within 18 months after its incorporation.
- 24.3. The Committee may determine the date, time and place of the annual general meeting.
- 24.4. The ordinary business of the annual general meeting is as follows—
 - 24.4.1. to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - 24.4.2. to receive and consider—
 - 24.4.2.1.1. the annual report of the Committee on the activities of the Club during the preceding financial year; and
 - 24.4.2.1.2. the financial statements of the Club for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
 - 24.4.2.2. to elect the members of the Committee;
 - 24.4.2.3. to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- 24.5. The annual general meeting may transact special business of which notice is given in accordance with these Rules.
- 24.6. The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.
- 24.7. The Annual General Meeting shall be in addition to any other general meetings that may be held in the same year.

25. Special General Meetings

- 25.1. Any general meeting of the Club, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.

25.2. The Committee may convene a special general meeting whenever it thinks fit and, where but for this sub-rule more than fifteen (15) months would lapse between Annual General Meetings, shall convene a special general meeting before the expiration of that period.

25.3. No business other than that set out in the notice under rule 27 may be conducted at the meeting.

Note

General business may be considered at the meeting if it is included as an item for consideration in the notice under rule 27 and the majority of members at the meeting agree.

26. Special general meeting held at the request of members

26.1. The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (26.2) by at least 10% of the total number of members.

26.2. A request for a special general meeting must—

26.2.1. be in writing; and

26.2.2. state the business to be considered at the meeting and any resolutions to be proposed; and

26.2.3. include the names and signatures of the members requesting the meeting; and

26.2.4. be given to the Secretary.

26.3. If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.

26.4. A special general meeting convened by members under subrule (26.3)—

26.4.1. must be held within 3 months after the date on which the original request was made; and

26.4.2. may only consider the business stated in that request.

26.5. The Club must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (26.3).

27. Notice of General Meetings

- 27.1. The Secretary (or, in the case of a special general meeting convened under rule 26.3, the members convening the meeting) must give to each member of the Club—
- 27.1.1. at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
- 27.1.2. at least 14 days' notice of a general meeting in any other case.
- 27.2. The notice must—
- 27.2.1. specify the date, time and place of the meeting; and
- 27.2.2. indicate the general nature of each item of business to be considered at the meeting; and
- 27.2.3. if a special resolution is to be proposed—
- 27.2.3.1. state in full the proposed resolution; and
- 27.2.3.2. state the intention to propose the resolution as a special resolution; and
- 27.2.4. comply with rule 28(5).
- 27.3. No business other than the set out in the notice convening the meeting shall be transacted at the meeting.
- 27.4. A member desiring to bring any business before meeting may give notice of that business in writing to the Secretary, who shall include business in the notice calling the next general meeting after the receipt of the notice.
- 27.5. This rule does not apply to a disciplinary appeal meeting.

Note

Rule 18(4) sets out the requirements for notice of a disciplinary appeal meeting.

28. Proxies

- 28.1. A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting.
- 28.2. The appointment of a proxy must be in notification and approved by the member making the appointment.

- 28.3. The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- 28.4. If the Committee has approved a notification for the appointment of a proxy, the member may use any other notification that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- 28.5. Notice of a general meeting given to a member under rule 27 must—
- 28.5.1. state that the member may appoint another member as a proxy for the meeting; and
- 28.5.2. include a copy of any notification that the Committee has approved for the appointment of a proxy.
- 28.6. A notification appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- 28.7. A notification appointing a proxy sent by post or electronically is of no effect unless it is received by the Club no later than 24 hours before the commencement of the meeting.

29. Use of Technology

- 29.1. A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- 29.2. For the purposes of this Part, a member participating in a general meeting as permitted under subrule 29.1 is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

30. Quorum at general meetings

- 30.1. No business may be conducted at a general meeting unless a quorum of members is present.
- 30.2. The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 29) of 10% of the members entitled to vote.
- 30.3. If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—

30.3.1. in the case of a meeting convened by, or at the request of, members under rule 26—
the meeting must be dissolved;

Note

If a meeting convened by, or at the request of, members is dissolved under this subrule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 26.

30.3.2. in any other case—

30.3.2.1. the meeting must be adjourned to a date not more than 21 days after the adjournment; and

30.3.2.2. notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.

30.4. If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule 30.3.2, the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

31. Adjournment of general meeting

31.1. The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.

31.2. Without limiting subrule (31.1), a meeting may be adjourned—

31.2.1. if there is insufficient time to deal with the business at hand; or

31.2.2. to give the members more time to consider an item of business.

Example

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

31.3. No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

- 31.4. Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 27.

32. Voting at general meeting

- 32.1. On any question arising at a general meeting—
- 32.1.1. subject to subrule (32.3), each member who is entitled to vote has one vote; and
 - 32.1.2. members may vote personally or by proxy; and
 - 32.1.3. except in the case of a special resolution, the question must be decided on a majority of votes.
- 32.2. If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- 32.3. This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 19.

33. Special Resolutions

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

Note

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

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

34. Determining whether the resolution carried

- 34.1. Subject to subsection (34.2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
- 34.1.1. carried; or
 - 34.1.2. carried unanimously; or
 - 34.1.3. carried by a particular majority; or
 - 34.1.4. lost—
- and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.

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

35. Minutes of General Meeting

- 35.1. The Committee must ensure that minutes are taken and kept of each general meeting.
- 35.2. The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- 35.3. In addition, the minutes of each annual general meeting must include—
- 35.3.1. the names of the members attending the meeting; and
- 35.3.2. proxy notification given to the Chairperson of the meeting under rule 28.6; and
- 35.3.3. the financial statements submitted to the members in accordance with rule 24.4.2.1.2; and
- 35.3.4. the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
- 35.3.5. any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

Part Five – Committee

36. Powers of Committee

- 36.1. The business of the Club must be managed by or under the direction of a Committee.
- 36.2. The Committee may exercise all the powers of the Club except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Club.
- 36.3. The Committee consists of—
 - 36.3.1. a President; and
 - 36.3.2. two Vice-Presidents; and
 - 36.3.3. a Secretary; and
 - 36.3.4. a Treasurer; and
 - 36.3.5. ordinary members (if any) elected under rule 46.
- 36.4. The Committee may—
 - 36.4.1. appoint and remove staff; and
 - 36.4.2. establish subcommittees consisting of members with terms of reference it considers appropriate; and
 - 36.4.3. Subject to these Rules, the regulations and the act, has power to perform all such acts and things as appear to the Committee as essential for the proper management of the business and affairs of the Club; and
 - 36.4.4. Subject to the above, the officers of the Club shall constitute an Executive Committee and have the power to deal with the day-to-day administration of the Club and deal with matters of urgency.
 - 36.4.5. The Executive Committee consists of the President, two Vice Presidents, Treasurer and Secretary.

37. Delegation

- 37.1. The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
 - 37.1.1. this power of delegation; or

37.1.2. a duty imposed on the Committee by the Act or any other law.

37.2. The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.

37.3. The Committee may, in writing, revoke a delegation wholly or in part.

Part Six – Duties of Members

38. General Duties

- 38.1. As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- 38.2. The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- 38.3. Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- 38.4. Committee members must exercise their powers and discharge their duties—
- 38.4.1. in good faith in the best interests of the Club; and
 - 38.4.2. for a proper purpose.
- 38.5. Committee members and former committee members must not make improper use of—
- 38.5.1. their position; or
 - 38.5.2. information acquired by virtue of holding their position—
- so as to gain an advantage for themselves or any other person or to cause detriment to the Club.

Note

See also Division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- 38.6. In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

39. President and Vice-President

- 39.1. Subject to subrule 39.2, the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- 39.2. If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—

- 39.2.1. in the case of a general meeting — a member elected by the other members present;
or
39.2.2. in the case of a committee meeting — a committee member elected by the other
committee members present.

40. Secretary

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

Example

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

- 40.2. The Secretary must—
- 40.2.1. maintain the register of members in accordance with rule 10; and
 - 40.2.2. keep custody of the common seal (if any) of the Club and, except for the financial records referred to in rule 63.3, all books, documents and securities of the Club in accordance with rules 65 and 68; and
 - 40.2.3. subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - 40.2.4. perform any other duty or function imposed on the Secretary by these Rules.
- 40.3. The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

41. Treasurer

- 41.1. The Treasurer must—
- 41.1.1. receive all moneys paid to or received by the Club and issue receipts for those moneys in the name of the Club; and
 - 41.1.2. ensure that all moneys received are paid into the account of the Club within 5 working days after receipt; and

- 41.1.3. make any payments authorised by the Committee or by a general meeting of the Club from the Club's funds; and
- 41.1.4. ensure cheques are signed by at least 2 committee members.
- 41.2. The Treasurer must—
 - 41.2.1. ensure that the financial records of the Club are kept in accordance with the Act; and
 - 41.2.2. coordinate the preparation of the financial statements of the Club and their certification by the Committee prior to their submission to the annual general meeting of the Club.
- 41.3. The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Club.
- 41.4. The financial records of the Club shall be available for inspection by members.

Part Seven – Election of Committee members and tenure of office

42.Election of Committee Members

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

42.1.1. is 18 years or over; and

42.1.2. is entitled to vote at a general meeting.

43.Positions to be declared vacant

43.1. This rule applies to—

43.1.1. the first annual general meeting of the Club after its incorporation; or

43.1.2. any subsequent annual general meeting of the Club, after the annual report and financial statements of the Club have been received.

43.2. The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 44 to 47.

44.Nominations

44.1. Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.

44.2. An eligible member of the Club may—

44.2.1. nominate himself or herself; or

44.2.2. with the member's consent, be nominated by another member.

44.3. A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

45.Election of President etc.

45.1. At the annual general meeting, separate elections must be held for each of the following positions—

45.1.1. President;

45.1.2. Two Vice-Presidents;

45.1.3. Secretary;

45.1.4. Treasurer.

45.2. If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.

45.3. If more than one member is nominated, a ballot must be held in accordance with rule 47.

45.4. On his or her election, the new President may take over as Chairperson of the meeting.

46. Election of ordinary members

46.1. The annual general meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year.

46.2. A single election may be held to fill all of those positions.

46.3. If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.

46.4. If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 47.

46.5. If insufficient nominations are received to fill all vacancies on the Committee, the candidates shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.

47. Ballot

47.1. If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to act as returning officer to conduct the ballot.

47.2. The returning officer must not be a member nominated for the position.

47.3. Before the ballot is taken, each candidate may make a short speech in support of his or her election.

47.4. The election must be by secret ballot.

47.5. The returning officer must give a blank piece of paper, or secure electronic ballot to—

47.5.1. each member present in person; and

47.5.2. each proxy appointed by a member.

Example

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

47.6. If the ballot is for a single position, the voter must write on the ballot paper or electronic method the name of the candidate for whom they wish to vote.

47.7. If the ballot is for more than one position—

47.7.1. the voter must write on the ballot paper or electronic method the name of each candidate for whom they wish to vote;

47.7.2. the voter must not write the names of more candidates than the number to be elected.

47.8. Ballot papers or electronic methods that do not comply with subrule 48.7.2 are not to be counted.

47.9. Each ballot paper or electronic method on which the name of a candidate has been written counts as one vote for that candidate.

47.10. The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.

47.11. If the returning officer is unable to declare the result of an election under subrule (48.10) because 2 or more candidates received the same number of votes, the returning officer must

47.11.1. conduct a further election for the position in accordance with subrules (47.4) to (47.10) to decide which of those candidates is to be elected; or

47.11.2. with the agreement of those candidates, decide by lot which of them is to be elected.

Examples

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

48. Term of Office

48.1. Subject to subrule 48.3 and rule 49, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.

48.2. A committee member may be re-elected.

- 48.3. A general meeting of the Club may—
- 48.3.1. by special resolution remove a committee member from office; and
 - 48.3.2. elect an eligible member of the Club to fill the vacant position in accordance with this Division.
- 48.4. A member who is the subject of a proposed special resolution under subrule 48.3.1 may make representations in writing to the Secretary or President of the Club (not exceeding a reasonable length) and may request that the representations be provided to the members of the Club.
- 48.5. The Secretary or the President may give a copy of the representations to each member of the Club or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

49. Vacation of office

- 49.1. A committee member may resign from the Committee by written notice addressed to the Committee.
- 49.2. A person ceases to be a committee member if he or she—
- 49.2.1. ceases to be a member of the Club; or
 - 49.2.2. resigns office by notice in writing given to the Secretary; or
 - 49.2.3. fails to attend 3 consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 60; or
 - 49.2.4. otherwise ceases to be a committee member by operation of section 78 of the Act.

Note

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

50. Filing casual vacancies

- 50.1. The Committee may appoint an eligible member of the Club to fill a position on the Committee that—
- 50.1.1. has become vacant under rule 49; or
 - 50.1.2. was not filled by election at the last annual general meeting.

- 50.2. If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- 50.3. Rule 48 applies to any committee member appointed by the Committee under subrule 50.1 or 50.2.
- 50.4. The Committee may continue to act despite any vacancy in its membership.

Part Eight – Meetings of Committee

51. Meetings of Committee

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

52. Notice of Meetings

- 52.1. Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- 52.2. Notice may be given of more than one committee meeting at the same time.
- 52.3. The notice must state the date, time and place of the meeting.
- 52.4. If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- 52.5. The only business that may be conducted at the meeting is the business for which the meeting is convened.

53. Urgent Meetings

- 53.1. In cases of urgency, a meeting can be held without notice being given in accordance with rule 52 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- 53.2. Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- 53.3. The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

54.Procedure and order of business

54.1. The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.

54.2. The order of business may be determined by the members present at the meeting.

55.Use of Technology

55.1. A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.

55.2. By virtue of these rules, a committee member participating in a committee meeting as permitted under subrule 55.1 is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

56.Quorum

56.1. No business may be conducted at a Committee meeting unless a quorum is present.

56.2. The quorum for a committee meeting is the presence (in person or as allowed under rule 55) of a majority of the committee members holding office.

56.3. The quorum for a committee meeting is the physical presence of 10% of the members entitled to vote.

56.4. If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—

56.4.1. in the case of a special meeting—the meeting lapses;

56.4.2. in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 52.

57. Voting

- 57.1. On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- 57.2. Questions arising at a meeting of the committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 57.3. A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- 57.4. Subrule 57.2 does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- 57.5. If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- 57.6. Voting by proxy is not permitted.

58. Conflict of interest

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

Note

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

- 58.2.3. This rule does not apply to a material personal interest—

- 58.2.3.1. that exists only because the member belongs to a class of persons for whose benefit the Club is established; or
- 58.2.3.2. that the member has in common with all, or a substantial proportion of, the members of the Club.

59.Minutes of meeting

- 59.1. The Committee must ensure that minutes are taken and kept of each committee meeting.
- 59.2. The minutes must record the following—
 - 59.2.1. the names of the members in attendance at the meeting;
 - 59.2.2. the business considered at the meeting;
 - 59.2.3. any resolution on which a vote is taken and the result of the vote;
 - 59.2.4. any material personal interest disclosed under rule 58.

60.Leave of absence

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

Part Nine – Financial Matters

61.Source of Funds

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

62.Management of Funds

- 62.1. The Club must open an account with a financial institution from which all expenditure of the Club is made and into which all of the Club's revenue is deposited.
- 62.2. Subject to any restrictions imposed by a general meeting of the Club, the Committee may approve expenditure on behalf of the Club.
- 62.3. The Committee may authorise the Treasurer to expend funds on behalf of the Club (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- 62.4. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two of the President, Secretary or Treasurer.
- 62.5. All funds of the Club must be deposited into the financial account of the Club no later than 5 working days after receipt.
- 62.6. With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

63.Financial Records

- 63.1. The Club must keep financial records that—
- 63.1.1. correctly record and explain its transactions, financial position and performance; and
 - 63.1.2. enable financial statements to be prepared as required by the Act.
- 63.2. The Club must retain the financial records for 7 years after the transactions covered by the records are completed.
- 63.3. The Treasurer must keep in his or her custody, or under his or her control—
- 63.3.1. the financial records for the current financial year; and

63.3.2. any other financial records as authorized by the Committee.

64. Financial Statements

64.1. For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Club are met.

64.2. Without limiting subrule 64.1, those requirements include—

64.2.1. the preparation of the financial statements;

64.2.2. if required, the review or auditing of the financial statements;

64.2.3. the certification of the financial statements by the Committee;

64.2.4. the submission of the financial statements to the annual general meeting of the Club;

64.2.5. the lodgment with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

Part Ten – General Matters

65. Common Seal

- 65.1. The Club may have a common seal.
- 65.2. If the Club has a common seal—
 - 65.2.1. the name of the Club must appear in legible characters on the common seal;
 - 65.2.2. a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
 - 65.2.3. the common seal must be kept in the custody of the Secretary.

66. Registered address

- 66.1. The registered address of the Club is—
 - 66.1.1. the address determined from time to time by resolution of the Committee; or
 - 66.1.2. if the Committee has not determined an address to be the registered address—
the postal address of the Secretary.

67. Notice requirements

- 67.1. Any notice required to be given to a member or a committee member under these Rules may be given—
 - 67.1.1. by handing the notice to the member personally; or
 - 67.1.2. by sending it by post to the member at the address recorded for the member on the register of members; or
 - 67.1.3. by email or facsimile transmission.
- 67.2. Subrule 67.1 does not apply to notice given under rule 53.
- 67.3. Any notice required to be given to the Club or the Committee may be given—
 - 67.3.1. by handing the notice to a member of the Committee; or
 - 67.3.2. by sending the notice by post to the registered address; or
 - 67.3.3. by leaving the notice at the registered address; or
 - 67.3.4. if the Committee determines that it is appropriate in the circumstances—

67.3.4.1. by email to the email address of the Club or the Secretary; or

67.3.4.2. by facsimile transmission to the facsimile number of the Club.

68. Custody and inspection of books and records

68.1. Members may on request inspect free of charge—

68.1.1. the register of members;

68.1.2. the minutes of general meetings;

68.1.3. subject to subrule 68.2, the financial records, books, securities and any other relevant document of the Club, including minutes of Committee meetings.

Note

See note following rule 18 for details of access to the register of members.

68.2. The Committee may refuse to permit a member to inspect records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club.

68.3. The Committee must on request make copies of these rules available to members and applicants for membership free of charge.

68.4. Subject to subrule 68.2, a member may make a copy of any of the other records of the Club referred to in this rule and the Club may charge a reasonable fee for provision of a copy of such a record.

68.5. For purposes of this rule—

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

(a) its membership records;

(b) its financial statements;

(c) its financial records;

(d) records and documents relating to transactions, dealings, business or property of the Association.

69. Winding up and cancellation

- 70.1. The Club may be wound up voluntarily by special resolution.
- 70.2. In the event of the winding up or the cancellation of the incorporation of the Club, the surplus assets of the Club must not be distributed to any members or former members of the Club.
- 70.3. Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Club and which is not carried on for the profit or gain of its individual members.
- 70.4. The body to which the surplus assets are to be given must be decided by special resolution.

70. Alteration of Rules

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

Note

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

