

## PART 1—PRELIMINARY

### 1. Name

The name of the incorporated association is “Victorian Billiards and Snooker Association Incorporated” (VBSA).

### 2. Purposes

The purposes of the association are to promote and administer the sports of Billiards and Snooker in Victoria.

### 3. Financial year

The financial year of the Association is each period of 12 months ending on 30th June.

### 4. Definitions

In these Rules—

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

***Chairperson***, of a general meeting or Board meeting, means the person chairing the meeting as required under rule 46;

***Board*** means the Board having management of the business of the Association;

***Board meeting*** means a meeting of the Board held in accordance with these Rules;

***Board member*** means a member of the Board elected or appointed under Division 3 of Part 5;

***By-Laws*** means a set of procedures and requirements regulating the Association’s membership, operations and activities, as determined and published by the Board, from time to time;

***competition fees*** mean any weekly match fees or any event entry fees for VBSA sanctioned events;

***disciplinary appeal meeting*** means a meeting convened under rule 23;

***disciplinary appeal sub-committee*** means the sub-committee appointed under rule 23;

***disciplinary sub-committee*** means the subcommittee appointed under rule 20;

***disciplinary sub-committee meeting*** means a meeting convened for the purposes of rule 22;

***financial year*** means the 12 month period specified in rule 3;

***general meeting*** means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting;

***member*** means a member of the Association;

***membership application form*** means a form issued by the Board that is to be used by a person applying to become a member of the Association in accordance with Rule 9 or by an existing member applying to renew their membership of the Association pursuant to Rule 9, and may be either a written form or an electronic form;

***member entitled to vote*** means a member who under rule 13(2) is entitled to vote at a general meeting;

***Policies*** means any set of procedures or policies passed by resolution of the Board, including administering the Rules, By-Laws and operations of the Association and its sanctioned events, as determined by the Board from time to time;

*special resolution* means a resolution that requires not less than three-quarters of the members voting at a general meeting to vote in favour of the resolution;

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

*the Registrar* means the Registrar of Incorporated Associations.

## **PART 2—POWERS OF ASSOCIATION**

### **5. Powers of Association**

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting subrule (1), the Association may—
  - (a) acquire, hold and dispose of real or personal property;
  - (b) open and operate accounts with financial institutions;
  - (c) invest its money in any security in which trust monies may lawfully be invested;
  - (d) raise and borrow money on any terms and in any manner as it thinks fit;
  - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - (f) appoint agents to transact business on its behalf;
  - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

### **6. Not for profit organisation**

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member
  - (a) reimbursement for expenses properly incurred by the member; or
  - (b) honorariums for office bearers as set each year at the AGM; or
  - (c) for goods or services provided by the member;if this is done in good faith on terms no more favourable than if the member was not a member.

## **PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**

### **Division 1—Membership**

#### **7. Minimum number of members**

The Association must have at least 5 members.

#### **8. Who is eligible to be a member**

Any person being a resident of Victoria and who supports the purposes of the Association is eligible for membership.

#### **9. Membership**

- (1) Any person wishing to become a member of the Association must complete and submit a membership application form and pay the nominated joining and annual fees (if any).
- (2) An existing member -
  - (a) wishing to renew their membership of the Association for the next year must submit the appropriate fees (if any); and
  - (b) wishing to retain their membership must complete and submit a new membership application form, when required from time to time by the Board; and
  - (c) shall, subject to compliance with Rule 9 (2) (a) and 9 (2) (b), have their membership automatically renewed at the start of each new year provided they

have played or refereed at least one match of a VBSA sanctioned competition in the preceding 12 months.

- (3) The Board may publish rules to apply in cases of members who fail to complete and submit a membership application form, when required by the Board. These rules will be included in the By-Laws.
- (4) The Board may establish, as it sees fit, different categories of membership (e.g. junior, pensioner.)
- (5) The Association may also bestow Life Membership upon members who have provided outstanding service to the Association over a number of years. Life Memberships must be approved at an Annual General Meeting. Life members pay no annual membership fees but must complete a membership application or otherwise acknowledge in writing as the Board may require that they will be bound by the Association's Rules, Policies and By-Laws.
- (6) The Board may publish rules whereby players competing in VBSA competitions must become members or will be ineligible to compete. These rules will be included in the By-Laws.
- (7) The joining fee (if any) and the annual fee (if any) for different membership categories are determined by the Board under Rule 12.

#### **10. Consideration of application**

- (1) The Board may, in its absolute discretion, reject any application for membership.
- (2) If the Board rejects the application for membership, it must return any money accompanying the application to the applicant.
- (3) No reason need be given for the rejection of an application.

#### **11. New membership**

- (1) If an application for membership is accepted the VBSA must, as soon as practicable, enter the name and contact details (when supplied) of the new member in the database of members.
- (2) A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date on which membership is granted.

#### **12. Competition fees, annual subscription fee, and joining fee**

- (1) The Board shall determine the amount of competition fees, the annual subscription fee (if any), and the joining fee (if any) for the following financial year in each category of membership.
- (2) The Association may determine that a lower annual subscription is payable by some categories of membership.
- (3) The Association 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—
  - (a) the full annual subscription; or
  - (b) a pro rata annual subscription based on the remaining part of the financial year;or
  - (c) a fixed amount determined from time to time by the Association.
- (4) The rights of a member (including the right to vote) who has not paid the annual subscription (if any) when required to do so, or who has not completed a membership application form, when required to do so, or whose competition fees are overdue, shall be suspended.

#### **13. General rights of members**

- (1) A member of the Association who is entitled to vote has the right—
  - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
  - (b) to submit items of business for consideration at a general meeting; and
  - (c) to attend and be heard at general meetings; and

- (d) to vote at a general meeting; and
  - (e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 75; and
  - (f) to inspect the register of members (names only).
- (2) A member is not entitled to vote if the member's membership rights are suspended for any reason.

#### **14. Junior members**

Juniors under the age of 18 are not entitled to vote at annual general meetings and are not eligible for election to the Board.

#### **15. Rights not transferable**

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

#### **16. Ceasing membership**

The membership of a person ceases on resignation, expulsion or death.

#### **17. Resigning as a member**

A member may resign by notice in writing or email given to the Association.

#### **18. Register of members**

- (1) The Association must keep and maintain a register of members that includes the member's name and means of contacting that member. Any member who fails to supply contact details at the time of joining/renewing will be deemed to be receiving notice via the association's web site.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members (names only).

### **Division 2—Disciplinary action**

#### **19. Grounds for taking disciplinary action**

The Board may issue a formal warning, or may take disciplinary action against a member in accordance with this Division, if it is determined that the member—

- (1) has failed to comply with these Rules; or
- (2) has failed to comply with the Association's By-Laws; or
- (3) has failed to comply with a code of conduct applying to members as specified in the Association's By-Laws; or
- (4) refuses to support the purposes of the Association; or
- (5) has engaged in conduct prejudicial to the Association.

#### **20. Disciplinary sub-committee**

- (1) If the Board is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Board may appoint a disciplinary sub-committee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary sub-committee—
  - (a) May be Board members, members of the Association or anyone else; but
  - (b) Must not be biased against, or in favour of, the member concerned.

#### **21. Notice to member**

- (1) Before disciplinary action is taken against a member, the Board must give written notice to the member—
  - (a) Stating that the Board proposes to take disciplinary action against the member; and
  - (b) Stating the grounds for the proposed disciplinary action; and
  - (c) Specifying the date, place and time of the meeting at which the disciplinary sub-committee intends to consider the disciplinary action (the disciplinary sub-

- committee meeting); and
- (d) Advising the member that he or she may do one or more of the following—
  - (i) attend the disciplinary sub-committee meeting and address the disciplinary sub-committee at that meeting;
  - (ii) authorize a delegate to attend the disciplinary sub-committee meeting and address the disciplinary sub-committee at that meeting;
  - (iii) if a junior member, be represented or accompanied by a parent or guardian; and
  - (iv) give a written statement to the disciplinary sub-committee at any time before the disciplinary sub-committee meeting;
  - (v) seek prior written approval from the Board to permit one or more nominated witnesses to attend and give evidence at the disciplinary sub-committee meeting;
  - (vi) arrange for a witness or witnesses to give a written statement to the disciplinary sub-committee at any time before the disciplinary sub-committee meeting; and
- (e) setting out the member's appeal rights under rule 23.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary sub-committee meeting is held.

## **22. Decision of subcommittee**

- (1) At the disciplinary sub-committee meeting, the disciplinary sub-committee must—
  - (a) give the member an opportunity to be heard; and
  - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary sub-committee may—
  - (a) take no further action against the member; or
  - (b) subject to subrule (3)—
    - (i) reprimand the member; or
    - (ii) suspend the membership rights of the member for a specified period or until a specified date; or
    - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary sub-committee under this rule takes effect immediately after the resolution is passed.

## **23. Appeal rights**

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 22 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) This notice from the member must —
  - (a) be in writing and given to the Secretary not later than 96 hours after the vote; and
  - (b) state specific grounds for the appeal.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Board not later than 30 days after the notice is received.
- (4) The Board shall appoint a disciplinary appeal sub-committee to conduct the disciplinary appeal meeting and determine what action, if any, to take.
- (5) The members of the disciplinary appeal sub-committee —
  - (a) May be Board members, members of the Association or anyone else; but
  - (b) Must not have been a member of the disciplinary sub-committee whose determination is being appealed; and
  - (c) Must not be biased against, or in favour of, the member concerned.
- (6) The Secretary must give written notice to the member—
  - (a) Stating that the Association proposes to hold a disciplinary appeal meeting to hear the member's appeal; and

- (b) Specifying the date, place and time of the meeting at which the disciplinary appeal sub-committee intends to consider the appeal (the disciplinary appeal meeting); and
  - (c) Advising the member that he or she may do one or both of the following—
    - (i) attend the disciplinary appeal meeting and address the disciplinary appeal sub-committee at that meeting;
    - (ii) give a written statement to the disciplinary appeal sub-committee at any time before the disciplinary appeal meeting.
- (7) The Secretary's notice to the member must be given no earlier than 28 days, and no later than 14 days, before the disciplinary appeal meeting is held.

#### **24. Conduct of disciplinary appeal meeting**

- (1) At a disciplinary appeal meeting—
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the person whose membership has been suspended or who has been expelled must be given an opportunity to explain the specific grounds for the appeal.
- (2) After complying with subrule (1), the disciplinary appeal sub-committee members shall vote on the question of whether the decision to suspend or expel the person should be upheld or revoked and, within 7 days of the disciplinary appeal meeting, shall publish the reasons for their decision.
- (3) A disciplinary appeal sub-committee member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than half of the disciplinary appeal sub-committee members voting at the meeting vote in favour of the decision.

### **Division 3—Grievance procedure**

#### **25. Application**

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
  - (a) a member and another member;
  - (b) a member and the Board;
  - (c) a member and the Association.
- (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.

#### **26. Parties must attempt to resolve the dispute**

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.

#### **27. Appointment of mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, the parties must within 10 days—
  - (a) notify the Board of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) if the dispute is between a member and another member—a person appointed by the Board; or
    - (ii) if the dispute is between a member and the Board or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Board may be a member or former member of the Association but in any case must not be a person who—

- (a) has a personal interest in the dispute; or
- (b) is biased in favour of or against any party.

## **28. Mediation process**

- (1) The mediator to the dispute, in conducting the mediation, must—
  - (a) give each party every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

## **29. Failure to resolve dispute by mediation**

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 4—GENERAL MEETINGS OF THE ASSOCIATION**

## **30. Annual general meetings**

- (1) The Board must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) The Board may determine the date, time and place of the annual general meeting.
- (3) The ordinary business of the annual general meeting is as follows—
  - (a) to confirm the minutes of the previous annual general meeting and of any special general meetings held since then;
  - (b) to receive and consider—
    - (i) the annual report of the Board on the activities of the Association during the preceding financial year; and
    - (ii) the financial statements of the Association for the preceding financial year submitted by the Board in accordance with Part 7 of the Act;
  - (c) to elect the members of the Board;
  - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee and honoraria.
- (4) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

## **31. Special general meetings**

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Board may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 33 may be conducted at the meeting.

## **32. Special general meeting held at request of members**

- (1) The Board must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 5 % of the total number of members.
- (2) A request for a special general meeting must—
  - (a) be in writing; and
  - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) include the names and signatures of the members requesting the meeting; and
  - (d) be given to the Secretary.
- (3) If the Board 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.
- (4) A special general meeting convened by members under subrule (3)—

- (a) must be held within 3 months after the date on which the original request was made; and
  - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

### **33. Notice of general meetings**

- (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association (or publish on the Association's web site in a prominent location) —
  - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must—
  - (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if a special resolution is to be proposed—
    - (i) state in full the proposed resolution; and
    - (ii) state the intention to propose the resolution as a special resolution; and
  - (d) comply with rule 34.
- (3) This rule does not apply to a disciplinary appeal meeting.

### **34. Proxies**

Proxy votes are not accepted.

### **35. Use of technology**

- (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.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### **36. Quorum at general meetings**

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for general meetings is 15 members present (or electronically present if permitted).
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
  - (a) in the case of a meeting convened by, or at the request of, members under rule 32—the meeting must be dissolved;
  - (b) in any other case—
    - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
    - (ii) 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.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), 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.



### **37. Adjournment of general meeting**

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
  - (a) if there is insufficient time to deal with the business at hand; or
  - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 33.

### **38. Voting at general meeting**

- (1) On any question arising at a general meeting—
  - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
  - (b) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 24.

### **39. Special resolutions**

A special resolution is passed if not less than three quarters of the members voting at a general meeting vote in favour of the resolution.

A special resolution is required—

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

### **40. Determining whether resolution carried**

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
  - (a) carried; or
  - (b) carried unanimously; or
  - (c) carried by a particular majority; or
  - (d) lost—

and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.

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

#### **41. Minutes of general meetings**

- (1) The Board must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
  - (a) the names of the members attending the meeting; and
  - (b) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and
  - (c) 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
  - (d) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

### **PART 5—BOARD**

#### **Division 1—Powers of the Board**

#### **42. Role and powers**

- (1) The business of the Association must be managed by or under the direction of a Board.
- (2) The Board may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Board may—
  - (a) appoint and remove staff;
  - (b) establish sub-committees consisting of members with such terms of reference as it considers appropriate;
  - (c) make and amend Policies and By-Laws from time to time which in their opinion are necessary or desirable for the control, administration and management of the Association's affairs; and
  - (d) Repeal or replace Policies and By-Laws referred to in Rule 42 (3) (c).
- (4) By-Laws referred to in Rule 42(3):
  - (a) shall take effect 7 days after notifying the Members;
  - (b) are subject to these Rules;
  - (c) must be consistent with these Rules; and
  - (d) when in force, are binding on all Members and have the same effect as a provision in these Rules.
- (5) Policies referred to in Rule 42(3):
  - (a) shall take effect as soon as passed by a resolution of the Board;
  - (b) are subject to these Rules;
  - (c) must be consistent with these Rules.

#### **43. Delegation**

- (1) The Board may delegate to a member of the Board, a subcommittee or staff, any of its powers and functions other than—
  - (a) this power of delegation; or
  - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Board considers appropriate.
- (3) The Board may, in writing, revoke a delegation wholly or in part.

#### **Division 2—Composition of Board and duties of members**

#### **44. Composition of the Board**

The Board consists of—

- (1) a President, a Vice President, a Secretary and a Treasurer

- (2) 3 ordinary members elected under rule 53
- (3) The Board may appoint elected members of the Board, or members of the association, to the positions of Score Registrar, Web Master, Director of Referees and Tournament Convenor. If unelected association member are appointed to these positions they may be co-opted onto the Board with full voting rights.
- (4) At least 40% of Board Members must be women. In the event there are insufficient women nominated to meet the 40% female quota, the Board may appoint women to ensure the 40% quota is achieved and only then may any male members be elected to the Board. The provisions of this Rule 44 (4) shall take precedence over the operation of Division 3 - Election of Board Members.

#### **45. General Duties**

- (1) As soon as practicable after being elected or appointed to the Board, each Board member must become familiar with these Rules and the Act.
- (2) The Board is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Board comply with these Rules.
- (3) Board members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Board members must exercise their powers and discharge their duties—
  - (a) in good faith in the best interests of the Association; and
  - (b) for a proper purpose.
- (5) Board members and former Board members must not make improper use of—
  - (a) their position; or
  - (b) 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 Association.
- (6) In addition to any duties imposed by these Rules, a Board member must perform any other duties imposed from time to time by resolution at a general meeting.

#### **46. President and Vice-President**

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any Board meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
  - (a) in the case of a general meeting—a member elected by the other members present; or
  - (b) in the case of a Board meeting—a Board member elected by the other Board members present.

#### **47. Secretary**

- (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.*

- (2) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

#### **48. Treasurer**

- (1) The Treasurer must—
  - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association (when applicable); and
  - (b) ensure that all moneys received are paid into the account of the Association as soon as practical; and

- (c) make any payments authorised by the Board or by a general meeting of the Association from the Association's funds; and
- (2) The Treasurer must—
  - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
  - (b) coordinate the preparation of the financial statements of the Association and their certification by the Board prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one other Board member has access to the accounts and financial records of the Association.

### **Division 3—Election of Board members and tenure of office**

#### **49. Who is eligible to be a Board member**

A member is eligible to be elected or appointed as a Board member if the member is 18 years or over; and is entitled to vote at a general meeting.

#### **50. Positions to be declared vacant**

- (1) This rule applies to general meeting of the Association, after the annual report and financial statements of the Association have been received.
- (2) The Chairperson of the meeting must declare all positions on the Board vacant and hold elections for those positions in accordance with rules 51 to 54.

#### **51. Nominations**

- (1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (2) An eligible member of the Association may—
  - (a) nominate himself or herself; or
  - (b) with the member's consent, be nominated by another member.
- (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.

#### **52. Election of President etc.**

- (1) At the annual general meeting, separate elections must be held for each of the following positions—
  - (a) President;
  - (b) Vice-President;
  - (c) Secretary;
  - (d) Treasurer.
- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held in accordance with rule 54.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

#### **53. Election of ordinary members**

- (1) A single election may be held to fill all of those positions.
- (2) If the number of members nominated for the position of ordinary Board 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.
- (3) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.

#### **54. Ballot**

- (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.
- (2) The returning officer must not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to each member present in person.
- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position—
  - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
  - (b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with subrule (7)(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (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.
- (11) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must—
  - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
  - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

#### ***Example***

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

#### **55. Term of office**

- (1) Subject to subrule (3) and rule 56, a Board member holds office until the positions of the Board are declared vacant at the next annual general meeting.
- (2) A Board member may be re-elected.
- (3) A general meeting of the Association may—
  - (a) by special resolution remove a Board member from office; and
  - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (5) The Secretary or the President may give a copy of the representations to each member of the Association 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.

#### **56. Vacation of office**

- (1) A Board member may resign from the Board by written notice addressed to the Board.
- (2) A person ceases to be a Board member if he or she—
  - (a) ceases to be a member of the Association; or
  - (b) fails to attend 3 consecutive Board meetings (other than special or urgent Board meetings) without leave of absence under rule 67; or

(c) otherwise ceases to be a Board member by operation of section 78 of the Act.

#### **57. Filling casual vacancies**

- (1) The Board may appoint an eligible member of the Association to fill a position on the Board that—
  - (a) has become vacant under rule 56; or
  - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Board must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 55 applies to any Board member appointed by the Committee under subrule (1) or (2).
- (4) The Board may continue to act despite any vacancy in its membership.

### **Division 4—Meetings of the Board**

#### **58. Meetings of the Board**

- (1) The Board must meet at least 4 times in each year at the dates, times and places determined by the Board.
- (2) The date, time and place of the first Board meeting must be determined by the members of the Board as soon as practicable after the annual general meeting of the Association at which the members of the Board were elected.
- (3) Special Board meetings may be convened by the President or by any 4 members of the Board.

#### **59. Notice of meetings**

- (1) Notice of each Board meeting must be given to each Board member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one Board meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special Board meeting is convened, the notice must include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the special meeting is the business for which the meeting is convened.

#### **60. Urgent meetings**

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 59 provided that as much notice as practicable is given to each Board member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Board.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

#### **61. Procedure and order of business**

- (1) The procedure to be followed at a meeting of the Board must be determined from time to time by the Board.
- (2) The order of business may be determined by the members present at the meeting.

#### **62. Use of technology**

- (1) A Board member who is not physically present at a Board meeting may participate in the meeting by the use of technology that allows that Board member and the Board members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a Board member participating in a Board meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person. For matters to be decided before the next scheduled Board meeting, this may be done on the Board

forum, or other such device as may be used over time, provided that Board members are notified by email that such a decision is required.

### **63. Quorum**

- (1) No business may be conducted at a Board meeting unless a quorum is present.
- (2) The quorum for a Board meeting is the presence (in person or as allowed under rule 62) of a majority of the Board members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a Board meeting—
  - (a) in the case of a special meeting—the meeting lapses;
  - (b) 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 59.

### **64. Voting**

- (1) On any question arising at a Board meeting, each Board member present at the meeting has one vote.
- (2) A motion is carried if a majority of Board members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Board.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

### **65. Conflict of interest**

- (1) A Board member who has a material personal interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.
- (2) The member—
  - (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.

#### **Note**

Under section 81(3) of the Act, if there are insufficient Board 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.

- (3) This rule does not apply to a material personal interest—
  - (a) that exists only because the member belongs to 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.

### **66. Minutes of meeting**

- (1) The Board must ensure that minutes are taken and kept of each Board meeting.
- (2) The minutes must record the following—
  - (a) the names of the members in attendance at the meeting;
  - (b) the business considered at the meeting;
  - (c) any resolution on which a vote is taken and the result of the vote;
  - (d) any material personal interest disclosed under rule 65.

### **67. Leave of absence**

- (1) The Board may grant a Board member leave of absence from Board meetings for a period not exceeding 3 months.
- (2) The Board must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Board member to seek the leave in advance.

## PART 6—FINANCIAL MATTERS

### 68. Source of funds

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

### 69. Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Board may approve expenditure on behalf of the Association.
- (3) The Board may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) without requiring approval from the Board for each item on which the funds are expended.
- (4) All funds of the Association must be deposited into the financial account of the Association as soon as practical.
- (5) With the approval of the Board, 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.

### 70. Financial records

- (1) The Association must keep financial records that—
  - (a) correctly record and explain its transactions, financial position and performance; and
  - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorised by the Board.

### 71. Financial statements

- (1) For each financial year, the Board must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
  - (a) the preparation of the financial statements;
  - (b) if required, the review or auditing of the financial statements;
  - (c) the certification of the financial statements by the Board;
  - (d) the submission of the financial statements to the annual general meeting of the Association;
  - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

## PART 7—GENERAL MATTERS

### 72. Common seal

The Association may have a common seal.

### 73. Registered address

The registered address of the Association is—

- (1) the address determined from time to time by resolution of the Board; or
- (2) if the Board has not determined an address to be the registered address—the postal address of the Secretary or Treasurer.



#### **74. Notice requirements**

- (1) Any notice required to be given to a member or a Board member under these Rules may be given—
  - (a) by posting the notice in a prominent position on the Association’s web site
  - (b) by handing the notice to the member personally; or
  - (c) by sending it by post to the member at the address recorded for the member on the register of members; or
  - (d) by email or facsimile transmission (or in the case of notice to a Board member by posting such notice on the Board forum or other such electronic device as may be used from time to time. In this case Board members must be advised by email that such notice has been placed on the forum).
- (2) Subrule (1) does not apply to notice given under rule 60.
- (3) Any notice required to be given to the Association or the Board may be given—
  - (a) by handing the notice to a member of the Board; or
  - (b) by sending the notice by post to the registered address; or
  - (c) by leaving the notice at the registered address; or
  - (d) by email to the email address of the Association or the Secretary.

#### **75. Custody and inspection of books and records**

- (1) Members may on request inspect free of charge—
  - (a) the register of members (names only);
  - (b) the minutes of general meetings;
  - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Board meetings.
- (2) The Board may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Board must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (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.

#### **76. Winding up and cancellation**

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (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 Association and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

## **77. Alteration of Rules**

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 rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.

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