

# Association Rules document

## SCHEDULE 1 – ASSOCIATION RULES

[Regulation 3](#)

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## **Name of association**

1. The name of the Association is as follows:

**Dorset Community Economic Development Group Inc.**, to be commonly known as “**Dorset EDG**”

## **Interpretation**

2. In these rules –

"**Act**" means the [Associations Incorporation Act 1964](#);

"**Association**" means the association referred to in [rule 1](#);

"**auditor**" means the person appointed as the auditor of the Association under [rule 9](#);

"**basic objects of the Association**" means the objects and purposes of the Association as stated in an application under [section 7](#) of the Act for the incorporation of that Association;

"**Board**" means a committee as defined by the Act;

"**general meeting**" includes –

(a) the annual general meeting; and

(b) any special general meeting;

"**ordinary business of the annual general meeting**" means the business specified in [rule 11\(5\)](#);

"**ordinary Board member**" means a member of the Board to whom [rule 23\(1\)\(b\)](#) relates;

"**special general meeting**" means any general meeting other than the annual general meeting.

## **Association's office**

3. The office of the Association is to be at the following place or any other place the Board determines:

Dorset Municipal Council Offices, 3 Ellenor Street, Scottsdale, Tasmania  
7260

## **Objects and purposes of Association**

4. (i) To combine community, business and political support for the purpose of facilitating community and business growth and development opportunities ;

**(ii)** To instigate and actively support research, planning, education and training, necessary to encourage new business development or development of infrastructure necessary to support business development.

In addition to the basic objects of the Association, the objects and purposes of the Association include the following:

**(a)** the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property necessary or convenient for any of the objects or purposes of the Association;

**(b)** the buying, selling and supplying of, and dealing in, goods of any kind;

**(c)** the construction, maintenance and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;

**(d)** the accepting of any gift for any one or more of the objects or purposes of the Association;

**(e)** the taking of any step the Board or the members in general meeting consider expedient for the purpose of procuring contributions to the funds of the Association;

**(f)** the establishment of a website for the purposes of providing association records, communication and management linkage, a community and visitor information data base and association and district promotions conduit;

**(g)** the printing and publishing of any newspapers, periodicals, books, leaflets or other documents the Board or the members in general meeting consider desirable for the promotion of the objects and purposes of the Association;

**(h)** the borrowing and raising of money in any manner and on terms –

**(i)** the Board thinks fit; or

**(ii)** approved or directed by resolution passed at a general meeting;

**(i)** subject to the provisions of the [Trustee Act 1898](#), the investment of any moneys of the Association not immediately required for any of its objects or purposes in any manner the Board determines;

**(j)** the making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which [section 78\(1\)\(a\) of the Income Tax Assessment Act 1936](#) of the Commonwealth relates;

**(k)** the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes and conveniences calculated to benefit servants or past servants of the Association and their dependants, and the granting of pensions, allowances or other benefits to servants or past servants of the Association and their dependants, and the making of payments towards insurance in relation to any of those purposes;

**(l)** the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association;

**(m)** the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities and engagements of any association with which the Association is amalgamated in accordance with the provisions of the Act and the rules of the Association;

**(n)** the doing of any lawful thing incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in this rule.

## **Membership of Association**

### **5. (1) Membership of the Association**

**(a)** There are three classes of membership of the Association – Initial Members, Primary members and Active members

**(i)** Initial membership of the association applies to a person who attended at least one meeting of either the “Simplot Task Force” or of the “Dorset Economic Development Group” prior to the incorporation date of the association in accordance to these rules

**(ii)** Primary membership is open to all persons registered on the elector role or General Manager’s role current for the Dorset Municipality

**(iii)** Active membership is open to all persons nominated in accordance with clause 5(3) below.

**(iv)** Initial Members of the Association automatically become Active Membership of the Association subject to rule 5(9) from the date of incorporation of the Association.

**(v)** A person who is nominated and approved for Active Membership as provided in these rules is eligible to be a member of the Association upon registration in accordance to these rules.

- (2)** A person who is not an Initial Member of the Association at the time of the incorporation of the Association is not to be admitted to Active Membership –
- (a)** unless the person is nominated in accordance with [subrule \(3\)](#);  
and
  - (b)** the admission as a Active Member is approved by the Board.
- (3)** A nomination of a person for Active Membership of the Association is to be –
- (a)** made in writing and signed by 2 Active Members of the Association; and
  - (b)** accompanied by the written consent of the person nominated;  
and
  - (c)** lodged with the public officer of the Association.
- (4)** The consent referred to in [subrule \(3\)](#) may be endorsed on the nomination.
- (5)** As soon as practicable after the receipt of a nomination, the public officer is to refer the nomination to the Board.
- (6)** On a nomination being approved by the Board, the public officer –
- (a)** is to notify the nominee, in writing, that he or she has been approved for Active Membership of the Association; and
  - (b)** upon receipt of approved signed and endorsed application is to enter the nominee's name in a register of Active Members.
- (7)** An Active Member of the Association may resign from the Association by delivering or sending by post to the public officer a written notice of resignation.
- (8)** On receipt of a notice from a member under [subrule \(7\)](#), the public officer is to remove the name of the member from the register of Active Members.
- (9)** A person –
- (a)** becomes an Active Member of the Association when his or her name is entered in the register of Active Members; and
  - (b)** ceases to be an Active Member of the Association when his or her name is removed from the register of Active Members.
- (10)** Any right, privilege or obligation of a person as an Active Member of the Association –
- (a)** is not capable of being transferred or transmitted to another person; and

(b) terminates on the cessation of the Active Membership.

(11) If the Association is wound up –

(a) every Active member of the Association; and

(b) every person who, within the period of 12 months immediately preceding the commencement of the winding up, was an Active Member of the Association –

is liable to contribute –

(c) to the assets of the Association for payment of the debts or liabilities of the Association; and

(d) for the costs, charges and expenses of the winding up; and

(e) for the adjustment of the rights of the contributories among themselves.

(12) Any liability under [subrule \(11\)](#) is not to exceed five dollars (\$5). No liability applies to Primary Members of the Association.

(13) A former Active Member is not liable to contribute under [subrule \(11\)](#) in respect of any debt or liability of the Association contracted after he or she ceased to be an Active Member.

(14) Evidence of Active Membership is provided by inclusion on the register of Active Members or, in its absence, the provision of a current and valid Active Membership card.

### **Income and property of Association**

6. (1) The income and property of the Association is to be applied solely towards the promotion of the objects and purposes of the Association.

(2) No portion of the income and property of the Association is to be paid or transferred to members of any class of the Association.

(3) The Association is not to –

(a) appoint a person who is a member of the Board to any office of the Association to the holder of which there is payable any remuneration by way of salary, fees or;

(b) pay to any such person any remuneration or other benefit in money or money's other than the repayment of out-of-pocket expenses.

(3A) Notwithstanding Clause 6(3) above, during periods when the Association does not have a salaried servant performing the role of an Executive Officer necessary for its administration, the Association may:

- (a) appoint a member of the Board other than the Chairman as an acting Executive Officer, and
  - (b) pay an appropriate remuneration determined by the Board to that member, and
  - (c) direct that the member appointed as the acting Executive Officer not be entitled to vote at meetings of the Board on issues that the acting Executive Officer has provided advice on.
- (4) A servant or member of the Association may be paid –
- (a) remuneration in return for services rendered to the Association or for goods supplied to the Association in the ordinary course of business; or
  - (b) interest at a rate not exceeding 3.5% above the Reserve Bank of Australia's 'Official Interest Rate' average weighted over the period of the loan on money lent to the Association; or
  - (c) a reasonable and proper sum by way of rent for premises let to the Association.

### **Accounts of receipts and expenditure**

7. (1) True accounts are to be kept of –

- (a) all money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
  - (b) the property, credits and liabilities of the Association.
- (2) The accounts are to be open to inspection by the members of the Association subject to any reasonable restrictions as to time and manner of inspecting the Association may impose.
- (3) The treasurer of the Association is to keep all general records, accounting books and records of receipts and expenditure connected with the operations and business of the Association in the form and manner the Board directs.
- (4) The accounts, books and records are to be kept at the Association's office or at any other place the Board decides.

### **Banking and finance**

8. (1) The treasurer of the Association or an Executive Officer acting under delegation, on behalf of the Association, is to –

- (a) receive all money paid to the Association; and



- (b) immediately after the receipt issue official receipts.
- (2) The Board is to cause to be opened with any bank, building society or credit union the Board selects an account in the name of the Association into which all money received is to be paid as soon as possible after receipt.
- (3) The Board may –
- (a) receive from the Association's financial institution the cheques drawn by the Association on any of its accounts with the financial institution; and
  - (b) release and indemnify the financial institution from and against all claims, actions, suits or demands that may be brought against the financial institution arising directly or indirectly out of those cheques.
- (4) Except with the authority of the Board, a payment of any sum exceeding \$50 is not to be made from the funds of the Association otherwise than by cheque drawn on the Association's account.
- (5) The Board may provide the treasurer with a sum to meet urgent expenditure, subject to any conditions in relation to the use and expenditure the Board may impose.
- (6) Cheques are not to be drawn on the Association's account except for the payment of expenditure that has been authorised by the Board.
- (7) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments are to be –
- (a) signed by the treasurer or, in his or her absence, by any other member or members of the Board the Board authorises by nomination for that purpose; and
  - (b) countersigned by the public officer or authorised member.

### **Auditor**

9. (1) At each annual general meeting of the Association, the members present are to appoint a person as the auditor of the Association.
- (2) The auditor is to hold office until the annual general meeting next after that at which he or she is appointed, and is eligible for re-appointment.
- (3) The first auditor may be appointed by the Board before the first annual general meeting, and, holds office until the first annual general meeting, unless earlier removed by a resolution of the members at a general meeting, when that meeting may appoint an auditor to act until the first annual general meeting.

**(4)** If an appointment is not made at an annual general meeting, the Board is to appoint an auditor for the current financial year of the Association.

**(5)** Except as provided in [subrule \(3\)](#), the auditor may only be removed from office by special resolution.

**(6)** If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the Board may appoint a person as the auditor to hold office until the next succeeding annual general meeting.

### **Audit of accounts**

**10. (1)** The auditor is to examine the accounts of the Association at least once in each financial year of the Association.

**(2)** The auditor is to –

**(a)** certify as to the correctness of the accounts of the Association;  
and

**(b)** report to the members present at the annual general meeting.

**(3)** In the report and in certifying to the accounts, the auditor is to state if –

**(a)** he or she has obtained the required information; and

**(b)** in his or her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association –

**(i)** according to the information at his or her disposal and the explanations given; and

**(ii)** as shown by the books of the Association; and

**(c)** the rules relating to the administration of the funds of the Association have been observed.

**(4)** The public officer of the Association is to cause to be delivered to the auditor a list of all the accounts, books and records of the Association.

**(5)** The auditor may –

**(a)** have access to the accounts, books, records, vouchers and documents of the Association; and

**(b)** require from the servants of the Association any information and explanations he or she considers necessary for the performance of the duties as auditor; and

(c) employ persons to assist in investigating the accounts of the Association; and

(d) in relation to the accounts of the Association, examine any member of the Board or any servant of the Association.

### **Annual general meeting**

**11. (1)** The Association is to hold an annual general meeting each year which shall be open to Primary and Active Members.

**(2)** The annual general meeting is to be held on any day (being not later than 3 months after the close of the financial year of the Association) the Board determines.

**(3)** The annual general meeting is to be in addition to any other general meetings that may be held in the same year.

**(4)** The notice convening the annual general meeting is to specify the purpose of the meeting.

**(5)** The ordinary business of the annual general meeting is to be as follows:

**(a)** to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;

**(b)** to receive from the Board, auditor and servants of the Association reports on the transactions of the Association during the last preceding financial year;

**(c)** to elect the officers of the Association and the ordinary Board members;

**(d)** to appoint the auditor and determine his or her remuneration;

**(e)** to determine the remuneration of servants of the Association.

**(6)** The annual general meeting may transact special business of which notice is given in accordance with these rules.

**(7)** The register of Active Members will close for a period of one month prior to the Annual General Meeting and no new Active Members will be admitted to the Association during that period.

**(8)** An Active Member may resign his membership during the period of the closure of the register and such resignation will be in accordance with rule 5(7).

### **Special general meetings**

**12. (1)** The Board may convene a special general meeting of the Association at any time which shall be open to Active and Primary Members.

**(2)** The Board, on the requisition in writing of at least 10 Active Members, may convene a special general meeting of the Association.

**(3)** A requisition for a special general meeting –

- (a)** is to state the objects of the meeting; and
- (b)** is to be signed by the requisitionists; and
- (c)** is to be deposited at the office of the Association; and
- (d)** may consist of several documents, each signed by one or more of the requisitionists.

**(4)** If the Board does not cause a special general meeting to be held within 21 days from the day on which a requisition is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting within 3 months from the day of the deposit of the requisition.

**(5)** A special general meeting convened by requisitionists is to be convened in the same manner as nearly as possible as meetings are convened by the Board.

**(6)** All reasonable expenses incurred by requisitionists in convening a special general meeting are to be refunded by the Association.

**(7)** The register of Active Members will close from the date of requisition for a maximum period of 21 days up to the Special General Meeting and no new Active Members will be admitted to the Association during that period.

**(8)** If the Special General Meeting has not been held within the 21 day period, the register of Active Members will reopen for admission of new Active members in accordance with rule 5(3)

**(9)** An Active Member may resign their membership during the period of the closure of the register and such resignation will be in accordance with rule 5(7).

### **Notices of general meetings**

**13.** The public officer of the Association, at least 14 days before the date fixed for holding a general meeting of the Association, is to cause to be inserted in at least one daily newspaper published in this State an advertisement –

- (a)** specifying the place, day and time for the holding of the meeting; and
- (b)** the nature of the business to be transacted at the meeting.

### **Business and quorum at general meetings**

**14. (1)** All business transacted at a general meeting, except the ordinary business of the annual general meeting, is special business.

**(2)** Business is not to be transacted at a general meeting unless a quorum of Active Members entitled to vote is present at the time the meeting is considering that business.

**(3)** A quorum for the transaction of the business of a general meeting is defined as a number of Active Members equal to one half plus one of the number of filled Board positions being present and entitled to vote.

**(4)** If a quorum is not present one hour after the appointed time for the commencement of a general meeting, the meeting –

**(a)** if convened on the requisition of members, is to be dissolved; or

**(b)** in any other case, is to be adjourned to the same day in the next week at the same time at the same place.

**(5)** If at an adjourned meeting a quorum is not present one hour after the time appointed for the commencement of the meeting, the meeting is to be dissolved.

**(6)** The chairperson, by written notice or at the time of the adjournment, may specify another place to which a meeting is to be adjourned.

### **Chairman to preside at general meetings**

**15. (1)** The chairman, or in his or her absence, the vice chairman, or in the absence of the chairman and the vice chairman, the public officer is to preside as chairperson at every general meeting of the Association.

**(2)** If the chairman, vice chairman and public officer are absent from a general meeting, the Active Members present are to elect one of their number to preside as chairperson.

### **Adjournment of general meetings**

**16. (1)** The chairperson of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

**(2)** If a meeting is adjourned for 14 days or more, the notice of the adjourned meeting is to be given in the same manner as the notice of the original meeting.

**(3)** It is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

### **Determination of questions arising at general meetings**

**17. (1)** A question arising at a general meeting of the Association is to be determined on a show of hands by Active Members.

**(2)** Unless before or on the declaration of the result of the show of hands by Active Members a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

### **Votes**

**18. (1)** On any question arising at a general meeting of the Association, an Active Member has one vote only.

**(2)** All votes are to be given personally.

**(3)** In the case of an equality of voting on a question, the chairperson has a second or casting vote.

**(4)** After the successful passing by an absolute majority of a resolution by one or more Active Members that voting on an issue be opened to Primary Members, Primary Members are entitled to vote on that issue.

### **Taking of poll**

**19.** If at a meeting a poll on any question is demanded –

**(a)** it is to be taken at that meeting in the manner the chairperson directs; and

**(b)** the result of the poll is taken to be the resolution of the meeting on that question.

### **When poll to be taken**

**20. (1)** A poll that is demanded on the election of a chairperson, or on a question of adjournment, is to be taken immediately.

**(2)** A poll that is demanded on any other question is to be taken at any time before the close of the meeting as the chairperson directs.

### **Affairs of Association to be managed by Board**

**21. (1)** The affairs of the Association are to be managed by an Board of management constituted as provided in [rule 23](#).

**(2)** The Board –

**(a)** is to control and manage the business and affairs of the Association; and

**(b)** in so doing will maintain where possible Association member communication links and conduct open meetings, business

considerations and transactions as far as, at its discretion, the Board determines confidentiality allows;

(c) may exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association; and

(d) has power to do anything that appears to the Board to be essential for the proper management of the business and affairs of the Association.

### **Officers of the Association**

**22. (1)** The officers of the Board comprising the Executive Committee are as follows:

(a) Chairman;

(b) Vice Chairman;

(c) Secretary;

(d) Treasurer;

(e) Public Officer;

(2) The provisions of [rule 24\(2\)](#), [\(3\)](#) and [\(4\)](#), so far as they are applicable and with the necessary modifications, apply in relation to the election of persons to any of the offices referred to in [subrule \(1\)](#).

(3) Each officer of the Association is to hold office for a maximum term of two years until the annual general meeting applying after the date of election, and is eligible for re-election.

(4) If a casual vacancy in any office referred to in [subrule \(1\)](#) occurs, the Board may appoint one of its members to the vacant office, to hold the office up to and including the conclusion of the annual general meeting next following the date of the appointment.

### **Constitution of the Board**

**23. (1)** The Board shall be comprised of not less than 9 and not more than 12 Active Members, with half of the Board elected at successive annual general meetings on a rotational basis.



**(2)** An ordinary Board member subject to Rule 23 (1) is to hold office for a term of two years until the annual general meeting next applying after the date of election, and is eligible for re-election.

**(3)** If a casual vacancy occurs in the office of ordinary Board member, the Board may appoint an Active Member of the Association to fill the vacancy until the conclusion of the annual general meeting next following the date of the appointment.

**(4)** The term of an Active member elected to the Board after a casual vacancy shall be set at either one or two years such that half of the resulting Board will be eligible for re-election at the following annual general meeting.

### **Election of Members of Board**

**24. (1)** Nominations of candidates for election as officers of the Association or as ordinary Board members are to be open to Active Members of the Association, and –

**(a)** made in writing signed by 2 Active Members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination); and

**(b)** delivered to the public officer of the Association at least 10 days before the date fixed for the holding of the annual general meeting.

**(2)** One position on the Board is to be reserved for a Councillor of the Dorset Council nominated by the Council provided that –

**(a)** Council makes a nomination at least 28 days prior to an annual general meeting

**(b)** Council's nominated candidate becomes an Active Member of the Association within 28 days on nomination, and

**(c)** Council's nomination is ratified by a majority of Active Members at the annual general meeting.

**(3)** If no nomination is received from the Dorset Council subject to Rule 24(2)(a), the position reserved for a Council nominee may be filled on a casual basis by any eligible candidate nominated at and elected at the annual general meeting.

**(4)** If insufficient nominations are received to fill all vacancies on the Board –

**(a)** the candidates nominated are taken to be elected; and

**(b)** further nominations are to be received at the annual general meeting.

**(5)** If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

**(6)** If the number of nominations exceeds the number of vacancies to be filled, a ballot is to be held.

**(7)** The ballot for the election of officers and ordinary Board members is to be conducted at the annual general meeting in the usual manner as directed by the Board.

### **Vacation of office**

**25.** For the purpose of these rules, the office of an officer of the Association or of an ordinary Board member becomes vacant if the officer or Board member –

**(a)** dies; or

**(b)** becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his or her creditors, or makes any assignment of his or her estate for their benefit; or

**(c)** becomes of unsound mind; or

**(d)** resigns office in writing addressed to the Board; or

**(e)** ceases to be resident in the State; or

**(f)** fails, without leave granted by the Board, to attend 3 consecutive meetings of the Board; or

**(g)** ceases to be an Active member of the Association; or

**(h)** fails to pay all arrears of subscription due, within 14 days after receiving a notice in writing signed by the public officer stating that he or she has ceased to be a financial member of the Association.

### **Meetings of the Board and of subcommittees**

**26. (1)** The Board is to meet at least once in every second month at any place and time the Board determines.

**(2)** Special meetings of the Board may be convened by the chairman or any 4 of its members.

**(3)** Notice is to be given to members of the Board of any special meeting, specifying the general nature of the business to be transacted, and no other business is to be transacted at such a meeting.

**(4)** Any 5 members of the Board constitute a quorum for the transaction of the business of a meeting of the Board.

- (5) Business is not to be transacted unless a quorum is present.
- (6) If half an hour after the time appointed for the meeting a quorum is not present, the meeting is to be adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it is to be dissolved.
- (7) At a meeting of the Board, the following is to preside:
- (a) the chairman, or in his or her absences vice chairman then public officer or;
  - (b) in the absence of the chairman, deputy vice-chairman and public officer, any one of the remaining members of the Board may be chosen by the members present.
- (8) Any question arising at a meeting of the Board or of any subcommittee appointed by the Board is to be determined –
- (a) on a show of hands; or
  - (b) if demanded by a member, by a poll taken in any manner the person presiding at the meeting determines.
- (9) Each member present at a meeting of the Board or of any subcommittee appointed by the Board (including the person presiding at the meeting) is entitled to one vote.
- (10) If there is an equality of votes on any question, the person presiding has a second or casting vote.
- (11) Written notice of each Board meeting is to be served on each member of the Board by –
- (a) delivering it at a reasonable time before the meeting; or
  - (b) sending it by post in a prepaid envelope addressed to his or her usual or last-known address in time to reach him or her in due course of post before the date of the meeting.

### **Disclosure of interest in contracts**

27. (1) A member of the Board who is interested in any contract or arrangement made or proposed to be made with the Association is to disclose the interest –
- (a) at the first meeting of the Board at which the contract or arrangement is first taken into consideration, if the interest then exists; or

(b) in any other case, at the first meeting of the Board after the acquisition of the interest.

(2) If a member of the Board becomes interested in a contract or arrangement after it is made or entered into, he or she is to disclose the interest at the first meeting of the Board after he or she becomes so interested.

(3) A member of the Board is not to vote as a member of the Board in respect of any contract or arrangement in which he or she is interested and any such vote is not to be counted.

### **Subcommittees**

**28. (1)** The Board may –

(a) appoint a subcommittee from the Board; and

(b) prescribe the powers and functions of that subcommittee.

(2) The Board may co-opt any person as a member of a subcommittee without voting rights, whether or not the person is a member of the Association.

(3) A quorum at a meeting of the subcommittee is 3 appointed members.

(4) The public officer of the Association is to convene meetings of a subcommittee.

(5) Written notice of each subcommittee meeting is to be served on each member of the subcommittee by –

(a) Email at a reasonable time before the meeting; or

(b) delivering personally or by courier; or

(c) by sending it by post in a prepaid envelope addressed to his or her usual or last-known address in time to reach him or her in due course of post before the date of the meeting.

### **Role of Executive committee**

**29. (1)** The chairman, vice chairman, the treasurer, secretary and the public officer of the Board constitute the Executive committee.

(2) The Executive committee may issue instructions to the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the period between meetings of the Board.

(3) The Executive committee is to report on any instructions issued under [subrule \(2\)](#) to the next meeting of the Board.

### **Annual subscription**

**30. (1)** There is no annual subscription payable by Active Members subject to:

**(2)** An annual subscription may be imposed and subsequently altered by the members by special resolution.

**(3)** The annual subscription of a member is due and payable on or before the first day of the financial year of the Association.

### **Financial year**

**31.** The financial year of the Association is the period beginning on 1<sup>st</sup> August in one year and ending on the 31<sup>st</sup> July the next following year.

### **Notices**

**32.** A notice may be served by or on behalf of the Association on any Active Member –

**(a)** personally; or

**(b)** by sending it through the post in a prepaid envelope addressed to the Active Member at his or her usual or last-known address.

### **Expulsion of members**

**33. (1)** The Board may expel an Active Member from the Association if, in the opinion of the Board, the Active Member is guilty of conduct detrimental to the interests of the Association.

**(2)** The expulsion of an Active Member under [subrule \(1\)](#) does not take effect until whichever of the following is the later date:

**(a)** the expiration of 14 days after the service on the Active Member of a notice under [subrule \(3\)](#);

**(b)** if the member exercises his right of appeal under this rule, the conclusion of the special general meeting convened to hear the appeal.

**(3)** If the Board expels an Active Member from the Association, the public officer of the Association, without undue delay, is to cause to be served on the Active Member a notice in writing –

**(a)** stating that the Board has expelled the Active Member; and

**(b)** specifying the grounds for the expulsion; and

**(c)** informing the Active Member of a right to appeal against the expulsion under [rule 34](#).

### **Appeal against expulsion**

**34. (1)** An Active Member may appeal against an expulsion under [rule 33](#) by delivering or sending by post to the public officer of the Association, within 14 days after the service of a notice under [rule 33\(3\)](#), a requisition in writing demanding the convening of a special general meeting for the purpose of hearing the appeal.

**(2)** On receipt of a requisition –

**(a)** the public officer is to immediately notify the Board of its receipt; and

**(b)** the Board is to cause a special general meeting of Active Members to be held within 21 days after the date on which the requisition is received.

**(3)** At a special general meeting convened for the purpose of this rule –

**(a)** no business other than the question of the expulsion is to be transacted; and

**(b)** the Board may place before the meeting details of the grounds of the expulsion and the Board's reasons for the expulsion; and

**(c)** the expelled member is to be given an opportunity to be heard; and

**(d)** the Active Members present are to vote by secret ballot on the question whether the expulsion should be lifted or confirmed.

**(4)** If at the special general meeting a majority of the Active Members present vote in favour of the lifting of the expulsion –

**(a)** the expulsion is to be taken to have been lifted; and

**(b)** the expelled member is entitled to continue as an Active Member of the Association.

**(5)** If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion –

**(a)** the expulsion takes effect; and

**(b)** the expelled member ceases to be an Active Member of the Association.

## **Disputes**

**35. (1)** A dispute between an Active Member of the Association in the capacity as an Active Member and the Association is to be determined by arbitration in accordance with the provisions of the [Commercial Arbitration Act 1986](#).

(2) This rule does not affect the operation of [rule 34](#).

**Seal of Association**

**36. (1)** The seal of the Association is to be in the form of a stamp inscribed with the name of the Association encircling the word "Seal".

(2) The seal of the Association is not to be affixed to any instrument except by the authority of the Board.

(3) The affixing of the seal is to be attested by the signatures of –

(a) 2 Active Members of the Board; or

(b) one member of the Board and the public officer of the Association or any other person the Board may appoint for that purpose.

(4) Attestation under [subrule \(3\)](#) is sufficient for all purposes that the seal was affixed by authority of the Board.

(5) The seal is to remain in the custody of the public officer.

Endorsed as a true record: _____ Chairperson
Dated: _____