

ALEXANDER PARK CRAFT HOUSE INCORPORATED

RULES OF ASSOCIATION

PART 1 — PRELIMINARY

1. Name of Association

The name of the Association is Alexander Park Craft House Inc. Hereafter (APCH Inc.)

2. Terms used

In these rules, unless the contrary intention appears —

Act means the *Associations Incorporation Act 2015*;

Association means the incorporated association to which these rules apply;

books, of the Association, includes the following —

a register;

financial records, financial statements or financial reports, however compiled, recorded or stored;

a document;

any other record of information;

by laws means by-laws made by the Association under rule 67;

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act;

committee means the management committee of the Association;

committee meeting means a meeting of the committee;

committee member means a member of the committee;

financial records includes —

invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and

documents of prime entry; and

working papers and other documents needed to explain —

the methods by which financial statements are prepared; and

adjustments to be made in preparing financial statements;

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

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

financial year, of the Association, has the meaning given in rule 4;

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

member means a group (including a body corporate) who is a member of the Association;

ordinary committee member means a committee member who is not an office holder of the Association under rule 28.2;

President means the Committee member holding office as the President of the Association;

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

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

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

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

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

subcommittee means a subcommittee appointed by the committee under rule 51.1.1;

tier 1 association means an incorporated association to which section 64(1) of the Act applies;

tier 2 association means an incorporated association to which section 64(2) of the Act applies;

tier 3 association means an incorporated association to which section 64(3) of the Act applies;

treasurer means the committee member holding office as the treasurer of the Association.

3. Objects of the Association

The objects of the Association are:

- 3.1. To provide a facility at Alexander Park Craft House where craft persons may meet, extend their knowledge and practise their skills.
- 3.2. To administer that facility and liaise with the City of Stirling as lessor.
- 3.3. To make an impact in the community through exhibitions, demonstrations and teaching.

4. Financial year

- 4.1. The financial year of APCH Inc. runs from 1 January to 31 December.

- 4.2. Each subsequent financial year of the Association is the period of 12 months commencing at the termination of the previous financial year or the anniversary of that termination.

PART 2 — ASSOCIATION TO BE NOT FOR PROFIT BODY

5. Not-for-profit body

- 5.1. The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- 5.2. A payment may be made to a member out of the funds of the Association only if it is authorised under this rule.
- 5.2.1. A payment to a member out of the funds of the Association is authorised if it is —
- 5.2.2. the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business;
- 5.2.3. the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia;
- 5.2.4. the payment of reasonable rent to the member for premises leased by the member to the Association;
- 5.2.5. the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

PART 3 — MEMBERS

Division 1 — Membership

6. Eligibility for membership

- 6.1. Membership of the Association is open to any group interested in practising craft at Alexander Park Craft House.
- 6.2. Each group admitted to membership shall be:
- 6.2.1. Bound by the Rules of Association and By-Laws of APCH Inc.
- 6.2.2. Liable for such fees and subscriptions as may be fixed by APCH Inc. from time to time.
- 6.2.3. Entitled to all advantages and privileges of membership relevant to their membership category.

6.3. Membership Categories

The Association has four (4) categories of membership based on the number of members in a group:

Groups with a membership of:

101 + members – Category A Member

51 - 100 members - Category B Member

26 - 50 members – Category C Member

5 – 25 members – Category D Member

6.4. Calculation of membership numbers for the purposes of rule 6.3 shall include only life and individual financial members. Group members, complimentary members and honorary members are not to be included.

7. Applying for membership

7.1. A group who wishes to become a member must apply for membership to the Committee in writing:

7.2. signed by an appropriate person on behalf of that group; and

7.3. in such form as the Committee from time to time direct.

8. Dealing with membership applications

8.1. The committee must consider each application for membership of the Association and decide whether to accept or reject the application.

8.2. Subject to rule 8.3, the committee must consider applications in the order in which they are received by the Association.

8.3. The committee may delay its consideration of an application if the committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.

8.4. The committee must not accept an application unless the applicant —

8.4.1. is eligible under rule 6; and

8.4.2. has applied under rule 7.

8.5. The committee may reject an application even if the applicant —

8.5.1. is eligible under rule 6; and

8.5.2. has applied under rule 7.

8.6. The committee must notify the applicant of the committee's decision to accept or reject the application as soon as practicable after making the decision.

8.7. If the committee rejects the application, the committee is not required to give the applicant its reasons for doing so.

9. Becoming a member

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

- 9.1. the committee accepts the application; and
- 9.2. the applicant pays any membership fees payable to the Association under rule 13.
- 9.3. In compliance with section 36(1)(b) of the Act each new member must be provided with a copy of these rules.

10. When membership ceases

- 10.1. A group ceases to be a member when any of the following takes place —
 - 10.1.1. for a member who is a body corporate, the body corporate is wound up;
 - 10.1.2. the group resigns from the Association under rule 11;
 - 10.1.3. the group is expelled from the Association under rule 16;
 - 10.1.4. the group ceases to be a member under rule 13.4
- 10.2. The secretary must keep a record, for at least one year after a group ceases to be a member, of —
 - 10.2.1. the date on which the group ceased to be a member; and
 - 10.2.2. the reason why the group ceased to be a member.

11. Resignation

- 11.1. A member may resign from membership of the Association by giving written notice of the resignation to the secretary.
- 11.2. The resignation takes effect —
 - 11.2.1. when the secretary receives the notice; or
 - 11.2.2. if a later time is stated in the notice, at that later time.
- 11.3. A group that has resigned from membership of the Association remains liable for any fees that are owed to the Association (the *owed amount*) at the time of resignation.
- 11.4. The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

12. Rights not transferable

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

Division 2 — Membership fees

13. Membership fees

- 13.1. The committee must determine the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Association.
- 13.2. The fees determined under rule 13.1 may be different for different classes of membership.
- 13.3. A member must pay the annual membership fee to the treasurer, or another person authorised by the committee to accept payments, by the date (the *due date*) determined by the committee.
- 13.4. If a member has not paid the annual membership fee within the period of 3 months after the due date, the member ceases to be a member on the expiry of that period.
- 13.5. If a group who has ceased to be a member under rule 13.4 offers to pay the annual membership fee after the period referred to in that rule has expired —
- 13.5.1. the committee may, at its discretion, accept that payment; and
- 13.5.2. if the payment is accepted, the group's membership is reinstated from the date the payment is accepted.

Division 3 — Register of members

14. Register of members

- 14.1. The secretary, or another person authorised by the committee, is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Association.
- 14.2. Under section 53(2) of the Act the register must include each member's name and a residential postal or email address.
- 14.3. In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.
- 14.4. The register of members must be kept at the secretary's place of residence, or at another place determined by the committee.
- 14.5. A member who wishes to inspect the register of members must contact the secretary to make the necessary arrangements.
- 14.6. If —
- 14.6.1. a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or

14.6.2. a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,

the committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association.

14.7. In accordance with section 56 of the Act the management committee may determine a reasonable charge for providing a copy of the register.

PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

Division 1 — Term used

15. Term used: member

In this Part *member*, in relation to a member who is expelled from the Association, includes former member.

Division 2 — Disciplinary action

16. Suspension or expulsion

16.1. The committee may decide to suspend a member's membership or to expel a member from the Association if —

16.1.1. the member contravenes any of these rules; or

16.1.2. the member acts detrimentally to the interests of the Association.

16.2. The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.

16.3. The notice given to the member must state —

16.3.1. when and where the committee meeting is to be held; and

16.3.2. the grounds on which the proposed suspension or expulsion is based; and

16.3.3. that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion;

16.4. At the committee meeting, the committee must —

16.4.1. give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and

16.4.2. give due consideration to any submissions so made; and

16.4.3. decide —

16.4.3.1. whether or not to suspend the member’s membership and, if the decision is to suspend the membership, the period of suspension; or

16.4.3.2. whether or not to expel the member from the Association.

16.5. A decision of the committee to suspend the member’s membership or to expel the member from the Association takes immediate effect.

16.6. The committee must give the member written notice of the committee’s decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.

16.7. A member whose membership is suspended or who is expelled from the Association may, within 14 days after receiving notice of the Committee’s decision under rule 16.6, give written notice to the secretary requesting the appointment of a mediator under rule 24.

16.8. If notice is given under rule 16.7, the member who gives the notice and the committee are the parties to the mediation.

17. Consequences of suspension

17.1. During the period a member’s membership is suspended, the member —

17.1.1. loses any rights (including voting rights) arising as a result of membership; and

17.1.2. is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.

17.2. When a member’s membership is suspended, the secretary must record in the register of members —

17.2.1. that the member’s membership is suspended; and

17.2.2. the date on which the suspension takes effect; and

17.2.3. the period of the suspension.

17.3. When the period of the suspension ends, the secretary must record in the register of members that the member’s membership is no longer suspended.

Division 3 — Resolving disputes

18. Terms used

In this Division —

grievance procedure means the procedures set out in this Division;

party to a dispute includes a person or group —

who is a party to the dispute; and

who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

19. Application of Division

The procedure set out in this Division (the grievance procedure) applies to disputes —

between members; or

between one or more members and the Association.

20. Parties to attempt to resolve dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

21. How grievance procedure is started

21.1. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 20, any party to the dispute may start the grievance procedure by giving written notice to the secretary of —

21.1.1. the parties to the dispute; and

21.1.2. the matters that are the subject of the dispute.

21.2. Within 28 days after the secretary is given the notice, a committee meeting must be convened to consider and determine the dispute.

21.3. The secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.

21.4. The notice given to each party to the dispute must state —

21.4.1. when and where the committee meeting is to be held; and

21.4.2. that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.

21.5. If —

21.5.1. the dispute is between one or more members and the Association; and

21.5.2. any party to the dispute gives written notice to the secretary stating that the party —

21.5.2.1. does not agree to the dispute being determined by the committee; and

21.5.2.2. requests the appointment of a mediator under rule 24,
the committee must not determine the dispute.

22. Determination of dispute by committee

- 22.1. At the committee meeting at which a dispute is to be considered and determined, the committee must —
- 22.1.1. give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute; and
 - 22.1.2. give due consideration to any submissions so made; and
 - 22.1.3. determine the dispute.
- 22.2. The committee must give each party to the dispute written notice of the committee's determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.
- 22.3. A party to the dispute may, within 14 days after receiving notice of the committee's determination under rule 21.1.3, give written notice to the secretary requesting the appointment of a mediator under rule 24.
- 22.4. If notice is given under rule 22.3, each party to the dispute is a party to the mediation.

Division 4 — Mediation

23. Application of Division

- 23.1. This Division applies if written notice has been given to the secretary requesting the appointment of a mediator —
- 23.1.1. by a member under rule 16.7; or
 - 23.1.2. by a party to a dispute under rule 21.5.2.2 or 22.3.
- 23.2. If this Division applies, a mediator must be chosen or appointed under rule 24.

24. Appointment of mediator

- 24.1. The mediator must be a person chosen —
- 24.1.1. if the appointment of a mediator was requested by a member under rule 16.7 — by agreement between the Member and the committee; or
 - 24.1.2. if the appointment of a mediator was requested by a party to a dispute under rule 21.5.2.2 or 22.3 — by agreement between the parties to the dispute.

- 24.2. If there is no agreement for the purposes of rule 24.1.1 or 24.1.2, then, subject to rules 24.3 and 24.4, the committee must appoint the mediator.
- 24.3. The person appointed as mediator by the committee must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
- 24.3.1. a member under rule 16.7; or
 - 24.3.2. a party to a dispute under rule 21.5.2; or
 - 24.3.3. a party to a dispute under rule 22.3 and the dispute is between one or more members and the Association.
- 24.4. The person appointed as mediator by the committee may be a member or former member of the Association but must not —
- 24.4.1. have a personal interest in the matter that is the subject of the mediation; or
 - 24.4.2. be biased in favour of or against any party to the mediation.

25. Mediation process

- 25.1. The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- 25.2. Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- 25.3. In conducting the mediation, the mediator must —
- 25.3.1. give each party to the mediation every opportunity to be heard; and
 - 25.3.2. allow each party to the mediation to give due consideration to any written statement given by another party; and
 - 25.3.3. ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- 25.4. The mediator cannot determine the matter that is the subject of the mediation.
- 25.5. The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- 25.6. The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

26. If mediation results in decision to suspend or expel being revoked

If —

26.1. mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice under rule 16.7; and

26.2. as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at a committee meeting or general meeting during the period of suspension or expulsion.

PART 5 — COMMITTEE

Division 1 — Powers of Committee

27. Committee

27.1. The committee members are the persons who, as the management committee of the Association, have the power to manage the affairs of the Association.

27.2. Subject to the Act, these rules, the by-laws (if any) and any resolution passed at a general meeting, the committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.

27.3. The committee has the power to decide fees and subscriptions and other amounts payable by members from time to time, and enforce payment thereof.

27.4. The committee must take all reasonable steps to ensure that the Association complies with the Act, these rules and the by-laws (if any).

Division 2 — Composition of Committee and duties of members

28. Committee members

28.1. The committee members consist of —

28.1.1. the office holders of the Association; and

28.1.2. one representative of each member group

28.1.3. Category D members (see rule 6.3) may elect not to have a representative on the Committee of Management. This election must be made annually (see rule 34.1).

28.2. The following are the office holders of the Association

28.2.1. the president;

28.2.2. the secretary;

28.2.3. the treasurer

28.2.4. the booking officer

- 28.3. All office bearers must be members of a Member Group of APCH. All office bearers except the President may or may not also be a Group Representative. The President cannot be a Group Representative.
- 28.4. The same individual cannot represent more than one Member Group on the committee at the same time unless they are acting as a proxy.
- 28.5. A person may be a committee member if the person is an individual who –
- 28.5.1. has reached 18 years of age; and
 - 28.5.2. is a member of a Member Group.
- 28.6. In accordance with section 39 of the Act a person may not be a committee member if they are –
- 28.6.1. a bankrupt or person whose affairs are under insolvency laws, or
 - 28.6.2. a person who has been convicted, within the last 5 years, of-
 - 28.6.2.1. an indictable offence in relation to the promotion, formation or management of a body corporate, or
 - 28.6.2.2. an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - 28.6.2.3. an offence under Part 4 Division 3 or section 127 of the Act
- 28.7. A person must not hold 2 or more of the offices mentioned in rule 28.2 at the same time.

29. Duties of Committee Members and Officers

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

- 29.1. Under section 44 of the Act an officer of an association must exercise his or her powers and discharge his or her duties with a degree of care and diligence that a reasonable person would exercise if that person-
- 29.1.1. were an officer of the association in the association’s circumstances; and
 - 29.1.2. occupied the office held by, and had the same responsibilities within the association as, the officer.
- 29.2. Under section 45 of the Act an officer of an association must exercise his or her powers and discharge his or her duties-
- 29.2.1. in good faith in the best interests of the Association; and
 - 29.2.2. for a proper purpose.

29.3. Under section 46 an officer of an association must not improperly use his or her position to-

29.3.1. gain an advantage for the officer or another person; or

29.3.2. cause detriment to the Association.

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

29.5. gain an advantage for the person or another person; or

29.6. cause detriment to the Association.

30. President

30.1. It is the duty of the president to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.

30.2. The President has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules.

31. Secretary

The Secretary has the following duties —

31.1. dealing with the Association's correspondence;

31.2. consulting with the President regarding the business to be conducted at each committee meeting and general meeting;

31.3. preparing the notices required for meetings and for the business to be conducted at meetings;

31.4. unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;

31.5. maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;

31.6. unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;

31.7. ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;

31.8. maintaining full and accurate minutes of committee meetings and general meetings;

31.9. carrying out any other duty given to the secretary under these rules or by the committee.

32. Treasurer

The treasurer has the following duties —

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

Division 3 — Election of committee members and tenure of office

33. How members become Committee members

A member becomes a committee member if the member —

- 33.1. Is appointed as their representative by a member group
- 33.2. is elected to the committee as an office bearer at a general meeting; or
- 33.3. is appointed to the committee by the committee to fill a casual vacancy under rule 40.

34. Nomination of committee members

- 34.1. At least two weeks prior to the Annual General Meeting each Member Group must advise the Secretary or other Committee Member appointed by the Committee in writing of their group's nominated committee member. Any Category D members not wishing to nominate a committee member (see rule 28.1.3) must advise the Secretary of that decision. Nominees must have agreed to be nominated by their group. All properly nominated Group Representatives will be confirmed as committee members at the Annual General Meeting.
- 34.2. Any member of a member group may nominate for one specified position of office bearer.
- 34.3. A group member whose nomination does not comply with this rule is not eligible for election to the committee unless the member is nominated under rule 34.2.

35. Election of office bearers

- 35.1. At the annual general meeting, a separate election must be held for each position of office bearer of the Association.
- 35.2. If there is no nomination for a position, the chairperson of the meeting may call for nominations from the group members at the meeting.
- 35.3. If only one member has nominated for a position, the chairperson of the meeting must declare the Member elected to the position.
- 35.4. If more than one member has nominated for a position, the group members at the meeting must vote in accordance with procedures that have been determined by the committee to decide who is to be elected to the position.
- 35.5. A member who has nominated for the position may vote for himself or herself.
- 35.6. On the member's election, the new president of the Association may take over as the president of the meeting.

36. Confirmation of committee members

Committee members nominated as member group representatives must be confirmed as members of the Committee at an annual general meeting or appointed under rule 40.

37. Term of office

- 37.1. Term of office of office bearers
- 37.1.1. The maximum term of any office bearer will be three (3) consecutive terms of one (1) year unless the members of the Association agree otherwise by special resolution.
- 37.1.2. At the request of the committee, office bearers who have completed three [3] consecutive terms may serve one further year on the committee as a committee member only to assist continuity.

37.1.3. Office bearers who retire under rule 37.1.1 will be eligible for re-election after twelve (12) months from the date of their retirement except as specified in the by-laws or as agreed by special resolution of the members of the Association.

37.2. Term of office of committee members

37.2.1. The term of office of a committee member begins when the member —

37.2.1.1. is confirmed at an annual general meeting or under rule 36; or

37.2.1.2. is appointed to fill a casual vacancy under rule 40.

37.2.2. Subject to rule 38, a committee member holds office until the positions on the committee are declared vacant at the next annual general meeting.

37.2.3. A committee member may be re-appointed by their group as group representative and committee member.

38. Resignation and removal from office

38.1. A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the president.

38.2. The resignation takes effect

38.2.1. when the notice is received by the secretary or president; or

38.2.2. if a later time is stated in the notice, at the later time.

39. When membership of committee ceases

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

39.1.1. dies or otherwise ceases to be a member of a member group; or

39.1.2. resigns from the committee or is removed from office under rule 38; or

39.1.3. becomes ineligible to accept an appointment or act as a committee member under section 39 of the Act;

39.1.4. becomes permanently unable to act as a committee member because of a mental or physical disability; or

39.1.5. fails to attend 3 consecutive Committee meetings, of which the person has been given notice, without having notified the Committee that the person will be unable to attend.

39.2. A committee member must, as soon as practicable after their membership ceases, deliver to a member of the committee all of the relevant documents and records they hold pertaining to the management of the association's affairs.

40. Filling casual vacancies

- 40.1. The committee will request the relevant Member Group to nominate a representative to fill a vacancy that has become vacant under rule 39.
- 40.2. If the position of secretary becomes vacant, the committee must appoint a member who is eligible under rule 28.5 to fill the position within 14 days after the vacancy arises.
- 40.3. Subject to the requirement for a quorum under rule 48, the committee may continue to act despite any vacancy in its membership.
- 40.4. If there are fewer committee members than required for a quorum under rule 48, the committee may act only for the purpose of —
 - 40.4.1. appointing committee members under this rule; or
 - 40.4.2. convening a general meeting.

41. Validity of acts

The acts of a committee or subcommittee, or of a committee member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a committee member or member of a subcommittee.

42. Payments to committee members

- 42.1. In this rule —
 - committee member* includes a member of a subcommittee;
 - committee meeting* includes a meeting of a subcommittee.
- 42.2. A committee member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred —
 - 42.2.1. in attending a committee meeting or
 - 42.2.2. in attending a general meeting; or
 - 42.2.3. otherwise in connection with the Association's business.

Division 4 — Committee meetings

43. Committee meetings

- 43.1. The committee must meet at least 3 times in each year on the dates and at the times and places determined by the committee.
- 43.2. The date, time and place of the first committee meeting must be determined by the committee members as soon as practicable after the annual general meeting at which the committee members are elected.

- 43.3. Special committee meetings may be convened by the President or any 2 committee members.

44. Notice of committee meetings

- 44.1. Notice of each committee meeting must be given to each committee member at least 48 hours before the time of the meeting.
- 44.2. The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- 44.3. Unless rule 44.4 applies, the only business that may be conducted at the meeting is the business described in the notice.
- 44.4. Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

45. Procedure and order of business

- 45.1. The president must preside as chairperson of each committee meeting.
- 45.2. If the president is absent or unwilling to act as chairperson of a meeting; the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- 45.3. The procedure to be followed at a committee meeting must be determined from time to time by the committee.
- 45.4. The order of business at a committee meeting may be determined by the committee members at the meeting.
- 45.5. A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.
- 45.6. A person invited under rule 45.5 to attend a committee meeting —
- 45.6.1. has no right to any agenda, minutes or other document circulated at the meeting; and
 - 45.6.2. must not comment about any matter discussed at the meeting unless invited by the committee to do so; and
 - 45.6.3. cannot vote on any matter that is to be decided at the meeting.

46. Material Personal Interests of Committee Members

- 46.1. Under section 42 of the Act a member of the committee who has a material personal interest in a matter being considered at a committee meeting must:

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

47. Use of technology to be present at committee meetings

- 47.1. The presence of a committee member at a committee meeting need not be by attendance in person but may be by that committee member and each other committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- 47.2. A member who participates in a committee meeting as allowed under rule 47.1 is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

48. Quorum for committee meetings

- 48.1. At a Committee meeting a simple majority of current Committee members constitutes a quorum.
- 48.2. Subject to rule 40.4, no business is to be conducted at a committee meeting unless a quorum is present.
- 48.3. If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting —
 - 48.3.1. in the case of a special meeting — the meeting lapses; or

48.3.2. otherwise, the meeting is adjourned to the same time, day and place in the following week.

48.4. If —

48.4.1. a quorum is not present within 30 minutes after the commencement time of a committee meeting held under rule 47.3.2; and

48.4.2. at least 2 committee members are present at the meeting,
those members present are taken to constitute a quorum.

49. Voting at committee meetings

49.1. Each Member Group has one deliberative vote.

49.2. In the event of an appointed Group Representative being unable to attend a Committee meeting the Group may appoint a proxy to attend and vote on the Group's behalf.

49.3. A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion.

49.4. If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

49.5. A vote may take place by the committee members present indicating their agreement or disagreement or by a show of hands, unless the committee decides that a secret ballot is needed to determine a particular question.

49.6. If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

50. Minutes of committee meetings

50.1. The committee must ensure that minutes are taken and kept of each committee meeting.

50.2. The minutes must record the following —

50.2.1. the names of the committee members present at the meeting;

50.2.2. the name of any person attending the meeting under rule 45.5;

50.2.3. the business considered at the meeting;

50.2.4. any motion on which a vote is taken at the meeting and the result of the vote.

50.3. The minutes of a committee meeting must be entered in the Association's minute book within 30 days after the meeting is held.

50.4. The President must ensure that the minutes of a committee meeting are reviewed and signed as correct by —

50.4.1. the chairperson of the meeting; or

50.4.2. the chairperson of the next committee meeting.

50.5. When the minutes of a committee meeting have been signed as correct they are, until the contrary is proved, evidence that —

50.5.1. the meeting to which the minutes relate was duly convened and held; and

50.5.2. the matters recorded as having taken place at the meeting took place as recorded; and

50.5.3. any appointment purportedly made at the meeting was validly made.

Division 5 — Subcommittees and subsidiary offices

51. Subcommittees and subsidiary offices

51.1. To help the committee in the conduct of the Association's business, the committee may, in writing, do either or both of the following —

51.1.1. appoint one or more subcommittees;

51.1.2. create one or more subsidiary offices and appoint people to those offices.

51.2. A subcommittee may consist of the number of people, whether or not members, that the committee considers appropriate.

51.3. A person may be appointed to a subsidiary office whether or not the person is a member.

51.4. Subject to any directions given by the committee —

51.4.1. a subcommittee may meet and conduct business as it considers appropriate; and

51.4.2. the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

52. Delegation to subcommittees and holders of subsidiary offices

52.1. In this rule —

non-delegable duty means a duty imposed on the committee by the Act or another written law.

52.2. The committee may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the committee other than —

- 52.2.1. the power to delegate; and
- 52.2.2. a non-delegable duty.
- 52.3. A power or duty, the exercise or performance of which has been delegated to a subcommittee or the holder of a subsidiary office under this rule, may be exercised or performed by the subcommittee or holder in accordance with the terms of the delegation.
- 52.4. The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the committee specifies in the document by which the delegation is made.
- 52.5. The delegation does not prevent the committee from exercising or performing at any time the power or duty delegated.
- 52.6. Any act or thing done by a subcommittee or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the committee.
- 52.7. The committee may, in writing, amend or revoke the delegation.

PART 6 — GENERAL MEETINGS OF ASSOCIATION

53. Annual general meeting

- 53.1. The committee must determine the date, time and place of the annual general meeting.
- 53.2. If it is proposed to hold the annual general meeting more than 6 months after the end of the Association's financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- 53.3. The ordinary business of the annual general meeting is as follows —
 - 53.3.1. to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed;
 - 53.3.2. to receive and consider —
 - 53.3.2.1. the committee's annual report on the Association's activities during the preceding financial year; and
 - 53.3.2.2. if the Association is a tier 1 association, the financial statements of the Association for the preceding financial year presented under Part 5 of the Act; and
 - 53.3.2.3. if the Association is a tier 2 association or a tier 3 association, the financial report of the Association for the preceding financial year presented under Part 5 of the Act;

- 53.3.2.4. if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
- 53.3.3. to elect the office holders of the Association and confirm group representatives appointed to the committee;
- 53.3.4. if applicable, to appoint or remove a reviewer or auditor of the Association in accordance with the Act;
- 53.3.5. Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

54. Special general meetings

- 54.1. The committee may convene a special general meeting.
- 54.2. The committee must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- 54.3. The members requiring a special general meeting to be convened must —
 - 54.3.1. make the requirement by written notice given to the secretary; and
 - 54.3.2. state in the notice the business to be considered at the meeting; and
 - 54.3.3. each sign the notice.
- 54.4. The special general meeting must be convened within 28 days after notice is given under rule 54.3.1.
- 54.5. If the committee does not convene a special general meeting within that 28 day period, the members making the requirement (or any of them) may convene the special general meeting.
- 54.6. A special general meeting convened by members under rule 54.5 —
 - 54.6.1. must be held within 3 months after the date the original requirement was made; and
 - 54.6.2. may only consider the business stated in the notice by which the requirement was made.
- 54.7. The Association must reimburse any reasonable expenses incurred by the members convening a special general meeting under rule 54.5.

55. Notice of general meetings

- 55.1. The secretary or, in the case of a special general meeting convened under rule 54.5, the members convening the meeting, must give to each member —

55.1.1. at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or

55.1.2. at least 14 days' notice of a general meeting in any other case.

55.2. The notice must —

55.2.1. specify the date, time and place of the meeting; and

55.2.2. indicate the general nature of each item of business to be considered at the meeting; and

55.2.3. if a special resolution is proposed —

55.2.3.1. set out the wording of the proposed resolution as required by section 51(4) of the Act; and

55.2.3.2. state that the resolution is intended to be proposed as a special resolution; and

55.2.3.3. comply with rule 56.7.

55.2.4. In accordance with Section 51(1) of the Act a resolution is a special resolution if it is passed —

55.2.4.1. at a general meeting of an incorporated association; and

55.2.4.2. by the votes of not less than three-fourths of the members of the association who cast a vote at the meeting.

56. Proxies

56.1. Subject to rule 56.2, a Member Group may appoint an individual as their proxy to vote and speak on their behalf at a general meeting.

56.2. An individual may be appointed the proxy for not more than 1 Member Group.

56.3. The appointment of a proxy must be in writing and signed by the Member Group making the appointment.

56.4. The Member Group appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.

56.5. If no instructions are given to the proxy, the proxy may vote on behalf of the member in any matter as the proxy sees fit.

56.6. If the committee has approved a form for the appointment of a proxy, the Member Group may use that form or any other form —

56.6.1. that clearly identifies the person appointed as the member's proxy; and

56.6.2. that has been signed by the member.

- 56.7. Notice of a general meeting given to members under rule 55 must —
- 56.7.1. state that the member may appoint an individual as a proxy for the meeting; and
 - 56.7.2. include a copy of any form that the committee has approved for the appointment of a proxy.
- 56.8. A form appointing a proxy must be given to the secretary before the commencement of the general meeting for which the proxy is appointed.
- 56.9. A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association not later than 24 hours before the commencement of the meeting.

57. Use of technology to be present at general meetings

- 57.1. The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- 57.2. A member who participates in a general meeting as allowed under rule 57.1 is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

58. Presiding member and quorum for general meetings

- 58.1. At a general meeting a simple majority of Member Groups represented in person constitute a quorum.
- 58.2. The President must preside as chairperson of each general meeting.
- 58.3. If the President is absent or unwilling to act as chairperson of a general meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- 58.4. No business is to be conducted at a general meeting unless a quorum is present.
- 58.5. If a quorum is not present within 30 minutes after the notified commencement time of a general meeting —
- 58.5.1. in the case of a special general meeting — the meeting lapses; or
 - 58.5.2. in the case of the annual general meeting — the meeting is adjourned to —
 - 58.5.2.1. the same time and day in the following week; and
 - 58.5.2.2. the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.

58.6. If —

58.6.1. a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under rule 58.5.2; and

58.6.2. at least 2 members are present at the meeting,
those members present are taken to constitute a quorum.

59. Adjournment of general meeting

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

59.2. Without limiting rule 59.1, a meeting may be adjourned —

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

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

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

59.4. 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 55.

60. Voting at general meeting

60.1. On any question arising at a general meeting the allocation of votes to the classes of membership defined in rule 6.4 shall be as follows:

Category A Member - 4 deliberative votes

Category B Member – 3 deliberative votes

Category C Member – 2 deliberative votes

Category D Member – 1 deliberative vote

60.2. A motion is carried if a majority of the votes cast are in favour of the motion.

60.3. If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

60.4. If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.

60.5. The general membership of all Member Groups is entitled to attend and contribute to discussion at all general meetings. Voting will be as set out in rule 60.1.

61. When special resolutions are required

61.1. A special resolution is required if it is proposed at a general meeting —

- 61.1.1. to affiliate the Association with another body; or
 - 61.1.2. to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
 - 61.1.3. to alter its rules, including changing the name of the association (section 30(1) of the Act);
 - 61.1.4. to decide to apply for registration or incorporation as a prescribed body corporate (section 93(1) of the Act);
 - 61.1.5. to approve the terms of an amalgamation with one or more other incorporated associations (section 102(4) of the Act);
 - 61.1.6. to be wound up voluntarily (section 121(2) of the Act) or by the Supreme Court (section 124(a) and Schedule 4 item 9 of the Act);
 - 61.1.7. to cancel its incorporation (section 129 of the Act).
- 61.2. Rule 61.1 does not limit the matters in relation to which a special resolution may be proposed.

62. Determining whether resolution carried

- 62.1. In this rule —
poll means the process of voting in relation to a matter that is conducted in writing.
- 62.2. Subject to rule 62.4, the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been —
- 62.2.1. carried; or
 - 62.2.2. carried unanimously; or
 - 62.2.3. carried by a particular majority; or
 - 62.2.4. lost.
- 62.3. If the resolution is a special resolution, the declaration under rule 62.2 must identify the resolution as a special resolution.
- 62.4. If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other member groups present in person or by proxy —
- 62.4.1. the poll must be taken at the meeting in the manner determined by the chairperson;
 - 62.4.2. the chairperson must declare the determination of the resolution on the basis of the poll.

- 62.5. If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.
- 62.6. If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.
- 62.7. A declaration under rule 62.2 or 62.4 must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

63. Minutes of general meeting

- 63.1. The secretary, or a person authorised by the committee from time to time, must take and keep minutes of each general meeting.
- 63.2. The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- 63.3. In addition, the minutes of each annual general meeting must record —
- 63.3.1. the names of the members attending the meeting; and
 - 63.3.2. any proxy forms given to the chairperson of the meeting under rule 56.8; and
 - 63.3.3. the financial statements or financial report presented at the meeting, as referred to in rule 53.3.2.2. or 53.3.2.3; and
 - 63.3.4. any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to in rule 53.3.2.4.
- 63.4. The minutes of a general meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- 63.5. The President must ensure that the minutes of a general meeting are reviewed and signed as correct by —
- 63.5.1. the chairperson of the meeting; or
 - 63.5.2. the chairperson of the next general meeting.
- 63.6. When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that —
- 63.6.1. the meeting to which the minutes relate was duly convened and held; and
 - 63.6.2. the matters recorded as having taken place at the meeting took place as recorded; and
 - 63.6.3. any election or appointment purportedly made at the meeting was validly made.

PART 7 — FINANCIAL MATTERS

64. Source of funds

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

65. Control of funds

- 65.1. The Association must open an account in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- 65.2. Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Association.
- 65.3. The committee may authorise the treasurer to expend funds on behalf of the Association up to a specified limit without requiring approval from the committee for each item on which the funds are expended.
- 65.4. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by —
- 65.4.1. 2 committee members; or
 - 65.4.2. one committee member and a person authorised by the committee.
- 65.5. All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.

66. Financial statements and financial reports

- 66.1. For each financial year, the committee must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- 66.2. Without limiting rule 66.1, those requirements include —
- 66.2.1. if the Association is a tier 1 association, the preparation of the financial statements; and
 - 66.2.2. if the Association is a tier 2 association or tier 3 association, the preparation of the financial report; and
 - 66.2.3. if required, the review or auditing of the financial statements or financial report, as applicable; and
 - 66.2.4. the presentation to the annual general meeting of the financial statements or financial report, as applicable; and

- 66.2.5. if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

PART 8 — GENERAL MATTERS

67. By-laws

- 67.1. The Association may, by resolution at a general meeting, make, amend or revoke by-laws.
- 67.2. By-laws may —
- 67.2.1. impose restrictions on the committee's powers, including the power to dispose of the association's assets; and
 - 67.2.2. impose requirements relating to the financial reporting and financial accountability of the association and the auditing of the association's accounts; and
 - 67.2.3. provide for any other matter the association considers necessary or convenient to be dealt with in the by-laws.
- 67.3. A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
- 67.4. Without limiting rule 67.3, a by-law made for the purposes of rule 67.2.3 may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association under Part 5 of the Act.
- 67.5. At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.

68. Executing documents and common seal

- 68.1. The Association may execute a document without using a common seal if the document is signed by —
- 68.1.1. 2 committee members; or
 - 68.1.2. one committee member and a person authorised by the committee.
- 68.2. If the Association has a common seal —
- 68.2.1. the name of the Association must appear in legible characters on the common seal; and
 - 68.2.2. a document may only be sealed with the common seal by the authority of the committee and in the presence of —
 - 68.2.2.1. 2 committee members; or
 - 68.2.2.2. one committee member and a person authorised by the committee,

and each of them is to sign the document to attest that the document was sealed in their presence.

68.3. The secretary must make a written record of each use of the common seal.

68.4. The common seal must be kept in the custody of the secretary or another committee member authorised by the committee.

69. Giving notices to members

69.1. In this rule *recorded means* recorded in the register of members.

69.2. A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and —

69.2.1. delivered by hand to the recorded address of the member; or

69.2.2. sent by prepaid post to the recorded postal address of the member; or

69.2.3. sent by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member.

70. Custody of books and securities

70.1. Subject to rule 70.2, the books and any securities of the Association must be kept in the secretary's custody or under the secretary's control.

70.2. The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the treasurer's custody or under the treasurer's control.

70.3. Rules 70.1 and 70.2 have effect except as otherwise decided by the committee.

70.4. The books of the Association must be retained for at least 7 years.

71. Record of office holders

71.1. In accordance with section 58 of the Act an association must maintain a record of —

71.1.1. the names and addresses of the persons who are members of its management committee; or hold other offices of the association provided for by its rules;

71.1.2. the name and address of any person who is authorised to use the common seal of the association (if it has a common seal); and

71.1.3. the name and address of any person who is appointed or acts as trustee on behalf of the association.

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

71.3. The record of committee members and other persons authorised to act on behalf of the Association that is required to be maintained under section 58(2) of the Act must be kept in the secretary's custody or under the secretary's control.

72. Inspection of records and documents

72.1. Rule 72.2 applies to a member who wants to inspect —

72.1.1. the register of members under section 54(1) of the Act; or

72.1.2. the record of the names and addresses of committee members, and other persons authorised to act on behalf of the Association, under section 58(3) of the Act; or

72.1.3. any other record or document of the association.

72.2. The member must contact the secretary to make the necessary arrangements for the inspection.

72.3. The inspection must be free of charge.

72.4. If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.

72.5. The member may make a copy of or take an extract from a record or document referred to in rule 72.1.3 but does not have a right to remove the record or document for that purpose.

72.6. In accordance with the Act the member must not use or disclose information in a record or document referred to in rule 72.1.3 except for a purpose —

72.6.1. that is directly connected with the affairs of the Association; or

72.6.2. that is related to complying with a requirement of the Act.

73. Publication by committee members of statements about Association business prohibited

A committee member must not publish, or cause to be published, any statement about the business conducted by the Association at a general meeting or committee meeting unless:

73.1. the committee member has been authorised to do so at a committee meeting; and

73.2. the authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.

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

74.1. In this rule surplus property, in relation to the Association, means property remaining after satisfaction of —

- 74.1.1. the debts and liabilities of the Association; and
 - 74.1.2. the costs, charges and expenses of winding up or cancelling the incorporation of the Association, but
 - 74.1.3. does not include books relating to the management of the Association.
- 74.2. On the cancellation of the incorporation or the winding up of the Association, its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act. Surplus property can only be distributed to one or more of the following:
- 74.2.1. an incorporated association;
 - 74.2.2. a company limited by guarantee that is registered as mentioned in the Corporations Act section 150;
 - 74.2.3. a company holding a licence that continues in force under the Corporations Act section 151;
 - 74.2.4. a body corporate that at the time of the distribution is the holder of a licence under the Charitable Collections Act 1946;
 - 74.2.5. a body corporate that —
 - 74.2.5.1. is a member or former member of the incorporated association; and
 - 74.2.5.2. at the time of the distribution of surplus property, has rules that prevent the distribution of property to its members;
 - 74.2.6. a trustee for a body corporate referred to in paragraph (e);
 - 74.2.7. a co-operative registered under the Co-operatives Act 2009 that, at the time of the distribution of surplus property, is a non-distributing co-operative as defined in that Act.

75. Alteration of rules

If the Association wants to alter or rescind any of these rules, or to make additional rules, the Association may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act. Section 31 of the Act requires an incorporated association to obtain the Commissioner's approval if the alteration of its rules has effect to change the name of the association. Section 33 of the Act requires an incorporated association to obtain the Commissioner's approval if the alteration of its rules has effect to alter the objects or purposes of the association or the manner in which surplus property of the association must be distributed or dealt with if the association is wound up or its incorporation is cancelled. Amendments to the rules do not take effect until required documents are lodged with the Commissioner, even if the amendments do not require the approval of the Commissioner under section 31 or section 33. The required documents must be lodged within one month after the special resolution is passed.

76. Code of Conduct

It is expected that members will:

- 76.1.** treat all other members with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
- 76.2.** not harass or discriminate against other members of APCH Inc. and/or members of the public;
- 76.3.** contribute to a harmonious safe and productive environment.

Any matters contravening rules 76.1, 76.2 and/or 76.3 should be presented to the Committee in writing.