

**CONSTITUTION
OF THE
OVER 55 CYCLING CLUB INC**

1. PRELIMINARY

1.1 Name of Association

The name of the Association is Over 55 Cycling Club Inc.

1.2 Objects of Association

The objects and purposes of the Association are:

- To promote interest in cycling for mature aged members of the public
- To promote fitness and good fellowship amongst its members
- To educate, train, coach and encourage members
- To do all such things and acts conducive to the furtherance of the objectives and interests of the Club

1.3 Quorum for Committee Meetings

Any 50% of Committee Members constitute a quorum for the conduct of the business at a Committee Meeting.

1.4 Quorum for General Meetings

15% of Members personally present (being Members entitled to vote under the Constitution at a General Meeting) will constitute a quorum for the conduct of business at a General Meeting.

1.5 Financial Year

- (a) The Association's Financial Year will be the period of 12 months commencing on 1st January and ending on 31st December of each year.
- (b) The first Financial Year of the Association shall be the period ending on the next 31st December following incorporation.

2. INTERPRETATION

2.1 Definitions

In this Constitution, unless the contrary intention appears:

“Act” means the *Associations Incorporation Act 2015*;

“AGM” means the annual general meeting convened under rule 23.1;

“Books of the Association” has the meaning given to it in section 3 of the Act and includes all of the registers, financial records, financial statements or financial reports, as each of those terms is defined in section 62 of the Act, however compiled, stored or recorded, minute books and documents and securities of the Association.

“By-laws” are additional arrangements or processes reserved for procedural or administrative matters adopted by members by Ordinary Resolution of the Association to supplement the Constitution pursuant to the requirements of Rule 64 of the Act. They do not form part of the Constitution and are not required to be lodged with the Commissioner.

“Commissioner” means the person designated as the “Commissioner” from time to time under Section 153 the Act;

“Committee” means the Management Committee required by the Act being the body responsible for the management of the affairs of the Association pursuant to the requirements of PART 4 of the Act;

“Committee Meeting” means a meeting referred to in rule 14.1;

“Cycling” means the use of a vehicle with two or more wheels that is built to be propelled by human power through a belt, chain or gears and includes power assisted pedal cycles (PEDELECS) in any of those configurations.

“Financial Records” has the meaning given to it in section 62 of the Act and includes:

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

“Financial Report” has the meaning given to it in sections 62 and 63 of the Act;

“Financial Statements” has the meaning given to it in section 62 of the Act;

“Financial Year” has the meaning given to it in Rule 1.5;

“General Meeting” means a meeting of the Association that all Members are entitled to receive notice of and are invited to attend;

“Member” means a person who becomes a Member of the Association and has the rights conferred on Members under the Constitution;

“Ordinary Resolution” means a resolution to decide a question, matter or resolution at a General Meeting that is not a Special Resolution;

“Poll” means voting conducted in written form which may include, but is not limited to a secret ballot (as opposed to general agreement or a show of hands);

“Rules” mean these rules of the Association as amended from time to time under Rule 24.2;

“Special Resolution” is a resolution of the Association passed in accordance with rule 19.1;

“Surplus Property” has the meaning given to it in the Act and means the property remaining when the Association is wound up or cancelled after satisfying:

- (a) the debts and liabilities of the Association; and
- (b) the costs, charges and expenses of winding up the Association,

but does not include books pertaining to the management of the Association;

2.2 Notices

- (a) A notice or other communication connected with the Constitution has no legal effect unless it is in writing and given as follows:
 - (i) delivered by hand to the nominated address of the addressee;
 - (ii) sent by post to the nominated postal address of the addressee; or
 - (iii) sent by e-mail or any other method of electronic communication (including facsimile) to the nominated electronic address of the addressee.
- (b) Notices sent by mail or electronically shall be deemed to have been received at the time that they would have been delivered in the normal course of the post.
- (c) Any notice given to a Member under the Constitution, must be sent to Member’s address as set out in the Register referred to in Rule 8.1.

3. POWERS OF THE ASSOCIATION

3.1 Powers of the Association

Subject to the Act, the Association may do all things necessary or convenient for carrying out its objects or purposes in a lawful manner.

4. NOT FOR PROFIT

The property and income of the Association must be applied solely towards promoting 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 promoting those objects or purposes.

5. BECOMING A MEMBER

5.1 Minimum Number of Members

The Association must have at least six Members with full voting rights.

5.2 Qualifications for Membership

- (a) Subject to rules 5.2(b) any person who supports the purposes of the Association is eligible to apply for membership.
- (b) The Association must comply with all legal and regulatory obligations that may apply to the Association under any other law when assessing eligibility of an applicant for membership.

5.3 Applying for Membership

- (a) A person who wants to become a Member must submit an application form to the Association.
- (b) Each application form must be signed by the Applicant.
- (c) The Applicant must specify in the application form the applicable class of membership 6.1.

5.4 Deciding Membership Applications

- (a) The Committee or designated officers must consider each application and decide whether to approve or reject any membership application pursuant to the applicable requirements of rule 6.
- (b) As soon as is practicable after the Committee or designated officers have made a decision under rule 5.4(a), the Committee must notify the Applicant in writing of the outcome of their membership application but is not obliged to provide reasons for the decision.

5.5 Becoming a Member

- (a) An Applicant becomes a Member if:
 - (i) the Applicant satisfies the conditions of rule 5.2;
 - (ii) the Applicant applies in writing to the Association under rule 5.3;
 - (iii) an Applicant must be 55 years of age or over to be eligible for membership;
 - (iv) Applicants under 55 years of age shall be eligible to join at the discretion of the Committee in exceptional circumstances;
 - (v) an Applicant who wishes to use an electric bike (PEDELEC) is eligible to join. The electric bicycle (PEDELEC) to be used must at all times comply with European Standard EN 15194;
 - (vi) DELETED (No longer applicable);
 - (vii) the Committee or designated officers approves the Applicant's application for membership; and

- (viii) the Applicant pays any fees due under rules 9.1.
- (b) The Applicant immediately becomes a Member following fulfilment of all the requirement under 5.5(a) (i) to (viii) foregoing, and is entitled to exercise all the rights and privileges of membership, including the right to vote (if applicable), and must comply with all of the obligations of Membership under the Constitution, when rule 5.5(a) has been fulfilled.

5.6 Recording Membership in the Register

The Secretary (or Committee Member appointed by the Committee) must enter a person's name in the Register within 28 days after the person becomes a Member.

6. LIABILITY AND ENTITLEMENTS OF MEMBERS

6.1 Classes of Members

The membership of the Association consists of:

- (a) Ordinary Members;
- (b) Social Members:
 - (i) A person who is not an active participant in the Club's cycle rides may apply to become a Social Member of the Club.
 - (ii) Acceptance of a person as a Social Member shall be at the discretion of the Committee.
 - (iii) The Committee may, at any time, review the membership status of a Social Member.
 - (iv) A Social Member may participate in Club activities other than cycle rides, but shall not be eligible to be a member of the Committee or to vote at a General Meeting.
 - (v) Sub-clause 6.1(b) (iv) shall not prevent a Social Member from participating in cycle rides on special occasions with the approval of the Ride Captain, which shall not be unreasonably withheld.
- (c) 'Over Eighty' Members:
 - (i) An 'Over Eighty' Member is a member who is eighty years or older or will turn eighty in the current membership year and has been an active participant in the Club's cycle rides for 10 years or more.
 - (ii) A member who is eighty years or older or will turn eighty in the current membership year, is eligible to become a Social Member who is exempt from annual subscriptions
- (d) Ordinary Members and 'Over Eighty' Members have all rights provided to Members under the Constitution, including the right to vote, and other rights and benefits as determined by the Committee or by resolution of Members at a General Meeting.
- (e) The number of members in any class is unlimited unless the Association in General Meeting decides otherwise.

6.2 Liability of Members

- (a) A Member is only liable for their outstanding membership fees payable under rules 9.1, if any.
- (b) Subject to rule 6.2(a), a Member is not liable, by reason of the person's Membership, for the liabilities of the Association or the cost of winding up the Association.
- (c) Rule 6.2(b) does not apply to liabilities incurred by or on behalf of the Association by the Member before incorporation.

6.3 Payment to Members

- (a) Subject to rule 6.3(b), no portion of the income or property of the Association may be paid directly or indirectly, by way of dividend, bonus or otherwise to the Members.
- (b) Rule 6.3(a) does not prevent:
 - (i) the payment in good faith of remuneration to any officer, employee or Member in return for any services actually rendered to the Association or for goods supplied in the ordinary and usual course of business;
 - (ii) the payment of interest at a rate not exceeding the prevailing market rate published by the Reserve Bank of Australia as the "Cash Rate Target" from time to time on money borrowed from any Member;
 - (iii) the payment of reasonable and proper rent by the Association to a Member for premises leased by the Member to the Association; or
 - (iv) the reimbursement of expenses incurred solely for the promotion of the objectives or purposes of the Association by any Member or any Committee Member on behalf of the Association.

7. CEASING TO BE A MEMBER

7.1 Ending Membership

- (a) A person's membership ends, if the person:
 - (i) dies;
 - (ii) ceases to be a Member under rule 9.1(h);
 - (iii) resigns as a Member under rule 7.2; or
 - (iv) is expelled from the Association under rule 7.3.
- (b) For a period of one year after a person's membership ends, the Secretary must keep a record of:
 - (i) the date on which a person ceases to be a Member under rule 7.1(a); and
 - (ii) the reason why the person ceases to be a Member.

- (c) Upon any person ceasing to be a Member of the Club for any reason whatsoever they shall not be entitled to the return of their membership subscription or any part thereof.

7.2 Resigning as a Member

- (a) A Member may resign from membership of the Association by giving written notice of their resignation to the Secretary.
- (b) The resignation of the Member takes effect:
 - (i) at the time the Secretary receives the notice; or
 - (ii) if a later time is stated in the notice, at that later time.
- (c) Any Member who resigns from the Association remains liable to pay to the Association any outstanding fees as a debt due to the Association.

7.3 Suspending or Expelling Members

- (a) The Committee may, by resolution, suspend or expel a Member from membership if:
 - (i) the Member contravenes any of the requirements of the Constitution; or
 - (ii) the Member acts detrimentally to the interests of the Association.
- (b) The Committee must hold a Committee Meeting to decide whether to suspend or expel a Member. If the decision is to suspend a Member, the Committee must determine the period of the suspension. Any such expulsion or suspension shall have immediate effect.
- (c) The Secretary must, not less than 28 days before the Committee Meeting referred to in rule 7.3(b), give written notice to the Member of the Committee's decision including:
 - (i) the proposed suspension or expulsion and the grounds on which it is based;
 - (ii) the date, place and time of the Committee Meeting at which the decision of suspension or expulsion is to be considered by the Committee;
 - (iii) that the Member, or the Member's representative, may attend the Committee Meeting; and
 - (iv) that the Member, or the Member's representative, may address the Committee at the meeting and will be given a full and fair opportunity to state the Member's case orally, or in writing, or both.
- (d) At the Committee Meeting referred to in rule 7.3(b) the Committee must:
 - (i) give the Member, or the Member's representative, a full and fair opportunity to state the Member's case orally;
 - (ii) give due consideration to any written statement submitted by the Member; and

- (iii) determine whether or not the Member should be:
 - A. expelled from the Association; or
 - B. suspended from membership, and if so, the period that the Member should be suspended from membership.
- (e) Once the Committee has decided to suspend or expel a Member under rule 7.3(d), the Member is immediately suspended or expelled from membership.
- (f) The Secretary must inform the Member in writing of the decision of the Committee and the reasons for the decision, within 7 days of the Committee Meeting referred to in rule 7.3(d).

7.4 Right of Appeal of against Suspension or Expulsion

- (a) If a Member is suspended or expelled under rule 7.3, the person may appeal the Committee's decision by giving written notice to the Secretary within 14 days of receiving notice of the Committee's decision under rule 7.3(f) requesting the appointment of a mediator under rule 28.2(c).

7.5 Reinstatement of a Member

If the Committee's decision to suspend or expel a Member is revoked under the Constitution, any act performed by the Committee or Members in General Meeting during the period that the Member was suspended or expelled from Membership under rule 7.3(e), is deemed to be valid, notwithstanding the Member's inability to exercise their rights or privileges of Membership, including voting rights, during that period.

7.6 When a Member is Suspended

- (a) If a Member's membership is suspended under rule 7.3(e), the Secretary must record in the Register:
 - (i) the name of the Member that has been suspended from membership;
 - (ii) the date on which the suspension takes effect; and
 - (iii) the length of the suspension as determined by the Committee under 7.3(d)(iii)B.
- (b) A Member that has been suspended under rule 7.3(e) cannot exercise any rights or privileges of membership, including voting rights, during the period for which they are suspended from membership.
- (c) Upon the expiry of the period of a Member's suspension, the Secretary must record in the Register that the Member is no longer suspended.

8. MEMBERSHIP REGISTER

8.1 Register of Members

- (a) The Secretary or a person authorised by the Committee must maintain a register of Members and make sure that the Register is up to date.
- (b) The Register must contain:
 - (i) the full name of each Member;

- (ii) a contact postal, residential or email address of each Member;
 - (iii) the class of membership held by the Member; and
 - (iv) the date on which the person became a Member;
- (c) Any change in membership of the Association must be recorded in the Register within 28 days after the change occurs.

8.2 Inspecting the Register

- (a) Any Member is able to inspect the Register free of charge, at such time and place as is mutually convenient to the Association and the Member.
- (b) The Member on inspection may make a copy of some details from the Register.

8.3 Copy of the Register

- (a) A Member may make a request in writing for a copy of the Register.
- (b) The Committee may require a Member who requests a copy of the Register to provide a statutory declaration setting out the purpose of the request and declaring that the purpose is solely connected with the affairs of the Association.

8.4 When Using the Information in the Register is Prohibited

A Member must not use or disclose the information on the Register:

- (a) to gain access to information that a Member has deliberately denied them (that is, in the case of social, family or legal differences or disputes);
- (b) to contact, send material to the Association or a Member for the purpose of advertising for political, religious, charitable or commercial purposes unless the use of the information is approved by the Committee, or
- (c) for any other purpose unless the purpose:
 - (i) is directly connected with the affairs of the Association; or
 - (ii) relates to the provision of information to the Commissioner in accordance with a requirement of the Act.

9. MEMBERSHIP FEES

9.1 Annual Membership Fee

- (a) The annual subscription to all classes of membership in each year shall, from time to time, be determined by resolution at the Annual General Meeting or Special General Meeting.
- (b) Each Member must pay the Member's annual membership fee determined under rule 9.1(a) to the Treasurer, or a person authorised by the Committee to receive payments, by the due date of 1st January that year.

- (c) A nomination fee shall be payable by all persons applying to join the Club. Previous members applying to rejoin are not required to pay the nomination fee.
- (d) The amount of the nomination fee shall be as determined by the Committee from time to time.
- (e) An 'Over 80' member is eligible for a 50% reduction for all annual subscriptions.
- (f) If a person fails to pay the annual Membership fee within 1 month after the due date, the person shall be deemed unfinancial.
- (g) If a Member pays the annual membership fee within 2 months after the due date, the Member retains all the rights and privileges of a Member for the purposes of the Constitution during that time, including the right to vote.
- (h) Subject to rule 9.1(i), if a person fails to pay the annual Membership fee within 2 months after the due date, the person ceases to be a Member.
- (i) If a person ceases to be a Member under rule 9.1(h), and subsequently pays to the Association all the Member's outstanding fees, the Committee may, if it thinks fit, reinstate the Member's rights and privileges from the date on which the outstanding fees are paid, including the right to vote.

10. **POWERS AND COMPOSITION OF THE COMMITTEE**

10.1 **Powers of the Committee**

- (a) The governing body of the Association is to be called the Committee and it has authority to control and manage the affairs of the Association.
- (b) Subject to the Act, the Constitution and any by-law or lawful resolution passed by the Association in General Meeting, the Committee:
 - (i) may exercise all powers and functions as may be exercised by the Association, other than those powers and functions that are required by the Constitution to be exercised by General Meetings of the Members; and
 - (ii) has power to perform all acts and do all things as reasonably determined by the Committee to be necessary or desirable for the proper management of the business and affairs of the Association.

10.2 **Committee Members**

- (a) The Committee is to consist of:
 - (i) the Office Bearers of the Association; and
 - (ii) not less than one other Member.
- (b) The maximum number of other Members of the Committee is to be determined from time to time by the Committee.
- (c) The Office Bearers of the Association are:

- (i) the President;
 - (ii) the Vice-President;
 - (iii) the Secretary;
 - (iv) the Treasurer; and
 - (v) the Ride Captain.
- (d) A Committee Member must be:
- (i) a natural person;
 - (ii) over 55 years in age; and
 - (iii) a Member in good standing.
- (e) No person shall be entitled to hold more than one of the positions set out in rule 10.2(c) at any time.
- (f) No person shall be entitled to hold a position on the Committee if the person has been convicted of, or imprisoned in the previous five years for:
- (i) an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or
 - (ii) an offence under Part 4 Division 3 or section 127 of the Act;
- unless the person has obtained the consent of the Commissioner.
- (g) No person shall be entitled to hold a position on the Committee if the person is, according to the *Interpretation Act* section 13D, a bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.

11. ROLE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

11.1 Obligations of the Committee

- (a) The Committee must take all reasonable and necessary steps to ensure the Association complies with its obligations under the Act and the Constitution.
- (b) To be the trustees of the Club and to hold any property, real and personal, belonging to the Club.

11.2 Responsibilities of Committee Members

- (a) A Committee Member 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 in the circumstances.
- (b) A Committee Member must exercise their powers and discharge their duties in good faith in the best interests of the Association and for a proper purpose.

- (c) A Committee Member or former Committee Member must not improperly use information obtained as a Committee Member to:
 - (i) gain an advantage for himself or herself or another person; or
 - (ii) cause detriment to the Association.
- (d) A Committee Member having any material personal interest in a matter being considered at a Committee Meeting must:
 - (i) as soon as a Committee Member becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee;
 - (ii) disclose the nature and extent of the interest at the next General Meeting of the Association; and
 - (iii) not be present while the matter is being considered at the Committee Meeting or vote on the matter.
- (e) Rule 11.2(d) does not apply in respect of a material personal interest that:
 - (i) exists only because the Committee Member belongs to a class of persons for whose benefit the Association is established; or
 - (ii) the Committee Member has in common with all, or a substantial proportion of, the members of the Association.
- (f) The Secretary must record every disclosure made by a Committee Member under rule 11.2(d) in the minutes of the Committee Meeting at which the disclosure is made.
- (g) No Committee Member shall make any public statement or comment or cause to be published any words or article concerning the conduct of the Association unless the person is authorised by the Committee to do so and such authority is recorded in the minutes of the Committee Meeting.

11.3 Chairperson

The Chairperson:

- (a) must consult with the Secretary regarding the business to be conducted at each Committee Meeting and each General Meeting;
- (b) may convene special meetings of the Committee under rule 14.1(c);
- (c) may preside over Committee Meetings under rule 14.3;
- (d) may preside over General Meetings under rule 17.4; and
- (e) must ensure that the minutes of a General Meeting or Committee Meeting are reviewed and signed as correct under rule 20.1(b);
- (f) at all meetings, the Chairperson's decisions on points of order shall be final.

11.4 Secretary

The Secretary must:

- (a) co-ordinate the correspondence of the Association;
- (b) consult with the Chairperson about all business to be conducted at meetings and convene General Meetings and Committee Meetings, including preparing the notices of meetings and of the business to be conducted at each meeting;
- (c) keep and maintain in an up to date condition the rules of the Association as required by rule 24.1 and any by-laws of the Association made in accordance with rule 25;
- (d) maintain the register of the Members, referred to in rule 8.1;
- (e) maintain the record of Office Bearers of the Association, referred to in rule 11.6;
- (f) ensure the safe custody of the Books (with the exception of the Accounting Records) of the Association under rule 27.1;
- (g) keep full and correct minutes of Committee Meetings and General Meetings; and
- (h) perform any other duties as are imposed by the Constitution or the Association on the Secretary.

11.5 Treasurer

The Treasurer must:

- (a) ensure all moneys payable to the Association are collected, and that receipts are issued for those moneys in the name of the Association, except that receipts will only be provided on request for payments made by direct credit into the Association's bank account;
- (b) ensure the payment of all moneys referred to in rule 11.5(a) into the account or accounts of the Association as the Committee may from time to time direct;
- (c) ensure timely payments from the funds of the Association with the authority of a General Meeting or of the Committee;
- (d) ensure that the Association complies with the account keeping requirements in Part 5 of the Act;
- (e) ensure the safe custody of the Financial Records of the Association and any other relevant records of the Association;
- (f) coordinate the preparation of the Financial Statements of the Association prior to their submission to the annual general meeting of the Association;
- (g) assist the reviewer or auditor in performing their functions; and
- (h) perform any other duties as are imposed by the Constitution or the Association on the Treasurer.

11.6 Record of Office Bearers

- (a) The Secretary or a person authorised by the Committee from time to time must maintain a record of Office Bearers.
- (b) The record of Office Bearers must include:
 - (i) the full name of each office bearer;
 - (ii) the office held and the dates of appointment and (if applicable) cessation of the appointment; and
 - (iii) a current contact postal, residential or email address of each office bearer.
- (c) The record of Office Bearers must be kept and maintained at the Secretary's place of residence, or at such other place as the Committee decides.

11.7 Inspecting the Record of Office Bearer

- (a) Any Member is able to inspect the record of Office Bearers free of charge, at such time and place as is mutually convenient to the Association and the Member.
- (b) The Member may make a copy of details from the record of Office Bearers but has no right to remove the record for that purpose.

12. APPOINTING COMMITTEE MEMBERS

12.1 Appointment to the Committee

Committee Members are appointed to the Committee by:

- (a) election at an AGM; or
- (b) appointment to fill a casual vacancy under rule 13.1(b).

12.2 Nominating for Membership of the Committee

- (a) A Member who wishes to be a Committee Member must be nominated and seconded by two other Members as a candidate for election.
- (b) Nominations for election to the Committee shall be submitted in writing to the Secretary at least 14 days prior to the Annual General Meeting.
- (c) The Secretary must send a notice calling for nominations for election to the Committee and specifying the date for the close of nominations to all Members at least 14 days before the date for the close of nominations.
- (d) The nomination for election must be:
 - (i) in writing; and

- (ii) delivered to the Secretary on or before the date for the close of nominations.
- (e) A Member may only be nominated for one position on the Committee prior to the AGM.
- (f) If a nomination for election to the Committee is not made in accordance with rules 12.2(a)-(e) the nomination is to be deemed invalid and the Member will not be eligible for election

12.3 Electing Committee Members

- (a) The elections for Office Bearers or ordinary Committee Member are to be conducted at the AGM in the manner directed by the Committee.
- (b) A list of candidates, with the position applied for, and with the names of the Members who nominated and seconded each candidate, must accompany the notice of the AGM.
- (c) Where a single valid nomination is received for a position as an Office Bearer, then the nominee will be elected upon a vote from the members that acknowledges approval for the nominee.
- (d) Where the number of valid nominations equals or is less than the number of vacancies as ordinary Committee members, then each nominee will be elected upon a vote from the members that acknowledges approval for that nominee.
- (e) If the number of valid nominations exceeds the number of vacancies to be filled for the relevant position on the Committee, elections for the positions must be conducted at the AGM.
- (f) If an insufficient number of successful nominations are received for the number of vacancies on the Committee, each relevant position on the Committee is declared vacant by the person presiding at the AGM and rule 13.1(b) applies.

12.4 Voting in Elections for Membership of the Committee

- (a) Subject to rule 19.3(e), each Member present and eligible to vote at the AGM may vote for one candidate for each vacant position on the Committee.
- (b) A Member who nominates for election or re-election may vote for himself or herself.

12.5 Term of Office of Committee Members

- (a) The Committee Members appointed on incorporation of the Association will hold office until the conclusion of the first AGM of the Association and will be eligible for re-election.
- (b) At each AGM of the Association, the appointment of the Committee Members at the AGM will be for a term of one year.

- (c) Subject to rule 12.5(a), a Committee Member's term will commence on the date of his or her:
 - (i) election at an AGM; or
 - (ii) appointment to fill a casual vacancy that arises under rule 13.1(b).
- (d) No club Member shall remain in a single position on the Committee for more than four years. This rule may be temporarily waived if, at an AGM, after all members have been requested to nominate for that vacated position the position is still vacant, and the present member is willing to remain in office, the present member may stay in office until a suitable replacement can be found during the ensuing year.

13. **CEASING TO BE A MEMBER OF THE MANAGEMENT COMMITTEE**

13.1 **Vacant Positions on the Committee**

- (a) A casual vacancy occurs in the office of a Committee Member and that office becomes vacant if the Committee Member:
 - (i) dies;
 - (ii) ceases to be a Member;
 - (iii) becomes disqualified from holding a position under rule 10.2 (f) or (g) as a result of bankruptcy or conviction of a relevant criminal offence;
 - (iv) becomes permanently incapacitated by mental or physical ill-health;
 - (v) resigns from office under rule 13.2;
 - (vi) is removed from office under rule 13.3; or
 - (vii) is absent from more than:
 - A. three consecutive Committee Meetings without a good reason; or
 - B. three Committee Meetings in the same Financial Year without tendering an apology to the person presiding at each of those Committee Meetings,
 where the Member received notice of the meetings, and the Committee has resolved to declare the office vacant.
- (b) If a position on the Committee is declared vacant under rule 12.3(f), or there is a casual vacancy within the meaning of rule 13.1(a), the continuing Committee Members may appoint a Member to fill that vacancy until the conclusion of the next AGM.

13.2 **Resigning from the Committee**

- (a) A Committee Member may resign from the Committee by giving written notice of resignation to the Secretary, or if the Committee Member is the Secretary, to the President.

- (b) The Committee Member resigns:
 - (i) at the time the notice is received by the Secretary or President under rule 13.2(a); or
 - (ii) if a later time is stated in the notice, at the later time.

13.3 Removal from Committee

- (a) Subject to rule 13.1(a)(vii), a Committee Member may only be removed from his or her position on the Committee by resolution at a General Meeting of the Association if a majority of the Members present and eligible to vote at the meeting vote in favour of the removal.
- (b) The Committee Member who faces removal from the Committee must be given a full and fair opportunity at the General Meeting to decide the proposed resolution, to state his or her case as to why the Member should not be removed from his or her position on the Committee.
- (c) If all Committee Members are removed by resolution at a General Meeting, the Members must, at the same General Meeting, elect an interim Committee. The interim Committee must, within two months, convene a General Meeting of the Association for the purpose of electing a new Committee.

14. COMMITTEE MEETINGS

14.1 Meetings of the Committee

- (a) The Committee must meet at least six times in each year.
- (b) The Committee is to determine the place and time of all Committee Meetings.
- (c) Special meetings of the Committee may be convened under rule 14.2 by:
 - (i) the President; or
 - (ii) the Secretary; or
 - (iii) one half of the Committee Members.

14.2 Notice of Committee Meetings

- (a) The Secretary must give each Committee Member at least 48 hours' notice of each Committee Meeting before the time appointed for holding the meeting.
- (b) Notice of a Committee Meeting must specify the general nature of the business to be transacted at the meeting.

14.3 Chairing at Committee Meetings

- (a) The President or, in the President's absence, the Vice-President is to preside as chairperson of each Committee Meeting.

- (b) If the President and the Vice-President are absent or unwilling to act, the remaining Committee Members must choose one of their number to preside as chairperson at the Committee Meeting.

14.4 Procedure of the Committee Meeting

- (a) The quorum for a Committee Meeting is specified at clause 1.3. The Committee cannot conduct business unless a quorum is present.
- (b) If, within half an hour of the time appointed for the meeting, a quorum is not present the meeting is to stand adjourned to the same time and day in the following week.
- (c) If at a meeting adjourned under rule 14.4(b), a quorum is not present within half an hour of the time appointed for the meeting, the Committee Members personally present will constitute a quorum.
- (d) Committee Meetings may take place:
 - (i) where the Committee Members are physically present together; or
 - (ii) where the Committee Members are able to communicate by using any technology that reasonably allows the Committee Member to participate fully in discussions as they happen in the Committee Meeting and in making decisions, provided that the participation of the Member in the Committee Meeting must be made known to all other Members.
- (e) A Committee Member who participates in a meeting as set out in rule 14.4(d)(ii):
 - (i) is deemed to be present at the Committee Meeting; and
 - (ii) continues to be present at the meeting for the purposes of establishing a quorum,

until the Committee Member notifies the other Committee Members that he or she is no longer taking part in the Committee Meeting.
- (f) Subject to the Constitution, the Committee Members present at the Committee Meeting are to determine the procedure and order of business to be followed at a Committee Meeting.
- (g) All Committee Members have the right to attend and vote at Committee Meetings.
- (h) All Members, or other guests, may attend Committee Meetings if invited by the Committee but the person shall not have any right to comment without invitation, or any right to vote, or to be provided with copies of any agenda, minutes of meetings, or documents presented to such meetings.
- (i) The Secretary or a person authorised by the Committee from time to time must keep minutes of the resolutions and proceedings of all Committee Meetings together with a record of the names of persons present at each meeting.

14.5 Voting at Committee Meetings

- (a) Each Committee Member present at a Committee Meeting has a deliberate vote.
- (b) A question arising at a Committee Meeting is to be decided by a majority of votes, but if there is an equality of votes, the chairperson of the Committee Meeting as set out in rule 14.3 is entitled to exercise a second or casting vote.
- (c) Decisions may be made by general agreement or a show of hands.
- (d) A poll by secret ballot may be used if the Committee prefers to determine a matter in this way and the person presiding over the Committee Meeting is to oversee the ballot.

14.6 Acts not Affected by Defects or Disqualifications

Any act performed by the Committee, a sub-committee or a person acting as a Committee Member is deemed to be valid even if the act was performed when:

- (a) there was a defect in the appointment of a Committee Member, sub-committee or person holding a subsidiary office; or
- (b) a Committee Member, a sub-committee member or a person holding a subsidiary office was disqualified from being a Member.

15. REMUNERATION OF COMMITTEE MEMBERS

- (a) The Association may pay a Committee Member's travelling and other expenses as properly incurred:
 - (i) in attending Committee Meetings or sub-committee meetings;
 - (ii) in attending any General Meetings of the Association; and
 - (iii) in connection with the Association's business.
- (b) Committee Members must not receive any remuneration for their services as Committee Members other than as described at rule 15(a).

16. SUB-COMMITTEES AND DELEGATION

16.1 Appointment of Sub-Committee

- (a) The Committee may appoint one or more sub-committees as considered appropriate by the Committee from time to time to assist with the conduct of the Association's operations.
- (b) Sub-committees may comprise (in such numbers as the Committee determines) Members and non-members.
- (c) Subject to the Constitution, the sub-committee members present at the sub-committee meeting are to determine the procedure and order of business to be followed at the sub-committee meeting.

16.2 Delegation by Committee to Sub-Committee

- (a) The Committee may delegate, in writing, to any or all of the sub-committees, any authority, power or functions and may cancel any authority, powers or functions, as the Committee sees fit from time to time.
- (b) Despite any delegation under this rule, the Committee may continue to exercise all its functions, including any function that has been delegated to a sub-committee and remains responsible for the exercise of those functions at all times.

16.3 Delegation to Subsidiary Offices

- (a) The Committee may create and fill such subsidiary office as may be necessary for the proper and efficient management of the Association's affairs.
- (b) The Committee may delegate, in writing, to any person holding a subsidiary office any authority, power or functions and may cancel any authority, powers or functions, as the Committee sees fit from time to time.
- (c) Despite any delegation under this rule, the Committee may continue to exercise all its functions, including any function that has been delegated to a subsidiary office and remains responsible for the exercise of those functions at all times.

17. GENERAL MEETINGS

17.1 Procedure for General Meetings

- (a) General Meetings may take place:
 - (i) where the Members are physically present together; or
 - (ii) where the Members are able to communicate by using any technology that reasonably allows the Member to participate fully in discussions as they happen in the General Meeting and in making any decisions, provided that the participation of the Member in the General Meeting must be made known to all other Members.
- (b) A Member who participates in a meeting as set out in rule 17.1(a)(ii):
 - (i) is deemed to be present at the General Meeting; and
 - (ii) continues to be present at the meeting for the purposes of establishing a quorum,

until the Member notifies the other Members that he or she is no longer taking part in the General Meeting.

17.2 Quorum for General Meetings

- (a) The Quorum for General Meetings is specified in rule 1.4.
- (b) Subject to rules 17.2(c) and (d), no business is to be conducted at a General Meeting unless a quorum of Members entitled to vote under the

Constitution is present at the time when the meeting is considering that item.

- (c) If, within half an hour of the time appointed for the commencement of a General Meeting, a quorum is not present:
 - (i) in the case of a Special General Meeting, the meeting lapses; or
 - (ii) in the case of an AGM, the meeting is to stand adjourned to:
 - A. the same time and day in the following week; and
 - B. the same place unless another place is specified by the Chairperson at the time of the adjournment or by written notice to the Members given before the day to which the meeting is adjourned.
- (d) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the commencement of the meeting, the Members present are to constitute a quorum.

17.3 Notice of General Meetings and Motions

- (a) The Secretary must give at least:
 - (i) 14 days' notice of a General Meeting to each Member, or
 - (ii) 21 days' notice of a General Meeting to each Member if a Special Resolution is proposed to be moved at the General Meeting.
- (b) The notice convening a General Meeting must specify:
 - (i) the place, date and time of the meeting; and
 - (ii) the particulars and order of the business to be conducted at the meeting.
- (c) The notice convening a General Meeting or any notice of motion must be issued in the manner prescribed by rule 2.2.

17.4 Presiding Member

- (a) The President or, in the President absence, the Vice-President is to preside as chairperson of each General Meeting.
- (b) If the President and the Vice-President are absent or unwilling to act, the remaining Committee Members must choose one of their number to preside as chairperson at the General Meeting.

17.5 Adjournment of General Meetings

- (a) The person presiding over a General Meeting, at which a quorum is present, may adjourn the meetings from time to time and place to place with the consent of a majority of Members present at the meeting.
- (b) No business is to be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

- (c) When a General Meeting is adjourned for 14 days or more, the Secretary must give notice of the adjourned meeting in accordance with rules 2.2 and 17.1 as if that General Meeting was a new General Meeting.

18. SPECIAL GENERAL MEETINGS

18.1 Special General Meeting

- (a) The Committee may at any time convene a Special General Meeting of the Association.
- (b) The Secretary must convene a Special General Meeting of the Association within 28 days after receiving a written request to do so from the President or at least 20 per cent of the total number of financial Members.

18.2 Request for Special General Meeting

A request by the Members for a Special General Meeting must:

- (a) state the purpose of the meeting;
- (b) be signed by the required number of Members making the request as specified in rule 18.1(b); and
- (c) be lodged with the Secretary.

18.3 Failure to Convene Special General Meeting

- (a) If the Secretary fails to convene a Special General Meeting within the 28 days referred to in rule 18.1(b), the Members who made the request; may convene a Special General Meeting within 3 months after the original request was lodged as if the Members were the Committee.
- (b) A Special General Meeting must be convened in the same or substantially the same manner as General Meetings are convened by the Committee and the Association must pay the reasonable expenses of convening and holding the Special General Meeting.

19. MAKING DECISIONS AT GENERAL MEETINGS

19.1 Special Resolutions

- (a) A Special Resolution must be moved at a General Meeting where notice of the Special Resolution has been given under rule 19.1(c).
- (b) A Special Resolution of the Association is required to:
 - (i) amend the name of the Association;
 - (ii) amend the Constitution, under rule 24.2;
 - (iii) affiliate the Association with another body;
 - (iv) transfer the incorporation of the Association;
 - (v) amalgamate the Association with one or more other incorporated associations;

- (vi) voluntarily wind up the Association;
 - (vii) cancel incorporation; or
 - (viii) request that a statutory manager be appointed.
- (c) Notice of a Special Resolution must:
- (i) be in writing;
 - (ii) include the place, date and time of the meeting;
 - (iii) include the intention to propose a Special Resolution;
 - (iv) set out the wording of the proposed Special Resolution; and
 - (v) be given in accordance with rule 2.2.
- (d) If notice is not given in accordance with rule 19.1(c), the Special Resolution will have no effect.
- (e) A Special Resolution must be passed at a General Meeting at which there is a quorum and be supported by the votes of not less than three-fourths of the Members present, in person or by proxy, and eligible to cast a vote at the meeting.

19.2 Ordinary Resolutions

Subject to the Constitution, a majority of votes will determine an Ordinary Resolution.

19.3 Voting at meetings

- (a) Subject to the Constitution, each ordinary financial Member has one vote at a General Meeting of the Association.
- (b) Voting shall be by a show of hands unless a motion is passed calling for a secret ballot or the chairperson rules that a secret ballot is to be held.
- (c) In the case of an equality of votes at a General Meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (d) A Member is not entitled to vote at any General Meeting of the Association unless all money due and payable by the Member to the Association has been paid in accordance with rules 9.1.
- (e) A Member is only entitled to vote at a General Meeting if the Member's name is recorded in the Register as at the date the notice of the General Meeting was sent out under rule 17.3.

19.4 Manner of Determining Whether Resolution Carried

- (a) Unless a Poll is demanded under rule (a)5, if a question arising at a General Meeting of the Association is determined by general agreement or a show of hands, a declaration must be made by the chairperson of the General Meeting that the resolution has been:
 - (i) carried unanimously;

- (ii) carried by a particular majority; or
 - (iii) lost.
- (b) If the declaration relates to a Special Resolution, then subject to rule 19.1(c), the declaration should state that a Special Resolution has been determined.
 - (c) The declaration made under rule 19.4(a) must be entered into the minute book of the Association.
 - (d) The entry in the minute book of the Association under rule 19.4(c) is evidence of the fact that the resolution has been determined, without proof of the number or proportion of the votes recorded in favour of or against that resolution.

19.5 Poll at General Meetings

- (a) At a General Meeting, a Poll on any question may be demanded by either:
 - (i) the chairperson of the meeting; or
 - (ii) at least three Members present in person.
- (b) If a Poll is demanded at a General Meeting, the Poll must be taken in a manner as the chairperson of the meeting directs and a declaration by the chairperson of the result of the Poll is evidence of the matter so declared.
- (c) If a Poll is demanded at a General Meeting, the Poll must be taken:
 - (i) immediately in the case of a Poll which relates to electing a person to preside over the meeting;
 - (ii) immediately in the case of a Poll which relates to adjourning the meeting; or
 - (iii) in any other case, in the manner and time before the close of the meeting as the chairperson directs.

20. MINUTES OF MEETINGS

20.1 Minutes of Meetings

- (a) The Secretary or a person authorised by the Committee from time to time must keep minutes of the resolutions and proceedings of all General Meetings and Committee Meetings together with a record of the names of persons present at each meeting.
- (b) The Chairperson must ensure that the minutes of a General Meeting or Committee Meeting under rule 20.1(a) are reviewed and signed as correct by:
 - (i) the chairperson of the General Meeting or Committee Meeting to which those minutes relate; or

- (ii) the chairperson of the next succeeding General Meeting or Committee Meeting.
- (c) When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that:
 - (i) the General Meeting or Committee Meeting to which they relate was duly convened and held;
 - (ii) all proceedings recorded as having taken place at the General Meeting or Committee Meeting did in fact take place at the meeting; and
 - (iii) all appointments or elections purporting to have been made at the meeting have been validly made.
- (d) The minutes of General Meetings may be inspected by a Member under rule 27.2.
- (e) The minutes of Committee Meetings may be inspected by a Member under rule 27.2 unless the Committee determines that the minutes of Committee Meetings generally, or the minutes of a specific Committee Meeting are not to be available for inspection.

21. FUNDS AND ACCOUNTS

21.1 Control of Funds

- (a) The funds of the Association must be kept in an account in the name of the Association in a financial institution determined by the Committee.
- (b) The funds of the Association are to be used in pursuance of the objects of the Association.
- (c) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by any two Office Bearers who are authorised bank signatories.
- (d) Internet payments must be authorised electronically by two Office Bearers who are bank signatories and have on-line authorisation to make internet payments.
- (e) All expenditure above the maximum amount set by the Committee from time to time must be approved or ratified at a Committee Meeting.

21.2 Source of Association Funds

- (a) The funds of the Association may be derived from annual membership fees of Members, donations, fund raising activities, grants, interest, and any other sources approved by the Committee.
- (b) The Association must, as soon as practicable:
 - (i) deposit all money received by the Association, to the credit of the Association's bank account, without deduction; and
 - (ii) after receiving any money, issue an appropriate receipt, except that receipts will only be provided on request for payments made by direct credit into the Association's bank account.

21.3 Financial Records

- (a) The Association must keep Financial Records that:
 - (i) correctly record and explain its transactions, financial position and performance; and
 - (ii) enable true and fair financial statements to be prepared in accordance with Part 5 of the Act.
- (b) The Association must retain its Financial Records for at least 7 years after the transactions covered by the records are completed.

21.4 Financial Statements and Financial Reports

- (a) For each financial year, the Association must ensure that the requirements under Part 5 of the Act are met.
- (b) Without limiting sub-rule (a), those requirements include—
 - (i) the preparation of the Financial Statements;
 - (ii) the review or auditing of the Financial Statements; and
 - (iii) the presentation of the Financial Statements to the annual general meeting of the Association and a copy of the report of the review.

21.5 Review or Audit of Financial Statements or Financial Report

- (a) The Association must ensure that a review or audit is undertaken of the Financial Statements or Financial Report of the Association;
- (b) The annual review will be undertaken by the Honorary Auditor to be appointed at the Annual General Meeting;
- (c) If the appointee is unavailable then the Committee can nominate an alternative;
- (d) The person appointed Honorary Auditor may be a member of the Association but must be sufficiently qualified or experienced to ensure that they are able to conduct the review with a proper degree of independence subject to Committee approval.

22. FINANCIAL YEAR OF THE ASSOCIATION

The financial year of the Association is at rule 1.5.

23. ANNUAL GENERAL MEETINGS

23.1 Annual General Meeting

- (a) The Association must convene an AGM in the month of March each calendar year.

- (b) The notice convening an AGM must specify that it is the AGM of the Association and otherwise must comply with rules 2.2 and 17.3 (as applicable).

23.2 Business to be Conducted at AGM

- (a) Subject to rule 23.1, the AGM of the Association is to be convened on a date, time and place as the Committee decides.
- (b) A minimum of twenty eight days notice must be given to the Secretary of all motions to be presented to the AGM.
- (c) At each AGM of the Association, the order of business shall be:
 - (i) confirm the minutes of the last preceding AGM and of any Special General Meeting held since that meeting if the minutes of that Special General Meeting have not yet been confirmed;
 - (ii) receipt and consideration of the reports of the Committee;
 - (iii) receipt and consideration of the financial statements of the Club, copies of which shall be submitted to Members at the AGM;
 - (iv) motions on notice;
 - (v) any other business that may lawfully be brought forward; and
 - (vi) elect or appoint the Office Bearers and ordinary Committee Members.

24. CONSTITUTION OF THE ASSOCIATION

24.1 Constitution of the Association

- (a) This Constitution binds every Member and the Association and each Member agrees to comply with the Constitution.
- (b) The Association must provide, free of charge, a copy of the Constitution in force, at the time Membership commences, to each person who becomes a Member under rule 5.5. It is sufficient that a copy be supplied by email or that the Member is directed to obtain a copy from the club website.
- (c) The Association must keep a current copy of the Constitution.

24.2 Amendment of Constitution, Name and Objects

- (a) The Association may alter, rescind or add to the Constitution by Special Resolution in accordance with rule 19.1 and not otherwise.
- (b) When a Special Resolution amending the Constitution is passed, the required documents must be lodged with the Commissioner within:
 - (i) one month after the Special Resolution is passed; or
 - (ii) a longer period as the Commissioner may allow.

- (c) Subject to rule 24.2(d), an amendment to the Constitution does not take effect until the required documents are lodged with the Commissioner under rule 24.2(b).
- (d) An amendment to the Constitution that changes or has the effect of changing:
 - (i) the name of the Association; or
 - (ii) the objects or purposes of the Association,

does not take effect until the required documents are lodged with the Commissioner under rule 24.2(b) and the approval of the Commissioner is given in writing.

25. **BY-LAWS OF THE ASSOCIATION**

25.1 The Members of the Association may make, amend and repeal by-laws for the management of the Association by Ordinary Resolution at a General Meeting provided that the by-laws are not inconsistent with the Constitution or the Act.

25.2 The by-laws made under rule 25.1:

- (a) Do not form part of the Constitution;
- (b) May make provision for:
 - (i) classes of Membership and the rights and obligations that apply to each class of Membership;
 - (ii) requirements for financial reporting, financial accountability or audit of accounts in addition to those prescribed by the Act and the Constitution;
 - (iii) restrictions on the powers of the Committee including the power to dispose of assets; and
 - (iv) any other matter that the Association considers necessary or appropriate; and
- (c) Must be available for inspection by Members.

26. **AUTHORITY REQUIRED TO BIND ASSOCIATION**

26.1 **Executing Documents**

- (a) The Association may execute a document without using a common seal if the document is signed by:
 - (i) any two Committee Members; or
 - (ii) one Committee Member and a person authorised by the Committee.

27. THE ASSOCIATION'S BOOKS AND RECORDS

27.1 Custody of the Books of the Association

- (a) Except as otherwise decided by the Committee from time to time, the Secretary must keep in his or her custody or under his or her control all of the Books of the Association with the exception of the Financial Records which, except as otherwise directed by the Committee from time to time, are to be kept under the custody or control of the Treasurer.
- (b) The Books of the Association must be retained for at least 7 years.

27.2 Inspecting the Books of the Association

- (a) Subject to these rules, and in particular rule 20.1(e), a Member is able to inspect the Books of the Association free of charge at such time and place as is mutually convenient to the Association and the Member.
- (b) A Member must contact the Secretary to request to inspect the Books of the Association.
- (c) The Member may copy details from the Books of the Association but has no right to remove the Books of the Association for that purpose.

27.3 Prohibition on Use of Information in the Books of the Association

- (a) A Member must not use or disclose information in the Books of the Association except for a purpose:
 - (i) that is directly connected with the affairs of the Association; or
 - (ii) related to the provision of the information to the Commissioner in accordance with a requirement of the Act.

27.4 Returning the Books of the Association

- (a) Outgoing Committee Members are responsible for transferring all relevant assets and Books of the Association to the new Committee within 14 days of ceasing to be a Committee Member.

28. RESOLVING DISPUTES

28.1 Disputes Arising under the Constitution

- (a) This rule applies to:
 - (i) Disputes between Members; and
 - (ii) Disputes between the Association and one or more Membersthat arise under the rules or relate to the Constitution of the Association.
- (b) In this rule "Member" includes any former Member whose membership ceased not more than six months before the dispute occurred.

- (c) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.
- (d) If the parties are unable to resolve the dispute, any party to the dispute may initiate a procedure under this rule by giving written notice to the Secretary of the parties to, and details of, the dispute.
- (e) The Secretary must convene a Committee Meeting within 28 days after the Secretary receives notice of the dispute under rule 28.1(d) for the Committee to determine the dispute.
- (f) At the Committee Meeting to determine the dispute, all parties to the dispute must be given a full and fair opportunity to state their respective cases orally, in writing or both.
- (g) The Secretary must inform the parties to the dispute of the Committee's decision and the reasons for the decision within 7 days after the Committee Meeting referred to in rule 28.1(e).
- (h) If any party to the dispute is dissatisfied with the decision of the Committee they may elect to initiate further dispute resolution procedures as set out in the Constitution.

28.2 Mediation

- (a) This rule applies:
 - (i) where a person is dissatisfied with a decision made by the Committee under rule 28.1; or
 - (ii) where a dispute arises between a Member or more than one Member and the Association and any party to the dispute elects not to have the matter determined by the Committee.
- (b) Where the dispute relates to a proposal for the suspension or expulsion of a Member this rule does not apply until the procedure under rule 7.3 in respect of the proposed suspension or expulsion has been completed.
- (c) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 28.1(c), or a party to the dispute is dissatisfied with a decision made by the Committee under rule 28.1(g) a party to a dispute may:
 - (i) Provide written notice to the Secretary of the parties to, and the details of, the dispute;
 - (ii) Agree to, or request the appointment of, a mediator.
- (d) The party, or parties requesting the mediation must pay the costs of the mediation.
- (e) The mediator must be:
 - (i) a person chosen by agreement between the parties; or
 - (ii) in the absence of agreement:

- A. if the dispute is between a Member and another Member – a person appointed by the Committee; or
 - B. if the dispute is between a Member or more than one Member and the Association, the Committee or a Committee Member then an independent person who is a mediator appointed to, or employed with, a not for profit organisation.
- (f) A Member can be a mediator, but the mediator cannot be a Member who is a party to the dispute.
 - (g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
 - (h) The parties are to exchange written statements of the issues that are in dispute between them and supply copies to the mediator at least 5 days before the mediation session.
 - (i) The mediator, in conducting the mediation, must:
 - (i) give the parties to the mediation process every opportunity to be heard;
 - (ii) allow all parties to consider any written statement submitted by any party; and
 - (iii) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
 - (j) The mediator must not determine the dispute and the mediation must be confidential. Information provided by the parties in the course of the mediation cannot be used in any other legal proceedings that may take place in relation to the dispute.

28.3 Inability to Resolve Disputes

If a dispute cannot be resolved under the procedures set out in the Constitution, any party to the dispute may apply to the State Administrative Tribunal to determine the dispute in accordance with the Act or otherwise at law.

29. CANCELLATION AND DISTRIBUTION OF SURPLUS PROPERTY

- (a) The Association may cease its activities and have its incorporation cancelled in accordance with the Act if not less than seventy-five percent of the Members resolve by Special Resolution that the association will:
 - (i) apply to the Commissioner for cancellation of its incorporation; or
 - (ii) appoint a liquidator to wind up its affairs.
- (b) The Association must be wound up under rule 29(a)(ii) and Part 9 of the Act before cancellation can take place if it has outstanding debts or any other outstanding legal obligations, or is a party to any current legal proceedings.
- (c) Upon cancellation of the Association, the Surplus Property must only be distributed to one or more of the following:

- (i) an incorporated association under the Act which has similar objectives and which association shall be determined by resolution of the members;
- (ii) a charity as determined by the resolution of the Members at a Special General Meeting.