

CANBERRA GAY & LESBIAN QWIRE ASSOCIATION

CONSTITUTION

PART I PRELIMINARY

1 (1) In these rules, except insofar as the context or subject matter otherwise requires

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| "the Association" | means the Canberra Gay & Lesbian Qwire Association, which consists of all Members of the Association as set out in these rules; |
| "Committee" | means the Committee of Management as set out in these rules; |
| "Sub-Committee" | means any Sub-Committee of the Association established by the Committee under these rules; |
| "Member" | Means a person who is granted membership of the Association and who remains financial under these rules; |
| "Office " | means each of the Committee positions referred to in clause 13 (2) below |
| "Register" | means the Register of Members established by the Committee under these rules; |
| "Subscription Fees" | means the annual subscription fees to be paid by each Member under these rules; |
| "Special General Meeting" | means a general Meeting of the Association, other than the Annual General Meeting, in which a specific agenda is to be addressed; |
| "the Act" | means the Associations Incorporation Act, 1991; |
| "the Regulation" | means the Associations Incorporation Regulation, 1985; |
| "Public Officer" | means the member of the Association who is to be considered the first point of contact for the Association. |
| "Gay and Lesbian" | means Qwire recognises the diversity of sexual orientations and gender identities including and not limited to Lesbian, Gay, Bisexual, Trans*, |

Intersex, Queer. The Qwire also welcomes
Straight Allies

- (2) The provisions of the Interpretation Act, 1987, apply to and in respect of these rules as if these rules were a statutory instrument.

**PART II
AIMS & OBJECTS**

- 2 (1) The Aim of the Canberra Gay & Lesbian Qwire Association (hereafter 'the Association') is to manage, promote and develop a Gay & Lesbian Qwire in Canberra.
- (2) The Objects of the Association are -
- (a) To encourage skills associated with music within the gay and lesbian, bi, trans and intersexed communities by holding rehearsal and performances of the Qwire;
 - (b) To be open to all who are interested in the activities of the Association and who agree to abide by the Aims, Objects and Rules which govern the Association;
 - (c) To provide a supportive environment within the Association which fosters the interaction and co-operation of gay and lesbian people, musically and socially;
 - (d) To promote pride in, and a positive image of, gay and lesbian lives;
 - (e) To provide a voice for the gay and lesbian community(s) to speak to the wider community; and
 - (f) To express gay and lesbian experiences through music.

**PART III
MEMBERSHIP
MEMBER QUALIFICATIONS**

- 3 A person is qualified to be a member of the Association if the person is a natural person who –
- (a) Has applied for membership of the Association as provided in these rules; and
 - (b) Has been approved for membership of the Association by the Committee of the Association; and
 - (c) Has paid the required membership fee as provided in these rules; and
 - (d) Is 16 years of age or older. Children under 16 may attend Qwire rehearsals under the supervision of a parent or guardian, but are not qualified for membership until they reach 16 years of age.

APPLICATION FOR MEMBERSHIP

- 4 (1) The application of a person for membership of the Association:
- (a) Shall be made in writing using the prescribed form; and
 - (b) Shall be lodged with the Secretary of the Association.
- (2) As soon as practicable after receiving an application for membership, the Secretary shall refer the application to the Committee which shall determine whether to approve or reject the application, such approval not being unreasonably withheld.
- (3) Where the Committee determines to approve an application for membership, the Secretary shall, as soon as practicable after determination:
- (a) Notify the applicant to pay, within a period of twenty eight days after receipt by the applicant of the notification (or such longer period as the committee grants) the sum payable under these rules by a member as entrance fee or annual subscription; and
 - (b) Enter the applicant's name in the Register of Members and providing them with a membership login for access to the members section of the webpage; and
 - (c) Provide the member with a copy of the Association's constitution.
- (4) The Treasurer shall, on payment by the applicant of the amount referred to in clause (3) within the period referred to in that clause, enter the applicant's name in the Register of Members and, upon the name being so entered, the applicant becomes a member of the Association.
- (5) If the Committee determines not to approve a membership application, the person making the application may apply to the Committee in writing to reconsider their decision giving the reasons for the request. The Secretary shall notify the person in writing of the date and venue of the Committee meeting to consider the request and shall invite the person to address the Committee on the matter. The Committee shall inform the person of the basis of the rejection and give the person a fair opportunity to address the matters raised. The person shall not be entitled to legal representation but shall be afforded the opportunity to question any person upon whose evidence the Committee has relied.
- (6) Following the hearing of the matter by the Committee the Committee shall resolve whether to admit the person as a member or not. If the Committee resolves not to admit the person as a member no person may raise the matter by way of

motion before a general meeting of members and the decision of the Committee is final.

CESSATION OF MEMBERSHIP

- 5 (1) A person ceases to be a member of the Association if the person:
- (a) dies; or
 - (b) resigns that membership; or
 - (c) is expelled from the Association; or
 - (d) is unfinancial for a period exceeding three months.
- (2) The Committee may in its discretion extend the period of three months referred to in clause (1)(d) above.

MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

- 6 A right, privilege or obligation which a person has by reason of being a member of the Association:
- (a) Is not capable of being transferred or transmitted to another person; and
 - (b) Terminates on cessation of the person's membership.

RESIGNATION OF MEMBERSHIP

- 7 (1) A member may resign their membership by advising the Secretary in writing.
- (2) Where a member ceases to be a member pursuant to rule 5, the Secretary shall make the appropriate entry in the Register of Members, recording the date on which the member ceased to be a member.
- (3) Any fees or charges owed by the member to the Association upon resignation of membership remain debts due and payable to the Association.

REGISTER OF MEMBERS

- 8 (1) The Association shall establish and maintain a Register of Members of the Association specifying the name and address of each member together with the date on which the person became a member, the date on which the annual subscription was last paid by that member, and any other information as the Committee

shall from time to time deem necessary for the proper administration of the Association.

- (2) The Committee may direct that any members address and other personal details not be recorded in the register where the Committee believes that to do so would expose that member to some real risk of injury.
- (3) The Register of Members shall be maintained by the Secretary of the Association and shall be open for inspection, free of charge, by any member at any reasonable hour.

FEES, SUBSCRIPTION ETC

- 9
- (1) A member shall, on admission to membership, pay to the Association within 28 days the subscription dues of an amount to be determined by the Committee from time to time.
 - (2) Annual subscriptions fall due on 1 January each year and shall be paid by members within 28 days in full.
 - (3) Payment of subscriptions can be made for either a six or twelve month period.
 - (4) Where payment is made for a six month period, the balance of payment shall be paid no later than 30 June of that membership year.
 - (5) The Committee may require the payment of other fees or charges as it determines necessary, by members or non members who attend or participate in activities organised by the Association, being only fees and charges relating to goods or services provided to the persons concerned. This rule does not authorise the Committee to raise levies or charges on members of a general kind beyond annual subscriptions, which may only be done by a general meeting of the Association.

MEMBERS' LIABILITIES

- 10
- The liability of a member to contribute towards the payment of the debts and liabilities of the Association or the cost, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association and other fees as required by rule 9.

DISCIPLINING OF MEMBERS

- 11
- (1) The Committee may discipline a member who:

- (a) Has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (b) Has persistently and wilfully acted in a manner prejudicial to the interests of the Association
- (2) The Committee may, by resolution, expel a member from the Association where a member has been disciplined in accordance with Rule 11 (1)(a) and (b) above.
- (3) Where the Committee is of the opinion that a member may have breached Rule 11 (1) (a) or (b) above, the Secretary shall inform the member in writing of this opinion together with the Committee's written reasons for this opinion and a copy of any documents upon which the Committee's opinion is based. In circumstances where a complaint or information has been provided to the Committee in confidence, the Committee may withhold the name of the informant but must give disclosure of the details of the complaint or information received.
- (4) In the same notice the Secretary shall extend an invitation to the member to informally address the Committee either in writing or in person, or both, at the next meeting of the Committee. At this meeting the Committee shall inform the member of the details of the complaint or information and shall give the member a reasonable opportunity to address the issues. The member shall have no right to legal representation at this meeting and the Committee is under no obligation to take evidence from witness or hear from other person.
- (5) After hearing the member and considering any matters raised, the Committee may by resolution decide to institute disciplinary action against the member.
- (6) Where the Committee passes a resolution under clause (2), the Secretary shall, within 7 days, cause a notice in writing to be served on the member -
- (a) Setting out the resolution of the Committee and the grounds on which it is based;
 - (b) Stating that the member may address the Committee at the next meeting of the Committee to be held no later than one calendar month after service of the notice;
 - (c) Stating the date, time and place of the meeting; and
 - (d) Informing the member that the member may:
 - (i) Attend and speak at the meeting;
 - (ii) Submit to the Committee at or prior to the date of that meeting written representations relating to the resolution;

- (iii) Call any other person to give relevant evidence to the Committee;
 - (iv) Require the presence of the person(s) making the complaint or providing the information in question, to be present to be asked questions by the member;
 - (v) Have legal representation only with the prior consent of the Committee;
 - (vi) Be assisted or represented by any person not being a legal practitioner or a person holding tertiary qualification in law.
- (7) At the next meeting of the Committee held after the service of the notice, the Committee shall ensure that the member has the right to hear the case against them, to question persons giving evidence against them and to present any other evidence and submissions they wish to the Committee.
- (8) At the conclusion of the hearing of the matter the Committee may resolve to discipline the member by:
- (a) Reprimanding the member;
 - (b) Imposing a bar on the member's attendance at any particular function of the Association;
 - (c) Suspending the member for a fixed period; or
 - (d) Expelling the member and shall notify the member in writing of the decision together with the reasons for the decision.

PART IV THE COMMITTEE

POWERS, ETC. OF COMMITTEE

- 12 (1) The Committee shall be called the Committee of Management of the Association and, subject to the Act, the Regulation and these rules and to any resolution passed by the Association in general meeting –
- (a) Shall control and manage the affairs of the Association;
 - (b) May exercise all such functions as may be exercised by the Association other than those functions required by these rules to be exercised by a general meeting of members of the Association; and
 - (c) Has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association;
 - (d) Has power to employ staff or enter into contracts with individuals or any other agent for the purpose of achieving any of the objectives of the Qwire, this power shall include the right to terminate employment or any contract for reasons

determined by the Committee to be in the best interests of the Qwire.

- (2) In carrying out its functions the Committee will be guided by the principles of consultative and consensus decision making and will consult the member wherever reasonable and practicable. The Committee is however not bound by any decision of any group of members other than by a resolution of the members in a general meeting.

CONSTITUTION AND MEMBERSHIP OF COMMITTEE

- 13 (1) Subject in the case of the first members of the Committee to section 21 of the Act, the Committee shall consist of members of the Association, each of whom shall be elected at the Annual General Meeting of the Association pursuant to rule 14.
- (2) The members of the Committee shall be –
 - (a) The Convenor;
 - (b) The Secretary;
 - (c) The Treasurer;
 - (d) The Publicity Officer;
 - (e) The Bookings Officer;
 - (f) The Events Manager;
 - (g) The Music Librarian;
 - (h) A singing member representing a singing part which is not represented by an elected member noted in 13(2) (a) to (g) above
- (3) The Musical Director and Assistant Musical Director shall have speaking rights at Committee of Management meeting but shall not have voting rights.
- (4) Each member of the Committee shall, subject to these rules, hold office for a period of twelve months commencing on 1 January of the year after the year of the Annual General Meeting at which the member was elected to office.
- (5) In the event of a casual vacancy occurring in the membership of the committee, the secretary shall notify the members that a casual vacancy exists. Any member of the Association may nominate a member not already holding office to fill the vacancy, subject to the approval of a simple majority of members by an out of session vote, in default of which the committee may appoint a member to fill the vacancy. The member so elected shall hold office subject to these rules until the conclusion of the Annual General Meeting next following the date of appointment.

- (6) The Committee may at its discretion co-opt additional members to the Committee; appoint or call for members of the Association to work with the Committee in such capacity or capacities as is deemed necessary.
- (7) Members co-opted to the Committee under clause (6) –
 - (a) Shall have all the rights of a Committee person for the duration of the co-option;
 - (b) Shall be bound by the same rules and procedures as elected Committee Members; and
 - (c) Shall cease to be co-opted Committee members upon resolution of the Committee to that effect.
- (8) Where a Committee member has a personal pecuniary interest in a matter to be decided by the Committee, that member shall not participate in any decision on that matter.

ELECTION OF MEMBERS

- 14 (1) Nominations of candidates for election as members of the Committee:
 - (a) Shall be made in writing giving the name of the nominee and the office, signed by another member of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) Shall be delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) No person may nominate for election to the Committee unless they are current and financial members of the Association.
- (3) No person may nominate for election to the position of singing member unless they are current actively participating members of the Qwire and intend to remain so for the duration of their appointment to the Committee in this capacity.
- (4) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (5) If insufficient further nominations are received any vacant positions remaining on the Committee shall be deemed to be casual vacancies.

- (6) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (7) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (8) The ballot for the election of office bearers of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

SECRETARY

- 15 (1) It is the duty of the Secretary to
- (a) Maintain records of all appointments of office bearers and members of the Committee;
 - (b) Record the names of members of the Committee present at a Committee meeting;
 - (c) Record the minutes of all proceedings at the Committee meetings and general meetings;
 - (d) Handle the Association's correspondence;
 - (e) Where necessary, notify members of up-coming meetings;
 - (f) Accept applications for membership to the Association and forward these applications to the Treasurer; and
 - (g) Such other functions as directed by the Committee

TREASURER

- 16 (1) It is the duty of the Treasurer to ensure that:
- (a) All money due to the Association is collected and received and that all payments authorised by the Association are made;
 - (b) Correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected-with the activities of the Association; and
 - (c) Audited accounts for the period 1 July to 30 June, being the financial year of the Association, are presented at the Annual General Meeting.

CASUAL VACANCIES

- 17 (1) For the purposes of these rules, a casual vacancy in the office of a member of the Committee occurs if the member:
- (a) Dies;
 - (b) Ceases to be a member of the Association;

- (c) Resigns office by giving oral or written notice to the secretary;
 - (d) Is removed from office under rule 18.
 - (e) A singing member ceases to be an actively participating member of the Qwire, other than with the consent of the Committee.
- (2) Any member of the Association may complain to the Committee in writing that a singing member of the Committee has ceased to be an actively participating member of the Qwire. In this event the Committee shall deal with the matter in the manner set out in clause 18 dealing with the removal of Committee members.

REMOVAL OF A COMMITTEE MEMBER

- 18 (1) If a member (including a member of the Committee) believes that a member of the Committee is no longer a fit or suitable person to hold that office, the member may make a complaint in writing to the Secretary to this effect. The complaint shall contain the reasons for the complaint and shall be accompanied by any relevant supporting documents. The Secretary shall bring the complaint to the attention of the Committee no later than the next meeting of the Committee.
- (2) The Committee shall provide a copy of the complaint to the Committee member concerned together with details of the next meeting of the Committee at which the Committee member is invited to attend and address the issues. The Committee member shall not be entitled to legal representation at this meeting.
- (3) After providing the Committee member with the opportunity to hear and address the complaint, the Committee shall determine by resolution whether the matter is of sufficient gravity and that a sufficient case exists for the matter to be referred to the members in a special general meeting.
- (4) Notice of a special general meeting for the purposes of clause (3) shall indicate the general nature of the matter to be determined.
- (5) At the special general meeting the Committee shall appoint a person to present the case against the Committee member concerned. The Committee member concerned shall:
- (a) Have the right to question the person making the complaint and any other witnesses;
 - (b) Have the right to legal representation at their cost and only with the prior consent of the Committee; and
 - (c) Shall be given the opportunity to make any submissions they wish at the meeting.

- (6) Subject to clause (5), the process shall be decided by the presiding officer.
- (7) After each party has had a fair opportunity to present its case, the members shall vote by ballot either to remove the Committee person from office or not to do so.
- (8) If the Committee person in question fails to attend the special general meeting, the meeting may resolve to hear and determine the matter in the absence of the Committee member or to adjourn the matter to a new special general meeting.

MEETINGS AND QUORUM

- 19
- (1) The Committee shall meet at least 6 times in each period of 12 months at such places and times as the Committee may determine.
 - (2) Meetings of the Committee may be convened by any member of the Committee (other than the Secretary) by giving oral or written notice of the meeting to each member of the Committee at least 72 hours before the appointed time for the holding of the meeting, unless the Committee unanimously agrees to meet within that time.
 - (3) Where the Secretary intends to convene a meeting of the Committee oral or written notice of the meeting shall be given by the Secretary to each member of the Committee not present at the previous committee meeting at least 48 hours before the appointed time for the holding of the meeting unless the meeting is to occur within that time, in which case notice shall be given as soon as possible.
 - (4) Notice of a meeting given under clauses (2) and (3) shall specify the general nature of business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
 - (5) No business shall be transacted by the Committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to a place and time agreed upon by the members present at the adjourned meeting.
 - (6) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved and another meeting called by the Secretary in accordance with clause (3).

- (7) If within half an hour of the appointed time for the meeting called under clause (6) a quorum is not present, those members of the Committee present shall be deemed a quorum and the meeting shall proceed to deal with the business set out in the agenda for that meeting.
- (8) A Quorum shall consist of five Committee members, including:
 - (a) The Convenor, and/or
 - (b) The Secretary, and/or
 - (c) The Treasurer of which a majority must be elected members as opposed to co-opted members.

DELEGATION BY COMMITTEE TO SUB-COMMITTEE

- 20
- (1) The Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Association as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than:
 - (a) This power of delegation; and
 - (b) A function which is a duty imposed on the Committee by the Act or any other law.
 - (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
 - (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function thereof, or as to time or circumstances, as may be specified in the instrument of delegation as amended from time to time.
 - (4) Notwithstanding any delegation under this rule, the Committee may continue to exercise any function delegated.
 - (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Committee.
 - (6) The Committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
 - (7) A sub-committee may meet and adjourn as it thinks proper.

VOTING AND DECISIONS

- 21
- (1) If questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee cannot be resolved by consensus they shall be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.
 - (2) Each person present at a meeting of the Committee or of any subcommittee appointed by the Committee (including the person presiding at the meeting) is entitled to 1 vote per question.
 - (3) Subject to rule 19 clause (5), the Committee may act notwithstanding any vacancy on the Committee.
 - (4) Any act, or thing done or suffered, or purporting to have been done or suffered, by the Committee or any sub-committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or any sub-committee.

PART V GENERAL MEETINGS

ANNUAL GENERAL MEETINGS - HOLDING OF

- 22
- (1) With the exception of the first Annual General Meeting of the Association, the Association shall, at least once in each calendar year and within five months of the end of the Association's financial year, convene an Annual General Meeting of its members.

ANNUAL GENERAL MEETINGS - CALLING OF BUSINESS AT

- 23
- (1) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:
 - (a) To confirm the minutes of the preceding Annual General Meeting and of any special general meeting held since that meeting;
 - (b) To receive from the Committee reports upon the activities of the Association during the preceding financial year;
 - (c) To elect office bearers of the Committee and other office bearers of the Association;

- (d) To receive and consider the financial statement for the period of 1 July of the previous year to 30 June of the present year, which is required to be submitted to members pursuant to section 26 of the Act.
- (2) An Annual General Meeting shall be specified as such in the notice convening it.

SPECIAL GENERAL MEETINGS - CALLING OF

- 24 (1) The Committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The Committee shall, on the requisition orally or in writing of not less than 20 percent of the total number of members, convene a special general meeting of the Association.

GENERAL MEETINGS - NOTICE OF

- 25 (1) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member in writing, specifying the intention to propose the resolution as a special resolution.
- (2) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to rule 23 clause (1) .
- (3) Subject to Rule 25 (1) dealing with matters requiring a special resolution, a member desiring to bring any business before a general meeting may give notice orally or in writing of that business to the Secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.
- (4) A special general meeting having been requisitioned pursuant to Rule 24 clause (1) or Rule 24 clause (2), the Secretary shall give notice of a Special General Meeting, orally or in writing, to all members of the Association at least 14 days before the appointed starting time of the meeting.

PROCEDURE

- 26
- (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
 - (2) 25 percent of financial members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
 - (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, then the meeting, if convened upon the requisition of members, shall be dissolved and in any other case stand adjourned to the same day in the following week at the same time and in the same place unless some other time or place is specified at the time of the adjournment by the person presiding at the meeting.

GENERAL MEETINGS - PRESIDING MEMBER/CONVENOR AT

- 27
- (1) If the member holding the office of Convenor having been elected to that office pursuant to rule 15 is absent from the meeting, the members present shall elect one of their number to act as Convenor at that meeting and only that meeting.

GENERAL MEETINGS - ADJOURNMENT OF

- 28
- (1) The Convenor of a general meeting at which a quorum is present may, with the consent of the majority of the members present at the meeting, adjourn the meeting to a future time and from place to place but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
 - (2) Where a general meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of the Association stating the date, place and time of the meeting and the nature of the business to be transacted at that meeting.
 - (3) Except as provided in Rule 28 clauses (1) and (2), notice of adjournment of a meeting or of the business to be transacted at an adjourned meeting is not required to be given.

MAKING DECISIONS

- 29 (1) A question arising at a general meeting of the Association shall be determined on a show of hands unless a poll is requested, before or on the declaration of a show of hands. A declaration by the Convenor that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of votes recorded in favour of or against that resolution.
- (2) At a general meeting of the Association a poll may be requested by the Convenor or by not less than 3 members of the Association present in person or by proxy at the meeting.
- (3) Where a poll is requested at a general meeting, the poll shall be taken:
- (a) Immediately in the case of a poll which relates to the election of a Convenor for that meeting or to the question of an adjournment; or
 - (b) In any other case, in such manner and at such time before the close of the meeting as the Convenor directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter

SPECIAL RESOLUTION

- 30 (1) A resolution of the Association is a special resolution if:
- (a) It is passed by a majority which comprises not less than three quarters of such members of the Association as vote in person, being entitled under these rules to do so, or by proxy at a general meeting of which not less than 21 days written notice, specifying the intention to propose the resolution as a special resolution, was given in accordance with these rules; or
 - (b) Where it is made to appear to the Committee that it is not possible or practicable for the resolution to be passed in the manner specified in Rule 30 clause (1)(a), the resolution is passed in a manner specified by the Committee.

VOTING

- 31 (1) Upon any question arising at a general meeting of the Association a member has one vote only with the exception of the Convenor pursuant to Rule 31 clause (3).
- (2) All votes shall be given personally or by proxy but no member may hold more than 3 proxies.

- (3) In the case of an equality of votes on a question at a general meeting, the Convenor of that meeting is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the Association unless all monies due and payable by the member and proxy have been paid to the Association.

APPOINTMENT OF PROXIES

- 32
- (1) Each member of the Association shall be entitled to appoint another member as proxy by written notice given to the Secretary before the commencement of the meeting in respect of which the proxy is appointed.
 - (2) The notice appointing the proxy shall be in the form determined by the Committee and shall be valid only for the meeting for which it was given.

PART VI MISCELLANEOUS

INSURANCE

- 33
- (1) The Association shall effect and maintain insurance pursuant to section 44 of the Act.
 - (2) In addition to the insurance required in Rule 33 clause (1), the Association may effect and maintain other insurance.

SOURCE OF FUNDS

- 34
- (1) The funds of the Association shall be derived from annual subscriptions of members, entrance fees, donations and, subject to any resolution passed by the Association in general meeting, such other sources as the Committee determines.
 - (2) All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
 - (3) The Treasurer shall, as soon as practicable after receiving any money, issue an appropriate receipt.

MANAGEMENT OF FUNDS

- 35
- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance

of the objects of the Association in such manner as the Committee determines.

- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any members of the Committee authorised to do so.
- (3) The Committee may approve the reimbursement to members and Committee members of out of pocket expense but may not approve the payment of monies in the nature of salary except to people employed or contracted to provide goods or services to the Association. Nothing in these rules precludes the Association retaining the services of a member as an employee or contractor. A Committee member may not be retained as an employee or contractor unless they first resign their position on the Committee.

ALTERATION OF OBJECTS AND RULES

- 36 (1) The Statement of objects and these rules may be altered, rescinded or added to only by special resolution of the Association.

COMMON SEAL

- 37 (1) The common seal of the Association shall be kept in the custody of the Public Officer.
- (2) The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures of 2 members of the Committee.

CUSTODY OF BOOKS, ETC

- 38 (1) Except as otherwise provided by these rules, the Secretary shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

INSPECTION OF BOOKS, ETC

- 39 (1) The records, books and other documents of the Association shall be open to inspection, free of charge, by a member of the Association at any reasonable hour.
- (2) Any matter relating to the personal affairs of a member not already in the public domain, may only be disclosed by the Association in accordance with Rule 39 clause (1) with the prior consent of the person concerned.

SERVICE OF NOTICES

- 40 (1) For the purpose of these rules, a notice may be served by or on behalf of the Association upon any member of the Association either personally or by sending it by post or email to the member's address shown in the register of members.
- (2) When a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document or by emailing the document, the document shall be deemed for the purpose of these rules to have been served on the person unless the contrary is proved

SURPLUS PROPERTY

- 41 (1) At the first general meeting of the Association, the Association shall pass a special resolution nominating an incorporated Association as the Association in which it is to vest its surplus property pursuant to section 92 (2) of the Act in the event of the winding up or the cancellation of the incorporation of the Association.
- (2) The incorporated Association so nominated shall be one which fulfils the requirements specified in section 92 (2) (a)-(c) of the Act.