



BWDA CONSTITUTION

Name of Association

- 1 (1) The name of the Association is
BLUE WATER DARTS ASSOCIATION
- (2) Colours of the Association are Blue and White

Definitions

- 2 In these rules, unless the contrary intention appears-
 - "annual general meeting" is the meeting convened under paragraph (b) of rule 18 (1);
 - "Committee meeting" means a meeting referred to in rule 17;
 - "Committee and Delegates meeting" means a meeting referred to in rule 17;
 - "Committee member" means person referred to in paragraph (a), (b), (c), (d), (e), (f) or (g) of rule 10 (1);
 - "convene" means to call together for a formal meeting;
 - "delegate" means a registered team member nominated by the team they represent to attend all Committee and Delegates Meetings and entrusted with disseminating all relative business arising from these meetings to the members of his team;
 - "department" means the government department with responsibility for administering the *Associations Incorporation Act (1987)*;
 - "financial year" means a period not exceeding 15 months fixed by the Committee, being a period commencing on the date of incorporation of the Association and ending on 31 December; and thereafter each period commencing 1 January and ending on 31 December that year;
 - "general meeting" means a meeting to which all members are invited;
 - "member" means a financial member of the Association;
 - "ordinary resolution" means resolution other than a special resolution;
 - "poll" means voting conducted in written form (as opposed to a show of hands);
 - "special general meeting" means a general meeting other than the annual general meeting;
 - "special resolution" has the meaning given by section 24 of the Act, that is-
 - A resolution is a special resolution if it is passed by a majority of not less than seventy five percent (75%) of financial members of the association who are entitled under the rules of the association to vote and vote in person at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with those rules.
 - At a meeting at which a resolution proposed as a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded in accordance with the rules of the Association or, if the rules do not make provision as to the manner in which a poll may be demanded, by at least ten percent (10%) of financial members of the association present in person.



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If a poll is held, a declaration by the person presiding as to the result of a poll is evidence of the matter so declared.

"the Act" means the *Associations Incorporation Act 1987*;

"the Association" means the Association referred to in rule 1;

"the President " means-

- (a) in relation to the proceedings at a Committee meeting or general meeting, the person presiding at the Committee meeting or general meeting in accordance with rule 11; or
- (b) otherwise than in relation to the proceedings referred to in paragraph (a), the person referred to in paragraph (a) of rule 10 (1) or, if that person is unable to perform his or her functions, the Vice President;

"the Commissioner" means the Commissioner for Consumer Protection exercising powers under the Act;

"the Committee" means the Committee of Management of the Association referred to in rule 10 (1);

"the Vice- President " means the Vice- President referred to in paragraph (b) of rule 10 (1);

"the Secretary" means the Secretary referred to in paragraph (c) of rule 10 (1);

"the Treasurer" means the Treasurer referred to in paragraph (d) of rule 10 (1);

"the Recorder" means the Recorder referred to in paragraph (e) of rule 10 (1);

"the Social Co-ordinator" means the Social Co-ordinator referred to in paragraph (f) of rule 10 (1).

"General Committee Member" means a General Committee Member referred to in paragraph (g) of rule 10 (1).

"the Grading & Fixtures Sub-Committee" ("Sub-Committee") means the Grading & Fixtures Sub-Committee referred to in paragraph (9) of rule 17.

Objects of Association

3 (1) The objects of the Association are-

- To promote social contact between the various sporting clubs in the north – western suburbs of Perth.
- To establish a code of rules for a darts competition between the participating clubs.
- The control and management of the game of darts played in the north – western suburbs of Perth by members of the association and all clubs affiliated with the association
- To arrange and carry out tournaments in connection with such game
- The choosing of all representative teams of the association
- The consideration and decision of all disputes and matters in which the association or any clubs affiliated with the association, or any players that shall be concerned in any matter whatsoever
- The application of any of the penalties in these rules or the rules of the game



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- And the doing of all acts and deeds which it may consider conducive to the interest of the association and the game of darts
- (2) The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

Powers of Association

4 The powers conferred on the Association are the same as those conferred by section 13 of the Act, so that subject to the Act and any additions, exclusions or modifications inserted below, the Association-

may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may –

- (1) acquire, hold, deal with, and dispose of any real or personal property;
- (2) open and operate bank accounts;
- (3) invest its money -
 - (a) in any security in which trust monies may lawfully be invested; or
 - (b) in any other manner authorised by the rules of the Association;
- (4) borrow money upon such terms and conditions as the Association thinks fit;
- (5) give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
- (6) appoint agents to transact any business of the Association on its behalf;
- (7) enter into any other contract it considers necessary or desirable; and
- (8) may act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene this Act or the rules of the Association.

Qualifications for membership of Association

5 (1) Membership of the Association is open to-

Any person 18 years of age or over is eligible for membership in the Association provided they pay the specified fee and provided they are supporting their clubs dart team and provided they are a financial member of the Club that they are representing.

(2) Compliance-

Registrations will be refused from players of unfinancial clubs from the previous season until the player's portion of the arrears has been received by the Association or the arrears have been paid by the club



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- (3) The Committee members must consider each application made under the sub-rule (2) at a Committee meeting and must at the Committee meeting or within two (2) consecutive Committee meetings accept or reject that application.
- (4) An applicant whose application for membership of the Association is rejected under sub-rule (3) must, if he or she wishes to appeal against that decision, give notice to the Secretary of his or her intention to do so within a period of 14 days from the date he or she is advised of the rejection.
- (5) When notice is given under sub-rule (4), the Association in a general meeting no later than the next annual general meeting, must either confirm or set aside the decision of the Committee to reject the application, after having afforded the applicant who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the Association in the general meeting.

Register of members of Association

- 6 (1) The Secretary, on behalf of the Association, must comply with section 27 of the Act by keeping and maintaining in an up to date condition a register of the members of the Association and their postal or residential or email address and, upon the request of a member of the Association, shall make the register available for the inspection of the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.
- (2) The register must be so kept and maintained at the Secretary's place of residence, or at such other place as the members at a general meeting decide.
- (3) The Secretary must cause the name of a person who dies or who ceases to be a member under rule 8 to be deleted from the register of members referred to in sub-rule (1) within 28 days of the change.

Nomination and Playing fees of members of Association

- 7 (1) The members may from time to time at a general meeting determine the amount of the nomination fees and playing fees to be paid by each member. The Team who has nominated the member(s) is responsible for the payment of all nomination and playing fees.
- (2) Team Nominations must be fully paid no later than one week prior to the commencement of a season unless a prior arrangement had been made with the Treasurer. The Nominations fee will be equivalent of the full team's fees for one week. The President will call a meeting and all fees are to be paid at that meeting so that the grades and teams can be drawn. In effect the first weeks playing fees are to be paid in advance for that week.
- (3) Player Registration Fees for the season must also be paid at the meeting referred to in Rule 7(2). Each Team is responsible for the payment of the appropriate Player Registration Fee.



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- (4) A person exercises all the rights and obligations of a member for the purposes of these rules if his or her nomination and playing fees are paid under sub-rule (2).

Termination of membership of the Association

8 Membership of the Association may be terminated upon-

- (1) receipt by the Secretary or another Committee member of a notice in writing from a member of his or her resignation from the Association. Such person remains liable to pay to the Association the amount of any nomination and playing fees due and payable by that person to the Association but unpaid at the date of termination; or
- (2) non-payment by a member of his or her nomination and playing fees within three months of the date fixed by the Committee for nomination and playing fees to be paid, unless the Committee decides otherwise in accordance with rule 7 (3); or
- (3) expulsion of a member in accordance with rule 9.

Suspension or expulsion of members of Association

9 (1) If the Committee considers that a member should be suspended or expelled from membership of the Association because his or her conduct is detrimental to the interests of the Association, the Committee must communicate, either electronically or in writing, to the member-

- (a) notice of the proposed suspension or expulsion and of the time, date and place of the Committee meeting at which the question of that suspension or expulsion will be decided; and
- (b) particulars of that conduct.

The communication must be not less than 7 days before the date of the Committee meeting referred to in paragraph (a).

- (2) At the Committee meeting referred to in a notice communicated under the sub-rule (1), the Committee may, having afforded the member concerned a reasonable opportunity to be heard by, or to make representations in writing to, the Committee, suspend or expel or decline to suspend or expel that member from membership of the Association and must, forthwith after deciding whether or not to suspend or expel that member, communicate that decision in writing to that member.
- (3) Subject to sub-rule (5), a member has his or her membership suspended or ceases to be a member immediately.
- (4) A member who is suspended or expelled under sub-rule (2) must, if he or she wishes to appeal against that suspension or expulsion, give notice to the Secretary of his or her intention to do so within the period of 14 day from the date of suspension or expulsion.

Committee of Management

10 (1) Subject to sub-rule (9), the affairs of the Association will be managed exclusively by a Committee of Management consisting of-



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- (a) a President;
 - (b) a Vice- President;
 - (c) a Secretary;
 - (d) a Treasurer;
 - (e) a Recorder;
 - (f) a Social Co-ordinator; and
 - (g) not less than two (2) other general committee members, all of whom must be financial members of the Association.
- (2) Committee members must be elected to membership of the Committee at an annual general meeting or appointed under sub-rule (8).
- (3) Subject to sub-rule (8), a Committee member's term will be from his or her election at an annual general meeting until the election referred to in sub-rule (2) at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Committee.
- (4) Except for nominees under sub-rule (7), a person is not eligible for election to membership of the Committee unless a member has nominated him or her for election by delivering notice in writing of that nomination, signed by-
- (a) the nominator; and
 - (b) the nominee to signify his or her willingness to stand for election, to the Secretary not less than 7 days before the day on which the annual general meeting concerned is to be held.
- (5) A person who is eligible for election or re-election under this rule may -
- (a) propose or second himself or herself for election or re-election; and
 - (b) vote for himself or herself.
- (6) If the number of persons nominated in accordance with sub-rule (4) for election to membership of the Committee does not exceed the number of vacancies in that membership to be filled-
- (a) the Secretary must report accordingly to; and
 - (b) the President must declare those persons to be duly elected as members of the Committee at
- the annual general meeting concerned.
- (7) If vacancies remain on the Committee after the declaration under sub-rule (6), additional nominations of Committee members may be accepted from the floor of the annual general meeting. If such nominations from the floor do not exceed the number of vacancies the President must declare those persons to be duly elected as members of Committee. Where the number of nominations from the floor exceeds the remaining number of vacancies on the Committee, elections for those positions must be conducted.
- (8) If a vacancy remains on the Committee after the application of sub-rule (7), or when a casual vacancy within the meaning of rule 16 occurs in the membership of the Committee-
- (a) the Committee may appoint a member to fill that vacancy; and



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- (b) a member appointed under this sub-rule will -
 - (i) hold office until the election referred to in sub-rule (2); and
 - (ii) be eligible for election to membership of the Committee, at the next following annual general meeting.

- (9) The Committee may delegate, in writing, to one to more sub-committees (consisting of such member or members of the association as the Committee thinks fit) the exercise of such functions of the Committee as are specified in the delegation other than-
 - (a) the power of delegation; and
 - (b) a function which is duly imposed on the Committee by the Act or any other law.

- (10) Any delegation under sub-rule (9) may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the Committee may continue to exercise any function delegated.

- (11) The Committee may, in writing, revoke wholly or in part any delegation under sub-rule (9).

- (12) Honorariums may only be paid to Association appointed committee persons. All honorariums must be reviewed at every Annual General Meeting and are to be set at an amount necessary to only cover estimated expenses incurred by the committee persons.

- (13) Allow for the implementation of future electronic transfer of information as per the requirements in all positions.

- (14) The Committee is to, every year, appoint an Auditor and this person should be selected from a Club other than the Treasurer's Club. The appointed Auditor shall be responsible for the checking of the books prepared by the Treasurer and is to confirm at the next Annual General Meeting that the books represent an accurate and current record of the Association's financial position and is to report any matters that may be of concern to the Members.

President and Vice President

- 11 (1) Subject to this rule, the President must preside at all general meetings and Committee meetings.

- (2) In the event of the absence from a general meeting of-
 - (a) the President, the Vice-President; or
 - (b) both the President and the Vice-President, a member elected by the other members present at the general meeting,must preside at the general meeting.

- (3) In the event of the absence from a Committee meeting of-
 - (a) the President, the Vice-President; or



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- (b) both the President and the Vice-President, a Committee member elected by the other Committee members present at the Committee meeting,
must preside at the Committee meeting.

- (4) Vice President is responsible for venue and dart board checks-
 - (a) at each new venue/team application to the Association prior to commencement of the next season;
 - (b) annually at every venue utilised by the Association teams or
 - (c) when the teams (who are responsible for notifying the committee of venue changes that may impact upon the dart boards etc) have notified the committee of such an event.

Secretary

12 The Secretary must-

- (1) co-ordinate the correspondence of the Association;
- (2) keep full and correct minutes of the proceedings of the Committee and of the Association;
- (3) comply on behalf of the Association with-
 - (a) section 27 of the Act with respect to the register of members of the Association, as referred to in rule 6;
 - (b) section 28 of the Act by keeping and maintaining in an up to date condition the rules of the Association and, upon the request of a member of the Association, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose; and
 - (c) section 29 of the Act by maintaining a record of -
 - (i) the names and residential or postal addresses of the persons who hold the offices of the Association provided for by these rules, including all offices held by the persons who constitute the Committee; and
 - (ii) the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association,and the Secretary must, upon the request of a member of the Association, make available the record for the inspection of the member and the member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose;
 - (d) unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Association, including those referred to in paragraph (c) but other than those required by rule 13 to be kept and maintained by, or in the custody of, the Treasurer; and



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- (e) perform such other duties as are imposed by these rules on the Secretary.

Treasurer

13 The Treasurer must-

- (1) be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Association and must issue receipts for those moneys in the name of the Association;
- (2) pay all moneys referred to in paragraph (a) into such account or accounts of the Association as the Committee may from time to time direct;
- (3) make payments from the funds of the Association with the authority of a general meeting or of the Committee and in so doing ensure that all cheques are signed by himself or herself and at least one other authorised Committee member, or by any two others as are authorised by the Committee;
- (4) comply on behalf of the Association with sections 25 and 26 of the Act with respect to the accounting records of the Association by-
 - (a) keeping such accounting records as correctly record and explain the financial transactions and financial position of the Association;
 - (b) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;
 - (c) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited; and
 - (d) submitting to members at each annual general meeting of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year
 - (e) the financial records are to be maintained on a cash accounting basis.
- (5) whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
- (6) unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Association, including those referred to in paragraphs (4) and (5); and
- (7) perform such other duties as are imposed by these rules on the Treasurer.

Recorder

14 The Recorder must-

- (1) keep a detailed Register of all Club Members of the Association under the Clubs (and record under Grades each and every competition game that each player competes in and their average.
- (2) keep a complete register of transfers and permits dealt with.
- (3) report all breaches of the rules of the association governing the eligibility of those players to the general committee and in conjunction with the secretary impose fines and penalties set by the committee. Any inquiries regarding the eligibility of any players can only be made by a team delegate to the Recorder.
- (4) keep complete accurate records of all the matches conducted under the jurisdiction of the Association;



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- (5) keep complete accurate records of the games, all individual score sheets for averages and high scores, 180 etc., and premiership positions of the various teams of each affiliated club;
- (6) ensure that all players taking part in a match are properly registered with the Association (Rule 6);
- (7) provide each club with weekly premiership points chart for all Divisions.
- (8) calculate who will be in any final's rounds.
- (9) provide stamped addressed envelopes to all Captains at the beginning of the season so that the Captains can mail the score sheets to the Recorder the next day after play.
- (10) prior to the commencement of every season provide every team captain with the averages of all players for whom the Association holds records.
- (11) preside over the Grading & Fixtures Sub-Committee
- (12) perform such other duties as are imposed by these rules on the Recorder.

Social Co-Ordinator

15 The Social Co-Ordinator:

- (1) will be responsible for the organising (including booking of venues) of any functions that the Committee requires.
- (2) Organise all trophy presentation events (including trophies).

Casual vacancies in membership of Committee

16 A casual vacancy occurs in the office of a Committee member and that office becomes vacant if the Committee member-

- (1) dies;
- (2) resigns by notice in writing delivered to the President or, if the Committee member is the President, to the Vice- President and that resignation is accepted by resolution of the Committee;
- (3) is convicted of an offence under the Act;
- (4) is permanently incapacitated by mental or physical ill-health;
- (5) is absent from more than-
 - (a) 3 consecutive Committee meetings; or
 - (b) 3 Committee meetings in the same financial year without tendering an apology to the person presiding at each of those Committee meetings; of which meetings the member received notice, and the Committee has resolved to declare the office vacant;
- (6) ceases to be a member of the Association; or
- (7) is the subject of a resolution passed by a general meeting of members terminating his or her appointment as a Committee member.



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Proceedings and Powers of Committee and Delegates

- 17 (1) The Committee and Delegates must meet together for the dispatch of business not less than four (4) times in each year. The date and venue for a Committee and Delegates meeting must be provided to all teams at least 28 days prior to the meeting taking place.
The President, or at least half the members of the Committee, may at any time convene a meeting of the Committee
- (2) Each Committee and Delegate member has a deliberative vote at all meetings.
- (3) A question arising at a Committee meeting must be decided by a majority of votes, but, if there no majority, the person presiding at the Committee meeting will have a casting vote in addition to his or her deliberative vote.
- (4) (a) At a Committee meeting four (4) Committee members constitute a quorum.
(b) At a Committee and Delegate meeting four (4) Committee plus eight (8) Delegates constitute a quorum.
- (5) Subject to these rules, the procedure and order of business to be followed at both a Committee meeting and Committee and Delegates Meeting must be determined by the Committee members present at the meeting.
- (6) As required under sections 21 and 22 of the Act, a Committee member or Delegate having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee (except if that pecuniary interest exists only by virtue of the fact that the member of the Committee or Delegate is a member of a class of persons for whose benefit the Association is established), must-
- (a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee; and
- (b) not take part in any deliberations or decision of the Committee with respect to that contract.
- (7) Sub-rule (6) (a) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Committee is an employee of the Association.
- (8) The Secretary must cause every disclosure made under sub-rule (6) (a) by a member of the Committee or Delegate to be recorded in the minutes of the meeting of the Committee at which it is made.
- (9) The Committee shall cause to be created a Grading & Fixtures Sub-Committee to be chaired by the Recorder who shall be the only current Committee Member on the Sub-Committee. The operation of the Sub-Committee shall be set out in the Association Playing Rules.
- (10) Should a Delegate not be able to attend the Annual General Meeting, Special General Meeting or a Committee and Delegates Meeting they must make arrangements for another registered member of that team to attend on their team's behalf. Failure to attend will incur a penalty as set out in the Association Playing Rules.



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General meetings

- 18 (1) The Committee-
- (a) may at any time convene a special general meeting;
 - (b) must convene annual general meetings within the time limits provided for the holding of such meetings by section 23 of the Act, that is, in every calendar year within 4 months after the end of the Association's financial year or such longer period as may in a particular case be allowed by the Commissioner, except for the first annual general meeting which may be held at any time within 18 months after incorporation; and
 - (c) must, within 30 days of-
 - (i) receiving a request in writing to do so from not less than ten percent (10%) of total registered members, convene a special general meeting for the purpose specified in that request; or
 - (ii) the Secretary receiving a notice under rule 9 (4), convene a general meeting to deal with the appeal to which that notice relates.
 - (d) must, after receiving a notice under rule 5 (4), convene a general meeting, no later than the next annual general meeting, at which the appeal referred to in the notice will be dealt with. Failing that, the applicant is entitled to address the Association at that next annual general meeting in relation to the Committee's rejection of his or her application and the Association at that meeting must confirm or set aside the decision of the Committee.
- (2) The members making a request referred to in sub-rule (1) (c) (i) must-
- (a) state in that request the purpose for which the special general meeting concerned is required; and
 - (b) sign that request.
- (3) If a special general meeting is not convened within the relevant period of 30 days referred to-
- (a) in sub-rule (1) (c) (i), the members who made the request concerned may themselves convene a special general meeting as if they were the Committee; or
 - (b) in sub-rule (1) (c) (ii), the member who gave the notice concerned may him or herself convene a special general meeting as if he or she were the Committee.
- (4) When a special general meeting is convened under sub-rule (3) (a) or (b) the Association must pay the reasonable expenses of convening and holding the special general meeting.
- (5) Subject to sub-rule (7), the Secretary must give to all members not less than 14 days notice of a special general meeting and that notice must specify-
- (a) when and where the general meeting concerned is to be held; and
 - (b) particulars of the business to be transacted at the general meeting concerned and of the order in which that business is to be transacted.



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- (6) Subject to sub-rule (7), the Secretary must give to all members not less than 21 days notice of an annual general meeting and that notice must specify-
 - (a) when and where the annual general meeting is to be held;
 - (b) the particulars and order in which business is to be transacted, as follows-
 - (i) first, the consideration of the accounts and reports of the Committee;
 - (ii) second, the election of Committee members to replace outgoing Committee members; and
 - (iii) third, any other business requiring consideration by the Association at the general meeting.
- (7) A special resolution may be moved either at a special general meeting or at an annual general meeting, however the Secretary must give to all members not less than 21 days notice of the meeting at which a special resolution is to be proposed. In addition to those matters specified in sub-rule (5) or (6), as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution. The resolution proposed can, after discussion at the meeting, be amended with the agreement of the proposer.
- (8) The Secretary must give a notice under sub-rule (5), (6) or (7) by electronic email distribution to registered members and all participating clubs.
- (9) When a notice is sent by post under sub-rule (8) (b), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by electronic mail.
- (10) Changes to the Association's Constitution can only be amended by a "Special Resolution" at the Annual General Meeting or a Special General Meeting.
- (11) "Special Resolutions" cannot be amended at the General Meeting.

Quorum and proceedings at general meetings

- 19**
- (1) At a general meeting four (4) Committee and eight (8) financial members present in person constitute a quorum.
 - (2) If within 30 minutes after the time specified for the holding of a general meeting in a notice given under rule 16 (5) or (6)-
 - (a) as a result of a request or notice referred to in rule 16 (1) (c) or as a result of action taken under rule 16 (3) a quorum is not present, the general meeting lapses; or
 - (b) otherwise than as a result of a request, notice or action referred to in paragraph (a), the general meeting stands adjourned to the same time on the same day in the following week and to the same venue.
 - (3) If within 30 minutes of the time appointed by sub-rule (2) (b) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person may nevertheless proceed with the business of that general meeting as if a quorum were present.



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- (4) The President may, with the consent of a general meeting at which a quorum is present, and must, if so directed by such a general meeting, adjourn that general meeting from time to time and from place to place.
- (5) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- (6) When a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice under rule 16 of the adjourned general meeting as if that general meeting were a fresh general meeting.
- (7) At a general meeting-
 - (a) an ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands, subject to sub-rule (9); and
 - (b) a special resolution put to the vote will be decided in accordance with section 24 of the Act as defined in rule 2, and, if a poll is demanded, in accordance with sub-rules (9) and (11).
- (8) A declaration by the President of a general meeting that a resolution has been passed as an ordinary resolution at the meeting will be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with sub-rule (9).
- (9) At a general meeting, a poll may be demanded by the President or by three or more members present in person and, if so demanded, must be taken in such manner as the President directs.
- (10) If a poll is demanded and taken under sub-rule (9) in respect of an ordinary resolution, a declaration by the President of the result of the poll is evidence of the matter so declared.
- (11) A poll demanded under sub-rule (9) must be taken immediately on that demand being made.

Minutes of meetings of Association

- 20**
- (1) The Secretary must cause proper minutes of all proceedings of all general meetings and Committee meetings to be taken and then to be entered within 30 days after the holding of each general meeting or Committee meeting, as the case requires, in a minute book kept for that purpose.
 - (2) The President must ensure that the minutes taken of a general meeting or Committee meeting under sub-rule (1) are checked and signed as correct by the President of the general meeting or Committee meeting to which those minutes relate or by the President of the next succeeding general meeting or Committee meeting, as the case requires.
 - (3) When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that-
 - (a) the general meeting or Committee meeting to which they relate (in this sub-rule called "the meeting") was duly convened and held;



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- (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
- (c) all appointments or elections purporting to have been made at the meeting have been validly made.

Voting rights of members of Association

- 21**
- (1) Subject to these rules, each member present in person at a general meeting is entitled to a deliberative vote.
 - (2) A member which is a body corporate may appoint in writing a natural person, whether or not he or she is a member, to represent it at a particular general meeting or at all general meetings.
 - (3) An appointment made under sub-rule (2) must be made by a resolution of the board or other governing body of the body corporate concerned - a copy of which resolution is lodged with the Secretary.
 - (4) A person appointed under sub-rule (2) to represent a member which is a body corporate is deemed for all purposes to be a member until that appointment is revoked by the body corporate or, in the case of an appointment in respect of a particular general meeting, which appointment is not so revoked, the conclusion of that general meeting.

Rules of Association

- 22**
- (1) The Association may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in sections 17, 18 and 19 of the Act, which is as follows-
 - (a) Subject to sub-rule (1) (d) and (1) (e), the Association may alter its rules by special resolution but not otherwise;
 - (b) Within one month of the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow (on written application by the Association), the Association must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a certificate given by a member of the Committee certifying that the resolution was duly passed as a special resolution and that the rules of the Association as so altered conform to the requirements of this Act;
 - (c) An alteration of the rules of the Association does not take effect until sub-rule (1) (b) is complied with;
 - (d) An alteration of the rules of the Association having effect to change the name of the association does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the change of name;
 - (e) An alteration of the rules of the Association having effect to alter the objects or purposes of the association does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.
 - (2) These rules bind every member and the Association to the same extent as if every member and the Association had signed these rules and agreed to be bound by all their provisions.



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Inspection of records, etc. of Association

- 23** A member may at any reasonable time inspect without charge the books, documents, records and securities of the Association.

Disputes and mediation

- 24** (1) The grievance procedure set out in this rule applies to disputes under these rules between-
- (a) a member and another member; or
 - (b) a member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be-
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement-
 - (i) in the case of a dispute between a member and another member, a person appointed by the Committee of the Association;
 - (ii) in the case of a dispute between a member or relevant non-member (as defined by sub-rule (1) (c)) and the Association, a person who is a mediator appointed to, or employed with, a not for profit organisation.
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must-
- (a) give the parties to the mediation process every opportunity to be heard;
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) The mediation must be confidential and without prejudice.



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- (11) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

Life Membership

- 25** (1) To become a Life Member of the Association the person nominated must have been a financial member of the Association for a minimum of 10 years, served on the Committee for no less than a total of five (5) years (does not need to be consecutive years), been nominated and seconded by serving Committee Members and had their nomination accepted at a General Meeting.
- (2) Only one (1) member can be granted Life Membership in a calendar year.
- (3) Life Members are not required to pay registration or nomination fees.

Distribution of surplus property on winding up of Association

- 26** If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members.