



UNIVERSITY OF THE THIRD AGE

ABN: 76 901 161 659

# Rules of Association

**In accordance with**

**Associations Incorporation Reform Act 2012**

Under section 46 of the Associations Incorporation Reform Regulations 2012, these Rules are taken to constitute the terms of a contract between U3A Mornington, Incorporated and its members.

Accepted by Consumer Affairs Victoria

30<sup>th</sup> April 2022

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## SCHEDULE 4

### Regulation 12

#### RULES FOR AN INCORPORATED ASSOCIATION

##### Note

The persons who from time to time are members of the Association are an incorporated association by the name given in rule 1 of these Rules.

Under section 46 of the **Associations Incorporation Reform Act 2012**, these Rules are taken to constitute the terms of a contract between the Association and its members.

## PART 1 - PRELIMINARY

### 1. Name

The name of the incorporated association is **U3A MORNINGTON INCORPORATED**. (in these rules called “The Association”).

**Note** Under section 23 of the Act, the name of the association and its registration number must appear on all its business documents.

### 2. Purposes

The purposes of the association are—

- a) to operate and advance the principles of the University of the Third Age in the northern area of the Mornington Peninsula Shire;
- b) to give retired and semi-retired people the opportunity to participate in programmes containing intellectual, cultural, social and physical activities free of competitive and performance pressures;
- c) to organise and conduct such courses, other Association activities, and provide accommodation and services for this purpose;
- d) to identify
  - what knowledge and skills people seek.
  - those who have knowledge or skills which they are prepared to share on a voluntary basis.

### 3. Financial year

The financial year of the Association is each period of 12 months ending on 31 December.

### 4. Definitions

In these Rules—

**absolute majority**, of the Committee, means a majority of the committee members currently holding office (as distinct from a majority of committee members present at a committee meeting);

**ACNC** is the Australian Charities and Not-for-Profit Commission

**Chairperson**, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 44;

**Committee** means the Committee having management of the business of the Association;

**committee meeting** means a meeting of the Committee held in accordance with these Rules;

*committee member* means a member of the Committee elected or appointed under Division 3 of Part 5;

*disciplinary appeal meeting* means a meeting of the members of the Association who are entitled to vote convened under rule 21;

*disciplinary meeting* means a meeting of the Committee convened for the purposes of rule 19;

*disciplinary subcommittee* means the subcommittee appointed under rule 19;

*enrolment day* means the day determined by the committee each year as the earliest day that members may renew their membership or enrol as a new member for the following financial year;

*financial year* means the 12 month period specified in rule 3;

*general meeting* means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting and a special general meeting but does not include a disciplinary appeal meeting;

*member* means a member of the Association;

*member entitled to vote* means a member who under rule 12(2) is entitled to vote at a general meeting;

*tutor* means a member who volunteers to lead a course or other activity for members

*volunteer* means a member who assists with the administration or organisation of the Association, under the direction of the Committee;

*membership database* means a register of members maintained in an electronic format;

*special resolution* means a resolution that requires at least three-quarters of the members at the meeting, whether in person or by proxy, to vote in favour of it to be passed;

*the Act* means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

*website* means a set of related pages published on a domain owned by the Association and accessible via a network.

## **PART 2 - POWERS OF ASSOCIATION**

### **5. Powers of Association**

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to the attainment of its purposes.
- (2) Without limiting subrule (1), the Association may—
  - (a) acquire, hold and dispose of real or personal property;
  - (b) open and operate accounts with financial institutions;
  - (c) invest its money in any security in which trust monies may lawfully be invested;
  - (d) raise and borrow money on any terms and in any manner as it thinks fit;
  - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - (f) appoint agents to transact business on its behalf; and
  - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

### **6. Not for profit organisation**

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member—
  - (a) reimbursement for expenses properly incurred by the member; or
  - (b) for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

*[Alter] Note: Section 33 of the Act provides that an incorporated association must not secure pecuniary profit for its members. Section 4 of the Act sets out in more detail the circumstances under which an incorporated association is not taken to secure pecuniary profit for its members.*

- (3) No member shall receive pecuniary profit of any kind using the name and/or logo of U3A Mornington Inc. without the express permission of the Committee of Management of U3A Mornington Inc.

## **PART 3 - MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**

### **Division 1—Membership**

#### **7. Minimum number of members**

The Association must have at least 5 members.

#### **8. Eligibility**

- (a) A person who is retired or semi-retired is eligible for membership of the Association.
- (b) A person who applies for and is accepted for membership as provided in these Rules becomes a member of the Association on payment of the annual membership subscription.
- (c) Types of membership shall be:
  - (i) Ordinary Member is a member who has fully paid their membership subscription for the current financial year.
  - (ii) An Honorary Tutor or Guest Tutor is a Tutor who does not attend any classes.
  - (iii) An Honorary Life Member is a person who has given outstanding service to the Association and is nominated and accepted by the Committee. An Honorary Life Member has all the rights of an Ordinary Member.
- (d) The Association may elect to have additional types of membership to accommodate the delivery or content of particular courses and/or activities. The Committee has the authority to determine any restrictions on access to courses and/or activities provided by the Association and the membership fee payable by the new membership types.
- (e) Only fully-paid Ordinary Members and Honorary Life Members are entitled to vote at any Annual (or Special) General Meeting of the Association.



## **9. Application for membership**

- (1) To apply to become a member of the Association, a person must apply through the website. All applicants must agree that they:
  - (a) wishes to become a member of the Association;
  - (b) supports the purposes of the Association;
  - (c) agrees to comply with these Rules;
  - (d) agree to pay the appropriate membership subscription within three days of the application
- (2) Once an application is fully completed on the website and submitted, the applicant will receive notification confirming that their application has been accepted. New members will be issued with a unique membership number.
- (3) Membership is only valid for the duration of the financial year in which the membership subscription has been paid.

## **10. Consideration of application**

If the applicant cannot be accommodated the Association must return to the applicant any money accompanying the application in accordance with the Policy for Refund of Membership and Excursion Fees.

## **11. Annual subscription**

- (1) At each annual general meeting, the Association must determine the amount of the annual subscription (if any) for the following financial year.
- (2) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a membership subscription equal to—
  - (a) the full annual subscription; or
  - (b) a lesser amount determined by the Committee and published on the website.
- (3) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid. This also includes the right to enrol in any courses, unless the Committee or Executive accepts the circumstances allowing leniency.

## **12. General rights of members**

- (1) A member of the Association who is entitled to vote has the right—
  - (a) to receive notice of general meetings and special resolutions in the manner and time prescribed by these Rules;
  - (b) to submit items of business for consideration at a general meeting;
  - (c) to attend and be heard at general meetings;
  - (d) to vote at a general meeting ;

(e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 73; and

(f) to inspect the membership database, but only if the Committee does not consider that access would result in a breach of Federal and State legislation relating to privacy;

**Note** Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances

- (2) A member is entitled to vote if the member's membership has not been suspended for any reason.

### **13. Rights not transferable**

The rights of a member are not transferable except in the case of the appointment of proxies for annual or special general meetings.

### **14. Ceasing membership**

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must ensure that the date the person ceased to be a member is entered on the membership database.

### **15. Resignation**

- (1) A member may resign by written notice given to the Association.
- (2) A member is taken to have resigned if—
- (a) the member's annual membership subscription is not paid by the due date; or
  - (b) if no annual subscription is payable—
    - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
    - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

### **16. Register of members**

- (1) The Committee must keep and maintain a register of members, which may be in the format of an electronic database, that includes—
- (a) for each current member—
    - (i) the member's name;
    - (ii) the address for notice last given by the member;
    - (iii) the date of becoming a member;
    - (iv) any other information determined by the Committee; and
  - (b) for each former member, the date of last enrolment.

- (2) Any member may, at a reasonable time, inspect the membership database, but only if the Committee does not consider that access would result in a breach of Federal and State legislation relating to privacy;

*Note*

*Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.*

(3) Responsibilities of Members

- (a) Members are requested to wear their current membership badges at all times when attending classes, tutorials, lectures, meetings and other events on the **campus at Mornington, or other nominated** places of assembly unless otherwise notified by their responsible tutor.
- (b) It is the responsibility of all members of the Association to advise the Secretary, in writing, either by post to the Association's postal address, or by email, or by hand delivery to the Association's office in normal prescribed office hours in the event of the following situations:
- Resignation
  - Grievance issues.
  - To bring notice of any business before a General Meeting of the Association
- (c) It is the responsibility of all members to update their enrolment and/or contact details on the website, or notify the Association in writing of any changes.

**Note** Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances.

## **Division 2—Disciplinary action**

### **17. Grounds for taking disciplinary action**

The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association.

### **18. Disciplinary subcommittee**

- (1) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee—
- (a) may be Committee members, members of the Association or anyone else; but

- (b) must not be biased against, or in favour of, the member concerned.

## **19. Notice to member**

- (1) Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
  - (a) stating that the Association proposes to take disciplinary action against the member; and
  - (b) stating the grounds for the proposed disciplinary action; and
  - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
  - (d) advising the member that he or she may do one or both of the following—
    - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
    - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
  - (e) setting out the member's appeal rights under rule 21.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

## **20. Decision of subcommittee**

- (1) At the disciplinary meeting, the disciplinary subcommittee must—
  - (a) give the member an opportunity to be heard; and
  - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may—
  - (a) take no further action against the member; or
  - (b) subject to subrule (3)—
    - (i) reprimand the member; or
    - (ii) suspend the membership rights of the member for a specified period; or
    - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

## **21. Appeal rights**

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 20 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.

- (2) The notice must be in writing and given—
  - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
  - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—
  - (a) specify the date, time and place of the meeting; and
  - (b) state—
    - (i) the name of the person against whom the disciplinary action has been taken; and
    - (ii) the grounds for taking that action; and
    - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

## **22. Conduct of disciplinary appeal meeting**

- (1) At a disciplinary appeal meeting—
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

### **Division 3—Grievance procedures**

#### **23. Application**

- (1) The grievance procedure set out in this Division applies to disputes under these Rules between—
  - (a) member/s and another member; or
  - (b) member/s and the Committee; or
  - (c) member/s and the Association; or
  - (d) member/s and a member tutor or honorary/guest tutor.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

#### **24. Parties must attempt to resolve the dispute**

The parties to a dispute must first attempt to resolve the dispute between themselves.

#### **25. Appointment of mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between themselves, the parties must—
  - (a) notify the Committee of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) if the dispute is between a member and another member or, a member/s and a member tutor or honorary/guest tutor—a person appointed by the Committee; or
    - (ii) if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Committee may be a member or former member of the Association but in any case must not be a person who—
  - (a) has a personal interest in the dispute; or
  - (b) is biased in favour of or against any party.

## **26. Mediation process**

- (1) The mediator to the dispute, in conducting the mediation, must—
  - (a) give each party every opportunity to be heard; and
  - (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 throughout the mediation process.
- (2) The mediator must not determine the dispute.

## **27. Failure to resolve dispute by mediation**

If the mediation process does not resolve the dispute, the parties may request that an investigation be carried out by the Committee. The parties may also seek to resolve the dispute in accordance with the Act or otherwise at law.

## **PART 4 - GENERAL MEETINGS OF THE ASSOCIATION**

### **28. Annual general meetings**

- (1) The Committee must convene an annual general meeting of the Association within 5 months after the end of each financial year.
- (2) The Committee may determine the date, time and place of the annual general meeting.
- (3) The ordinary business of the annual general meeting is as follows—
  - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then, if not previously confirmed ;
  - (b) to receive and consider—
    - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
    - (ii) the audited, financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
  - (c) to elect the members of the Committee;
  - (d) to confirm or vary the amounts (if any) of the annual membership subscription.
  - (e) appoint a qualified auditor for the following year
- (4) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

### **29. Special general meetings**

- (1) Any general meeting of the Association, other than an annual general meeting, is a special general meeting.
- (2) The Committee may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under rule 31 may be conducted at the meeting.
- (4) However, if notice is given that items of general business may be considered at the meeting any other item of business may be considered unless opposed by a majority of members present.



### **30. Special general meeting held at request of members**

- (1) The Committee must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of members.
- (2) A request for a special general meeting must—
  - (a) be in writing; and
  - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) include the names and signatures of the members requesting the meeting; and
  - (d) be given to the Secretary.
- (3) If the Committee does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3)—
  - (a) must be held within 3 months after the date on which the original request was made; and
  - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

### **31. Notice of general meetings**

- (1) The Secretary (or, in the case of a special general meeting convened under rule 30 (3), the members convening the meeting) must give to each member of the Association—
  - (a) at least 21 days notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days notice of a general meeting in any other case.
- (2) The notice must—
  - (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if a special resolution is to be proposed—
    - (i) state in full the proposed resolution; and
    - (ii) state the intention to propose the resolution as a special resolution; and
  - (d) comply with rule 32(4).

### **32. Proxies**

- (1) A member may appoint another member as his or her proxy to attend, speak and vote on his or her behalf at a general meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.

- (3) If the Committee has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (4) Notice of a general meeting given to a member under rule 31 must —
  - (a) state that the member may appoint another member as a proxy for the meeting;  
and
  - (b) include or make available a copy of any form that the Committee has approved for the appointment of a proxy.
- (5) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (6) A member, other than the Chairperson of the meeting, must not act as proxy for more than 10 members or more than 10% of the members (whichever is the lesser) on any one occasion.

### **33. Use of technology**

- (1) A member not physically present at a general meeting may participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### **34. Quorum at general meetings**

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically or as allowed under rule 33) of 5% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
  - (a) in the case of a meeting convened by, or at the request of, members under rule ~~31~~ 30—the meeting must be dissolved;

**Note**

If a meeting convened by, or at the request of, members is dissolved under rule 34 (3)(a) the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under rule 30.

- (b) in any other case—
  - (i) the meeting must be adjourned to a date not more than 21 days after the Adjournment at the same time and place;
  - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting; and
  - (iii) where it is considered that a quorum may not be present at a general meeting or a special general meeting, notice of the date, time and place of any required adjourned meeting may be shown on the original notice of meeting.

- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

### **35. Adjournment of general meeting**

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned—
  - (a) if there is insufficient time to deal with the business at hand; or
  - (b) to give the members more time to consider an item of business.

**Example** The members may wish to have more time to examine the financial statements submitted by the Committee at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 31.

### **36. Voting at general meeting**

- (1) On any question arising at a general meeting—
  - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
  - (b) members may vote personally or by proxy; and
  - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting only members who were present at that meeting may vote.

### **37. Special resolutions**

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

**Note** In addition to certain matters specified in the Act, a special resolution is required—

- (a) to remove from office a committee member;
- (b) to alter these Rules, including changing the name or any of the purposes of the Association.

### **38. Determining whether resolution carried**

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been—
  - (a) carried; or
  - (b) carried unanimously; or
  - (c) carried by a particular majority; or
  - (d) lost—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
  - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
  - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

### **39. Minutes of general meeting**

- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include—
  - (a) the financial statements submitted to the members in accordance with rule 28(3)(b)(ii); and
  - (b) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.
- (4) The minutes may be submitted to the members who were present at the meeting, to be approved before the next general meeting.

## **PART 5 - MANAGEMENT COMMITTEE**

### **Division 1—Powers of Committee**

#### **40. Role and powers**

- (1) The business of the Association must be managed by or under the direction of a Management Committee.
- (2) The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Committee may—
  - (a) appoint and remove employees or contractors; and
  - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.
- (4) A general meeting of the members may by resolution direct the Committee on any matter within the Committee's powers.

#### **41. Delegation**

- (1) The Committee may delegate to a subcommittee or staff any of its powers and functions other than—
  - (a) this power of delegation; or
  - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- (3) The Committee may, in writing, revoke a delegation wholly or in part.

### **Division 2—Composition of Committee and duties of members**

#### **42. Composition of Committee**

- (1) The Executive consists of—
  - (a) a President;
  - (b) a Vice-President;
  - (c) a Secretary;
  - (d) a Treasurer;
  - (e) a Course Co-Ordinator.
- (2) In addition to the executive the committee will have a minimum of 5 and a maximum of 9 ordinary members.

### **43. General Duties**

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.

**Note** See also Division 3 of Part 6 of the Act which imposes general duties on the office holders of an incorporated association.

- (3) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

### **44. President and Vice-President**

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, the Chairperson of the meeting must be—
  - (a) in the case of a general meeting—a member elected by the other members present; or
  - (b) in the case of a committee meeting—a committee member elected by the other committee members present.
- (3) Before the election of new committee members at an annual general meeting, the President must present to the meeting the annual report of the Committee on the activities of the Association during the last financial year.

### **45. Secretary**

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

**Example** Under the Act, the secretary of an incorporated association is responsible for lodging documents of the Association with the ACNC.

- (2) The Secretary must—
  - (a) oversee the register of the membership database in accordance with rule 17;
  - (b) keep custody of the common seal (if any) of the Association and all books, documents and securities of the Association in accordance with rules 70 and 73;
  - (c) subject to the Act and these Rules, provide members with access to the membership database, but only if the Committee does not consider that access would result in a breach of Federal and State legislation relating to privacy, the minutes of general meetings and other books and documents; and
  - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the ACNC notice of his or her appointment within 14 days after the appointment.

#### **46. Treasurer**

- (1) The Treasurer must—
  - (a) receive all moneys paid to or received by the Association and receipt those moneys in the name of the Association;
  - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt;
  - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
  - (d) Ensure that electronic fund transfers are authorised by the Treasurer and an authorised signatory.
  
- (2) The Treasurer must—
  - (a) ensure that the financial records of the Association are kept in accordance with the Act and submitted for audit as soon as practicable after the financial year;
  - (b) submit a financial report at each committee meeting; and
  - (c) coordinate the preparation of the financial statements of the Association and their submission to the annual general meeting of the Association.
  
- (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

### **Division 3—Election of Committee members and tenure of office**

#### **47. Eligibility**

A member is eligible to be elected or appointed as a committee member if the member—

- (a) resides in Australia; and
- (b) is entitled to vote at a general meeting.

#### **48. Positions to be declared vacant**

- (1) This rule applies to—
  - (a) the first annual general meeting of the Association after its incorporation; or
  - (b) any subsequent annual general meeting of the Association, after the annual report and financial statements of the Association have been received.
  
- (2) The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 49 to 52.

#### **49. Nominations**

- (1) Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- (2) An eligible member of the Association may—
  - (a) nominate himself or herself; or
  - (b) with the member's consent, be nominated by another member.
- (3) A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

#### **50. Election of President etc.**

- (1) At the annual general meeting, separate elections must be held for each of the following positions—
  - (a) President;
  - (b) Vice-President;
  - (c) Secretary;
  - (d) Treasurer;
  - (e) Course Co-ordinator
- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held in accordance with rule ~~53~~ 52.
- (4) On his or her election the new President may take over as Chairperson of the meeting.

#### **51. Election of ordinary members**

- (1) The annual general meeting must by resolution decide the number, a minimum of 5 and not exceeding 9 of ordinary members of the Committee it wishes to elect.
- (2) A single election may be held to fill all of those positions.
- (3) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (4) If the number of members nominated exceeds the number to be elected a ballot must be held in accordance with rule 52.



## 52. Ballot

- (1) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a Returning Officer to conduct the ballot.
  - (2) The Returning Officer must not be a member nominated for the position.
  - (3) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
  - (4) The election must be by secret ballot.
  - (5) The returning officer must give a blank piece of paper to—
    - (a) each member present in person; and
    - (b) each proxy appointed by a member.
- Example** If a member has been appointed the proxy of 5 other members, the member must be given 6 ballot papers - one for the member and one each for the other members.
- (6) If the ballot is for a single position the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
  - (7) If the ballot is for more than one position—
    - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
    - (b) the voter must not write the names of more candidates than the number to be elected.
  - (8) Ballot papers that do not comply with subrule (7) (b) are informal.
  - (9) Each formal ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
  - (10) The Returning Officer must declare elected the candidate or in the case of an election for more than one position, the candidates who received the most votes.
  - (11) If the returning officer is unable to declare the result of an election under subrule (10) because 2 or more candidates received the same number of votes, the returning officer must—
    - (a) conduct a further election for the position in accordance with subrules (4) to (10) to decide which of those candidates is to be elected; or
    - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

## 53. Term of office

- (1) Subject to subrule (3) and rule 54 a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.
- (2) A committee member may be re-elected.
- (3) A general meeting of the Association may—
  - (a) by special resolution remove a committee member from office; and
  - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division.

#### **54. Vacation of office**

- (1) A committee member may resign from the Committee by written notice addressed to the Committee.
- (2) A person ceases to be a committee member if he or she—
  - (a) ceases to be a member of the Association;
  - (b) fails to attend 3 consecutive committee meetings without leave of absence under rule 65;
  - (c) ceases to reside in Australia; or
  - (d) otherwise ceases to be a committee member by operation of section 78 of the Act.

#### **55. Filling casual vacancies**

- (1) The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
  - (a) has become vacant because of rule 54; or
  - (b) is not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 53 applies to any committee member appointed by the Committee under subrule (1) or (2).
- (4) The Committee may continue to act despite any vacancy in its membership.

### **Division 4—Meetings of Committee**

#### **56. Meetings of Committee**

- (1) The Committee shall meet at least 10 times in each year at such place and such times as the Committee may determine.
- (2) The date, time and place of the first committee meeting must be determined at the annual general meeting of the Association immediately after the members of the Committee are elected.
- (3) Special Committee meetings may be convened by the President or by any 4 members of the Committee.

#### **57. Notice of meetings**

- (1) Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.

- (4) If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.

### **58. Urgent meetings**

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 57 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.

### **59. Procedure and order of business**

- (1) The procedure to be followed at a meeting of a Committee must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.
- (3) At a special committee meeting or an urgent meeting held under rule 58, the only business that may be conducted is the business for which the meeting is convened.

### **60. Use of technology**

- (1) A committee member who is not physically present at a committee meeting may participate in the meeting by the use of technology that allows that committee member and the committee members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a committee member participating in a committee meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### **61. Quorum**

- (1) No business may be conducted at a Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 60) of a majority of the committee members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
  - (a) in the case of a special meeting—the meeting lapses;
  - (b) in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 57.

### **62. Voting**

- (1) On any question arising at a committee meeting, each committee member present at the meeting has one vote.

- (2) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- (4) If votes are divided equally on a question the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

### **63. Conflict of interest**

- (1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member—
  - (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on the matter.

**Note** Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest—
  - (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

### **64. Minutes of meeting**

- (1) The Committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following—
  - (a) the names of the members in attendance at the meeting;
  - (b) the business considered at the meeting;
  - (c) any resolution on which a vote is taken and the result of the vote;
  - (d) any material personal interest disclosed under rule 63.

### **65. Leave of absence**

- (1) The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

## PART 6 – FINANCIAL MATTERS

### 66. Source of funds

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

### 67. Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All electronic transfers and other negotiable instruments must be authorised by the Treasurer and one other authorised signatory.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.
- (7) Expenditure by Committee members other than the Treasurer on items greater than \$500 must be authorised by the Committee or Executive prior to expenditure.

### 68. Financial records

- (1) The Association must keep financial records that—
  - (a) correctly record and explain its transactions and financial position and performance; and
  - (b) would enable true and fair financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 5 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorised by the Committee.

### 69. Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.

- (2) Without limiting subrule (1) those requirements include—
- (a) the preparation of the annual financial statements;
  - (b) auditing of the annual financial statements;
  - (c) the submission of the financial statements to the annual general meeting of the Association; and
  - (d) the lodgement with the ACNC of the financial statements and accompanying reports certificates statements and fee.

## **PART 7 - GENERAL MATTERS**

### **70. Common seal**

- (1) The Association may have a common seal.
- (2) If the Association has a common seal—
  - (a) the name of the Association must appear in legible characters on the common seal;
  - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members; and
  - (c) the common seal must be kept in the custody of the Secretary.

### **71. Registered address**

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Committee; or
- (b) if the Committee has not determined an address to be the registered address—the postal address of the Secretary.

### **72. Notice requirements**

- (1) Any notice required to be given to a member or a committee member under these Rules may be given—
  - (a) by handing the notice to the member personally; or
  - (b) by sending it by post to the member at the address recorded for the member on the membership database; or
  - (c) by email, website, newsletter, affixing the notice on noticeboards controlled by the Association or by any other means determined by the Committee.
- (2) Subrule (1) does not apply to notice given under rule 58.
- (3) Any notice required to be given to the Association or the Committee may be given—
  - (a) by handing the notice to a member of the Committee;
  - (b) by sending the notice by post to the registered address; or
  - (c) if the Committee determines that it is appropriate in the circumstance—
    - (i) by email to the email address of the Association or the Secretary; or
    - (ii) by facsimile transmission to the facsimile number of the Association.

### **73. Custody and inspection of books and records**

- (1) Other than the financial records referred to in rule 68(3), the Secretary must keep in his or her custody, or under his or her control, all books, documents and securities of the Association.
- (2) All financial records, books, securities and any other relevant document of the Association must be made available for inspection free of charge to any member upon request.

**Note** However, see note following rule 16.

- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.
- (4) For purposes of this rule—

**relevant documents means** the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records, but only if the Committee does not consider that access would result in a breach of Federal and State legislation relating to privacy;
- (b) its financial statements;
- (c) its financial records; and
- (d) records and documents relating to transactions, dealings, business or property of the Association.

### **74. Winding up and cancellation**

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

### **75. Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the Association.

**Note** An alteration of these Rules does not take effect unless or until it is approved by the ACNC. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.