



**GMAC**

**Statement of Rules**

**Update 2010**

# **ASSOCIATIONS INCORPORATION ACT 1981**

## **SECTION 5(b) STATEMENT OF PURPOSES**

1. The name of the proposed incorporated association is GREENSBOROUGH MODEL AIRCRAFT CLUB.
2. The purposes for which the proposed incorporated association is established are:
  - a) To promote, protect, organise and encourage model aircraft building, flying and development in all its aspects on a non-professional basis.
  - b) To ensure that all members assist effectively in the organisation of meetings, contests and exhibitions in order to advance the interests of the Association.
  - c) To affiliate with the Victorian Model Aeronautical Association and the Model Aeronautical Association of Australia.

## CONTENTS

In these rules unless the contrary intention appears: .....	4
Qualifications of Membership .....	4
Entrance Fee and Subscription .....	5
Register of Members .....	5
Resignation of Members and Termination of Membership .....	5
Expulsion, Suspension or Fining of Members .....	5
Annual General Meeting .....	6
Special General Meetings .....	6
General Meetings Notice .....	7
Procedure .....	7
Chairman .....	7
Adjournment .....	7
Voting .....	8
Proxies .....	8
Committee Powers .....	8
Constitution .....	8
Election of Committee Members .....	9
Grounds for Termination of Office .....	9
Quorum and Procedure at Committee Meetings .....	9
Disputes and Mediation .....	10
Minutes .....	10
Treasurer .....	10
Removal of Committee Members .....	11
Signing of Negotiable Instruments .....	11
Common Seal .....	11
Alterations of Statement of Purpose and Rules .....	11
Service of Notices .....	11
Winding Up .....	11
Custody of Books and other Documents .....	11
Sources of Funds .....	12
Membership Code of Conduct .....	12
Amendment History .....	13
INDEX .....	14

# STATEMENT OF RULES

## Introduction

1. The name of the incorporated association is GREENSBOROUGH MODEL AIRCRAFT CLUB INCORPORATED (in these rules called "*the Association*").
- 2.1 In these rules unless the contrary intention appears:
  - “*Committee*” means the Committee of Management of the Association.
  - “*Financial Year*” means the year ending 30<sup>th</sup> June.
  - “*General Meeting*” means a general meeting of members convened in accordance with Rule 11.
  - “*Member*” means a member of the Association.
  - “*Membership Registrar*” means the Secretary of the Association as described in sub-clause 2.2 or a delegate of the Secretary.
  - “*Ordinary Member of the Committee*” means a member of the Committee who is not an officer of the Association under Rule 21.1.
  - “*The Act*” means the Associations Incorporation Act 1981.
  - “*The Regulations*” means Regulations under the Act.
- 2.2 In these Rules, a reference to the Secretary of the Association is a reference:
  - a) where a person holds office under these Rules as Secretary of the Association - to that person; and
  - b) in any other case, to the Public Officer of the Association.
- 2.3 Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

## Qualifications of Membership

- 3.1 A natural person who applies for membership as provided in these Rules is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under these Rules.
- 3.2 A person who is not a member of the Association at the time of the incorporation of the Association (or who was such a member at time but has ceased to be a member) shall not admitted to membership:
  - a) unless the person applies as provided in sub-clause (3.3); and
  - b) the person’s admission as a member is approved by the Committee.
- 3.3 An application from a person for membership of the Association:
  - a) shall be made in writing on the standard application form of the Association; and
  - b) shall be lodged with the Membership Registrar including the prescribed fees.
- 3.4 As soon as is practicable after the receipt of an application, the Membership Registrar shall approve or refer the application to the Committee.
- 3.5 Upon an application being referred to the Committee, the Committee shall determine whether to approve or reject the application.
- 3.6 Upon approval of the application, the Membership Registrar, with as little delay as possible, will notify the applicant that membership of the Association is approved and provide the applicant with the Association Statement of Rules, Code of Conduct, List of Instructors and a Membership Card.
- 3.7 The Membership Registrar shall enter the applicants name in the Register of Members and upon the name being entered, the applicant becomes a Member of the Association.
- 3.8 A right, privilege or obligation of a person by reason of membership of the Association:
  - a) is not capable of being transferred or transmitted to another person
  - b) terminates upon the cessation of the person’s membership whether by death or resignation or otherwise.
- 3.9 Membership categories are defined as:
  - a) Junior – a member who is under 18 years of age at 30<sup>th</sup> June as defined by the MAAA.

- b) Senior – a member who is over the age of 18 years at 30th June as defined by the MAAA.
- c) Pensioner – a member who is a holder of Government Health Care Card entitling that person to FULL health care benefits or such rulings and definitions that may come from the MAAA or the Insurers of the MAAA.
- d) Associate – a member of the Association who has all privileges and rights of an ordinary member but is not affiliated with the MAAA and therefore has NO FLYING RIGHTS.
- e) Visitor – a non-member or a visiting member from another club both of whom are only permitted three visits per financial year after which they must join the Association. A member visiting from another club must show proof of membership or failing that must show proof of Public Liability insurance cover equal to that of the MAAA. Both groups of visitors must sign the visitors' book prior to flying.
- f) Life Member – a Senior, Pensioner or Associate member who has been appointed a “life Member” by the Association.

## Life Membership Procedure

### 4.0 Introduction

The category of life membership is designed to acknowledge a club member who has demonstrated an exceptional and sustained contribution to the Club. A specified minimum period is recorded, however the focus is on both the member's support for GMAC and how they have promoted aero modelling. Their contributions may be many and varied, or in one particular field, but would demonstrate their loyalty, devotion and willingness to participate in GMAC activities and advance the interests of the Club.

#### Life Membership Criteria

As the award of Life Membership is a significant honour, and to ensure the integrity of the category is preserved over time, a set of guidelines is required to assist in assessing the candidate's suitability. The criterion is indicative of the benchmark required.

#### The criterion for Life Membership is as follows:

- a) Membership of GMAC for a **minimum of 10 years** continuously, unless special circumstance apply. As an example, a member whose employment requires relocation away from the area may have the continuous aspect waived. Each situation will be considered on a case by case basis.
- b) A high level of participation in club events or activities on a regular basis and sustained loyalty, devotion and a willingness to promote the sport of aero modelling.
- c) Nominee must have demonstrated an exemplary record within the GMAC Statement Of Rules and GMAC Code Of Conduct.

#### Nomination & Approval Process

- a) A nomination may be made by any current GMAC member.
- b) The nominee must be a club member at the time of nomination.
- c) Nominations are to be submitted by a club member, in writing, to the GMAC Committee and counter signed by a second club member. The nomination is to be received by the Committee **eight** weeks prior to the AGM. The nomination must describe how the member has satisfied the Life criteria.
- d) Prior to the AGM, the GMAC Committee must validate that the Life Membership criteria has been achieved. The GMAC Committee will vote on the nomination and a simple majority must be gained for the nomination to be accepted. The President has the casting vote in the event of a deadlock.
- e) The nomination will be presented to the AGM by the Club President who will summarise the basis of the nomination. The members at the AGM will vote on the nomination and a simple majority must be gained for the nomination to be successful. The President has the casting vote in the event of a deadlock.

## **Recognition**

To publicly recognise the award of Life membership, the following acknowledgements will be made:

- a) The member will be presented with a certificate of “Life Membership”
- b) The member’s name will be recorded on the “Life Membership Honour Board” in the Clubhouse.

## **Benefits**

Life members will be entitled to a discount on membership fees levied by the Club. The discount does not apply to fees levied on behalf of external organisations such as the MAAA and VMAA. The current extent of the discount is 100% of the GMAC component and will be approved by GMAC each year as part of the standard process for approving Club fees.

This discount may vary and will apply to all recipients in this category due to the possibility of the financial position of GMAC changing.

Consideration in the operational and maintenance cost of the club must be considered each year.

## **Entrance Fee and Subscription**

- 4.1 The entrance fee is sum approved at a Special General Meeting of the Association.
- 4.2 The annual subscriptions to the Association are the TOTAL of the MAAA and VMAA annual charges, as amended by the MAAA and VMAA from time to time and published in their publications, PLUS the Association fees as approved at a Special General Meeting of the Association.
- 4.3 The prescribed Entrance fee and annual subscriptions are to be published on the standard application form of the Association.
- 4.4 The Association Fees will be incremented annually by an amount determined by the Committee to a maximum less than or equal to the CPI as published by the Australian Bureau of Statistics in March of the current year. Any increase in the Association Fees proposed by the Committee that exceeds the CPI as described above must be approved at a Special General Meeting of the Association.

## **Register of Members**

5. The Membership Registrar shall keep and maintain a Register of Members in which shall be entered the full name, address and date of entry of the name of each member and the Register shall be available for inspection by members at the address of the Public Officer or Membership Registrar.

## **Resignation of Members and Termination of Membership**

- 6.1 A member of the Association who has paid all moneys due and payable to the Association may resign from the Association by first giving one month’s notice in writing to the Membership Registrar of the member’s intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
- 6.2 Upon the expiration of a notice given under sub-clause (6.1), the Membership Registrar shall make in the Register of Members an entry recording the date on which the member by whom the notice was given, ceased to be a member.

## **Expulsion, Suspension or Fining of Members**

- 7.1 Subject to these Rules the committee may by resolution:
  - a) expel a member from the Association;
  - b) suspend a member from membership of the Association for a specified period; or
  - c) fine a member such sum as the Committee determines if the Committee is of the opinion that the member:
    - i) has refused or neglected to comply with these rules; or
    - ii) has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.

- 7.2 A resolution of the Committee under sub-clause (7.1)
- a) does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause (7.3) confirms the resolution in accordance with this clause; and
  - b) where the member exercises a right of appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.
- 7.3 Where the Committee passes a resolution under sub-clause (7.1), the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing:
- a) setting out the resolution of the committee and the grounds on which it is based
  - b) stating that the member may address the Committee at a meeting to be held not earlier than 14 and not later than 28 days after the service of the notice
  - c) stating the date, place and time of that meeting
  - d) informing the member that the member may do one or more of the following:
    - i) Attend the meeting;
    - ii) Give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution
    - iii) Not later than 24 hours before the date of the meeting lodge with the Secretary a notice to the effect that the member wishes to appeal to the Association in general meeting against the resolution.
- 7.4 At a meeting of the Committee held in accordance with sub-clause (7.2), the Committee:
- a) shall give to the member an opportunity to be heard
  - b) shall give due consideration to any written statement submitted by the member; and
  - c) shall by resolution determine whether to confirm or revoke the resolution.
- 7.5 Where the Secretary receives a notice under sub-clause (7.3), the Secretary shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within 28 days after the date on which the Secretary received the notice.
- 7.6 At a general meeting of the Association convened under sub-clause (7.5):
- a) no business other than the question of the appeal shall be transacted
  - b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution
  - c) the member shall be given an opportunity to be heard
  - d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 7.7 If at the general meeting:
- a) greater than 50% of the membership of the Association vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
  - b) in any other case, the resolution is revoked.

## **Annual General Meeting**

- 8.1 The Association shall in each calendar year convene an Annual General Meeting of its members.
- 8.2 The Annual General Meeting shall be held on such day as the Committee determines.
- 8.3 The Annual General Meeting shall be specified as such in the notice convening it.
- 8.4 The ordinary business of the Annual General Meeting shall be:
- a) to confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting
  - b) to receive from the Committee reports upon the transactions of the Association during the last preceding financial year
  - c) to elect Officers of the Association and the Ordinary Members of the Committee; and
  - d) to receive and consider the statement submitted by the Association in accordance with Section 30 (3) of the Act.
- 8.5 The Annual General Meeting may transact special business of which notice is given in accordance with these Rules.
- 8.6 The Annual General Meeting shall be an addition to any other general meetings that may be held in the same year.

## **Special General Meetings**

9. All general meetings other than the Annual General Meeting shall be called Special General Meetings.
- 10.1 The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association and, where, but for this sub-clause, more than fifteen months would lapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.
- 10.2 The Committee shall, on the request in writing by members representing not less than fifteen per cent of the total number of members, convene a Special General Meeting of the Association.
- 10.3 The request for a Special General Meeting shall state the objects of the meeting and shall be signed by the members making the request and be sent to the address of the Secretary and may consist of several documents in a like form each signed by one or more of the members making the request.
- 10.4 If the Committee does not cause a Special General Meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a Special General Meeting to be held not later than three months after that date.
- 10.5 A Special General Meeting convened by Members in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

## **General Meetings Notice**

- 11.1 The Secretary of the Association shall, at least 14 days before the date fixed for holding a general meeting of the Association, cause to be sent to each member of the Association at the address appearing in the Register of Members a notice by prepaid Post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 11.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 11.3 A member desiring to bring any business before a meeting give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

## **Procedure**

- 12.1 All business that is transacted at a Special General Meeting and all business that is transacted at the Annual General Meeting with the exception of that specially referred to in these Rules as being the ordinary business of the Annual General Meeting shall be deemed to be special business.
- 12.2 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time when the meeting is considering that item.
- 12.3 Fifteen per cent of the total membership recorded in the Register of Members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 12.4 If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the request of members shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than five) shall be a quorum.

## **Chairman**

- 13.1 The President, or in the President's absence, the Vice-President, shall preside as Chairman at each general meeting of the Association.
- 13.2 If the President and the Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

## **Adjournment**

- 14.1 The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the

meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

- 14.2 Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- 14.3 Except as provided in sub-clause (14.1) and (14.2) it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

## **Voting**

15. A question arising at a general meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Association is evidence of the fact without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- 16.1 Upon any question arising at a general meeting of the Association, a member has one vote only.
- 16.2 All votes shall be given personally or by proxy.
- 16.3 In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
- 17.1 If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at the meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 17.2 A poll that is demanded on the election of a Chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.
18. A member is not entitled to vote at any general meeting unless all moneys due and payable by the member to the Association have been paid.

## **Proxies**

- 19.1 Each member shall be entitled to appoint another member as the member's proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 19.2 The notice appointing the proxy shall be on the standard form available from the Secretary of the Association.

## **Committee Powers**

- 20.1 The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 21.
- 20.2 The Committee:
- a) shall control and manage the business and affairs of the Association
  - b) may, subject to these Rules, the Regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and
  - c) subject to these Rules, the Regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

## **Constitution**

- 21.1 The officers of the Association shall be:
- a) President
  - b) Vice President
  - c) Secretary
  - d) Treasurer
- 21.2 The provisions of Rule 23.1 so far as they are applicable and with the necessary modifications, apply to and in relation to election of persons to any of the offices mentioned in sub-clause (21.1).
- 21.3 Each officer of the Association shall hold office until the Annual General Meeting next after the date of the

member's election but is eligible for re-election providing always that the member does not hold office on the Executive for more than five consecutive years, effective from 27 July 1994, unless at the direct expression of the members due to extenuating circumstances endorsed at the Annual General Meeting.

- 21.4 In the event of a casual vacancy in any office referred to in sub-clause (21.1) the Committee may appoint one of its members to the vacant office and the member so appointed may continue in the office up to and including the conclusion of the Annual General Meeting next following the date of the appointment.
- 22.1 Subject to Section 23 of the Act, the Committee shall consist of:
- a) the officers of the Association; and
  - b) four Ordinary Members - (one of whom shall be the Contest Director) each of whom shall be elected at the Annual General Meeting of the Association in each year.
- 22.2 Each Ordinary Member of the Committee shall, subject to these Rules, hold office until the Annual General Meeting next after the date of the member's election but is eligible for re-election.
- 22.3 In the event of a casual vacancy occurring in the office of an Ordinary Member of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting next following the date of the member's appointment.

### **Election of Committee Members**

- 23.1 Nominations of candidates for election as Officers of the Association or as Ordinary Members of the Committee:
- a) shall be made in writing, signed by two members of the Association and accompanied by written consent of the candidate (which may be endorsed on the form of nomination set out in Appendix 3); and
  - b) shall be delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting.
- 23.2 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- 23.3 If the number of nominations received is equal to the number of vacancies to be filled, the candidates nominated shall be deemed to be elected.
- 23.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 23.5 The ballot for the election of Officers and Ordinary Members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- 23.6 A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.

### **Grounds for Termination of Office**

24. For the purposes of these Rules, the office of an Officer of the Association or of an Ordinary Member of the Committee becomes vacant if the Officer or Member:
- a) ceases to be a member of the Association
  - b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
  - c) resigns his Office by notice in writing given to the Secretary.

### **Quorum and Procedure at Committee Meetings**

- 25.1 The Committee shall meet at least nine times in each year at such place and such times as the Committee may determine.
- 25.2 Special meetings of the Committee may be convened by the President or by 50% of any Members of the Committee.
- 25.3 Notice shall be given to members of the Committee of any special meetings specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 25.4 Thirty-five per cent of any members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 25.5 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the

meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.

- 25.6 At meetings of the Committee:
- a) The President or the Vice-President shall preside; or
  - b) if the President and the Vice-President are absent, such one of the remaining members of the Committee may be chosen by the members present shall preside.
- 25.7 Questions arising at a meeting of the Committee or of any Subcommittee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 25.8 Each member present at a meeting of the Committee or of any Subcommittee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 25.9 Written notice of each Committee meeting shall be served on each member of the Committee by delivering it to the member at a reasonable time before the meeting or by sending it by prepaid post addressed to the member at the usual or last known place of abode at least two business days before the date of the meeting.

## **Disputes and mediation**

- 26.1 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.
- 26.2 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.
- 26.3 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.
- 26.4 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; or
    - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 26.5 A member of the Association can be a mediator.
- 26.6 The mediator cannot be a member who is a party to the dispute.
- 26.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 26.8 The mediator, in conducting the mediation, must—
- (a) give the parties to the mediation process 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 to the dispute throughout the mediation process.
- 26.9 The mediator must not determine the dispute.
- 26.10 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.

## **Minutes**

27. The Secretary of the Association shall keep minutes of the resolutions and proceedings of each general meeting and each Committee meeting in books provided for that purpose together with a record of the names of persons present

at Committee meetings.

## **Treasurer**

- 28.1 The Treasurer of the Association:
- a) shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and
  - b) shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- 28.2 The accounts and books referred to in sub-clause (28.1.b) shall be available for inspection by members.

## **Removal of Committee Members**

- 29.1 The Association in general meeting may by resolution remove any Member of the Committee before the expiration of the Member's term of office and appoint another member in the Member's stead to hold office until the expiration of the term of the first-mentioned member.
- 29.2 Where the Member to whom a proposed resolution referred to in sub-clause (29.1) makes representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if they are not so sent, the Member may require that they be read out at the meeting.

## **Signing of Negotiable Instruments**

30. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by officers of the Association as specified in clause 21.1.

## **Common Seal**

- 31.1 The Common Seal of the Association, shall be kept in the custody of the Secretary.
- 31.2 The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signature either of two members of the Committee or of one member of the Committee and of the Public Officer of the Association.

## **Alterations of Statement of Purpose and Rules**

32. These Rules and the Statement of Purposes of the Association shall not be altered except in accordance with the Act.

## **Service of Notices**

- 33.1 A notice may be served by or on behalf of the Association upon any member either personally or by sending it by prepaid post to the member at the member's address shown in the Register of Members.
- 33.2 Where a document is properly addressed prepaid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

## **Winding Up**

34. In the event of the Winding Up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act - and will not be distributed to members but will be distributed to -
- (i) a fund with objectives similar to those of the Association; or
  - (ii) a fund which has a philanthropic or benevolent purpose, including the promotion of art, culture, science, religion, education or charity, and including the benefiting of a fund certified to be a patriotic fund under section 24 of the Patriotic Funds Act 1958 or the fund or part of the fund of the Australian Red Cross Society; or

- (iii) a community or charitable organisation.”

### **Custody of Books and other Documents**

35. Except as otherwise provided in these Rules, the Secretary shall keep in the Secretary’s custody or under the Secretary’s control all books, documents and securities of the Association.

### **Sources of Funds**

36. The Funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.

### **Membership Code of Conduct**

- 37.1 All members shall comply with the rules provided in the Association’s Membership Code of Conduct (as amended).  
37.2 Violations of sub-clause (37.1) shall be dealt with according to the Statement of Rules, and its derivatives.

## Amendment History

Date	Clause	Description
13/07/87	All	Rules created.
27/07/94	21.3	Limit placed on the number of consecutive years a member can be in office
31/07/96	2.1	Modified to include "Membership Registrar"
31/07/96	3.3	Modified to include "Membership registrar including the prescribed fees"
31/07/96	3.4	"the membership Registrar shall approve or refer the application...."
31/07/96	3.6	Original sub-clause replaced.
31/07/96	3.7	Original sub clause replaced
31/07/96	3.9	Membership categories redefined.
31/07/96	4.1	\$50.00 replaced with \$75.00.
31/07/96	4.2	Sub-clauses (a) and (b) replaced.
31/07/96	4.3	"The prescribed Entrance fee and annual subscriptions are to be...."
31/07/96	5	"the secretary" replaced with "the Registrar", "or Membership Registrar" added.
31/07/96	6.1 & 2	"the Secretary" replaced with "the membership Registrar"
31/07/96	10.2, 3 & 4	"requisition" replaced with "request".
31/07/96	19	Words after "form" replaced.
31/07/96	29	Words after "Members" replaced.
Changes dated 27/07/94 to 31/07/96 approved by Business Affairs		
Registration Number: A0007103R, Reference Number: 1927500, Form: AIF008		
26/08/09	3.9	Add Sub Section: "(f)" Life Member – a Senior, Pensioner or Associate member who has been appointed a "Life Member" by the Association.
26/08/09	4.2	Change words "Annual General Meeting" to "Special General Meeting"
26/08/09	4.4	Add para that fees are to follow CPI.
26/08/09	33	Add three paras to suit requirements of the Minor Gaming Unit.
18/01/10	26	Inclusion of 'Disputes and Mediation' clause
25/08/10	4.0	Life Membership Procedure

## INDEX

### A

- annual general meeting
  - maximum time between 6
  - ordinary business 6
  - special business 9
- application for membership 4

### B

- business, unfinished general meeting 10

### C

- chairman
  - rights at committee meeting 14
  - rights of 11
- committee
  - casual vacancy of office bearers 12
  - casual vacancy of ordinary members 12
  - chairman at meetings 14
  - composition 12
  - definition 4
  - duties of 5, 7, 8, 9
  - minimum number of meetings each year 13
  - quorum at meetings 14
  - time limit to tenure of officer 12
  - time limit to tenure of ordinary members 12

### D

- definition
  - committee 4
  - financial year 4
  - general meeting 4
  - member 4
  - ordinary member of the committee 4
  - secretary 4
  - The Act 4
  - The Regulations 4
- disputes
  - initial action 10
  - selection of a mediator 10
  - referral on failure to resolve 10
- duties
  - committee 5, 7, 8, 9
  - membership registrar 5, 6
  - president 10
  - public officer 6
  - secretary 7, 9, 11, 13, 15, 16
  - treasurer 15
  - vice-president 10

## **E**

- entrance fee 6
- expenses
  - refunding to members 9

## **F**

- financial year, definition 4
- fines for misdemeanour 6

## **G**

- general meeting, definition 4

## **J**

- junior membership 6

## **L**

- Life membership procedure 6

## **M**

- member
  - definition 4
  - entitlement to vote 11
  - right of appeal 7
  - right of appeal to general meeting of the association 8
- membership
  - application 4
  - expulsion from 6
  - non-transferable 5
  - suspension of 6
  - termination 5, 6
- membership registrar
  - duties of 5, 6
- minute book 11
- misdemeanours, fines for 6

## **N**

- new members
  - statement of rules, code of conduct, instructors and membership card 5
- nomination of candidates for committee 13

## **O**

- officers of the Association 12
- ordinary business of annual general meeting 8
- ordinary member of the committee, definition 4

## **P**

- president, duties of 10
- public officer, duties of 6

## **Q**

- quorum
  - at committee meetings 14

numbers required for a general meeting 10  
time limit 10  
time limit at committee meetings 14

## **R**

register of members 5, 9  
recorded details 6  
recording termination of membership 6  
right of appeal, member's entitlement 7

## **S**

secretary  
definition 4  
duties of 7, 9, 11, 13, 15, 16  
senior membership 6  
special general meeting  
minimum number of members required to force a meeting 9  
refunding members expenses 9  
subscription fee 6

## **T**

The Act  
definition 4  
section 30 8  
The Regulations, definition 4  
treasurer, duties of 15

## **U**

unfinished business of general meeting 10

## **V**

vice-president, duties of 10  
voting by poll, minimum number of members required to request a poll 11