

# **A.T.B.S.O. (W.A.) Inc. Constitution**

## **Reviewed 2019**

## **1. NAME**

1.1 The name of the Association is;

**"AUSTRALIAN TENPIN BOWLING SENIORS ORGANISATION (W.A.) Inc."**

## **2. DEFINITIONS**

2.1 In these rules, unless the contrary appears;

"The Act" means the Associations Incorporation Act 2015; "The Association" means the Association

referred to in rule 1; "The Chairperson" means,

- (a) the person referred to in rule 9.1 (a) or, if that person is unable to perform his or her functions, the Vice Chairperson;
- (b) in relation to the proceedings at a Committee meeting or general meeting, the person presiding at the Committee meeting or general meeting in accordance with rule 9;

"The Committee" means the Committee of Management of the Association referred to in rule 9.1

"Committee meeting" means meeting referred to in rule 15.1

"Committee member" means person referred to in paragraph (a) to (e) of rule 9.1; "Financial year"

- (1) The first financial year of the Association commences on the 1<sup>st</sup> of January of each year.
- (2) Each subsequent financial year of the Association is the period of 12 months commencing at the termination of the first financial year or the anniversary of that termination.

"an Incorporated Association" or "the Association" being construed as a reference to the ATBSO WA; and

"the Committee" being construed as a reference to the Committee of the ATBSO WA;

"general meeting" means meeting convened under rule 16; "member" means member of the Association;

"ordinary resolution means resolution other than a special resolution; "special resolution" has the meaning given by section 24 of the Act;

"The Secretary" means the Secretary referred to in rule

9.1(c) "The Treasurer" means the Treasurer referred to in rule 9.1(d);

"The Vice Chairperson" means the Vice Chairperson referred to in rule 9.1

### **Not-for-profit body**

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.

- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is —
  - (a) the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
  - (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
  - (c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
  - (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

### **3. OBJECTS OF THE ASSOCIATION**

3.1 The objects of the Association are;

- (a) To promote the sport of ten pin bowling.
- (b) To organise tournaments and challenge matches locally for members.
- (c) To organise male, female and mixed teams to contest an Interstate Teams Challenge for bowlers 45 years of age and over, involving other Australian States and Territories.
- (d) To raise money to subsidise costs of travel to Interstate Challenge matches for bowlers aged 45 years and over.

### **4. QUALIFICATIONS FOR MEMBERSHIP OF ASSOCIATION**

4.1 Membership of the Association is open to;

- (a) All tenpin bowlers both male and female who have attained the age of eighteen years or over and hold a current T.B.A. membership.
- (b) Members under forty-five years are junior members who will hold all rights and responsibilities of full membership apart from the right to bowl in the State Masters or roll-off for entry into the Challenge Teams.

4.2 A person who wishes to become a member shall apply for membership to the Committee in such form as the Committee, from time to time, directs.

4.3 The Committee members shall consider each application made under sub-rule 4.2 at a Committee meeting and shall at the Committee meeting or a subsequent Committee meeting accept or reject that application.

### **5. REGISTER OF MEMBERS OF ASSOCIATION**

5.1 The Secretary shall on behalf of the Association keep and maintain the register of members in accordance with section 27 of the Act and that register shall be kept and maintained at his or her place of residence.

5.2 The Secretary shall delete from the register referred to in sub-rule 5.1, the name of a person who dies or ceases to be a member under rule 6.3, 7.1 or 8.

## **6. SUBSCRIPTIONS OF MEMBERS OF THE ASSOCIATION.**

6.1 The Committee shall from time to time at a general meeting determine the amount of the subscription to be paid by each member.

6.2 Each member shall pay to the Treasurer, annually, on or before the end of February and prior to the Roll-offs or such other date as the Committee from time to time determines, the amount of the subscription determined under sub-rule 6.1.

6.3 A member is a financial member for the purposes of these rules if his or her subscription is paid on or before the relevant date fixed under sub-rule 6.2 or within 1 month thereafter.

6.4 Ceasing of Membership:

- (1) A person ceases to be a member when any of the following takes place —
  - (a) for a member who is an individual, the individual dies;
  - (b) for a member who is a body corporate, the body corporate is wound up;
  - (c) the person resigns from the Association under rule 7;
  - (d) the person is expelled from the Association under rule 8 A;
  - (e) A member whose subscription is not paid within 1 month after the date fixed under sub-rule 6.2 ceases to be a member unless the Committee decides otherwise.
- (2) The secretary must keep a record, for at least one year after a person ceases to be a member, of —
  - (a) the date on which the person ceased to be a member; and
  - (b) the reason why the person ceased to be a member.

## **7. RESIGNATION OF MEMBERS OF ASSOCIATION.**

7.1 A member who delivers notice in writing of his or her resignation from the Association to the Secretary or another Committee member ceases, on delivery of that notice, to be a member.

7.2 A person who ceases to be a member under sub-rule 7.1 remains liable to pay to the Association any subscriptions due and payable but unpaid at the date of that cessation.

## **8. Disciplinary Action; Dispute Resolution and Mediation**

### **8 A (a) Suspension or EXPULSION OF MEMBERS OF ASSOCIATION**

- (1) The committee may decide to suspend a member's membership or to expel a member from the Association if —
  - (a) the member contravenes any of these rules; or
  - (b) the member acts detrimentally to the interests of the Association.
- (2) The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.
- (3) The notice given to the member must state —
  - (a) when and where the committee meeting is to be held; and

- (b) the grounds on which the proposed suspension or expulsion is based; and
  - (c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion.
- (4) At the committee meeting, the committee must —
- (a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and
  - (b) give due consideration to any submissions so made; and
  - (c) decide —
    - (i) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
    - (ii) whether or not to expel the member from the Association.
- (5) A decision of the committee to suspend the member's membership or to expel the member from the Association takes immediate effect.
- (6) The committee must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.
- (7) A member whose membership is suspended or who is expelled from the Association may, within 14 days after receiving notice of the Committee's decision under subrule (6), give written notice to the secretary requesting the appointment of a mediator under rule 23.
- (8) If notice is given under subrule (7), the member who gives the notice and the committee are the parties to the mediation.

#### **8 A (b) Consequences of Suspension**

- (1) During the period a member's membership is suspended, the member —
- (a) loses any rights (including voting rights) arising as a result of membership; and
  - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.
- (2) When a member's membership is suspended, the secretary must record in the register of members —
- (a) that the member's membership is suspended; and
  - (b) the date on which the suspension takes effect; and
  - (c) the period of the suspension.
- (3) When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended.

#### **8 B Dispute Resolution**

***grievance procedure*** means the procedures set out in 8.B;

**party to a dispute** includes a person –

- (i) who is a party to the dispute; and
- (ii) who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

### **Application of “B Dispute Resolution”**

The procedure set out in 8 B (the grievance procedure) applies to disputes —

- (i) between members; or
- (ii) between one or more members and the Association.

### **8 B (a) Parties to attempt to resolve dispute**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

### **8 B (b) How grievance procedure is started**

(1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 8 B (a), any party to the dispute may start the grievance procedure by giving written notice to the secretary of —

- (a) the parties to the dispute; and
- (b) the matters that are the subject of the dispute.

(2) Within 28 days after the secretary is given the notice, a committee meeting must be convened to consider and determine the dispute.

(3) The secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.

(4) The notice given to each party to the dispute must state —

- (a) when and where the committee meeting is to be held; and
- (b) that the party, or the party’s representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.

(5) If —

- (a) the dispute is between one or more members and the Association; and
- (b) any party to the dispute gives written notice to the secretary stating that the party —
  - (i) does not agree to the dispute being determined by the committee; and
  - (ii) requests the appointment of a mediator under rule 8 C (a),the committee must not determine the dispute.

### **8 B (c) Determination of dispute by committee**

(1) At the committee meeting at which a dispute is to be considered and determined, the committee must —

- (a) give each party to the dispute, or the party’s representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute; and

- (b) give due consideration to any submissions so made; and
  - (c) determine the dispute.
- (2) The committee must give each party to the dispute written notice of the committee's determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.
- (3) A party to the dispute may, within 14 days after receiving notice of the committee's determination under sub-rule (1)(c), give written notice to the secretary requesting the appointment of a mediator under rule 8 C (a).  
If notice is given under subrule (3), each party to the dispute is a party to the mediation.

### **8 C Mediation**

- (1) This Division applies if written notice has been given to the secretary requesting the appointment of a mediator —
- (a) by a member under rule 8 A (a)(7); or
  - (b) by a party to a dispute under rule 8 B (b)(5)(b)(ii) or 8 B (c)(3).
- (2) If this Division applies, a mediator must be chosen or appointed under rule 8 C(a).

#### **8 C (a) Appointment of mediator**

- (1) The mediator must be a person chosen —
- (a) if the appointment of a mediator was requested by a member under rule 8 A (a)(7) — by agreement between the Member and the committee; or
  - (b) if the appointment of a mediator was requested by a party to a dispute under rule 8 B (b)(5)(b)(ii) or 8 B (c)(3) — by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of subrule (1)(a) or (b), then, subject to subrules (3) and (4), the committee must appoint the mediator.
- (3) The person appointed as mediator by the committee must be a person who acts as a mediator for another not-for-profit body, such as a community legal center, if the appointment of a mediator was requested by —
- (a) a member under rule 8 A (a)(7); or
  - (b) a party to a dispute under rule 8 B (b)(5)(b)(ii); or
  - (c) a party to a dispute under rule 8 B (c)(3) and the dispute is between one or more members and the Association.
- (4) The person appointed as mediator by the committee may be a member or former member of the Association but must not —
- (a) have a personal interest in the matter that is the subject of the mediation; or
  - (b) be biased in favour of or against any party to the mediation.

#### **8 C (b) Mediation process**

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.

- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must —
  - (a) give each party to the mediation every opportunity to be heard; and
  - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
  - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

Note for this rule:

Section 182(1) of the Act provides that an application may be made to the State Administrative Tribunal to have a dispute determined if the dispute has not been resolved under the procedure provided for in the incorporated association's rules.

**8 C (c) If mediation results in decision to suspend or expel being revoked**

If —

- (a) mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice under rule 8 A (a)(7); and
- (b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,
- (c) that revocation does not affect the validity of any decision made at a committee meeting or general meeting during the period of suspension or expulsion.



## **9. COMMITTEE OF MANAGEMENT.**

9.1 The affairs of the Association shall be managed exclusively by "by a Committee consisting of

- a) a Chairperson
- b) a Vice Chairperson
- c) a Secretary
- d) a Treasurer
- e) a Tournament Director and
- f) a maximum of five other ordinary members.

all of whom shall be members of the Association.

These positions, namely, Chairperson, Vice Chairperson, Secretary, Treasurer, Tournament Director and up to five other persons to be elected by general membership present at the AGM.

9.2 At the commencement of each successive annual general meeting after the inaugural General Meeting that one half of Committee members who have served for longer periods shall cease to be Committee members, but shall be eligible for re-election to membership of the Committee.

9.3 A person is only eligible for election to membership of the Committee if a member has nominated him for election by delivering notice in writing to the secretary not less than 21 days before the day on which the annual general meeting concerned is to be held. That nomination is to be signed by;

- (a) the nominator; and
- (b) the nominee to signify his/ her willingness to stand for election.

9.4 The Secretary shall ensure that notice of all persons seeking election to membership of the Committee is given to all members 14 days prior to the annual general meeting, at which that election is to be held.

9.5 If the number of persons nominated for election to membership of the Committee does not exceed the number of vacancies to be filled;

- (a) the Secretary shall report accordingly and
- (b) the chairperson shall declare those persons to be duly elected as members of the Committee at the annual general meeting concerned.

9.6 When a casual vacancy within the meaning of rule 14 occurs in the membership of the Committee;

- (a) the Committee may appoint a member to fill that vacancy; and
- (b) a member appointed under this sub-rule shall:
  - (i) hold office until the commencement of the next Annual General Meeting.
  - (ii) be eligible for election to membership of the Committee at the next Annual General Meeting.

9.7 No member of the association will be permitted to serve more than four years consecutively in any one position on the committee unless no other candidate is prepared to accept the position.

Note: Section 39 of the Act – Persons who are not to be members of Committee, without leave of the Commissioner,

- *a person who is, according to the Interpretation Act 1984 section 13D, a bankrupt or person whose affairs are under insolvency laws;*
- *a person who has been convicted, within or outside the State, of-*
  - *an indictable offence in relation to the promotion, formation or management of a body corporate; or*
  - *an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months; or*
  - *an offence under Part 4 Division 3 or section 127 of the Act*

## **10. CHAIRPERSON**

10.1 The Chairperson shall preside at all general meetings and Committee meetings.

10.2 In the event of the Chairperson's absence from a general meeting a Vice Chairperson shall preside.

10.3 In the event of the Chairperson and Vice Chairpersons absence a member elected by the other members present at the general or Committee meeting shall preside.

10.4 It is the duty of the chairperson to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.

10.5 The chairperson has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules.

## **11. SECRETARY.**

The Secretary has the following duties —

- (a) dealing with the Association's correspondence;
- (b) consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;
- (c) preparing the notices required for meetings and for the business to be conducted at meetings;
- (d) unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- (f) unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;

- (g) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- (h) maintaining full and accurate minutes of committee meetings and general meetings;
- (i) carrying out any other duty given to the secretary under these rules or by the committee.

## **12. TREASURER.**

The treasurer has the following duties —

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- (b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;
- (c) ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
- (d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- (e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- (f) if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
- (g) if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;
- (h) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act; carrying out any other duty given to the treasurer under these rules or by the committee.

## **13. TOURNAMENT DIRECTOR**

13.1 The appointed Tournament Director of any tournament has sole discretionary powers on the day of the tournament only.

13.2 The Tournament Director is on duty during the entire tournament. Any alternate appointed by the Executive Board has Tournament Directors powers in the absence of the Tournament Director.

13.3 The Alternative Tournament Director is still under the direction of the appointed Tournament Director.

13.4 The Tournament Directors decision in any matters arising out of the Tournament under their jurisdiction shall be deemed final and no correspondence shall be entered, into, other than that which is called for under the TBA Rules and regulations.

13.5 It shall be a requirement that the Tournament Director place before the Executive of the A.T.B.S.O. W.A., preferably in writing, any problems that arise from any Tournament. Should the Tournament Director be unsure of their standing they will consult the ATBSO Executive before a final decision is made.

13.6 The Tournament Director is elected for a period of two year at an annual general meeting.

#### **14. CASUAL VACANCIES IN MEMBERSHIP OF COMMITTEE.**

14.1 A casual vacancy occurs in the office of a Committee member if the Committee member;

- (a) dies;
- (b) resigns by notice in writing delivered to the Chairperson or, if the Committee member is the Chairperson, to the Vice Chairperson;
- (c) is convicted of an offence under the Act [See note at bottom of rule 9.7]
- (d) is permanently incapacitated by mental or physical ill health;
- (e) is absent from 3 or more consecutive meetings without an acceptable reason; or
- (f) ceases to be a member of the Association.

14.2 Such casual vacancy shall be filled from the general membership by invitation from the Committee.

- (a) the duration of this position will be until the next AGM

#### **15. PROCEEDINGS OF COMMITTEE.**

15.1 The Committee shall meet, together for the dispatch of business not less than four **(4)** times per year on a quarterly basis and the Chairperson may at any time convene a meeting of the Committee.

15.2 Each Committee member has a deliberative vote.

15.3 A question arising at a Committee meeting shall be decided by a majority, of votes, but, if there is an equality of votes, the person presiding at the Committee meeting shall have a casting vote in addition to his or her deliberative vote.

15.4 At a Committee meeting five (5) Committee members constitute a quorum.

15.5 The procedure and order of business to be followed at a Committee meeting, shall be determined by the Committee members present at the Committee meeting.

15.6 A Committee member having any direct or indirect pecuniary interest referred to in section 21 or 22 of the Act shall comply with that section.

#### **16. GENERAL MEETINGS**

16.1 The Committee;

- (a) may at any time convene a special general meeting;
- (b) shall convene Annual General Meetings within six months from the end of the financial year
- (c) shall, within 30 days of;
  - (i) Receiving a request in writing to do so from not less than ten percent of members, convene a special general meeting for the purpose specified in that request; or,
  - (ii) The Secretary receiving notice under rule 8 A (a).4 shall convene a special general meeting for the purpose of dealing with the appeal to which that notice relates.

16.2 The members making a request referred to in Sub-rule 16.1 (c) shall;  
(a) state the purpose -for which the special general meeting concerned is required; and  
(b) sign that request.

16.3 If a special general meeting is not convened within the relevant period of 30 days referred to in sub-rule 16.1(c) (i), the member who gave the notice concerned may convene a special general meeting as if they were the Committee.

16.4 When a special general meeting is convened under sub-rule 16.3  
(a) the Committee shall ensure that the members or member convening the special general meeting are supplied free of charge with particulars of all members; and

(b) the Association shall pay the reasonable expenses of convening and holding the special general meeting.

16.5 Subject to sub-rule 16.8 the Secretary shall give all members not less than 14 day notice of a general meeting and of any motions to be moved at the general meeting.

16.6 A notice given under sub-rule 16.5 shall specify;  
(a) when and where the general meeting concerned is to be held; and  
(b) particulars of the business to be transacted at the general meeting concerned and the order in which that business is to be transacted.

16.7 In the case of an annual general meeting, the order in which business is to be transacted is;  
(a) first, the consideration of the accounts and reports of the Committee;  
(b) second, the election of the Committee members to replace outgoing Committee members; and  
(c) third, any other business requiring consideration by the Association in a general meeting.

16.8 The Secretary shall give to all members not less than 21 days' notice of a general meeting at which a special resolution is to be proposed and of any other motions to be moved at that general meeting.

16.9 The Secretary may give notice under sub rule 16.5 or 16.8 by;  
(a) serving it on a member personally; or  
(b) sending it by post to a member, at the address of the member appearing in the register of members or by email to the email address provided by the member.

16.10 When a notice is sent by post under sub rule 16.9 (b), sending of the notice, shall be deemed to be properly affected, if the notice is sufficiently addressed and posted to the member concerned by ordinary pre-paid mail.

## **17. QUORUM and PROCEEDINGS AT GENERAL MEETINGS**

17.1 At a general meeting twenty percent (20%) of members of the Association present in person constitutes a quorum.

17.2 If within thirty (30) minutes after the time specified for the holding of a general meeting in a notice given under rule 16.5 or 16.8;

(a) as a result of a request or notice referred to in rule 16.1(c) or as a result of action taken under-rule 1-5.3a quorum is not present, the general meeting lapses; or

(b) otherwise, then as a result of a request, notice or action, referred to in paragraph (a), the general meeting stands adjourned to the same time on the same day in the following fortnight and to the same venue.

17.33 If within 30 minutes of the time appointed by sub-rule 17.2 (b) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person may nevertheless proceed with the business of the meeting as if a quorum were present.

17.4 The Chairperson may, with the consent of a general meeting at which a quorum is present, and shall, if so, directed by such a general meeting, adjourn that meeting from time to time and place to place.

17.5 When a general meeting is adjourned for a period of 30 days or more, the Secretary shall give notice under rule 16 of the adjourned general meeting as if that meeting were a fresh general meeting.

17.6 At a general meeting;

(a) an ordinary resolution put to the vote shall be decided by a majority, of votes cast on a show of hands;

(b) a special resolution put to the vote shall be decided by a majority of at least seventy five percent.

17.7 A declaration by the Chairperson at a general meeting that a resolution has been passed as an ordinary resolution shall be evidence of that fact unless, during the general meeting at which the resolution is submitted, a poll is demanded in accordance with sub-rule 17.8.

17.8 At a general meeting, a poll may be demanded by the Chairperson or by 3 or more members present and if so demanded, shall be taken in such a manner as the Chairperson directs.

17.9 If a poll is demanded and taken under sub-rule 17.8 in respect of an ordinary resolution, a declaration by the Chairperson of the result of the poll is evidence of the matter so declared.

17.10 A poll demanded under sub-rule 17.9 on the election of a person to preside over a general meeting or on the question of an adjournment shall be taken forthwith on that demand being made.

## **18. MINUTES OF MEETINGS OF ASSOCIATION.**

18.1 The Secretary shall cause proper minutes of all proceedings of all general meetings and Committee meetings to be taken and then to be entered within 30 days after the holding of each general meeting or Committee meeting, in a minute book kept for that purpose.

18.2 The Chairperson shall ensure that the minutes taken of a general meeting or Committee meeting under sub rule 18.1 are checked and signed as correct by the Chairperson of the meeting to which those minutes relate.

18.3 When minutes have been entered and signed as correct under this rule, they shall, until the contrary is proved, be evidence that;

- (a) the general meeting or Committee meeting to which they relate was duly convened and held;
- (b) all proceedings recorded as having taken place at the meeting did in fact take place thereat;
- (c) all appointments or elections purporting to have been made at the meeting have been validly made.

## **19. VOTING RIGHTS OF MEMBERS OF ASSOCIATION.**

19.1 Each member present at a general meeting is entitled to a deliberative vote.

## **20. RULES OF ASSOCIATION.**

20.1 The Association may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in Part 3 Division 2 of the Act.

20.2 These rules bind every member and the Association to the same extent as if every member and the Association had signed and sealed these rules and agreed to be bound by all their provisions.

## **21 INSPECTION OF RECORDS, ETC OF ASSOCIATION.**

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

21.2 The member must contact the secretary to make the necessary arrangements for the inspection

21.3 If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members

21.4 The member may make a copy of or take an extract from a record or document of the association but does not have a right to remove the record or document for that purpose.

## **22. DISTRIBUTION OF SURPLUS PROPERTY ON WINDING UP OF ASSOCIATION.**

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