



# **RULES for Southern Business Women's Network Incorporated**

*Associations Incorporation  
Reform Regulations 2012  
Part 3*

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## **Rules for Southern Business Women's Network Incorporated ["the Association"]**

### **PART 1 - PRELIMINARY**

#### **1. Name**

The Name of the incorporated association is "Southern Business Women's Network Incorporated".

#### **2. Purposes**

The purpose of the Association is to cultivate an environment where women are able to network with confidence and equality, to be enriched through learning, and to prosper through connection with women from a wide variety of backgrounds and professions in the South Gippsland region.

#### **3. Financial Year**

The financial year of the Association is a period of 12 months ending on the 31 of July.

#### **4. Definitions**

In these Rules -

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

***Chairperson***, of a general meeting or committee meeting, means the person chairing the meeting as required under rule 43;

***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 convened under rule 20(3);

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

**disciplinary subcommittee** means the subcommittee appointed under rule 17;

**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, a special general meeting and a disciplinary appeal meeting;

**member** means a member of the Association;

**member entitled to vote** means a member who under rule 11(2) is entitled to vote at a general meeting;

**special resolution** means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

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

**the Registrar** means the Registrar of Incorporated Associations.

## 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 achieve 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;
  - (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 organization

- (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 if this was done in good faith on terms no more favourable than if the member was not a member; or

- (b) for goods or services provided by the member if this was done in good faith on terms no more favourable than if the member was not a member.

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

### **Division 1 - Membership**

#### **7. Who is eligible to be a member**

Any person who supports the purposes of the Association is eligible for membership.

#### **8. Application for membership**

- (1) To apply to become a member of the Association, a person must submit and register on the Association's website - [www.sbwn.com.au](http://www.sbwn.com.au).
- (2) The application must be accompanied by the joining fee.

#### **9. Consideration of application**

- (1) If the Committee rejects the application, it must return any money to the applicant.
- (2) No reason need be given for the rejection of an application.

#### **10. Annual subscription and fee on joining**

- (1) At each annual general meeting, the Association must determine -
  - (a) the amount of the annual subscription (if any) for the following financial year; and
  - (b) the date for payment of the annual subscription.
- (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 fee equal to -
  - (a) the full annual subscription; or
  - (b) a pro rate annual subscription based on the remaining part of the financial year; or
  - (c) a fixed amount determined from time to time by the Association.
- (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.

#### **11. 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 of proposed special resolutions in the manner and time prescribed by these Rules; and
  - (b) to submit items of business for consideration at a general meeting; and
  - (c) to attend and be heard at general meetings; and
  - (d) to vote at a general meeting; and
  - (e) to have access to documents of the Association as provided under rule 76; and

- (f) to inspect the register of members.
- (2) A member is entitled to vote if -
  - (a) the member is a member; and
  - (b) more than 10 business days have passed since she became a member of the Association; and
  - (c) the member's membership rights are not suspended for any reason.

## **12. Rights not transferable**

The rights of a member are not transferable and end when membership ceases.

## **13. 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 Membership Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

## **14. Resigning as a member**

- (1) A member may resign by notice in writing (email or otherwise) given to the Association.
- (2) A member is taken to have resigned if the member's annual subscription is more than 12 months in arrears.

## **15. Register of members**

- (1) The Membership Secretary must keep and maintain a register of member 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 ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.

## **Division 2 - Disciplinary action**

### **16. 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 -

- (1) has failed to comply with these Rules; or
- (2) refuses to support the purposes of the Association; or
- (3) has engaged in conduct prejudicial to the Association.

## 17. 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.

## 18. Notice to member

- (1) Before disciplinary action is taken against a member, the Membership 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 she may do one or both of the following -
    - (i) attend the disciplinary meeting and address the disciplinary subcommittee at the meeting;
    - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
    - (iii) setting out the member's appeal rights under rule 20.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

## 19. 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.

## 20. Appeal rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under rule 19 may give notice to the effect that 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 Membership 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.

## 21. Conduct of disciplinary appeal meeting

- (1) At the 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 reason 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 procedure**

## 22. Application

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



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

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

### **24. Appointment of mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 23, the parties must within 10 days -
  - (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 absence of agreement -
    - (i) if the dispute is between a member and another member - 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.

### **25. 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.

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

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

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

### **27. Annual general meetings**

- (1) The Committee must convene an annual general meeting of the Association to be held in August of each 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;
  - (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 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 subscription and joining fee.
- (4) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

## **28. Special general meetings**

- (1) Any general meeting of the Association, other than an annual general meeting or a disciplinary appeal 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 30 may be conducted at that meeting.

## **29. 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 (email or otherwise); 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 Minutes 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).

## **30. Notice of general meetings**

- (1) The Minutes Secretary (or, in the case of a special general meeting convened under subrule 29(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 31(5).
- (3) This rule does not apply to a disciplinary appeal meeting.

### **31. Proxies**

- (1) A member may appoint another member as her proxy to vote and speak on her behalf at a general meeting other than at a disciplinary appeal meeting.
- (2) The Appointment of a proxy must be in writing and signed by the member making the appointment.
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on her behalf, otherwise the proxy may vote on behalf of the member in any matter as she sees fit.
- (4) 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.
- (5) Notice of a general meeting given to a member under rule 30 must -
  - (a) state that the member may appoint another member as a proxy for the meeting; and
  - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meetings.

### **32. Use of technology**

- (1) A member not physically present at a general meeting may be permitted to 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.

### **33. 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, by proxy or as allowed under rule 32) of 10% 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 29 - the meeting must be dissolved;
  - (b) in any other case -

- (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
  - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the 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.

### **34. 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.
- (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 under this rule 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 30.

### **35. 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 the 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.
- (4) This rule does not apply to a vote at a disciplinary appeal meeting conducted under rule 21.

### **36. Special resolutions**

- (1) 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.
  - (a) to remove a Committee member from office; and
  - (b) to alter these Rules, including changing the name or any of the purposes of the Association.

### **37. 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.

### **38. 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 names of the members attending the meeting; and
  - (b) proxy form given to the Chairperson of the meeting under rule 31(6); and
  - (c) the financial statements submitted to the members in accordance with rule 27(3)(b)(ii); and
  - (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

## **PART 5 - COMMITTEE**

### **Division 1 - Power of Committee**

#### **39. Role and powers**

- (1) The business of the Association must be managed by or under the direction of a 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 staff;
  - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

#### **40. Delegation**

- (1) The Committee may delegate to a member of the Committee, 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**

#### **41. Composition of Committee**

- (1) The Committee consists of -
  - (a) a President; and
  - (b) a Vice-President; and
  - (c) a Minutes Secretary; and
  - (d) a Membership Secretary; and
  - (e) a Treasurer; and
  - (f) a Webmaster; and
  - (g) a Publicity Officer; and
  - (h) an Events Coordinator; and
  - (i) ordinary members (if any) elected under rule 54.

#### **42. 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.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties -
  - (a) in good faith in the best interest of the Association; and
  - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of -
  - (a) their position; or
  - (b) information acquired by virtue of holding their position so as to gain an advantage for themselves or any other person or to cause detriment to the Association.
- (6) 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.

### **43. 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 meeting.
- (2) If the President and the Vice-President are both absent, or are unable to preside, 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.

### **44. Minutes Secretary**

- (1) The Minutes Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- (2) The Minutes Secretary must -
  - (a) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 71(3), all books, documents and securities of the Association in accordance with rules 73 and 76; and
  - (b) perform any other duty or function imposed on the Minutes Secretary by these Rules.
  - (c) subject to the Act and these Rules, provide members with access to the minutes of general meetings and other books and documents
- (3) The Minutes Secretary must give to the Registrar notice of her appointment within 14 days after the appointment.

### **45. Membership Secretary**

- (1) The Membership Secretary must -
  - (a) maintain the register of members in accordance with rule 15; and
  - (b) report at committee meetings regarding membership renewals and new memberships; and
  - (c) subject to the Act and these Rules, provide members with access to the register of members;
  - (d) order nametags for new members and provide nametags for guests; and
  - (e) provide a membership pack to each new member (if applicable); and
  - (f) manage attendances for events.

### **46. Treasurer**

- (1) The Treasurer must -
  - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
  - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
  - (c) make any payments authorized by the Committee or by a general meeting of the Association from the Associations funds; and

- (d) ensure cheques are signed by at least 2 committee members.
- (2) The Treasurer must -
  - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
  - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to 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.

#### **47. Webmaster**

- (1) The Webmaster must -
  - (a) Source, produce and circulate (by email or otherwise) monthly newsletters regarding -
    - (i) upcoming events; and
    - (ii) committee decisions; and
    - (iii) any notification to members, as required under these Rules.
  - (b) manage and maintain all electronic content of the Association, including, but not limited to -
    - (i) website; and
    - (ii) facebook accounts; and
    - (iii) photographs; and
    - (iv) dropbox accounts; and
    - (v) email accounts.

#### **48. Publicity Officer**

- (1) The Publicity Officer must -
  - (a) publicise the Association's events, including, but not limited to -
    - (i) newspaper articles and advertisements to be published in the Sentinel-Times newspaper and the nearby local newspaper for where the event is held, at least two weeks prior to the event; and
    - (ii) submit content to the Sentinel-Times newspaper and the nearby local newspaper, including written material and photographs, no later than two weeks past the event; and
    - (iii) manage and coordinate photography at events; and
    - (iv) collaborate with the webmaster regarding media published on the Association's website and facebook account.

#### **49. Events Coordinator**

- (1) The Events Coordinator must -
  - (a) source and book a venue for monthly dinner events; and
  - (b) source and coordinate guest speaker (if applicable) and Emcee for events; and
  - (c) collaborate with Publicity Officer in accordance with rule 48; and
  - (d) collaborate with Webmaster in accordance with rule 47; and
  - (e) collaborate with Membership Secretary in accordance with rule 45 (1)(e).



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

#### **50. Who is eligible to be a Committee member**

- (1) A member is eligible to be elected or appointed as a committee member if the member -
  - (a) is 18 years or over; and
  - (b) is entitled to vote at a general meeting.

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

- (1) This rule applies to any 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 52 - 55.

#### **52. 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 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.

#### **53. Election of President, etc.**

- (1) At the annual general meeting, separate elections must be held for each of the following positions -
  - (a) President; and
  - (b) Vice-President; and
  - (c) Minutes Secretary; and
  - (d) Membership Secretary; and
  - (e) Treasurer; and
  - (f) Webmaster; and
  - (g) Publicity Officer; and
  - (h) Events Coordinator.
- (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 55.
- (4) On her election, the new President may take over as Chairperson of the meeting.

#### **54. Election of ordinary members**

- (1) The annual general meeting must, by resolution, decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year.

- (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 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 55.

## 55. Ballot

- (1) If a ballot is required for the election of a position, the Chairperson of the meeting must appoint a member to act as 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 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.
- (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; and
  - (b) the voter must not write the names of more candidates than the number elected.
- (8) The papers that do not comply with subrule (7)(b) are not to be counted.
- (9) Each 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 the elected 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) - (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.

## 56. Term of office

- (1) Subject to subrule (3) and rules 53 and 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.

- (4) A member who is the subject of a proposed special resolution under subrule (3)(a) may make representations in writing (email or otherwise) to the Minutes Secretary or President of the Association (not exceeding reasonable length) and may request that the representations be provided to the members of the Association.
- (5) The Minutes Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

### **57. Vacation of office**

- (1) A committee member may resign from the Committee by written notice (email or otherwise) addressed to the Minutes Secretary or President.
- (2) A person ceases to be a committee member if she -
  - (a) ceases to be a member of the Association; or
  - (b) fails to attend three consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under rule 68; or
  - (c) otherwise ceases to be a committee member by operation of section 78 of the Act.

### **58. 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 under rule 57; or
  - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Minutes Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 56 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**

### **59. Meetings of Committee**

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

### **60. 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.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

### **61. Urgent meetings**

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with rule 60 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.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

### **62. 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.

### **63. 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.

### **64. Quorum**

- (1) No business may be conducted at the Committee meeting unless a quorum is present.
- (2) The quorum for a committee meeting is the presence (in person or as allowed under rule 63) 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 60.

### **65. 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.

#### **66. 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) A member -
  - (a) must not be present while the matter is being considered at the meeting; and
  - (b) must not vote on 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.

#### **67. 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 vote is taken and the result of the vote;
  - (d) any material personal interest disclosed under rule 66.

#### **68. 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**

#### **69. Source of funds**

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

#### **70. 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 electronic funds transfer) up to a specific limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (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.

### **71. Financial records**

- (1) The Association must keep financial records that -
  - (a) correctly record and explain its transactions, financial position and performance; and
  - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in her custody, or under her control -
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorized by the Committee.

### **72. 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 financial statements;
  - (b) if required, the review or auditing of the financial statements;
  - (c) the certification of the financial statements by the Committee;
  - (d) the submission of the financial statements to the annual general meeting of the Association;
  - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

## **PART 7 - GENERAL MATTERS**

### **73. 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;
  - (c) the common seal must be kept in the custody of the Minutes Secretary.

#### 74. Registered address

- (1) **The registered address of the Association is currently PO Box 768, Leongatha, Victoria, Australia, 3953, or**
  - (a) an 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 Minutes Secretary.

#### 75. 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 register of members; or
  - (c) by email or facsimile transmission.
- (2) Subrule (1) does not apply to notice given under rule 61.
- (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; or
  - (b) by sending the notice by post to the registered address; or
  - (c) by leaving the notice at the registered address; or
  - (d) if the Committee determines that it is appropriate in the circumstances -
    - (i) by email to the email address of the Association or the Minutes Secretary; or
    - (ii) by facsimile transmission to the facsimile number of the Association or the Minutes Secretary.

#### 76. Custody and inspection of books and records

- (1) Members may, on request, inspect free of charge -
  - (a) the register of members;
  - (b) the minutes of general meetings;
  - (c) subject to subrule (2), the financial records, books, securities and any other relevant document of the Association, including minutes of Committee meetings.
- (2) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Committee must, on request, make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2), a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- (5) For the 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;
  - (b) its financial statements;

- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

### **77. Winding up and cancellation**

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or 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 and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

### **78. Alteration of Rules**

- (1) These Rules may only be altered by special resolution of a general meeting of the Association

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