

**RULES OF THE**  
**A.N.S.A**  
**AUSTRALIAN NATIONAL SPORTFISHING ASSOCIATION**  
**(NEW SOUTH WALES BRANCH)**  
**INCORPORATED**  
**(AS AMENDED 11<sup>TH</sup> JUNE 1988)**  
**(AS AMENDED 13<sup>TH</sup> NOVEMBER 1988)**

**1. INTERPRETATION**

- (1) In these rules, except in so far as the context or subject – matter otherwise indicates or requires –

“ordinary member” means a member of the committee who is not an office bearer of the association, as referred to in rule 13(2);

“member” means an affiliated member club of the Association.

“committee” means the Executive Committee of the Association.

“council” means the State Council of delegates of member clubs of the Association

“secretary” means –

- (a) the person holding office under these rules as secretary of the Association; or
- (b) where no such person holds that office – the public officer of the Association;

“special general meeting” means a general meeting of the Association other than annual general meeting;

“the Act” means the Association’s Incorporation Act, 1984;

“the Regulation” means the Association’s Incorporation Regulation, 1985.

- (2) In these rules –

- (a) a reference to a function includes a reference to a power, authority and duty; and

- (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- (3) The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

## **2. NAME**

The name of the Association shall be: - A.N.S.A.- Australian National Sportfishing Association (New South Wales Branch) Incorporated.

## **3. OBJECTS**

The objects for which the Association is formed are: -

- (a) To affiliate with the Australian National Sportfishing Association.
- (b) To adopt the "Fishing Rules" of the Australian National Sportfishing Association.
- (c) To assist and advise and/or co-ordinate member clubs and others in the organisation and/or conduct of Sportfishing.
- (d) To sponsor and/or organise Sportfishing Tournaments, Competitions or Contests
- (e) To encourage the study of fishes and wildlife and promote the conservation of fisheries and wildlife and co-operate or affiliate with other conservation bodies.
- (f) To submit al legitimate claims for Australian National Sportfishing Records
- (g) To advise member clubs and/or affiliated Sportfisherman of any other matters of interest.
- (h) To do all such acts and things as may be deemed necessary in order to achieve any or all of the above objects

## **4. MEMBERSHIP**

- (a) Any club in NSW which endorses the spirit and concept of Sportfishing,, shall be eligible for membership of the Association.

## **5. MEMBERSHIP QUALIFICATIONS**

A club is qualified to be a member of the Association if, but only if –

- (a) the club is a club referred to in section 15(1)(a), (b) or (c) of the Act and has not ceased to be a member of the association at any time after incorporation of the association under the Act, or

- (b) the club is a natural club who
  - (i) has been nominated for membership of the Association as provided by rule 4, and
  - (ii) has been approved for membership of the Association by the committee of the Association

## **6. ELECTION TO MEMBERSHIP**

- (1)
  - (a) Every application by an club for membership of the Association shall be accompanied by:-
  - (b) A statement giving:--
    - (i) the name of the club and
    - (ii) the full names and addresses of the Officers of the club and
    - (iii) the number of financial members of the club
    - (iv) the names and addresses of the financial members
  - (b) An agreement to adopt and abide by the "Fishing Rules" of the Australian National Sportfishing Association.
  - (c) Shall be lodged with the Secretary of the Association
- (2) As soon as practicable after receiving a nomination for membership the Secretary shall advise the member clubs of the nomination, who shall have twenty-one (21) days in which to lodge any objection to the nomination, to the State Secretary. The Executive then has the power to arbitrate on any objection and accept or reject the nomination.
- (3) Where the State Executive determines to approve a nomination for membership, the Secretary shall, as soon as practicable after that determination, notify the club of the approval and request the club to pay within the period of 28 days after receipt by the club of the notification the sum payable under these rules by a member as an annual subscription.
- (4) The Secretary shall, on payment by the nominee of the amounts referred to in clause(3) within the period referred to in that clause enter the club's name in the register of members and, upon the name being so entered, the club becomes a member of the Association.
- (5) The Secretary shall after compliance of rule 6 (4) by the nominee, advise all member organisations or groups of the Association of acceptance of the new club.

## **7. CESSATION OF MEMBERSHIP**

An club ceases to be a member of the Association if the group –

- (a) Disbands
- (b) Resigns that membership in writing
- (c) Is expelled from the Association under rule 7 (c)
- (d) An Extraordinary General Meeting of the Association held after having given three (3) months notice to an member club and having given the club the opportunity of being heard terminate its membership of the Association

## **8. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE**

A right, privilege or obligation which a club has by result of being a member of the Association –

- (a) is not capable of being transferred or transmitted to another club; and
- (b) terminates upon cessation of the clubs membership

## **9. RESIGNATION OF MEMBERSHIP**

- (1) A member of the Association is not entitled to resign their membership except in accordance with this rule.
- (2) A member of the Association who has paid all amounts payable by the member to the club in respect of the members membership may resign from membership of the club by first giving notice (being not less than one (1) month or not longer than such other period as the committee may determine) in writing to the Secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- (3) Where a member of the Association ceases to be a member pursuant to clause (2), and in every other case where a member ceases to hold membership, the Secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

## **10. REGISTER OF MEMBERS**

- (1) The public officer of the Association shall establish and maintain a register of members of the Association specifying the name and address of each club who is a member of the Association together with the date on which the club became a member.

- (2) The register of members shall be kept at the principal place of administration of the Association and shall be open for inspection, free of charge, by any member of the Association at any reasonable hour.

## **11. FEES, SUBSCRIPTIONS, ETC.**

- (a) Affiliation fees and/or levies and/or other charges shall be as determined from time to time by the State Council and shall be due and payable on acceptance to membership of the Association
- (b) Each member club shall notify the secretary of the association by the 31<sup>st</sup> July in every year the total number of enrolled members, the number of each class of members financial and the names of those members at the preceding 30<sup>th</sup> June.
- (c) Affiliation fees shall be payable annually in advance and shall become due and payable on the 30<sup>th</sup> June in every year
- (d) Any affiliation fees received from a new member Club, or member/s of any affiliated club, accepted on or after 1<sup>st</sup> April in any financial year shall be deemed to be paid to the 30<sup>th</sup> June in the next financial year.
- (e) No member club shall be entitled to cast its votes at any meeting of the Association unless its Affiliation fees have been paid in full
- (f) Affiliation fees of new member(s) of an affiliated club must be paid to the State within one (1) month of the member(s) joining the Association
- (g) If the Affiliation fees of a member club shall remain unpaid for a period of one (1) calendar month, then after notice of one (1) month has been given to the member club the privileges of the Association may at the discretion of the Executive Committee be withdrawn from that club

## **12. DISCIPLINING OF MEMBERS**

- (1) Where the Executive Committee is of the opinion that a member of the Association -
- (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
- (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Association

the Executive Committee may, by resolution –

- (c) expel the member from the Association or
  - (d) suspend the member from membership of the Association for a specified period
- (2) A resolution of the committee under clause (1) is of no effect unless the committee, at a meeting held not earlier than 28 days and not later than 56 days after service on the member of a notice under clause (3), confirms the resolution in accordance with this rule.
- (3) Where the committee passes a resolution under clause (1), the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member –
- (a) setting out the resolution of the Executive Committee and the grounds on which it is based;
  - (b) stating that the member may address the Executive Committee at a meeting to be held not earlier than 28 days and not later than 56 days after service of the notice;
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following; -
    - (i) attend and speak at that meeting;
    - (ii) submit to the Executive Committee at or prior to the date of that meeting written representations relating to the resolution
- (4) At a meeting of the committee held as referred to in clause (3), the Executive Committee shall -
- (a) give to the member an opportunity to make oral representations;
  - (b) give due consideration to any written representatives submitted to the Executive Committee by the member at or prior to the meeting, and
  - (c) by resolution determine whether to confirm or to revoke the resolution
- (5) Where the Executive Committee confirms a resolution under clause (4), the Secretary shall, within 14 days after that confirmation, by notice in writing inform the member of the fact and of the member's right of appeal under rule 14
- (6) A resolution confirmed by the Executive Committee under clause (4) does not take effect –

- (a) until the expiration of the period within which the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period, or
- (b) where within that period the member exercises the right of appeal, unless and until the Association confirms the resolution pursuant to rule 12(4)

### **13. RIGHT OF APPEAL OF DISCIPLINED MEMBER**

- (1) A member may appeal to the Association in general meeting against a resolution of the Executive Committee which is confirmed under rule 12(4), within 14 days after notice of the resolution is serviced on the member, by lodging with the Secretary a notice to that effect
- (2) Upon receipt of a notice from a member under clause (1), the Secretary shall notify the Executive Committee which shall convene a general meeting of the Association to be held within 40 days after the date on which the Secretary received the notice
- (3) At a general meeting of the Association convened under clause (2) –
  - (a) no business other than the question of the appeal shall be transacted;
  - (b) the Executive Committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
  - (c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked
- (4) If at the general meeting the Association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

### **14. DISCIPLINED MEMBERS OF AN AFFILIATED CLUB**

- (a) Any ANSA affiliated club may, subject to the constitution, rules and regulations of the club, deny or discontinue membership of any member who has been suspended, disqualified or expelled for life from another ANSA affiliated club
- (b) In determining whether to deny or discontinue membership of a member, the club shall take into consideration the reason for the member's suspension, disqualification or expulsion from the other club.

## **15. RIGHT OF APPEAL OF DISCIPLINED MEMBERS OF AN AFFILIATED CLUB**

- (1) Any member who has been suspended, disqualified or expelled from one club and/or who has been denied or disqualified from membership of another club by reason of his suspension, disqualification or expulsion from the first club, shall be entitled to apply to the Executive of the State Branch with which either or both clubs are affiliated to review the decision of the first or second club. Where such an application is made the decision of the Executive of the State Branch shall be final.
- (2) Upon receipt of an application from a member under clause (1) the secretary shall notify the Executive of the state branch which shall convene a special meeting of the Executive to be held not earlier than 30 days and not later than 60 days after the date on which the secretary received the notice.
- (3) At a special meeting convened under clause (2)-
  - (a) No business other than the question of appeal shall be transacted.
  - (b) The club/s and the member shall be given the opportunity to state their respective cases orally and or writing or both.
- (4) The secretary shall notify member and club/s within 21 days of the result of the appeal.
- (5) The decision of the Executive shall be final.

## **16. MEMBERS' LIABILITIES**

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by rule 11.

## **17. DELEGATES**

- (a) Each member club shall be entitled to one (1) delegate to the Association for each fifty (50) financial members or part thereof. Five (5) delegates shall be the maximum number to represent any one club.
- (b) Each member club shall notify the Secretary in writing the names and address of its delegates for the service of notices etc. and shall notify the Secretary of any changes in its delegates.

**PART III**  
**THE EXECUTIVE COMMITTEE**

**18. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall be called the Committee of Management of the Association and, subject to the Act, the Resolution and these rules and to any resolution passes by the Association in general meeting –

- (a) shall control and manage the affairs of the Association
- (b) may exercise all such functions as may be exercised by the Association other than those functions that are required by these rules to be exercised by a general meeting of members of the Association; and
- (c) make, alter or rescind By-Laws rules and regulations not inconsistent with this Constitution as in the opinion of the Council are necessary for the proper management of the Association
- (d) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association
- (e) Fill any casual vacancy on the Executive Committee
- (f) Formulate reports for distribution to member club
- (g) Enforce such by laws and regulations.
- (h) Recommend to the state council any matters for decision.
- (i) Assist and advise member clubs and others in the organisation and or conduct of Sportfishing.

The Executive committee shall be required to:-

- (a) Carry out any direction by resolution of the state council.
- (b) Collect from member club all Affiliation fees and/or levies and/or other charges
- (c) Submit all legitimate claims for Australian National Sportfishing Records.
- (d) Keep correct minutes of all meetings of the Association State Council and Executive Committee
- (e) Keep correct Books of Account

- (f) Keep a Register of Member organisations or groups and a Register of Delegates and Executive Committee
- (g) Serve notices
- (h) Report to the State Council all business transacted since the previous meeting of the Council.

## **19. CONSTITUTION & MEMBERS**

- (1) Subject in the case of the first members of the committee to section 21 of the Act, the Executive Committee shall consist of –
  - (a) the office-bearers of the Association; and
  - (b) min. 6 ordinary memberseach of whom shall be elected at the annual general meeting of the Association pursuant to rule 14
- (2) The office-bearers of the Association shall be –
  - (a) the President;
  - (b) the Vice-President;
  - (c) the Treasurer; and
  - (d) the Secretary
- (3) Each member of the Executive Committee shall, subject to these rules, hold office for a period of two (2) years, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election
- (4) In the event of a casual vacancy occurring in the membership 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 appointment

## **20. ELECTION OF EXECUTIVE COMMITTEE**

- (1) The election of the Executive Committee shall take place in the following manner –
  - (a) Any financial member club shall be at liberty to nominate any financial member of an affiliated club to serve on the Executive Committee.
  - (b) The President, Vice President, Honorary Secretary, Treasurer and Executive Officers shall be elected in that order and the result of each announced before the next election is proceeded with.

- (2) Nominations of candidates for election as office-bearers of the Association or as ordinary members of the committee –
  - (a) shall be made in writing, signed by two (2) members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (b) shall be delivered to the Secretary of the Association not less than 14 days before the date fixed for the holding of the annual general meeting at which the election is to take place
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominations shall be deemed to be elected and further nominations shall be received at the annual general meeting
- (4) If insufficient further nominations are received, any vacant positions remaining on the Committee shall be deemed to be casual vacancies.
- (5) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (6) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held
- (7) The ballot for the election of office-bearers 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

## **21. DUTIES OF OFFICE BEARERS**

- (1) *The President*

The President shall direct the Office Bearers in all matters pertaining to the well being of the Association. He shall be the Senior Executive Officer and subject to Clause 26C, 27C of these articles, shall preside at all committee, general and other meetings of the club

(2) *The Secretary*

- (a) The Secretary of the Association shall, as soon as practicable after being appointed as Secretary, lodge notice with the Association of his or her address.
- (b) It is the duty of the Secretary to keep minutes of –
  - (i) all appointments of office-bearers and members of the Committee
  - (ii) the names of members of the committee present at a committee meeting or a general meeting; and
  - (iii) all proceedings at committee meetings and general meetings
- (c) Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

**22. TREASURER**

It is the duty of the Treasurer of the Association to ensure that –

- (a) all money due to the Association is collected and received and that all payments authorised by the Association are made; and
- (b) correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association

**23. CASUAL VACANCIES**

For the purposes of these rules, a casual vacancy in the office of a member of the committee occurs if the member –

- (a) dies;
- (b) ceases to be a member of the Association
- (c) becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code
- (d) resigns office by notice in writing given to the Secretary
- (e) is removed from office under rule 23

- (f) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- (g) is absent without the consent of the committee from three (3) consecutive meetings of the Executive Committee

#### **24. REMOVAL OF COMMITTEE MEMBER**

- (1) The Association in a general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) Where a member of committee to whom a proposed resolution, referred to in clause (1) relates, makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations 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 is entitled to require that the representations be read out at the meeting at which the resolution is considered.

#### **25. MEETING OF EXECUTIVE COMMITTEE**

The Executive Committee shall meet at least once in every three (3) months.

#### **26. PROCEEDING OF EXECUTIVE COMMITTEE**

- (a) No business shall be transacted at a meeting of the Executive Committee unless a quorum of five (5) members is present
- (b) If no quorum is present within half, an hour the meeting shall be dissolved and another meeting called
- (c) The President shall be Chairman at all meetings of the Executive Committee or if he is not present the Vice President or an Executive Officer shall be Chairman
- (d) Each member of the Executive Committee shall be entitled to one vote at all meetings of the Executive Committee
- (e) In the event of a deadlock the Chairman will have a casting vote

**PART IV**  
**STATE COUNCIL**

**27. STATE COUNCIL**

The State Council shall consist of the total number of delegates from all member clubs.

**28. MEETING OF STATE COUNCIL**

- (a) The state council shall meet once in each period of 12 months.
- (b) A meeting of the state council may be called on any date by the executive committee.
- (c) A meeting of the state council shall be called by the secretary upon receipt by them of a requisition signed by at least 2 member clubs stating the nature of the business to be considered. The date of the meeting shall be within 40 days of receipt of such requisition.
- (d) Subject to the above, 30 days notice shall be given to all delegates specifying the place the date and the hour and the general nature of the business to be transacted

**29. PROCEEDING OF MEETING OF STATE COUNCIL**

- (a) No business shall be transacted at a meeting of the state council unless a quorum of 20% of the total voting strength of delegates representing financial clubs is present in person or proxy.
- (b) If no quorum is present within half an hour the meeting shall be dissolved and another meeting called.
- (c) The President shall preside as chairman at all meetings of the State council or if they are not present the Vice President shall be the chairman or if they are not present the delegates shall elect a Chair.

**30. POWERS AND DUTIES OF STATE COUNCIL**

The state council shall have the power to: -

- (a) Make, alter or rescind by-laws, rules and regulations not inconsistent with this Constitution as in the opinion of the council are necessary for the proper management of the association.

- (b) Appoint from among its delegates or the executive Committee sub-committees for any purpose and delegate to such sub-committees such powers as it thinks fit.
- (c) Direct the Executive Committee by resolution in any activity not covered by Clause 18 of this Constitution.

**PART V**  
**DELEGATION, SUB-COMMITTEES**

**31. DELEGATION BY COMMITTEE OR COUNCIL TO SUB-COMMITTEE**

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than –
  - (a) this power of delegation; and
  - (b) a function which is a duty imposed on the committee by the Act or by any other law
- (2) A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation
- (3) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation
- (4) Notwithstanding any delegation under this rule, the committee may continue to exercise any function delegated
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Committee
- (6) The committee may, by instrument in writing revoke wholly or in part any delegation under this rule
- (7) A sub-committee may meet and adjourn as it thinks proper

**PART VI**  
**GENERAL MEETINGS**

**32. GENERAL MEETINGS**

- (a) An Annual General Meeting of the Association shall be held at least once in every year and shall be held no later than 30<sup>th</sup> November in that year
- (b) All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings
- (c) An Extraordinary General Meeting may be called by the Executive Committee of the Association at its discretion and in accordance with Clause 27(e)
- (d) An Extraordinary General Meeting shall be called by the Secretary upon receipt of a requisition signed by not less than two (2) member organisations or groups stating the nature of the business to be considered. The date of such Extraordinary General Meeting shall be within forty (40) days of receipt of such requisition.
- (e) Subject to the above, thirty (30) days notice at least of a General Meeting shall be given to all member organisations or groups and to all Delegates specifying the place, the day, the hour and the general nature of the business to be transacted
- (f) All business shall be special that is transacted at the Extraordinary General Meeting and also all that is transacted at an Annual General Meeting except the consideration of the Accounts and Balance Sheet, the reports of the Auditor and the Executive Committee, the election of the Executive Committee and the appointment of the Auditor

**33. PROCEEDINGS OF GENERAL MEETINGS**

- (a) No business shall be transacted at a General Meeting unless a quorum of 1/3 the financial member organisations or groups is present in person or by proxy
- (b) If no quorum is present within half an hour any meeting called by requisition of member organisations or groups shall be dissolved. In any other case the meeting shall be adjourned to some other time or place as the Executive Committee may think fit

- (c) The President shall preside as Chairman at every General Meeting or if he is not present or is unable the Vice President shall be Chairman or if he is not present or is unable, the Delegates present shall elect a Chairman
- (d) At any General Meeting a resolution put to the vote shall be decided on a show of hands unless a poll is demanded: -
  - (i) by the Chairman, or
  - (ii) by at least three (3) Delegates present

### **34. MOTIONS ON NOTICE TO GENERAL OR STATE COUNCIL MEETINGS**

- (a) All motions on notice proposed by a member club to be dealt with at a general or state council meeting must be in the hands of the state secretary at least 40 days prior to the date of the meeting.
- (b) Subject to the above the secretary shall circulate the motion to all member clubs at least 30 days prior to the date of the meeting.

## **PART VII** **VOTING**

### **35. VOTING**

At all meetings of the Association or the State Council –

- (a) Each delegate from a member club shall be entitled to one (1) vote. In the case of a member club being represented by less than their entitled number of Delegates they shall be entitled to the number of votes to which their club is entitled
- (b) A Delegate may vote in person or by proxy
- (c) The President, if a Delegate shall have a deliberative vote and in the case of an equality of voting shall have a second or casting vote
- (d) The President if not a Delegate shall have no deliberative vote but in the case of an equality of voting shall have a casting vote
- (e) A member of the Executive Committee shall have no vote unless he is a representative from a member club

- (f) Voting shall be by show of hands unless a poll is demanded: -
  - (i) by the Chairman, or
  - (ii) by at least three (3) Delegates present in person or by proxy
- (g) Delegates who are entitled to register more than one vote shall call attention to the chairman of that fact.
- (h) On business arising which in the opinion of the executive committee does not justify a meeting of the state council the matter may be determined by postal vote of delegates.
- (i) Where it is desired to afford delegates an opportunity of voting by proxy the instrument appointing a proxy shall be in the following form or as near thereto as circumstances admit: -

AUSTRALIAN NATIONAL SPORTFISHING ASSOCIATION NEW SOUTH WALES  
BRANCH INCORPORATED.

I .....  
Being a delegate to the above Incorporated Association hereby appoint  
.....  
as my proxy to vote for me on my behalf at the .....meeting  
of the Association to be held on the .....day of .....20.....

This form to be used in favour of/against the resolution.  
Stroke out which ever is not required.  
Unless otherwise instructed, the proxy may vote as they see fit.

**PART VIII**  
**MISCELLANEOUS**

**36. REGISTER OF MEMBER ORGANISATIONS OR GROUPS**

The Secretary shall keep a Register of member organisations or groups setting forth the name and postal address of the club, the number of members and the date and amount of the latest payment of fees.

**37. REGISTER OF DELEGATES AND EXECUTIVE COMMITTEE**

The Secretary shall keep a register of Delegates and Executive Committee setting forth the names and addresses of each and the date of their appointment

**38. NOTICES**

Notices required to be served under this constitution shall be in writing and shall be served on member organisations or groups Delegates and Executive Committee at the addresses shown in the Registers.

### **39. ACCOUNTS**

The Executive Committee shall keep proper and correct accounts and books showing the financial affairs of the Association and shall distribute to member organisations or groups once in every year copies of the Profit and Loss Account and Balance Sheet accompanied by a copy of the Auditor's Report. The Financial year of the Association shall be from 1<sup>st</sup> July to 30<sup>th</sup> June in every year.

### **40. AUDIT**

An Auditor shall be appointed in accordance with Clause 27(f) of this Constitution.

### **41. INSURANCE**

- (1) The Association shall effect and maintain insurance pursuant to Section 44 of the Act
- (2) In addition to the insurance required under Clause (1), the Association may effect and maintain other insurance.

### **42. FUNDS – SOURCE**

- (1) The funds of the Association shall be derived from entrance fees and annual subscriptions of members, donations and subject to any resolution passed by the Association in General Meeting, such other sources as the Executive Committee determines.
- (2) All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- (3) The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

### **43. FUNDS – MANAGEMENT**

- (1) Subject to any resolution passed by the Association in General Meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the committee determines.
- (2) All cheques, draft, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) members of the Executive Committee of the Association being members authorised to do so by the Executive Committee.

#### **44. PAYMENT, ETC. OF OFFICE BEARERS AND MEMBERS**

A member of the Executive Committee shall not be appointed to any salarised office of the Association or any office of the Association paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the Association to any member of the committee except –

- (a) repayment of out-of-pocket expenses;
- (b) interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the Association's bankers for money lent to the Association; and
- (c) reasonable and proper rent for premises let to the Association

#### **45. VACATION OF OFFICE**

Without limited the operation of rule 19, the office of a member of the committee shall become vacant if -

- (a) the member holds an office of profit in the Association;
- (b) the member is directly or indirectly interested in any contract or proposed contract with the Association

#### **46. ALTERATION OF OBJECTS AND RULES**

The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Association

#### **47. COMMON SEAL**

- (1) The common seal of the Association shall be kept in the custody of the public officer
- (2) The common seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal shall be attested by the signatures either of two (2) members of the Executive Committee or of one (1) member of the Executive Committee and of the public officer or Secretary.

#### **48. CUSTODY OF BOOKS, ETC.**

Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

#### **49. INSPECTION OF BOOKS, ETC.**

The records, books and other documents of the Association shall be open to inspection, free of charge, by a member of the Association at any reasonable hour.

#### **50. SERVICE OF NOTICES**

- (1) For the purpose of these rules, a notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

#### **51. TERMINATION OF THE ASSOCIATION**

The Association may be dissolved by special resolution at an Extraordinary General Meeting convened for that purpose. This General Meeting may upon dissolution determine the disposition of the Association's assets but failing such determination any surplus assets shall be transferred to some other organisation having similar objects or to some charitable institution as may be determined by the Executive Committee.

#### **52. ALTERATIONS TO RULES**

Alterations and/or additions and/or deletions to these rules shall be determined by special resolution at a properly convened Extraordinary General Meeting called for that purpose.

#### **53. GENERAL**

Any matters not covered by these rules may be determined by the Executive Committee.

