



BUNBURY WOMEN'S CLUB (INC)

CONSTITUTION

*Compiled in accordance with the Associations
Incorporation Act 2015*

Approved Effective 9th April 2018

**Amended Special General Meeting,
5th December, 2023**

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BUNBURY WOMEN'S CLUB (INC) CONSTITUTION

1. PRELIMINARY

1.1 Name of Association

The name of the Association is Bunbury Women's Club (Inc).

1.2 Objects of Association

The objects and purposes of the Association are to maintain and conduct a Club for the benefit, culture and social interaction of Members and their friends. The Club aims to advance the mental health and well-being of women from our community by providing a safe and happy social environment where they can meet. Through the operation and maintenance of the Club, Bunbury Women's Club will:

- Promote and enhance healthy lifestyles, emotional well-being and mental health of members.
- Be a safe, happy, inclusive and constant place of contact for senior women in particular, who may otherwise experience chronic loneliness or have limited social contact due to physical, financial or other constraints.
- Encourage the development and sharing of skills of members.
- Promote fellowship and social connections amongst members.
- Support other community organisations by participating in relevant community activities.
- Promote relevant Bunbury City Council and local community initiatives amongst members.
- Maintain and preserve our Heritage-listed premises for the benefit of members and the community.

1.3 Quorum for Committee Meetings

Any five (5) Committee Members constitute a quorum for the conduct of the business at a Committee Meeting

1.4 Quorum for General Meetings

A minimum twenty per cent (20%) of the membership personally present (being Members entitled to vote under these Rules at a General Meeting) will constitute a quorum for the conduct of business at a General Meeting. Five of the membership present shall be members of the Management Committee.

1.5 Financial Year

The Association's Financial Year will be the period of 12 months commencing on 1st July and ending on 30th June of the following year.

2. INTERPRETATION

2.1 Definitions

In these Rules, unless the contrary intention appears:

"Act" means the Associations Incorporation Act 2015;

"**AGM**" means the annual general meeting convened under rule 23.1;

"**Books of the Association**" has the meaning given to it in Section 3 of the Act and includes all of the registers; financial records, financial statements or financial reports, as each of those terms is defined in Section 62 of the Act, however compiled, stored or recorded; minute books and documents and securities of the Association;

"**By-laws**" are additional arrangements or processes adopted by members by Ordinary Resolution of the Association to supplement these Rules. They do not form part of the Rules and are not required to be lodged with the Commissioner;

"**Commissioner**" means the person designated as the "Commissioner" from time to time under the Act;

"**Committee**" means the Management Committee required by the Act which is the body responsible for the management of the affairs of the Association;

"**Committee Meeting**" means a meeting referred to in Rule 14.1;

"**Financial Records**" has the meaning given to it in Section 62 of the Act and includes;

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers;
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain:
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements;

"**Financial Report**" has the meaning given to it in Sections 62 and 63 of the Act;

"**Financial Statements**" has the meaning given to it in Section 62 of the Act;

"**Financial Year**" has the meaning given to it in Rule 1.5;

"**General Meeting**" means a meeting of the Association which all members (including Associate Members) are invited to attend;

"**Member**" means a person (including a body corporate) who becomes a Member of the Association under these Rules;

"**Ordinary Resolution**" means a resolution to decide a question, matter or resolution at a General Meeting that is not a Special Resolution;

"**Poll**" means voting conducted in written form which may include, but is not limited to a secret ballot (as opposed to general agreement or a show of hands);

"**Rules**" mean these rules of the Association, otherwise referred to as the Constitution, as amended from time to time under Rule 24.2;

"**Special Resolution**" is a resolution of the Association passed in accordance with Rule 19.1;

"Surplus Property" has the meaning given to it in the Act and means the property remaining when the Association is wound up or cancelled after satisfying:

- (a) the debts and liabilities of the Association; and
- (b) the costs, charges and expenses of winding up the Association, but does not include books pertaining to the management of the Association;

"Tier 1 Association" has the meaning given to it in Section 62 of the Act;

"Tier 2 Association" has the meaning given to it in Section 62 of the Act;

"Tier 3 Association" has the meaning given to it in Section 62 of the Act.

2.2 Notices

- (a) A notice or other communication connected with these Rules has no legal effect unless it is in writing and given as follows:
 - (i) Delivered by hand to the nominated address of the addressee;
 - (ii) Sent by post to the nominated postal address of the addressee; or
 - (iii) Sent by email or any other method of electronic communication (including facsimile) to the nominated electronic address of the addressee.
- (b) Any notice given to a Member under these Rules, must be sent to Member's address as set out in the Register referred to in Rule 8.1.

3. POWERS OF THE ASSOCIATION

3.1 Power of the Association

- (a) Subject to the Act, the Association shall do all things necessary or convenient for carrying out its objects or purposes in a lawful manner.
- (b) The Association shall have the power when authorised by a General Meeting or a Special Meeting, to borrow or raise money on the security of any real or personal property belonging to the Club, by the use of mortgage, debentures and other securities over the whole or any portion or assets of the Club.

4. NOT FOR PROFIT

The Bunbury Women's Club is a not-for-profit Association and accordingly exists to further the above-mentioned Objects (1.2), and any funds raised will be used to achieve these goals.

The property and income of the Association must be applied solely towards promoting 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 promoting those objects or purposes.

5. BECOMING A MEMBER

5.1 Minimum Number of Members

The Association must have at least ten (10) Members with full voting rights.

5.2 Qualifications for Membership

- (a) Any adult woman who supports the purposes of the Association is eligible to apply for membership.
- (b) The Association must comply with all legal and regulatory obligations that apply to the Association when assessing eligibility of an applicant for membership.

5.3 Apply for Membership

A person who wants to become a Member must complete the prescribed Membership Application Form.

Upon completion of details, the form is to be signed and dated before presentation to a Committee Member who will present it at the next Committee meeting.

5.4 Processing Membership Applications

- (a) At the next General Committee meeting, the application is to be tabled and the person's data recorded for communication purposes.
- (b) As soon as is practicable after the Committee has approved the application, the Committee must notify the Applicant of the success of their membership application.
- (c) Upon payment of the annual membership fee, at the next available games session they attend, the new member is to be presented with a Welcome folder.

5.5 Becoming a Member

- (a) An Applicant becomes a Member if:
 - (i) The Applicant is eligible for membership under Rule 5.2; and
 - (ii) The Application complies with Rule 5.3;
 - (iii) The Committee approves the Applicant's application for membership; and
 - (iv) The Applicant pays any fees due under Rule 9.1;
- (b) The Applicant immediately becomes a Member and is entitled to exercise all the rights and privileges of membership, including the right to vote (if applicable), and must comply with all of the obligations of Membership under these Rules.

5.6 Recording Membership in the Register

The Secretary must enter a person's name in the Register within 28 days after the person becomes a Member.

6. LIABILITY AND ENTITLEMENTS OF MEMBERS

6.1 Classes of Members

(a) The membership of the Club consists of:

(i) **Ordinary Members**

(a) An ordinary Member has all rights provided to Members under the Rules, including the right to vote, and other rights and benefits as determined by the Committee or by resolution of Members at a General Meeting.

(b) Each Ordinary Member of the Association has one vote at a General Meeting of the Association.

(c) A Member is only liable for their outstanding membership fees payable under the Rules.

(ii) **Life Members**

(a) Any Member of the Association may be elected by the Committee to Life Membership.

(b) Any Member of the Association may submit a nomination to the Committee.

(c) Only one Life Membership may be conferred in any one financial year.

(d) Life Members are exempt from payment of annual subscriptions, but shall be entitled to the same rights as Ordinary Members.

6.2 Payment to Members

(a) No portion of the income or property of the Association may be paid directly or indirectly, by way of dividend, bonus or otherwise to the Members.

(b) Rule 6.2(a) does not prevent:

(i) the payment in good faith of remuneration to any officer, employee or Member in return for any services actually rendered to the Association or for goods supplied in the ordinary and usual course of business;

(ii) the reimbursement of expenses incurred by any Member or Committee Member on behalf of the Association.

7. CEASING TO BE A MEMBER

7.1 Ending Membership

(a) A person's membership ends, if the person:

(i) dies;

(ii) is suspended or expelled from the Association under Rule 7.3;

(iii) resigns as a Member under Rule 7.2.

- (b) For a period of one year after a person's membership ends, the Secretary must keep a record of:
 - (i) the date on which a person ceases to be a Member under Rule 7.1(a); and
 - (ii) the reason why the person ceases to be a Member.

7.2 Resigning as a Member

- (a) A Member who has paid all amounts payable by the Member to the Association in respect of their membership may resign from membership by giving written notice of their resignation to the Secretary.
- (b) The Member resigns:
 - (i) at the time the Secretary receives the notice; or
 - (ii) if a later time is stated in the notice, at that later time.
- (c) Any Member who resigns from the Association remains liable to pay to the Association any outstanding fees which may be recovered as a debt due to the Association by the Member.

7.3 Suspending or Expelling Members

- (a) The Committee may, by resolution, suspend or expel a Member from membership if:
 - (i) the Member refuses or neglects to comply with rules, regulations and by-laws of the Association.
 - (ii) The Member supplies false or inaccurate information on their application for membership.
 - (iii) the Member's conduct or behaviour is detrimental to the interests of the Association.
- (b) The Committee must hold a Committee Meeting to decide whether to suspend or expel a Member.
- (c) The Secretary must, not less than 28 days before the Committee Meeting referred to in Rule 7.3(b), give written notice to the Member:
 - (i) of the proposed suspension or expulsion and the grounds on which it is based;
 - (ii) of the date, place and time of the Committee Meeting.
 - (iii) that the Member, or the Member's representative, may attend the Committee Meeting; and
 - (iv) that the Member, or the Member's representative, may address the Committee at the meeting and will be given a full and fair opportunity to state the Member's case orally, or in writing, or both.
- (d) At the Committee Meeting referred to in Rule 7.3(b), the Committee must:
 - (i) give the Member, or the Member's representative, a full and fair opportunity to state the Member's case orally;
 - (ii) give due consideration to any written statement submitted by the Member; and
 - (iii) determine whether or not the Member should be:
 - (a) expelled from the Association; or
 - (b) suspended from membership, and if so, the period that the Member should be suspended from membership.

- (e) Once the Committee has decided to suspend or expel a Member under Rule 7.3(d), the Member is immediately suspended or expelled from membership.
- (f) The Secretary must inform the Member in writing of the decision of the Committee and the reasons for the decision, within 7 days of the Committee Meeting referred to in Rule 7.3(d).

7.4 Right of Appeal of Against Suspension or Expulsion

If a member is suspended or expelled under Rule 7.3, the person may appeal the Committee's decision by presenting their case to a Special General Meeting called for such purpose, and the decision at the Special General Meeting shall be final.

7.5 Reinstatement of a Member

If the Committee's decision to suspend or expel a Member is revoked under these Rules, any act performed by the Committee or Members in General Meeting during the period that the Member was suspended or expelled from Membership under Rule 7.3(e), is deemed to be valid, notwithstanding the Member's inability to exercise their rights or privileges of Membership, including voting rights, during that period.

7.6 When a Member is Suspended

- (a) If a Member's membership is suspended under Rule 7.3(e), the Secretary must record in the Register:
 - (i) the name of the Member that has been suspended from membership;
 - (ii) the date on which the suspension takes effect; and
 - (iii) the length of the suspension as determined by the Committee under Rule 7.3(d) (iii) b.
- (b) A member that has been suspended under Rule 7.3(e) cannot exercise any rights or privileges of membership, including voting rights, during the period they are suspended from membership.
- (c) Upon the expiry of the period of a Member's suspension, the Secretary must record in the Register that the Member is no longer suspended.

8. MEMBERSHIP REGISTER

8.1 Register of Members

- (a) The Secretary, or a person authorised by the Committee, must maintain a Register of Members and make sure that the Register is up to date.
- (b) The Register must contain:
 - (i) the full name of each Member;
 - (ii) a contact postal, residential or email address of each Member;
 - (iii) the class of membership held by the Member; and
 - (iv) the date on which the person became a Member.
- (c) Any change in membership of the Association must be recorded in the Register within 28 days after the change occurs.

- (d) The Register must be kept and maintained at the Secretary's place of residence or at such other place as the Committee decides.

8.2 Inspecting the Register

- (a) Any Member is able to inspect the Register free of charge, at such time and place as is mutually convenient to the Association and the Member.
- (b) A Member must contact the Secretary to request to inspect the Register.
- (c) The Member may make a copy of details from the Register but has no right to remove the Register for that purpose.

8.3 Copy of the Register

- (a) A Member may make a request in writing for a copy of the Register.
- (b) The Committee may require a Member who requests a copy of the Register to provide a Statutory Declaration setting out the purpose of the request and declaring that the purpose is connected with affairs of the Association.
- (c) The Association may charge a reasonable fee to the Member for providing a copy of the Register, the amount to be determined by the Committee from time to time.

8.4 When Using the Information in the Register is Prohibited

A Member must not use or disclose the information on the Register:

- (a) to gain access to information that a Member has deliberately denied them (this is, in the case of social, family or legal differences or disputes);
- (b) to contact, send material to the Association or a Member for the purpose of advertising for political, religious, charitable or commercial purposes unless the use of the information is approved by the Committee, or
- (c) for any other purpose unless the purpose:
 - (i) is directly connected with the affairs of the Association; or
 - (ii) relates to the provision of information to the Commissioner in accordance with a requirement of the Act.

9. MEMBERSHIP FEES

9.1 Annual Membership Fee

- (a) At each AGM, the Committee will propose the amount of the annual membership fee to be paid by each Member, due from the date of the AGM.
- (b) Each Member must pay their annual membership fee to the Treasurer, or a person authorised by the Committee to receive payments.
- (c) If a Member pays the annual membership fee within two (2) months from the AGM, the Member retains all the rights and privileges of a Member for the purposes of these Rules during that time, including the right to vote.

- (d) If a person fails to pay the annual membership fee within two (2) months from the AGM, the person ceases to be a Member.
- (e) If a person ceases to be a Member under Rule 9.2(d), and subsequently pays to the Association all their outstanding fees, the Member's rights and privileges, including the right to vote, will be reinstated from the date on which the outstanding fees are paid.
- ((f) Members accepted during any current year shall pay a pro-rata subscription.

10. POWERS AND COMPOSITION OF THE COMMITTEE

10.1 Powers of the Committee

- (a) The governing body of the Association is to be called the Management Committee.
- (b) The Management Committee has power to perform all acts and do all things as appear to the Committee to be necessary or desirable for the proper management of the business and affairs of the Association.

10.2 Committee Members

- (a) The Committee is to consist of:
 - (i) the Office Holders of the Association; and
 - (ii) six (6) other Ordinary Committee Members.
- (b) The Office Holders of the Association are:
 - (i) the President;
 - (ii) the Vice-President;
 - (iii) the Honorary Secretary; and
 - (iv) the Honorary Treasurer.
- (c) A Committee Member shall be eligible for re-election at the next Annual General Meeting.

11. ROLE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

11.1 Obligations of the Committee

- (a) The Committee must take all reasonable steps to ensure the Association complies with its obligations under the Act and these Rules.

11.2 Responsibilities of Committee Members

- (a) A Committee Member must exercise her powers and discharge her duties with a degree of care and diligence that a reasonable person would exercise in the circumstances.
- (b) A Committee Member must exercise her powers and discharge her duties in good faith in the best interests of the Association and for a proper purpose.
- (c) A Committee Member or former Committee Member must not improperly use their position or information obtained because she is a Committee Member to:

- (i) gain an advantage for herself or another person; or
 - (ii) cause detriment to the Association.
- (d) A Committee Member having any material personal interest in a matter being considered at a Committee Meeting must:
- (i) as soon as she becomes aware of that interest, disclose the nature and extent of her interest to the Committee;
 - (ii) disclose the nature and extent of the interest at the next Annual General Meeting of the Association; and
 - (iii) not be present while the matter is being considered at the Committee Meeting or vote on the matter.
- (e) The Secretary must record every disclosure made by a Committee Member under Rule 11.2(d) in the Minutes of the Committee Meeting at which the disclosure is made.
- (f) No Committee Member shall make any public statement or comment or cause to be published any words or articles concerning the conduct of the Association unless the person is authorised by the Committee to do so and such authority is recorded in the Minutes of the Committee Meeting.

11.3 President

The President:

- (a) must consult with the Secretary regarding the business to be conducted at each Committee Meeting and each General Meeting;
- (b) may convene Special Meetings of the Committee;
- (c) may preside over Committee Meetings;
- (d) may preside over General Meetings;
- (e) must ensure the Minutes of a General Meeting or Committee Meeting are reviewed and signed as correct;
- (f) shall sign all papers and documents requiring the President's signature and enforce all the rules of the Constitution as necessary.

11.4 Vice-President

The Vice-President:

- (a) must deputise for the President with the full authority of the President in the absence of the President or, if for any reason, the President vacates the chair; and
- (b) assist the President in maintaining order at all times.

11.5 Secretary

The Secretary must:

- (a) co-ordinate the correspondence of the Association;

- (b) consult with the President about all business to be conducted at meetings and convene Annual General Meetings and Committee Meetings, including preparing the notices of meetings and the business to be conducted at each meeting;
- (c) keep and maintain in an up-to-date condition the rules of the Association as required by Rule 24.1 and any by-laws of the Association made in accordance with Rule 25;
- (d) maintain the Register of the Members, referred to in Rule 8.1;
- (e) maintain the record of Office Holders of the Association, referred to in Rule 11.6;
- (f) ensure the safe custody of the Books (with the exception of the Accounting Records) or the Association under Rule 27.1;
- (g) keep full and correct Minutes of Committee Meetings and General Meetings; and
- (h) perform any other duties as are imposed by these Rules or the Association on the Secretary.

11.6 Treasurer

The Treasurer must:

- (a) ensure all moneys payable to the Association are collected, and that receipts are issued for those moneys in the name of the Association;
- (b) ensure the payment of all moneys referred to in Rule 11.5(a) into the account or accounts of the Association as the Committee may from time to time direct;
- (c) ensure timely payments from the funds of the Association with the authority of a General Meeting or of the Committee;
- (d) ensure that the Association complies with the account keeping requirements in Part 5 of the Act;
- (e) ensure the safe custody of the Financial Records of the Association and any other relevant records of the Association;
- (f) co-ordinate the preparation of the Financial Statements of the Association prior to their submission to the Annual General Meeting of the Association;
- (g) assist the reviewer or auditor (if any) in performing their functions; and
- (h) perform any other duties as are imposed by these Rules or the Association on the Treasurer.

11.7 Record of Office Holders

- (a) The Secretary or a person authorised by the Committee from time to time must maintain a record of Office Holders.
- (b) The record of Office Holders must include:
 - (i) the full name of each Office Holder;
 - (ii) the office held and the dates of appointment and (if applicable) cessation of the appointment; and

- (iii) a current contact postal, residential or email address of each Office Holder.
- (c) The record of Office Holders must be kept and maintained at the Secretary's place of residence, or at such other place as the Committee decides.

11.8 Inspecting the Record of Office Holders

- (a) Any Member is able to inspect the record of Office Holders free of charge, at such time and place as is mutually convenient to the Association and the Member.
- (b) The Member may make a copy of details from the record of Office Holders but has no right to remove the record for that purpose.

12. APPOINTING COMMITTEE MEMBERS

12.1 Appointment to the Committee

Committee Members are appointed to the Committee by:

- (a) election at an AGM; or
- (b) committee appointment to fill a vacancy.

12.2 Nominating for Membership of the Committee

- (a) A Member who wishes to be a Committee Member must be nominated by one other Member as a candidate for election.
- (b) Nominations for election to the Committee shall close at least 48 hours before the AGM.
- (c) The Secretary must provide a notice calling for nominations for election to the Committee and specifying the date for the close of nominations at least 16 days before the date of the AGM.
- (d) The nomination for election must be:
 - (i) in writing; and
 - (ii) either delivered to the Secretary by way of a letter or by placing nominations on a designated form on the Association's notice board on or before the date for the close of nominations.
- (e) A Member may be nominated for no more than two positions on Committee, one being an Office Holder position and the other an Ordinary Member position.
- (f) If a nomination for election to the Committee is not made in accordance with Rules 12.2(a) - (e) the nomination is to be deemed invalid and the Member will not be eligible for election unless rule 12.3(c) takes effect.

12.3 Electing Committee Members

- (a) If the number of valid nominations received under Rule 12.2 is equal to the number of vacancies to be filled for the relevant position on the Committee, the Member nominated shall be deemed to be elected at the AGM.
- (b) If the number of valid nominations exceeds the number of vacancies to be filled for the relevant position on the Committee, elections for the positions must be conducted at the AGM.

- (c) If there are not enough valid nominations to fill the number of vacancies for the relevant positions on the Committee, the candidates nominated (if any) shall be deemed to be elected and further nominations may be received from the floor of the AGM.
- (d) Where the number of nominations from the floor exceeds the remaining number of vacancies on the Committee, elections for those positions must be conducted.
- (e) If an insufficient number of nominations are received from the floor for the number of vacancies on the Committee that remain, each relevant position on the Committee is declared vacant by the person presiding at the AGM and Rule 13.1(c) applies.
- (f) The elections for Office Holders or Ordinary Committee Member are to be conducted at the AGM in the manner directed by the Committee.
- (g) A copy of the closing list of Committee nominations must accompany the Agenda of the AGM.

12.4 Voting in Elections for Membership of the Committee

- (a) Subject to Rule 19.3(e), each Member present and eligible to vote at the AGM may vote for one candidate for each vacant position on the Committee.
- (b) A Member who nominates for election or re-election may vote for herself.

12.5 Term of Office of Committee Members

- (a) The Committee Members appointed on incorporation of the Association will hold office until the conclusion of the first AGM of the Association and will be eligible for re-election.
- (b) At each AGM of the Association, the appointment of the Committee Members at the AGM will be for a term of one year.
- (c) Subject to Rule 12.5(a), a Committee Member's term will commence on the date of her:
 - (i) election at an AGM; or
 - (ii) appointment to fill a vacancy that arises under Rule 13.1(c) (i).
- (d) All retiring Committee Members are eligible, on nomination under Rule 12.2, for re-election.

13. CEASING TO BE A MEMBER OF THE MANAGEMENT COMMITTEE

13.1 Casual Vacancy or Vacant Positions on the Committee

- (a) A casual vacancy occurs when a Committee Member advises the Committee that they will be absent for a specific period of time and intends to resume their office after their period of absence.
- (b) The office of a Committee Member becomes vacant if the Committee Member:
 - (i) dies;
 - (ii) ceases to be a Member;

- (iii) becomes disqualified from holding a position under Rule 10.2(f) or (g) as a result of bankruptcy or conviction of a relevant criminal offence;
- (iv) becomes permanently incapacitated by mental or physical ill-health;
- (v) resigns from office under Rule 13.2;
- (vi) is removed from office under Rule 13.3; or

- (vii) is absent from more than:
 - A. three (3) consecutive Committee meetings without a good reason; or
 - B. three (3) Committee meetings in the same Financial Year without tendering an apology to the person residing at each of those Committee meetings, where the Member received notice of the meetings, and the Committee has resolved to declare the office vacant.
- (c) If a position on the Committee is declared vacant under Rule 12.3(e) or Rule 13.1(b) (i) to (vi), or there is a casual vacancy within the meaning of Rule 13.1(a), the continuing Committee Members may:
 - (i) appoint a Member to fill the vacancy for a period not exceeding the next election of Committee Members; and
 - (ii) subject to Rule 13.1(d), act despite the vacant position on the Committee.
- (d) if the number of Committee Members is less than the number fixed under Rule 1.3 as the quorum for Committee meetings, the continuing Committee Members may act only to:
 - (i) increase the number of Members on the Committee to the number required for a quorum; or
 - (ii) convene a General Meeting of the Association.

13.2 Resigning from the Committee

- (a) A Committee Member may resign from the Committee by giving written notice of resignation to the Secretary, or if the Committee Member is the Secretary, to the President.
- (b) The Committee Member resigns:
 - (i) at the time the notice is received by the Secretary or Chairperson under Rule 13.2(a); or
 - (ii) if a later time is stated in the notice, at the later time.

13.3 Removal from Committee

- (a) Subject to Rule 13.1(b) (vii), a Committee Member may only be removed from her position on the Committee by resolution at an Annual General Meeting of the Association if a majority of the Members present and eligible to vote at the meeting vote in favour of the removal.
- (b) The Committee Member who faces removal from the Committee must be given full and fair opportunity at the General Meeting to decide the proposed resolution, to state her case as to why the Member should not be removed from her position on the Committee.
- (c) If all Committee Members are removed by resolution at a General Meeting, the Members must, at the same Annual General Meeting, elect an interim Committee. The interim Committee must, within two months, convene a General Meeting of the Association for the purpose of electing a new Committee.

14. COMMITTEE MEETINGS

14.1 Meetings of the Committee

- (a) The Committee will ideally meet monthly and a minimum of ten times per annum.
- (b) The Committee is to determine the place and time of all Committee meetings.

(c) Special Meetings of the Committee may be convened under Rule 14.2 by:

- (i) the President; or
- (ii) any two Committee Members.

14.2 Notice of Committee Meetings

- (a) The Secretary must give each Committee Member at least 48 hours' notice of each Committee meeting before the time appointed for holding the meeting.
- (b) Notice/Agenda of a Committee meeting must specify the general nature of the business to be transacted at the meeting.
- (c) Subject to Rule 14.2(d), only the business specified on the Notice/Agenda of the Committee meeting is to be conducted at that meeting.
- (d) Urgent business may be conducted at Committee meetings if the majority of Committee Members present agree to treat the business as urgent.

14.3 Chairing at Committee Meetings

- (a) The President or, in the President's absence, the Vice-President is to preside as Chairperson of each Committee meeting.
- (b) If the President and the Vice-President are absent or unwilling to act, the remaining Committee Members must choose one of their numbers to preside as Chairperson at the Committee meeting.

14.4 Procedure of the Committee Meeting

- (a) The quorum for a Committee Meeting is specified at Clause 1.3. The Committee cannot conduct business unless a quorum is present.
- (b) If, within half an hour of the time appointed for the meeting, a quorum is not present the meeting is to stand adjourned to the same time, day and place in the following week.
- (c) If a meeting adjourned under Rule 14.4(b), a quorum is not present within half an hour of the time appointed for the meeting; the Committee Members personally present will constitute a quorum.
- (d) Subject to these Rules, the Committee Members present at the Committee Meeting are to determine the procedure and order of business to be followed at a Committee Meeting.
- (e) All Committee Members have the right to attend and vote at Committee Meetings.
- (f) All Members, or other guests, may attend Committee Meetings if invited by the Committee, but the person shall not have any right to comment without invitation, or any right to vote, or to be provided with copies of any Agenda, Minutes of meetings, or documents presented to such meetings.
- (g) The Secretary or a person authorised by the Committee from time to time must keep Minutes of the Resolutions and proceedings of all Committee Meetings together with a record of the names of persons present at each meeting.

14.5 Voting at Committee Meetings

- (a) Each Committee Member present at a Committee Meeting has a deliberate vote.
- (b) A question arising at a Committee Meeting is to be decided by a majority of votes, but if there is an equality of votes, the Chairperson of the Committee Meeting is entitled to exercise a second or casting vote.
- (c) Decisions may be made by general agreement or a show of hands.
- (d) A poll by secret ballot may be used if the Committee prefers to determine a matter in this way and the Chairperson is to oversee the ballot.

15. REMUNERATION OF COMMITTEE MEMBERS

- (a) In extenuating circumstances and subject to Committee approval, the Association may pay a Committee Member's travelling and other expenses as properly incurred:
 - (i) in attending Committee Meetings or sub-committee meetings;
 - (ii) in attending any General Meetings of the Association; and
 - (iii) in connection with the Association's business.
- (b) Committee Members must not receive any remuneration for their services as Committee Members other than as described at Rule 15(a).

16. SUB-COMMITTEES AND DELEGATION

16.1 Appointment of Sub-Committee

- (a) The Committee may appoint one or more sub-committees as considered appropriate by the Committee from time to time to assist with the conduct of the Association's operations.
- (b) Sub-Committees may comprise Members and non-members with a minimum of one Committee Member on each sub-committee.
- (c) Subject to the Rules, the sub-committee members present at the sub-committee meeting are to determine the procedure and order of business to be followed at the sub-committee meeting and shall submit a report of each meeting to the Committee.
- (d) Sub-committees shall have the authority to co-opt Members as required.

17. GENERAL MEETINGS

17.1 Procedure for General Meetings

No business shall be considered at a General Meeting other than business relating to the purpose or purposes for which the General Meeting has been convened.

17.2 Quorum for General Meetings

- (a) The Quorum for General Meetings is specified in Rule 1.4.

- (b) Subject to Rules 17.2(c) and (d), no business is to be conducted as at General Meeting unless a quorum of Members entitled to vote under these Rules is present at the time when the meeting is considering that item.
- (c) If, within an hour of the time appointed for the commencement of a General Meeting, a quorum is not present:
 - (i) in the case of a Special General Meeting, the meeting lapses; or
 - (ii) in the case of an AGM, the meeting is to stand adjourned to:
 - (A) the same time and day in the following week; and
 - (B) the same place unless another place is specified by the President at the time of the adjournment or by written notice to the Members given before the day to which the meeting is adjourned.
- (d) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the commencement of the meeting, the Members present are to constitute a quorum.

17.3 Notice of General Meeting and Motions

- (a) The Secretary must give at least:
 - (i) Fourteen (14) days' notice of a General Meeting to each Member, or
 - (ii) Twenty-one (21) days' notice of a General Meeting to each Member if a Special Resolution is proposed to be moved at the General Meeting.
- (b) The notice convening a General Meeting must specify;
 - (i) the place, date and time of the meeting; and
 - (ii) the particulars and order of the business to be conducted at the meeting.
- (c) The notice convening a General Meeting or any notice of motion must be issued in the manner prescribed by Rule 2.2.

17.4 Presiding Member

- (a) The President or, in the President's absence, the Vice-President is to preside as Chairperson of each General Meeting.
- (b) If the President and the Vice-President are absent or unwilling to act, the remaining Committee Members must choose one of their numbers to preside as Chairperson at the General Meeting.

17.5 Adjournment of General Meetings

- (a) The person presiding over a General Meeting, at which a quorum is present, may adjourn the meeting from time to time and place to place with the consent of a majority of Members present at the meeting.
- (b) No business is to be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (c) When a General Meeting is adjourned for 14 days or more, the Secretary must give notice of the adjourned meeting in accordance with Rules 2.2 and 17.1 as if that General Meeting was new General Meeting.

18. SPECIAL GENERAL MEETINGS

18.1 Special General Meeting

- (a) The Committee may at any time convene a Special General Meeting of the Association.
- (b) The Secretary must provide notice in accordance with Rule 17.3 of a Special General Meeting of the Association within 14 days after receiving a written request to do so from at least twenty per cent (20%) of the total number of Members.

18.2 Request for Special General Meeting

A request by the Members for a Special General Meeting must:

- (a) state the purpose of the meeting;
- (b) be signed by the required number of Members making the request as specified in Rule 18.1(b);
and
- (c) be lodged with the Secretary.

18.3 Failure to Convene Special General Meeting

- (a) If the Secretary fails to convene a Special General Meeting within the time period referred to in Rule 18.1(b), the Members who made the request; may convene a Special General Meeting within 3 months after the original request was lodged as if the Members were the Committee.
- (b) A Special General Meeting must be convened in the same or substantially the same manner as General Meetings are convened by the Committee and the Association must pay the reasonable expenses of convening and holding the Special General Meeting.

19. MAKING DECISIONS AT GENERAL MEETINGS

19.1 Special Resolutions

- (a) A Special Resolution must be moved at a General Meeting where notice of the Special Resolution has been given under Rule 19.1(c).
- (b) A Special Resolution of the Association is required to:
 - (i) amend the name of the Association;
 - (ii) amend the Rules, under Rule 24.2;
 - (iii) affiliate the Association with another body;
 - (iv) transfer the incorporation of the Association;
 - (v) amalgamate the Association with one or more other incorporated associations;
 - (vi) voluntarily wind up the Association;
 - (vii) approve capital expenditure for an individual item that exceeds 15 per cent of the Associations cash reserves as at the start of the current financial year;
 - (viii) approve cumulative capital expenditure within any financial year that exceeds 30 per cent of the Association cash reserves as at the start of the current financial year;
 - (ix) cancel incorporation; or
 - (x) request that a statutory manager be appointed.

- (c) Notice of a Special Resolution must:
- (i) be in writing;
 - (ii) include the place, date and time of the meeting;
 - (iii) include the intention to propose a Special Resolution;
 - (iv) set out the wording of the proposed Special Resolution; and
 - (v) be given in accordance with Rule 2.2.
- (d) If notice is not given in accordance with Rule 19.1(c), the Special Resolution will have no effect.
- (e) A Special Resolution must be passed at a General Meeting at which there is a quorum and be supported by the votes of not less than 75 per cent of the Members present, either in person or by approved absentee voting forms, and eligible to cast a vote at the meeting.

19.2 Ordinary Resolutions

Subject to these Rules, a majority of votes will determine an Ordinary Resolution.

19.3 Voting at Meetings

- (a) Subject to these Rules, each ordinary Member has one vote at a General Meeting of the Association.
- (b) A person casts a vote at a meeting either by:
- (i) voting at the meeting either in person; or
 - (ii) by absentee/proxy voting.
- (c) In the case of an equality of votes at a General Meeting, the motion shall lapse.
- (d) A Member is not entitled to vote at any General Meeting of the Association unless all money due and payable by the Member to the Association has been paid in accordance with Rules 9.1 and 9.2.
- (e) A Member is only entitled to vote at a General Meeting if the Member's name is recorded in the Register as at the date the notice of the General Meeting was sent out under Rule 17.3.

19.4 Absentee Voting

- (a) Any Member, who is entitled to vote at a General Meeting in accordance with Rule 19.3(e), but is unable to attend the meeting in person, may indicate their voting intentions by submitting to the Association a signed absentee/proxy voting form.
- (b) A signed absentee/proxy voting form must be received by the Secretary by 5pm on the day prior to the advertised meeting start time.
- (c) Members may only submit one absentee voting/proxy form for each General Meeting held.
- (d) Absentee/proxy voting forms will be available from the Secretary.

19.5 Manner of Determining Whether Resolution Carried

- (a) Unless a Poll is determined under Rule 19.6, if a question arising at a General Meeting of the Association is determined by general agreement or a show of hands, a declaration must be made by the Chairperson of the General Meeting that the resolution has been:
 - (i) carried unanimously;
 - (ii) carried by a particular majority; or
 - (iii) lost.
- (b) If the declaration relates to a Special Resolution, then subject to Rule 19.1(c), the declaration should state that a Special Resolution has been determined.
- (c) The declaration made under Rule 19.5(a) must be entered into the Minute Book of the Association.
- (d) The entry in the Minute Book of the Association under Rule 19.5(c) is evidence of the fact that the resolution has been determined, without proof of the number or proportion of the votes recorded in favour of or against that resolution.

19.6 Poll at General Meetings

- (a) At a General Meeting, a Poll on any question may be demanded by either:
 - (i) the Chairperson of the meeting; or
 - (ii) at least six Members present in person.
- (b) If a Poll is demanded at a General Meeting, the Poll must be taken in a manner as the Chairperson of the meeting directs and a declaration by the Chairperson of the result of the Poll is evidence of the matter so declared.
- (c) If a Poll is demanded at a General Meeting, the Poll must be taken:
 - (i) immediately in the case of a Poll which relates to electing a person to preside over the meeting;
 - (ii) immediately in the case of a Poll which relates to adjourning the meeting; or
 - (iii) in any other case, in the manner and time before the close of the meeting as the Chairperson directs.

20. MINUTES OF THE MEETINGS

20.1 Minutes of Meetings

- (a) The Secretary or a person authorised by the Committee must keep Minutes of the resolutions and proceedings of all Annual General Meetings and Committee Meetings together with a record of the names of persons present at each meeting.
- (b) The Minutes are to be taken and then to be entered with 30 days after the holding of each meeting, into a Minutes Book/File kept for that purpose.

- (c) The President must ensure that the Minutes of a General Meeting or Committee Meeting under Rule 10.1(a) are reviewed and signed as correct by:
 - (i) the Chairperson of the General Meeting or Committee Meeting to which those minutes relate; or
 - (ii) the Chairperson of the next succeeding General Meeting or Committee Meeting.
- (d) When Minutes have been entered and signed as correct under this Rule, they are, until the contrary is proved, evidence that:
 - (i) the General Meeting or Committee Meeting to which they relate was duly convened and held;
 - (ii) all proceedings recorded as having taken place at the General Meeting or Committee Meeting did in fact take place at the meeting; and
 - (iii) all appointments or elections purporting to have been made at the meeting have been validly made.
- (e) The Minutes of General Meetings may be inspected by a Member under Rule 27.2.
- (f) The Minutes of Committee Meetings may be inspected by a Member under Rule 27.2 unless the Committee determines that the Minutes of Committee Meeting generally, or the Minutes of a Specific Committee Meeting are not be available for inspection.

21. FUNDS AND ACCOUNTS

21.1 Control of Funds

- (a) The funds of the Association must be kept in an account in the name of the Association in a financial institution determined by the Committee.
- (b) The funds of the Association are to be used in pursuance of the objects of the Association.
- (c) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by:
 - (i) any two Committee Members, one of whom shall be either the President or Treasurer; or
 - (ii) one Committee Member, one of whom shall be either the President or Treasurer, and a person authorised by the Committee.
- (d) All expenditure above the maximum amount set by the Committee from time to time must be approved or ratified at a Committee Meeting.

21.2 Source of Association Funds

- (a) The funds of the Association may be derived from entrance fees and annual membership fees of Members, donations, fundraising activities, grants, interest, and any other sources approved by the Committee.
- (b) The Association must, as soon as practicable:
 - (i) deposit all money received by the Association, to the credit of the Association's bank account, without deduction; and
 - (ii) after receiving any money, issue an appropriate receipt.

21.3 Financial Records

- (a) The Association must keep Financial Records that:
 - (i) correctly record and explain its transaction, financial position and performance; and
 - (ii) enable true and fair financial statements to be prepared in accordance with Part 5 of the Act.
- (b) The Association must retain its Financial Records for at least 7 years after the transactions covered by the records are completed.
- (c) Members are entitled to view all financial records of the Association on request to and upon approval of the Committee.

21.4 Financial Statements and Financial Reports

- (a) For each financial year, the Association must ensure that the requirements under Part 5 of the Act are met.
- (b) Without limiting sub rule (a), those requirements include:
 - (i) the preparation of the Financial Statements;
 - (ii) the presentation of the Financial Statements to the Annual General Meeting of the Association.

21.5 Review or Audit of Financial Statements

The Association must ensure a review of Financial Statements of the Association prior to their presentation at Annual General Meeting. Notwithstanding, Members may elect audit by resolution at a General Meeting.

22. FINANCIAL YEAR OF THE ASSOCIATION

The financial year of the Association is at Rule 1.5.

23. ANNUAL GENERAL MEETING

23.1 Annual General Meeting

- (a) The Association must convene an AGM each calendar year:
 - (i) within 3 months after the end of Association's Financial Year; or
 - (ii) within a longer period as the Commissioner may allow.
- (b) If the Association requires the approval from the Commissioner to hold its AGM within a longer period under Rule 23.1(a) (ii), the Secretary must apply to the Commissioner no later than four months after the end of the Association's Financial Year.

23.2 Notice of AGM

- (a) The notice convening an AGM must specify that it is the AGM of the Association and otherwise must comply with Rules 2.2 and 17.3 (as applicable).

- (b) The Secretary must receive notice of Agenda items within seven days of advertising the notice of AGM and these shall be placed on the Association's notice board.

23.3 Business to be Conducted at AGM

- (a) Subject to Rule 23.1, the AGM of the Association is to be convened on a date, time and place as the Committee decides.
- (b) At each AGM of the Association, the Association:
 - (i) must confirm the Minutes of the last preceding AGM and of any Special General Meeting held since that meeting if the Minutes of that Special General Meeting have not yet been confirmed;
 - (ii) must receive the Financial Statements of the Association for the preceding Financial Year;
 - (iii) must elect or appoint the Office Holders and Ordinary Committee members;
 - (iv) shall receive the President's report for the previous financial year;
 - (v) shall determine Member fees as prescribed in Rule 9;
 - (vi) must address all Agenda items; and
 - (vii) shall attend to any other business.

24. RULES OF THE ASSOCIATION

24.1 Rules of the Association

- (a) These Rules bind every Member and the Association and each Member agrees to comply with these Rules.
- (b) The Association must provide, free of charge, a copy of the Rules in force, at the time Membership commences, and to each person who becomes a Member under Rule 5.5.
- (c) The Association must keep a current copy of the Rules and a copy shall always be readily available to Members within the Association's rooms.

24.2 Amendment of Rules, Name and Objects

- (a) The Association may alter, rescind or add to these Rules by Special Resolution in accordance with Rule 19.1 and not otherwise.
- (b) When a Special Resolution amending the Rules is passed, the required documents must be lodged with the Commissioner within:
 - (i) one month after the Special Resolution is passed; or
 - (ii) a longer period as the Commissioner may allow.
- (c) An amendment to the Rules does not take effect until the required documents are lodged with the Commissioner.
- (d) An amendment to the Rules that changes or has the effect of changing:
 - (i) the name of the Association; or
 - (ii) the objects or purposes of the Association,

does not take effect until the required documents are lodged with the Commissioner and the approval of the Commissioner is given in writing.

25. BY LAWS OF THE ASSOCIATION

25.1 Make, Amend and Repeal By-Laws

The Member of the Association may make, amend and repeal By-Laws for the management of the Association by Ordinary Resolution at an Annual General Meeting provided that the By-Laws are not inconsistent with the Rules or the Act.

25.2 The By-Laws Made Under Rule 25.1

- (a) Do not form part of the Rules;
- (b) May make provision for:
 - (i) classes of Membership and the rights and obligations that apply to each class of Membership;
 - (ii) requirements for financial reporting, financial accountability or audit of accounts in addition to those prescribed by the Act and the Rules;
 - (iii) restrictions on the powers of the Committee including the power to dispose of assets;
 - (iv) any other matter that the Association considers necessary or appropriate.
- (c) Must be available for inspection by Members.

26. AUTHORITY REQUIRED TO BIND ASSOCIATION

26.1 Executing Documents

- (a) The Association may execute a document without using a Common Seal if the document is signed by:
 - (i) any two Committee Members, one of whom shall be the President; or
 - (ii) the President and a person authorised by the Committee.

26.2 Use of a Common Seal

- (a) If the Association resolves to acquire a Common Seal on which its corporate name appears in legible characters:
 - (i) the Secretary or any other person as the Committee from time to time decides must provide for its safe custody in the Association's financial institution; and
 - (ii) it must only be used under resolution of the Committee.
- (b) The Association executes a document with its Common Seal, if the fixing of the seal is witnessed by the President and any two Committee Members, both of whom shall subscribe their names as witnesses.
- (c) Every use of the Common Seal must be recorded in the Committee's Minute book.

27. THE ASSOCIATION'S BOOKS AND RECORDS

27.1 Custody of the Books of the Association

- (a) Except as otherwise decided by the Committee from time to time, the Secretary must keep in their custody or under their control all of the Books of the Association with the exception of the Financial Records which, except as otherwise directed by the Committee from time to time, are to be kept under the custody or control of the Treasurer.
- (b) The Books of the Association must be retained for at least 7 years.

27.2 Inspecting the Books of the Association

- (a) Subject to the Rules, and in particular Rule 20.1(f), a Member is able to inspect the Books of the Association free of charge at such time and place as is mutually convenient to the Association and the Member.
- (b) A Member must contact the Secretary to request to inspect the Books of the Association.
- (c) The Member may copy details from the Books of the Association but has no right to remove the Books of the Association for that purpose.

27.3 Prohibition on Use of Information in the Books of the Association

- (a) A Member must not use or disclose information in the Books of the Association except for a purpose:
 - (i) that is directly connected with the affairs of the Association; or
 - (ii) related to the provision of the information to the Commissioner in accordance with a requirement of the Act.

27.4 Returning the Books of the Association

Outgoing Committee Members are responsible for transferring all relevant Assets and Books of the Association to the new Committee within 14 days of ceasing to be a Committee Member.

28. RESOLVING DISPUTES

28.1 Disputes Arising under the Rules

- (a) This Rule applies to:
 - (i) disputes between Members; and
 - (ii) disputes between the Association and one or more Members
 that arises under the Rules or relate to the Rules of the Association.
- (b) In this Rule "Member" includes any former Member whose membership ceased not more than six months before the dispute occurred.
- (c) 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.

- (d) If the parties are unable to resolve the dispute, any party to the dispute may initiate a procedure under this Rule by giving written notice to the Secretary of the parties to, and details of, the dispute.
- (e) The Secretary must convene a Committee Meeting within 28 days after the Secretary receives notice of the dispute under Rule 28.1(d) for the Committee to determine the dispute.
- (f) At the Committee Meeting to determine the dispute, all parties to the dispute must be given a full and fair opportunity to state their respective cases orally, in writing or both.
- (g) The Secretary must inform the parties to the dispute of the Committee's decision and the reasons for the decision within 7 days after the Committee Meeting referred to in Rule 28.1(e).
- (h) If any party to the dispute is dissatisfied with the decision of the Committee they may elect to initiate further dispute resolution procedures as set out in the Rules.

28.2 Mediation

- (a) This rule applies:
 - (i) where a person is dissatisfied with a decision made by the Committee under Rule 28.1; or
 - (ii) where a dispute arises between a Member or more than one Member and the Association and any party to the dispute elects not to have the matter determined by the Committee.
- (b) Where the dispute relates to a proposal for the suspension or expulsion of a Member this rule does not apply until the procedure under Rule 7.3 in respect of the proposed suspension or expulsion has been completed.
- (c) If the parties to a dispute are unable to resolve the dispute between them within the time required by Rule 28.1(c), or a party to the dispute is dissatisfied with a decision made by the Committee under Rule 28.1(g) a party to a dispute may:
 - (i) provide written notice to the Secretary of the parties to, and the details of, the dispute;
 - (ii) agree to, or request the appointment of, a mediator.
- (d) The party, or parties requesting the mediation, must pay the costs of the mediation.
- (e) The mediator must be:
 - (i) a person chosen by agreement between the parties; or
 - (ii) in the absence of agreement:
 - A. if the dispute is between a Member and another Member - a person appointed by the Committee; or
 - B. if the dispute is between a Member or more than one Member and the Association, the Committee or a Committee Member then an independent person who is a mediator appointed to, or employed with, a not for profit organisation.
- (f) A Member can be a mediator, but the mediator cannot be a Member who is a party to the dispute.
- (g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

- (h) The parties are to exchange written statements of the issues that are in dispute between them and supply copies to the mediator at least 5 days before the mediation session.

- (i) The mediator, in conducting the mediation, must:
 - (i) give the parties to the mediation process every opportunity to be heard;
 - (ii) allow all parties to consider any written statement submitted by any party; and
 - (iii) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (j) The mediator must not determine the dispute and the mediation must be confidential. Information provided by the parties in the course of the mediation cannot be used in any other legal proceedings that may take place in relation to the dispute.

28.3 Inability to Resolve Disputes

If a dispute cannot be resolved under the procedures set out in the Rules, any party to the dispute may apply to the State Administrative Tribunal to determine the dispute in accordance with the Act or otherwise at law.

29. CANCELLATION AND DISTRIBUTION OF SURPLUS PROPERTY

- (a) The Association may cease its activities and have its incorporation cancelled in accordance with the Act if the Members resolve by Special Resolution that the association will:
 - (i) apply to the Commissioner for cancellation of its incorporation; or
 - (ii) appoint a liquidator to wind up its affairs.
- (b) The Association must be wound up under Rule 29(a) (ii) and Part 9 of the Act before cancellation can take place if it has outstanding debts or any other outstanding legal obligations, or is a party to any current legal proceedings.
- (c) Upon cancellation of the Association, the Surplus Property must only be distributed to one or more of the following:
 - (i) an incorporated association under the Act;
 - (ii) a body corporate that at the time of the distribution is the holder of a licence under the charitable collections legislation in Western Australia;
 - (iii) a company limited by guarantee that is registered as mentioned in Section 150 of the Corporations Act 2001 (Cwth);
 - (iv) a company holding a licence that continues in force under Section 151 of the Corporations Act 201 (Cwth);
 - (v) a body corporate that:
 - A. is a Member or former Member of the Association; and
 - B. at the time of the Surplus Property is distributed, has rules that prevent the property being distributed to its Members;
 - (vi) a Trustee for a body corporate referred to in Rule 29(c) (v); or
 - (vii) a co-operative registered under the Co-operatives Act 2009 that, at the time of the distribution is a non-distributing co-operative as defined in the Act.

- (d) If the Organisation is wound up or its endorsement as a Deductible Gift Recipient (DGR) is revoked, any surplus of the gifts or deductible contributions made to the Club shall be transferred to another organisation with similar objects, which is charitable at law, and to which income tax deductible gifts can be made:
 - (i) gifts of money or property for the principal purpose of the organisation;
 - (ii) contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation; and
 - (iii) money received by the organisation because of such gifts and contributions.

30. USES OF ASSOCIATION ROOMS

- (a) The Association's rooms may be used by Members for non-Association activities provided such use has been approved by the Committee.
- (b) The Committee may resolve to refuse any proposed activity.