



Constitution of Walhalla Goldfields Railway Inc

1 Name

The name of the incorporated association is **Walhalla Goldfields Railway Inc.**

2 Purposes

The purposes of the association are -

- to maintain and operate a Rail Safety accredited tourist heritage railway between Walhalla and Thomson ;
- to plan and restore the railway from Thomson to Erica, in stages along the existing railway permanent way ;
- to continually improve the existing rolling stock and introduce new rolling stock to meet increasing demand including special charters and events ;
- to become a daily operating tourist attraction for the State of Victoria.

3 Financial year

The financial year of the Association is each period of 12 months ending on 30 June.

4 Definitions

absolute majority, of the Board, means a majority of the board members currently holding office (as distinct from a majority of board members present at a board meeting);

Junior member means a member referred to in Rule 13(1);

Chairperson, of a general or board meeting, means the person chairing the meeting as required under Rule 45;

Board means the Board having management of the business of the Association;

board meeting means a meeting of the Board held in accordance with these Rules;

board member means a member of the Board elected or appointed under Division 3 of Part 5;

disciplinary appeal meeting means a meeting of the members of the Association who are entitled to vote convened under Rule 22(3);

disciplinary meeting means a meeting of the Board convened for the purposes of Rule 21;

disciplinary subcommittee means subcommittee appointed under Rule 19;

financial year means the 12 month period specified in rule 3;

general meeting means a general meeting of the members of the Association convened in accordance with Part 4 and includes an annual general meeting and a special general meeting but does not include a disciplinary appeal meeting;

member means a member of the Association;

member entitled to vote means a member who under Rule 12(2) is entitled to vote at a general meeting;

notice in writing applies to an appropriate letter, email, fax or Website entry ;

relevant documents has same meaning as in the Act ;

regulations means regulations under the Act ;

special resolution means a resolution that requires at least three-quarters of the members voting at the general meeting (whether in person , by proxy or by postal ballot) to vote in favour of the resolution;

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

the Registrar means the Registrar of Incorporated Associations.

5 Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to the attainment of its purposes.
- (2) Without limiting subrule (1), the Association may -
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6 Not for Profit Organisation

- (1) The Association must not distribute any surplus, income or assets directly to its members.
- (2) Subrule (1) does not prevent the Association from paying a member -
 - (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member -

if this contribution is done in good faith on terms no more favourable than if the member was not a member.

Note : Section 33 of the Act provides that an incorporated association must not secure pecuniary profits for its members.

7 Membership Eligibility

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

8 Application for membership

- (1) To apply to become a member of the Association, a person must submit a written application using WGR Form F054 to the Board stating that the person -
 - (a) wishes to become a member of the Association; and
 - (b) supports the purposes of the Association; and
 - (c) agrees to comply with these Rules.
- (2) The application—
 - (a) must be signed by the applicant; and
 - (b) must be accompanied by the membership fee.

9 Consideration of application

- (1) As soon as practicable after an application for membership is received, the Board must decide by resolution whether to accept or reject the application.
- (2) The Board must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- (3) If the Board rejects the application, it must return any money accompanying the application to the applicant.
- (4) No reason need be given for the rejection of an application.

10 New membership

- (1) If an application for membership is approved by the Board -
 - (a) the resolution to accept the membership must be recorded in the minutes of the Board meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the Register of Members.
- (2) A person becomes a member of the Association and, subject to Rule 12(1), is entitled to exercise his or her rights of membership from the date, whichever is the later, on which -
 - (a) the Board approves the person's membership; or
 - (b) the person pays the membership fee.

11 Annual subscription

The annual subscription for the various classes of membership is the relevant amount as determined by the Board at a meeting held at least three (3) months before 1 July of each year for the following financial year .

12 General rights of members

- (1) A member of the Association who is entitled to vote has the right -
 - (a) to receive notice of general meetings and special resolutions in the manner and time prescribed by these Rules; and
 - (b) to submit items of business for consideration at a general meeting; and

- (c) to attend and be heard at general meetings; and
 - (d) to vote at a general meeting ; and
 - (e) to have access to the minutes of general meetings and other documents of the Association as provided under Rule 75 (3); and
 - (f) to inspect the register of members.
- (2) A member is entitled to vote if -
- (a) the member is a member other than an associate member; and
 - (b) that their membership fees are paid and up to date ; and
 - (c) more than 10 business days have passed since he or she became a member of the Association; and
 - (d) the member's membership has not been suspended for any reason.

13 Associate members

- (1) An associate member of the Association includes -
- (a) members under the age of 15 years; and
 - (b) any other category of member as determined by resolution at a Board meeting.
- (2) An associate member cannot vote but may have other rights as determined by the Board or by resolution at a general meeting.

14 Rights not transferable

The rights, privileges, or obligations of a person by reason of membership of the Association of a member are not transferable or transmitted to another person and ends when membership ceases.

15 Cessation of membership

- (1) The membership of a person ceases on non renewal , resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the Register of Members.
- (3) Any member who does not renew their membership within 90 days of notification of their Membership Renewal will cease to be a member from the date of notification

16 Resignation of a member

- (1) A member may resign by notice in writing given to the Association.
- Note : Rule 74 (3) sets out how notice may be given to the Association. It includes by post or by handing the notice to a member of the Board.
- (2) A member is taken to have resigned if -
- (a) the member's annual subscription is more than 3 months in arrears; or
 - (b) where no annual subscription is payable -
 - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

17 Register of Members

(1) The Secretary must keep and maintain a Register of Members that includes -

- (a) for each current member -
 - (i) the member's name;
 - (ii) the address for notice last given by the member;
 - (iii) the date of becoming a member;
 - (iv) if the member is an associate member, a note to that effect;
 - (v) any other information determined by the Board; and
- (b) for each former member, the date of ceasing to be a member.

(2) Any member may, at a reasonable time, and free of charge, inspect the Register of Members subject to the discretion of the Board

Note : Under Section 59 of the Act, provides that it is an offence to make improper use of information about a person obtained from the Register of Members. (**Access to the personal information of a person recorded in the Register of Members may be restricted in certain circumstances**)

18 Grounds for taking disciplinary action

The Association may take disciplinary action against a member in accordance with this Rule if it is determined that the member -

- (a) has failed to comply with these Rules or By Laws of the Association; or
- (b) refuses to support the purposes of the Association; or
- (c) has engaged in conduct prejudicial to the Association or conduct unbecoming a member.

19 Disciplinary Subcommittee

- (1) If the Board is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Board must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary subcommittee -
 - (a) may be Board members, members of the Association or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.

20 Notice to member

- (1) Before taking disciplinary action against a member, the Secretary must give written notice to the member -
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
 - (d) advising the member that he or she may do one or both of the following -
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;

- (ii) provide a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights under rule 22.
- (2) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

21 Decision of Disciplinary Subcommittee

- (1) At the disciplinary meeting, the disciplinary subcommittee must -
 - (a) give the member an opportunity to be heard; and
 - (b) consider any written statement submitted by the member.
- (2) After complying with subrule (1), the disciplinary subcommittee may -
 - (a) take no further action against the member; or
 - (b) subject to subrule (3) -
 - (i) reprimand the member; or
 - (ii) suspend the membership of the member for a specified period; or
 - (iii) expel the member from the Association.
- (3) The disciplinary subcommittee may not fine the member.
- (4) The suspension of membership rights or the of a member by the disciplinary subcommittee under this rule takes effect immediately the vote is passed at the meeting.

22 Appeal rights

- (1) A person whose membership has been suspended or who has been expelled from the Association under rule 21 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given -
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Board as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must -
 - (a) specify the date, time and place of the meeting; and
 - (b) state -
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

23 Conduct of disciplinary appeal meeting

- (1) At a disciplinary appeal meeting -
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Board must state the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with subrule (1), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than two thirds of the members voting at the meeting vote in favour of the decision.

24 Grievance Procedure Application

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

25 Parties must attempt to resolve the dispute

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

26 Appointment of mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 25 the parties must within 10 days -
 - (a) notify the Board of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) if the dispute is between a member and another member -a person appointed by the Board ; or
 - (ii) if the dispute is between a member and the Board or the Association -a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Board may be a member or former member of the Association but in any case must not be a person who -

- (a) has a personal interest in the dispute; or
- (b) is biased in favour of or against any party.

27 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must -
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by each party; and
 - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

28 Failure to resolve dispute by mediation

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

29 Annual general meetings

- (1) The Board must convene an annual general meeting of the Association within 5 months after the end of each financial year.
- (2) The Board may determine the date, time and place of the annual general meeting.
- (3) The ordinary business of the annual general meeting is as follows -
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider -
 - (i) the annual report of the Board on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Board in accordance with Part 7 of the Act;
 - (c) to elect the members of the Board;
- (4) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

30 Special general meetings

- (1) Any general meeting of the Association, other than an annual general meeting, is a special general meeting.
- (2) The Board may convene a special general meeting whenever it thinks fit, or when requested to do so.
- (3) No business other than that set out in the notice under Rule 31 may be conducted at the meeting.

Note : General business may be considered at the meeting if it is included as an item for consideration under Rule 31 and the majority of members at the meeting agree.

31 Special general meeting held at request of members

- (1) The Board must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 10% of the total number of members of the association.
- (2) A request for a special general meeting must -

- (a) be in writing; and
 - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
 - (c) include the names and signatures of the members requesting the meeting; and
 - (d) be given to the Secretary.
- (3) If the Board does not convene a special general meeting within one (1) month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under subrule (3) -
- (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- (5) The Association must reimburse all reasonable expenses incurred by the members convening a special general meeting under subrule (3).

32 Notice of general meetings

- (1) The Secretary (or, in the case of a special general meeting convened under rule 31(3), the members convening the meeting) must give to each member of the Association -
- (a) at least 21 days notice of a general meeting if a special resolution is to be proposed at the meeting; or
 - (b) at least 14 days notice of a general meeting in any other case.
- (2) The notice must -
- (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if a special resolution is to be proposed -
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
 - (d) comply with rule 33(4)
- (3) Notice may be sent by prepaid post to the address appearing in the Register of Members or if requested by facsimile or electronic transmission
- (4) This rule does not apply to a disciplinary appeal meeting
- Note : Rule 22 (4) sets out the requirement for notice of a disciplinary appeal meeting .

33 Proxies

- (1) A member may appoint another member as his or her proxy to speak and vote on his or her behalf at a general or special general meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (3) The member appointing the proxy may give specific direction as to how the proxy is to vote on his or her behalf of the member.
- (4) Notice of a general or special meeting given to a member under Rule 32 must -

- (a) state that the member may appoint another member as a proxy for the meeting; and
 - (b) include a copy of any form that the Board has approved for the appointment of a proxy.
- (5) A form appointing a proxy must be given to the Chairperson of the meeting 24 hours before the meeting or at the commencement of the meeting.
- (6) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

34 Use of technology - Members

- (1) A member not physically present at a general meeting may participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

35 Quorum at general meetings

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence (physically or as allowed under rule 34) of 10% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting -
- (a) in the case of a meeting convened by, or at the request of, members under rule 31 -the meeting must be dissolved;

Note : If a meeting convened by, or at the request of, members is dissolved under this sub rule , the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members must make a new request under Rule 32.

- (b) in any other case—
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3)(b), the members present at the meeting (if not fewer than 10) may proceed with the business of the meeting as if a quorum were present.

36 Adjournment of general meeting

- (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned -
- (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.

Example : The members may wish to have more time to examine the financial statements submitted by the Board at an annual general meeting.

- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with Rule 31.

37 Voting at general meeting

- (1) On any question arising at a general meeting -
 - (a) subject to subrule (3), each member who is entitled to vote has one vote; and
 - (b) members may vote personally or by proxy; and
 - (c) except in the case of a special resolution, the question must be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (3) If the question is whether or not to confirm the minutes of a previous meeting only members who were present at that meeting may vote.
- (4) A member is not entitled to vote at a general meeting unless all monies due and payable by the member to the Association have been paid, including the amount of the annual subscription payable in respect of the current financial year.
- (5) This rule does not apply to a vote at a disciplinary appeal meeting conducted under Rule 23.

38 Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a general or special meeting (whether in person or by proxy) vote in favour of the resolution.

In certain circumstances a postal ballot may be conducted to maximise members involvement in lieu of a general or special meeting.

Note : In addition to certain matters specified in the Act, a special resolution is required -

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

39 Determining whether resolution carried

- (1) Subject to subsection (2), the Chairperson of a general meeting may, on the basis of a show of hands, declare that a resolution has been -
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost -and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question -

- (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.
- (5) Where a postal ballot is conducted the resolution will be carried if a majority vote in favour.

40 Minutes of general meeting

- (1) The Board must ensure that minutes are taken and kept of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must include -
- (a) the names of the members attending the meeting; and
 - (b) proxy forms given to the chairperson of the meeting under Rule 33 (6); and
 - (c) the financial statements submitted to the members in accordance with Rule 30(3)(b)(ii); and
 - (d) the certificate signed by two (2) Board members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

41 Role and powers of the Board

- (1) The business of the Association must be managed by or under the direction of the Board of Management .
- (2) The Board may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- (3) The Board may -
- (a) appoint and remove staff;
 - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.
 - (c) have the power to make, alter and rescind any By Laws of the Association that it considers necessary for the effective administration of the Association, provided that no By Law is inconsistent with these Rules.

42 Delegation

- (1) The Board may delegate to a member of the Board, subcommittee or staff any of its powers and functions other than -
- (a) this power of delegation; or
 - (b) a duty imposed on the Board by the Act or any other law.

- (2) The delegation must be in writing and may be subject to the conditions and limitations the Board considers appropriate.
- (3) The Board may, in writing, revoke a delegation wholly or in part.

43 Composition of Board of Management

The Board consists of—

- (a) a President;
- (b) a Vice-President;
- (c) a Secretary;
- (d) a Treasurer;
- (e) 6 ordinary members elected under Rule 52;
- (f) 3 appointed members as per Rule 53.

44 General Duties

- (1) As soon as practicable after being elected or appointed to the Board, each Board member must become familiar with these Rules, the Act and By Laws.
- (2) The Board is collectively responsible for ensuring that the Association complies with the Act and individual members of the Board comply with these Rules and the By Laws.
- (3) Board members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Board members must exercise their powers and discharge their duties -
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- (5) Board members and former Board members must not make improper use of -
 - (a) their position; or
 - (b) information acquired by virtue of holding the position so as to gain advantage for themselves or any other person or cause detriment to the Association.
- (6) In addition to any duties imposed by these Rules, a Board member must perform any other duties imposed from time to time by resolution at a general meeting.

45 President and Vice-President

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any Board meetings.
- (2) If the President and the Vice-President are both absent or unable to preside the Chairperson of the meeting must be -
 - (a) in the case of a general meeting -a member elected by the other members present; or
 - (b) in the case of a Board meeting -a Board member elected by the other Board members present .

46 Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the Secretary of an incorporated association.

Example : Under the Act, the Secretary of an incorporated association is responsible for lodging documents of the Association with the Registrar.

- (2) The Secretary must—
 - (a) maintain the Register of Members in accordance with Rule 17; and
 - (b) keep custody of the common seal (if any) of the Association and except for financial records referred to in Rule 70 (3) or all books, documents and securities of the Association in accordance with Rules 72 and 75;
 - (c) subject to the Act and these Rules, provide members with access to the Register of Members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

47 Treasurer

- (1) The Treasurer must—
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Board or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques, drafts, bills of exchange, promissory notes and other negotiable instruments are signed by at least two (2) persons authorised by the Board.
- (2) The Treasurer must—
 - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Board prior to their submission to the annual general meeting of the Association.
- (3) The Treasurer must ensure that at least one (1) other Board member has access to the accounts and financial records of the Association.

48 Eligibility for Election or appointment of Board Members and tenure of office

- (1) A member is eligible to be elected or appointed as a Board member if the member -
 - (a) is 18 years or over; and
 - (b) is entitled to vote at a general meeting.
- (2) A member is not eligible if one or more of the following applies :
 - (a) has a conviction of an indictable offence or is a person of unsound mind ;
 - (b) is an undischarged bankrupt or a person whose property is subject to an order or arrangement under laws relating to bankruptcy ;
 - (c) has had their professional membership terminated for professional misconduct .

49 Positions to be declared vacant

This rule applies to -

- (a) the first annual general meeting of the Association after its incorporation; or
- (b) prior to any subsequent annual general meeting of the Association.

50 Nominations

- (1) Nominations for any Board position must be made in writing and forwarded to the Secretary 35 days prior to the date fixed for the holding of the annual general meeting.
- (2) An eligible member of the Association may -
 - (a) with the member's consent, be nominated by two (2) other members of the Association.
 - (b) only nominate for one of the Board positions available.
- (3) Each year two (2) office bearer positions and three (3) ordinary Board member positions shall become vacant .
- (4) Retiring Office bearers and ordinary Board members shall be eligible for re-election.

51 Election of Office Bearers

- (1) Each year two (2) of the Office Bearers positions shall become vacant (example the President and Secretary shall retire one (1) year and the Vice President and Treasurer the next year.
- (2) If only one (1) member is nominated for the position, then that person will be declared the member elected to that position.
- (3) If more than one (1) member is nominated, a secret postal ballot must be held in accordance with Rule 54.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

52 Election of Ordinary Members

- (1) Each year three (3) of the Ordinary Board member positions shall retire.
- (2) If the number of members nominated for the position of ordinary Board member is less than or equal to the number to be elected, then those members nominated shall be deemed to be elected.
- (4) If the number of members nominated exceeds the number to be elected, a secret postal ballot must be held in accordance with Rule 54.

53 Appointment of Ordinary Board Members

- (1) The Board may appoint up to three (3) additional members who have specific skills in commerce, marketing, governance, law, finance or business management, or other such skills which complements the Board composition.
- (2) These appointments do not necessarily have to be members of the Association.
- (3) Any such appointment can be for a period of up to two years.

54 Ballot

- (1) If a ballot is required for the election for a position, the Board must appoint a Returning Officer seven (7) clear days before the closing date of nominations who shall be responsible for the overall conduct of the ballot.

- (2) Before the ballot is taken, each candidate may provide a short written summary in support of his or her election.
- (3) The election must be by secret ballot.
- (4) If the ballot is for a single position, the voter must place a tick in the box opposite the choice of the candidate for whom they wish to vote for.
- (5) If the ballot is for more than one (1) position -
 - (a) the voter must place a number (from highest to lowest) beside the name of each candidate for whom they wish to vote for ;
 - (b) the candidates with the highest number of votes shall deemed to be elected.
- (6) Ballot papers that do not comply with subrule (5)(a) are informal.
- (7) The Returning Officer must declare elected the candidate or, in the case of an election for more than one (1) position, the candidates who received the most votes.
- (8) If the Returning Officer is unable to declare the result of an election under subrule (7) because two (2) or more candidates received the same number of votes, the Returning Officer must -
 - (a) conduct a further election for the position in accordance with subrules (3) to (7) to decide which of those candidates is to be elected; or
 - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

55 Term of Office

- (1) Subject to subrule (3) and Rule 57, a Board member holds office until the positions of the Board are declared vacant prior to the next annual general meeting.
- (2) A Board member may be re-elected.
- (3) A general meeting of the Association may -
 - (a) by special resolution remove a Board member from office; and
 - (b) elect an eligible member of the Association to fill the vacant position in accordance with this Division for the remainder of the term of the position.
- (4) Each of the Office Bearers and Board Members positions declared vacant shall be elected for a term of two (2) years.

56 Vacation of Office

- (1) A Board member may resign from the Board by written notice addressed to the Board.
- (2) A person ceases to be a Board member if he or she -
 - (a) ceases to be a member of the Association; or
 - (b) fails to attend 3 consecutive Board meetings (other than special or urgent committee meetings) without leave of absence under Rule 67; or
 - (c) otherwise ceases to be a Board member by operation of Section 78 of the Act.
 - (d) becomes an insolvent under administration within the meaning of the Corporations Law; or
 - (e) is convicted of an indictable offence.

Note : A Board member may not hold office of Secretary if they do not reside in Australia.

57 Filling casual vacancies

- (1) The Board may appoint an eligible member of the Association to fill a position on the Board that -
 - (a) has become vacant under of Rule 56; or
 - (b) was not filled by election at the last annual general meeting.
- (2) If the position of Secretary becomes vacant, the Board must appoint a member to the position within 14 days after the vacancy arises.
- (3) Rule 55 applies to any Board member appointed by the Board under subrule (1) or (2).
- (4) The Board may continue to act despite any vacancy in its membership.

58 Meetings of Board

- (1) The Board must meet at least 6 times in each year at the dates, times and places determined by the Board.
- (2) The date, time and place of the first board meeting must be determined by members of the Board as soon as practicable after the at the annual general meeting of the Association at which the members of the Board were elected.
- (3) Special Board meetings may be convened by the President or by any 4 members of the Board.
- (4) Persons, other than Board members, must be either invited or obtain approval to attend a Board meeting.

59 Notice of Meetings

- (1) Notice of each Board meeting must be given to each Board member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one (1) Board meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) If a special Board meeting is convened, the notice must include the general nature of the business be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

60 Urgent meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with Rule 59 provided that as much notice as practicable is given to each Board member by the quickest means practicable.
- (2) Any resolution made at the meeting must be passed by an absolute majority of the Board.
- (3) Where it is necessary to conduct urgent business via electronic media, (refer Clause 62) the outcome of that business is required to be recorded at the next Board meeting.

61 Procedure and order of business

- (1) The procedure to be followed at a meeting of a Board must be determined from time to time by the Board.
- (2) The order of business may be determined by the members present at the meeting.

62 Use of technology - Board Members

- (1) A Board member who is not physically present at a normal Board meeting, or when business is required to be urgently discussed by Board members between Board meetings, may participate in the meeting or discussion by the use of technology that allows that Board member and the Board members present at the meeting or involved in the discussion, to clearly and simultaneously communicate with each other.
- (2) For the purposes of this Part, a Board member participating in any Board meeting or discussion as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

63 Quorum

- (1) No business may be conducted at a Board meeting unless a quorum is present.
- (2) The quorum for a board meeting is the presence (in person or as allowed under Rule 62) of six (6) board members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a board meeting -
 - (a) in the case of a special meeting -the meeting lapses;
 - (b) in any other case -the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with Rule 59.

64 Voting

- (1) On any question arising at a Board meeting, each Board member present at the meeting has one (1) vote.
- (2) A motion is carried if a majority of Board members present (or as allowed under Rule 62) at the meeting vote in favour of the motion.
- (3) Subrule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Board.
- (4) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (5) Voting by proxy is not permitted.

65 Conflict of interest

- (1) A Board member who has a material interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.
- (2) The member -
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.

Note : Under Section 81(3) of the Act, if there are insufficient Board members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

- (3) This rule does not apply to a material personal interest -

(a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or

(b) that the member has in common with all, or a substantial proportion of, the members of the Association.

66 Minutes of Meeting

- (1) The Board must ensure that minutes are taken and kept of each Board meeting.
- (2) The minutes must record the following -
 - (a) the names of members in attendance at the meeting
 - (b) business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote;
 - (d) any material personal interest disclosed under Rule 65.

67 Leave of absence

- (1) The Board may grant a Board member leave of absence from Board meetings for a period not exceeding 3 months.
- (2) The Board must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Board member to seek the leave in advance.

68 Source of funds

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

69 Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a general meeting of the Association, the Board may approve expenditure on behalf of the Association.
- (3) The Board may authorise the Treasurer to expend funds on behalf of the Association (including by Electronic Funds transfer) up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be endorsed by two (2) persons authorised by the Board.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Board, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

70 Financial records

- (1) The Association must keep financial records that -
 - (a) correctly record and explain its transactions and financial position and performance; and
 - (b) enable true and fair financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.

- (3) The Treasurer must keep in his or her custody, or under his or her control -
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Board.

71 Financial statements

- (1) For each financial year, the Board must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include -
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements of the Board
 - (d) submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

72 Common seal

- (1) The name of the Association must appear in legible characters on the common seal;
- (2) A document may only be sealed with the common seal by the authority of the Board and the sealing must be witnessed by the signatures of two (2) Board members;
- (3) The common seal must be kept in the custody of the Secretary.

73 Registered address

The registered address of the Association is—

- (a) the address determined from time to time by resolution of the Board; or
- (b) if the Board has not determined an address to be the registered address -the postal address of the Secretary.

74 Notice requirements

- (1) Any notice required to be given to a member or a Board member under these Rules may be given -
 - (a) by handing the notice to the member personally; or
 - (b) by sending it by prepaid post to the member at the address recorded for the member on the Register of Members; or
 - (c) by email or facsimile transmission, if the member has requested that the notice be given to him or her in that manner.
- (2) Subrule (1) does not apply to notice given under Rule 60.
- (3) Any notice required to be given to the Association or the Board may be given -
 - (a) by handing the notice to a member of the Board; or
 - (b) by sending the notice by post to the registered address; or
 - (c) if the Board determines that it is appropriate in the circumstance -
 - (i) by email to the email address of the Association or the Secretary; or
 - (ii) by facsimile transmission to the facsimile number of the Association.

75 Custody and inspection of books and records

- (1) Members may on request inspect free of charge -
 - (a) the Register of Members ;
 - (b) the minutes of general meetings ;
 - (c) subject to subrule (2) the financial records, books, securities and any other relevant documents of the Association, including minutes of Board minutes.

Note : See note following Rule 17 for details of access to Register of Members.

- (2) The Board may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- (3) The Board must on request make copies of these rules available to members and applicants for membership free of charge.
- (4) Subject to subrule (2) a member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such record.
- (5) For purposes of this rule -

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following -

 - (a) its membership records;
 - (b) its financial statements;
 - (c) its financial records;
 - (d) records and documents relating to transactions, dealings, business or property of the association.

76 Winding up and Cancellation

- (1) The Association may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- (3) Subject to the Act and any court order made under Section 133 of the Act, the surplus assets must be given or transferred to a body that has similar purposes and objects to the Association, which is not carried on for profit or gain of its individual members and which also has tax deductibility status under sub paragraph 78 A(2) of the Tax Assessment Act (1936).
- (4) The body to which the surplus assets are to be given must be decided by special resolution.

77 Alteration of Rules

These Rules may only be altered by special resolution of a general meeting of the Association.

Note : An alteration of these Rules does not take effect unless or until it is approved by the Registrar. If these Rules (other than rule 1, 2 or 3) are altered, the Association is taken to have adopted its own rules, not the model rules.