



*Ku-ring-gai and District Soccer
Association Inc.*

ARTICLES OF ASSOCIATION

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RULES

PART I

PRELIMINARY

1. Interpretation

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

"Director-General" means: – the Director-General of the Department of Fair Trading.

"member" includes incorporated or unincorporated bodies as noted in the register of members.

"Public Officer" means: –

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

"soccer" means Association Football.

"special general meeting" means a general meeting of the Association other than an annual general meeting;

"the Act" means the Association Incorporation Act 1984.

"the Regulation" means the Associations Incorporation Regulation, 1999.

- (2) In these rules: -

- (a) a reference to a function includes a reference to a power, authority and duty; and
- (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

- (3) The provisions of the Interpretation Act, 1897, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

INTRODUCTION

2. Association Name

The name of the Association shall be the Ku-ring-gai and District Soccer Association Incorporated.

3. Association Objects

The objects of the Association shall be: -

- (a) To organise, control and foster the game of soccer football in the junior and senior grades.
- (b) To hire, rent, lease, purchase or otherwise acquire maintain and develop grounds and facilities.
- (c) To buy, lease, rent, sell and generally deal in sporting equipment and/or material, foodstuffs and beverages.
- (d) To join, amalgamate or enter into partnership or ventures with sporting bodies or organisations to promote any type of sport or pastime.
- (e) To alone, or in co-operation with others, assist, promote, invest in and foster the establishment and maintenance of junior-senior unlicensed or licensed district club facilities.
- (f) To carry on all such activities as may be deemed necessary and desirable by the committee of management to achieve the objects of the Association.

4. Affiliation with Football NSW

The Association shall affiliate with Football NSW Limited, or its successors, and shall adopt the laws of the game, and any decisions, interpretations and amendments thereof, approved by that controlling body.

5. Jurisdiction

The jurisdiction of the Association shall cover all Association officials, clubs, teams, players, grounds and matches within its boundaries, and approved and recognised referees organisation, and referees where such referees are not members of such approved and recognised referees organisations, the coaching director and the Ku-ring-gai Coaches Association and its members.

The jurisdiction of the Association may be extended beyond its boundaries by arrangement with other soccer associations and to the approval, if necessary, of Football NSW Limited; jurisdiction shall also cover players representing the Association in matches or competitions played outside the boundaries of the Association.

6. Representative Colours

The representative colours of the Association shall be bottle green and white where available.

PART II

MEMBERSHIP

7. Membership qualifications

- (1) a person is qualified to be a member of the Association if: -
 - (a) the person is a person referred to in section 15 (1), (a), (b), or (c) of the Act and has not ceased to be a member of the Association at any time after incorporation of the Association under the Act; or
 - (b) the person is a person: -
 - (i) who has been nominated for membership of the Association as provided by rule 8, and
 - (ii) who has been approved for membership of the Association by the committee of management, or
 - (iii) who has been granted life membership of the Association by the members.
- (2) All clubs playing soccer under the rules prescribed by FIFA within the geographical boundaries of the Association, shall be eligible to apply for membership of the Association.

8. Nomination for Membership

- (1) A nomination of a person for membership of the Association: -
 - (a) must be made by a member of the Association in writing in the form set out in Appendix 1 to these rules, and
 - (b) must be lodged with the Public Officer of the Association.
- (2) As soon as practicable after receiving a nomination for membership, the Public Officer must refer the nomination to the committee of management, which must determine whether to approve or reject the nomination.
- (3) As soon as practicable after the committee of management makes that determination, the Public Officer must: -
 - (a) notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable), and

- (b) if the committee of management approved the nomination, request the nominee to pay (within the period of twenty-eight (28) days after receipt by the nominee of the notification) the sum payable under these rules by a member as entrance fee and annual subscription.
- (4) The Public Officer must, on payment by the nominee of the amounts referred to in clause 8 (3) (b) within the period referred to in that provision, enter the nominee's name in the register of members noting their voting entitlement and on the name being so entered, the nominee becomes a member of the Association.

9. Cessation of Membership

A person ceases to be a member of the Association if the member: -

- (a) resigns that membership; or
- (b) is expelled from the Association; or
- (c) dies.

10. Membership Entitlements Not Transferable

A right, privilege or obligation, which a member has by reason of being a member of the Association: -

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon cessation of the person's membership.

11. Register of Members

- (1) The Public Officer of the Association shall establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the Association together with the date on which the person became a member and the number of votes to which the member is entitled in respect of any general meeting of the Association. Members, as described in Clause 7 (2), are entitled to one (1) vote per three (3) teams, with a minimum of one (1) vote, to a maximum of five (5) votes. Members, as described in Clauses 7 (1) (a) & (b), are not entitled to any votes. **SGM 09**
- (2) The register of members shall be kept at the principal place of administration of the Association and shall be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- (3) A member of the Association may obtain a copy of any part of the register on

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written application and on payment of a fee of one (1) dollar for each page copied

or, if some other amount is determined by the committee of management, that other amount.

12. Fees and Subscriptions

- (1) A member of the Association must, on admission to membership, pay to the Association a fee of one (1) dollar or, if some other amount is determined by the committee of management, that other amount.
- (2) In addition to any amount payable by the member under clause (1), a member of the Association must pay to the Association an annual membership fee of two (2) dollars or, if some other amount is determined by the committee of management, that other amount: -
 - (a) except as provided by paragraph (b), before 1 July in any calendar year on becoming a member and before 1 July in each succeeding calendar year; or
 - (b) if the member becomes a member on or after 1 July in any calendar year on becoming a member and before 1 July in each succeeding calendar year.

13. Members Liabilities

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

14. Resolution of Internal Disputes

- (1) Disputes between members (in their capacity as members) of the Association, and disputes between members and the Association, are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.
- (2) At least seven (7) days before a mediation session is to commence, the parties are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

15. Member Protection Information

- (1) The committee of management shall appoint, at its earliest convenience after the annual general meeting, a Member Protection Information Officer (MPIO)

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- (2) The duties and responsibilities of the MPIO shall be outlined in the association by-laws.
- (3) Each member club must appoint a Member Protection Information Officer and provide to the association the name and contact details of the person appointed to that position.
- (4) The Association shall adopt the Member Protection Policy of Football NSW.

16. Disciplining of Members

- (1) Any person may make a complaint to the committee of management that a member of the Association: -
 - (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Association.
- (2) On receiving such a complaint, the committee of management: -
 - (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least fourteen (14) days from the time the notice is served within which to make submissions to the committee of management in connection with the complaint; and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (3) The committee of management may, by resolution, expel the member from the Association or suspend the member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (4) If the committee of management expels or suspends a member, the Public Officer must, within seven (7) days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee of management for having taken that action and of the member's right of appeal under rule 17.
- (5) The expulsion or suspension does not take effect: -
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or

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- (b) if within that period the member exercises the right of appeal, unless and until the Association confirms the resolution under rule 17 (5), whichever is the later.

17. Right of Appeal of Disciplined Member

- (1) A member may appeal to the Association in a general meeting against a resolution of the committee of management which is confirmed under rule 16(4), within seven (7) days after notice of the resolution is served on the member, by lodging with the Public Officer a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) Upon receipt of a notice from a member under clause (1), the Public Officer shall notify the committee of management, which shall convene a general meeting of the Association to be held within twenty-eight (28) days after the date on which the Public Officer received the notice.
- (4) At a general meeting of the Association convened under clause (3): -
 - (a) no business other than the question of the appeal shall be transacted; and
 - (b) the committee of management and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) If at the general meeting the Association passes a special resolution, in favour of the confirmation of the resolution, the resolution is confirmed.

PART III

THE COMMITTEE

18. Power of Committee

The committee shall be called the committee of management of the Association and, subject to the Act, the Regulation and these rules and to any resolution passed by the Association in general meeting: -

- (a) shall control and manage the affairs of the Association; and
- (b) may exercise all such functions as may be exercised by the Association other than those functions that are required by these rules to be exercised by a general meeting of members of the Association; and
- (c) has power to perform all such acts and do all such things as appear to the committee of management to be necessary or desirable for the proper management of the affairs of the Association.

19. Constitution and Membership

- (1) Subject in the case of the first members of the committee of management appointed pursuant to section 21 of the Act, the committee shall consist of: -
 - (a) the President;
 - (b) the Vice-President;
 - (c) the Treasurer;
 - (d) the All Age Committee Chairman;
 - (e) the Junior Football Committee Chairman;
 - (f) the Registrar/Recorder Junior Football;
 - (g) the Registrar/Recorder All Age Football;
 - (h) the Publicity Officer;
 - (i) the Coaching Chairman; AGM 11/07
 - (j) the PD & DC Chairman;
 - (k) the Representative Football Chairman;
 - (l) the Girls/Women's Football Committee Chairman;
 - (m) the Registrar/Recorder Girls/Women's Football.
- (2) Each member of the committee of management shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.

- (3) In the event of a casual vacancy occurring in the membership of the committee of management, the committee of management may appoint a person to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of the appointment.

20. Election of Members

- (1) Nominations of candidates for election as members of the committee of management: -
 - (a) shall be made in writing, signed by two (2) members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the Public Officer of the Association at least twenty-one (21) days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee of management further nominations shall be called for at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee of management shall be deemed to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the person nominated shall be deemed elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held.
- (6) The secret ballot for the election of members of the committee of management shall be conducted at the annual general meeting in such usual and proper manner as the President may direct, or in his absence the Vice-President may direct, or in his absence by the person elected by the members present in accordance with rule 33 (2).
- (7)
 - (a) The committee of management may at any time appoint a person to be a member of the committee of management to fill a casual vacancy.
 - (b) Any person so appointed holds office only until the next following annual general meeting and is then eligible for re-election.

21. Public Officer

- (1) The Public Officer of the Association must, as soon as practicable after being appointed as Public Officer, lodge notice with the Association of his or her address.
- (2) It is the duty of the Public Officer to keep minutes of: -
 - (a) all appointments of members of the committee of management; and
 - (b) the names of members of the committee of management present at a committee of management meeting or a general meeting; and
 - (c) all proceedings at committee of management, sub-committee of the committee of management and general meetings. The Public Officer must attend all such meetings for the purpose of taking and keeping such minutes as a proper record of proceedings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the next succeeding meeting.

22. Treasurer

It is the duty of the Treasurer of the Association to ensure: -

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

23. Casual Vacancies

For the purpose of these rules, a casual vacancy in the office of a member of the committee of management occurs if the member: -

- (a) dies; or
- (b) ceases to be a member of the Association; or
- (c) becomes insolvent under administration within the meaning of the Corporation's Act 2001 of the Commonwealth; or
- (d) resigns office by notice in writing given to the Public Officer; or
- (e) is removed from office under rule 24; or

- (f) becomes a mentally incapacitated person; or
- (g) is absent without apology for three consecutive meetings of the committee of management held during a period of six (6) months.

24. Removal of Member

- (1) The Association in a general meeting may by resolution remove any member of the committee of management from the office before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee of management to whom a proposed resolution referred to in clause (1) relates makes representations in writing to the members of the Association, Public Officer or President and requests that the representations be notified to the members of the Association, the Public Officer or the President may send a copy of the representations to each member of the Association or, if they are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

25. Meetings and Quorum

- (1) The committee of management shall meet at least three (3) times in each period of twelve (12) months at such place and time as the committee of management may determine.
- (2) Additional meetings of the committee of management may be convened by the President or by any member of the committee of management.
- (3) Oral or written notice of a meeting of the committee of management shall be given by the Public Officer to each member of the committee of management at least forty-eight (48) hours (or such other period as may be unanimously agreed upon by the members of the committee of management) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under clause (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business that the committee of management members present at the meeting unanimously agree to treat as urgent business.
- (5) Any five (5) members of the committee of management constitute a quorum for the transaction of the business of a meeting of the committee of management.

- (6) The committee of management shall transact no business unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (8) At a meeting of the committee of management: -
 - (a) the President or, in the President's absence, the Vice-President shall preside; or
 - (b) if the President and the Vice-President are absent or unwilling to act such one of the remaining members of the committee of management as may be chosen by the members present at the meeting shall preside.

26. Delegation by Committee to Sub-Committee

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

- (7) A sub-committee may meet and adjourn as it thinks proper.

27. Voting and Decisions

- (1) Questions arising at a meeting of the committee of management or of any sub-committee appointed by the committee of management shall be determined by a majority of the votes of members of the committee of management or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee of management or of any sub-committee appointed by the committee of management (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) The committee of management may act notwithstanding any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee of management or by a sub-committee appointed by the committee of management, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee of management or sub-committee.

PART IV

GENERAL MEETINGS

28. Annual General Meetings - Holding of

- (1) With the exception of the first annual general meeting of the Association, the Association shall, at least once in each calendar year and within the period of six (6) months after the expiration of each financial year of the Association, convene an annual general meeting of its members.
- (2) The Association shall hold its first annual general meeting: -
 - (a) within the period of eighteen (18) months after its incorporation under the Act, and
 - (b) within the period of two (2) months after the expiration of the first financial year of the association.
- (3) Clauses (1) and (2) have effect subject to any extension or permission granted by the Director-General under section 26(3) of the Act.

29. Annual General Meetings - Calling Of and Business At

- (1) The annual general meeting of the Association shall, subject to the Act and rule 28, be convened on such date and at such place and time as the committee of management thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be: -
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting; and
 - (b) to receive from the committee of management reports upon the activities of the Association during the last preceding financial year; and
 - (c) to elect members of the committee of management; and
 - (d) to receive and consider the statement which is required to be submitted to members pursuant to section 26(6) of the Act.
- (3) An annual general meeting shall be specified as such in the notice convening it.

30. Special General Meetings - Calling of

- (1) The committee of management may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The committee shall, on the requisition in writing of not less than five (5) per cent of the total number of members, convene a special general meeting of the Association.
- (3) A requisition of members for a special general meeting: -
 - (a) shall state the purpose or purposes of the meeting; and
 - (b) shall be signed by the members making the requisitions; and
 - (c) shall be lodged with the Public Officer; and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within one (1) month after the date on which a requisition of members for the meeting is lodged with the Public Officer, any one or more of the members who made the requisition may convene a special general meeting to be held not later than three (3) months after that date.
- (5) A special general meeting convened by a member as referred to in clause (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee of management and any member who thereby incurs expense is entitled to be reimbursed by the Association for any expense so incurred.

31. Notice

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Public Officer shall, at least fourteen (14) days before the date fixed for the holding of the general meeting, cause to be sent a notice to each member at the member's address appearing in the register of members, specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Public Officer shall, at least twenty-one (21) days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause (1) specifying, the intention to propose the resolution as a special resolution.

- (3) No business other than that specified in the notice convening a general meeting shall be transacted at the meeting, except, in the case of an annual general meeting, business that may be transacted pursuant to rule 29(2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the Public Officer who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

32. Procedure

- (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Twenty (20) members present in person or by representatives (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting. *SGM 09*
- (3) Any member noted as a member in the membership register of the Association will be entitled to appoint no more than two (2) representatives to take part or speak at general meetings of the Association regardless of the number of votes such member may cast at a general meeting.
- (4) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (5) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least fifteen (15)) constitute a quorum. *SGM 09*

33. Presiding Member

- (1) The President or, in the President's absence, the Vice-President, shall preside as chairperson at each general meeting of the Association.
- (2) If the President and the Vice-President are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

34. Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for fourteen (14) days or more, the Public Officer shall give written notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in clauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjournment meeting is not required to be given.

35. Making of Decisions

- (1) A resolution or motion arising at a general meeting of the Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the Association, a poll may be demanded by the chairperson or by not less than three (3) members present in person at the meeting.
- (3) Where a poll is demanded at a general meeting, the poll shall be taken: -
 - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs; and
 - (c) the resolution of the poll on the matter shall be deemed to be the resolution of the meeting of that matter.

36. Special Resolution

A resolution of the Association is a special resolution if: -

- (a) it is passed by a majority which comprises not less than three-quarters of the members in attendance as, being entitled under these rules so to

do, vote in person at a general meeting of which not less than twenty-one (21) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or

- (b) where it is made to appear to the Commission that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (a) the resolution is passed in a manner specified by the Commission.

37. Voting

- (1) Upon any question arising at a general meeting of the Association a member has such numbers of votes as are noted in the membership register kept by the Association pursuant to rule 11.
- (2) All votes must be given personally.
- (3) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) 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, other than the amount of the annual subscription payable in respect of the current year.
- (5) All members of the committee of management shall have the right to vote on any resolution or motion arising at a general meeting of the Association. Members of the committee of management are not permitted to vote in elections for the committee of management. SGM 09

PART V

MISCELLANEOUS

38. Insurance

- (1) The Association may effect and maintain insurance.

39. Funds - Source

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

40. Funds - Management

- (1) Subject to any resolution passed by the Association in a general meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the committee of management determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) of President, Vice-President Treasurer or Public Officer or employees of the Association, being members or employees authorised to do so by the committee.
- (3) The committee of management shall present to members at a special general meeting before the end of the calendar year the budget for the forthcoming year.

41. Alteration of Objects and Rules

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

42. Common Seal

- (1) The common seal of the Association shall be kept in the custody of the Public Officer.
- (2) The common seal shall not be affixed to any instrument except by the authority of the committee of management and the affixing of the common seal shall be attested by the signatures either of any two (2) of the President, Vice-President or Treasurer or of one (1) member of the committee of management and of the Public Officer.

43. Custody of Books

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

44. Inspection of Books, etc

Provided a member has made a written request to the Association specifying a reason(s) for wishing to inspect the records, books and other documents of the Association such records, books and other documents of the Association shall be made available for inspection, free of charge, by a member of the Association at any reasonable hour.

45. Service of Notices

- (1) For the purpose of these rules, a notice may be served on or given to a member: -
 - (a) by delivering it to the member personally; or
 - (b) by sending it by pre-paid post to the address of the member; or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the member for giving or serving the notice.

- (2) For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served: -
 - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

46. Surplus Property

- (1) At the first general meeting of the Association, the Association shall pass a special resolution nominating an incorporated Association as the Association in which it is to vest its surplus property pursuant to section 53(2) of the Act in the event of the winding up or the cancellation of the incorporation of the Association.
- (2) The Incorporated Association so nominated shall be one that fulfils the requirements specified in Section 53(2)(a)-(c) of the Act.

Appendix 1

(Rule 8 (1))

APPLICATION FOR MEMBERSHIP OF ASSOCIATION

Incorporated under the *Associations Incorporation Act 1984*

I,
(full name of applicant)

of
(address)

.....
(occupation)

hereby apply to become a member of the above named incorporated association. In the event of my admission as a member, I agree to be bound by the rules of the association for the time being in force.

.....
Signature of applicant

.....
Date

I, a member of the association, nominate the applicant,
(full name)
who is personally known to me, for membership of the association.

.....
Signature

.....
Date

I, a member of the association, second the nomination of the
(full name)
applicant, who is personally known to me, for membership of the association.

.....
Signature

.....
Date