

ASSOCIATIONS INCORPORATION ACT (1981)

**STATEMENT OF PURPOSES
AND
RULES**

**HAWTHORN FOOTBALL CLUB
PAST PLAYERS AND OFFICIALS
ASSOCIATION**



2011

STATEMENT OF PURPOSES

- A. To foster and maintain the good fellowship and companionship of past players and officials of the Hawthorn Football Club.
- B. To promote the social aspects of the communities within the Hawthorn Football Club.
- C. To keep alive the tradition and spirit of the Hawthorn Football Club.
- D. To build and maintain a strong relationship with the Hawthorn Football Club so that the Associations Role and Purposes are recognised by the Club as a significant and integral part of the Clubs supporter base and its current players welfare base upon their retirement.
- E. To consider the welfare of the members of the Association and assist deserving cases where distress of a financial or health/medical nature affects their wellbeing.
- F. To provide assistance to members in their transition from player to retired player.
- G. To foster and promote business and social networking amongst members.
- H. To encourage all members to become full members of the Association.
- I. To conduct social functions for members of the Association.
- J. To raise funds to further the purposes of the Association.

RULES

1 Name

The name of the incorporated association is The Hawthorn Football Club Past Payers and Officials Association (in these Rules called "the Association").

2 Definitions

(1) In these Rules, unless the contrary intention appears—

a financial year means the year ending on 31 October;

Club means the Hawthorn Football Club Limited;

Full Member means an ordinary member who has fully paid the annual subscription and accordingly has full voting rights at any General Meeting;

General Committee means the general committee of management of the Association;

General Committee Meeting means a meeting convened in accordance with rule 26;

General Meeting means a general meeting of members convened in accordance with rule 12 and includes a special general meeting;

Honorary Member means any person who is nominated and approved for Honorary Membership in accordance with Rule 4;

Life Member means any person who is nominated and approved for Life Membership in accordance with Rule 4;

Member means a member of the Association of any category;

Member of the General Committee means a member of the General Committee who is not an officer of the Association under rule 21(1) and is a Full Member;

Ordinary Member means an ordinary member as defined in rule 4 and who is thereby eligible to become a full member upon payment of annual subscriptions

Regulations means regulations under the Act;

relevant documents has the same meaning as in the Act;

the Act means the **Associations Incorporation Act 1981**.

- (2) In these Rules, a reference to the Secretary of an Association is a reference—
- (a) if a person holds office under these Rules as Secretary of the Association—
to that person; and
 - (b) in any other case, to the public officer of the Association.

3 Alteration of the rules

These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act. The Act at the date of these rules provides amongst other things, that any alteration to these rules and statement of purposes may only occur by special resolution of the association at an annual or special general meeting. A special resolution requires that at least seventy five per cent of those members who vote in person or by proxy at the meeting vote in favour of any alteration properly proposed.

4 Membership, subscription fees and rights

- (1) There shall be the following categories of Membership:-
- (a) Ordinary Member
 - (b) Full Member
 - (c) Honorary Member
 - (d) Life Member
- (2) An Ordinary Member shall be any person who is
- (a) A former player of the Club who was registered by the Club as a player and then played for the Club in any of the Seniors, Reserves or Under 19 teams in the Victorian Football League Competition or the Australian Football League Competition; and /or
 - (b) A former elected or appointed official of the Club who held one or more official positions for a minimum of five years and which official positions may have included but not exclusively any of:
 - (i) Senior Management;
 - (ii) Administration staff;
 - (iii) Members of Committee/ Board of Management;
 - (iv) Patron;
 - (v) Coaching staff;

- (vi) Football Department staff;
- (vii) Team Managers;
- (viii) Training staff;
- (ix) Fitness advisors;
- (x) Runners;
- (xi) Medical staff;
- (xii) Statisticians;
- (xiii) Ground staff;
- (xiv) Time Keepers/Video Operators;
- (xv) Property Stewards/Boot Studders;
- (xvi) Recruiting Staff.

(c) A former elected or appointed official of the club who held one or more official positions for a lesser period than five years and who by determination by resolution of the General Committee may be invited to become an Ordinary Member.

(3) A Full Member shall be any Ordinary Member who pays the annual subscription fee set by the General Committee for Full Membership and thereafter maintains that Full Membership upon payment of Full Member subscription fees in subsequent years. A Full Member who ceases to be a Full Member as a result of failure to pay an annual subscription fee shall revert to being an Ordinary Member until such time in any later year that the annual subscription fee for Full Membership is paid.

(4) An Honorary Member shall be any person who the General Committee in their absolute discretion and on any terms that they determine, shall nominate for election by the members in General Meeting to the status of Honorary Member and who is so elected. An Honorary Member shall not be an Ordinary Member.

(5) A Life Member shall be any person who the General Committee in their absolute discretion, subject to the requirement that the nominee has served a minimum of ten years of service to the Association, nominate for election by the members in General Meeting to the status of Life Member and who is so elected.

- (6) Any person who is a Full Member or a Life Member shall be entitled to one vote at a General Meeting. An Ordinary member who has not paid Full Membership subscriptions or is not a Life Member shall not be entitled to vote at a General Meeting.
- (7) Any right privilege or obligation of a person by reason of their membership or category of membership is not capable of being transferred to any person and shall terminate upon cessation of membership.
- (8) A person who is an Ordinary Member of the Association must not be admitted to Full Membership unless—
 - (a) he or she applies for Full Membership in accordance with subrule (9); and
 - (b) the admission as a Full Member is approved by the General Committee.
- (9) An application of a person for Full Membership of the Association must—
 - (a) be made in writing in the form set out in Appendix 1; and
 - (b) be lodged with the Secretary of the Association.
- (10) As soon as practicable after the receipt of an application, the Secretary must refer the application to the General Committee.
- (11) The General Committee must determine whether to approve or reject the application.
- (12) If the General Committee approves an application for membership, the Secretary must, as soon as practicable—
 - (a) notify the applicant in writing of the approval for Full Membership; and
 - (b) request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee(if any) and the first year's annual subscription.
- (13) The Secretary must, within 28 days after receipt of the amounts referred to in subrule (12), enter the applicant's name in the register of Full Members.
- (14) An applicant for Full Membership becomes a Full Member and is entitled to exercise the rights of Full Membership when his or her name is entered in the register of members as a Full Member.
- (15) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.

- (16) A right, privilege, or obligation of a person by reason of membership of the Association—
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (17) The entrance fee (if any) is the relevant amount set out in Appendix 4.
- (18) The annual subscription is the relevant amount set out in Appendix 4 and is payable in advance on or before 1 November in each year.

5 Register of Members

- (1) The Secretary must keep and maintain a register of members containing—
- (a) the name and address and category of each member; and
 - (b) the date on which each member's name was entered in the register.
- (2) The register is available for inspection free of charge by any member upon request.
- (3) A member may make a copy of entries in the register.

6 Ceasing Membership

- (1) A Full Member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign. He shall thereafter be removed from the register as both an Ordinary Member and a Full Member.
- (2) Any Ordinary Member who has not elected to pay subscription fees as set to become or maintain a Full membership of the Association, may at any time elect by notice in writing to the secretary to be removed from the Ordinary Members part of the register of members and the secretary shall thereafter remove his name from the Ordinary Members part of the register..

7 Discipline, Suspension and Expulsion of Members

- (1) Subject to these Rules, if the General Committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution—
 - (a) suspend that member from membership of the Association for a specified period; or
 - (b) expel that member from the Association; or
 - (c) fine that member an amount not exceeding \$500.
- (2) A resolution of the General Committee under subrule (1) does not take effect unless—
 - (a) at a later General Committee Meeting, held in accordance with sub rule (3) the General Committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.
- (3) A meeting of the General Committee to confirm or revoke a resolution passed under subrule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with subrule (4).
- (4) For the purposes of giving notice in accordance with subrule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice—
 - (a) setting out the resolution of the General Committee and the grounds on which it is based; and
 - (b) stating that the member, or his or her representative, may address the General Committee at a General Committee Meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that he or she may do one or both of the following—
 - (i) attend that General Committee Meeting;

- (ii) give to the General Committee before the date of that General Committee meeting a written statement seeking the revocation of the resolution; and
 - (e) informing the member that, if at that General Committee Meeting, the General Committee confirms the resolution, he or she may, not later than 48 hours after that General Committee Meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in General Meeting against the resolution.
- (5) At a meeting of the General Committee to confirm or revoke a resolution passed under subrule (1), the General Committee must—
- (a) give the member, or his or her representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.
- (6) If at the meeting of the General Committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in General Meeting against the resolution.
- (7) If the Secretary receives a notice under subrule (6), he or she must notify the General Committee and the General Committee must convene a General Meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a General Meeting of the Association convened under subrule (7)—
- (a) no business other than the question of the appeal may be conducted; and
 - (b) the General Committee may place before the General Meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or his or her representative, must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

- (9) A resolution is confirmed if, at the General Meeting, not less than two-thirds of those members who vote in person, or by proxy, vote in favour of the resolution. In any other case, the resolution is revoked.

8 Disputes and Mediation

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between—
- (a) a member and another member; or
 - (b) a member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be—
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement—
 - (i) in the case of a dispute between a member and another member, a person appointed by the General Committee of the Association; or
 - (ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must—
- (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and

- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9 Annual General Meetings

- (1) The General Committee may determine the date, time and place of the Annual General Meeting of the Association.
- (2) The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting.
- (3) The ordinary business of the Annual General Meeting shall be—
 - (a) to confirm the minutes of the previous Annual General Meeting and of any General Meeting held since that meeting; and
 - (b) to receive from the General Committee reports upon the transactions of the Association during the last preceding financial year; and
 - (c) to elect officers of the Association and the other members of the General Committee; and
 - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.
- (4) The Annual General Meeting may conduct any special business of which notice has been given in accordance with these Rules.

10 Special General Meetings

- (1) In addition to the Annual General Meeting, any other General Meetings may be held in the same year.
- (2) All General Meetings other than the Annual General Meeting are Special General Meetings.
- (3) The General Committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
- (4) If, but for this sub rule, more than 15 months would elapse between Annual General Meetings, the General Committee must convene a Special General Meeting before the expiration of that period.
- (5) The General Committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a Special General Meeting of the Association.
- (6) The request for a Special General Meeting must—
 - (a) state the objects of the meeting; and
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent to the address of the Secretary.
- (7) If the General Committee does not cause a Special General Meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
- (8) If a Special General Meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the General Committee and all reasonable expenses incurred in convening the Special General Meeting must be refunded by the Association to the persons incurring the expenses.

11 Special Business

All business that is conducted at a Special General Meeting and all business that is conducted at the Annual General Meeting, except for business conducted under the rules as ordinary business of the Annual General Meeting, is deemed to be special business.

12 Notice of General Meetings

- (1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent—
 - (a) by prepaid post to the address appearing in the register of members; or
 - (b) if the member requests, by facsimile transmission or electronic transmission.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next General Meeting.

13 Quorum at General Meetings

- (1) No item of business may be conducted at a General Meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a General Meeting.
- (3) If, within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present—
 - (i) in the case of a meeting convened upon the request of members—the meeting must be dissolved; and
 - (ii) in any other case—the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the General Meeting, the members personally present (being not less than 3) shall be a quorum.

14 Presiding at General Meetings

- (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 are unable to preside, the members present must select one of their number to preside as Chairperson.

15 Adjournment of General Meetings

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in subrule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16 Voting at General Meetings

- (1) Upon any question arising at a General Meeting of the Association, a Full Member, or Life Member has one vote only. An Ordinary Member who is not also a Full Member or a Life Member shall have no right to a vote.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the Meeting is entitled to exercise a second or casting vote.
- (4) A Full Member is not entitled to vote at a General Meeting unless all moneys due and payable by the Full Member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

17 Poll at General Meetings

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18 Manner of determining whether resolution carried

If a question arising at a General Meeting of the Association is determined on a show of hands—

(a) a declaration by the Chairperson that a resolution has been—

- (i) carried; or
- (ii) carried unanimously; or
- (iii) carried by a particular majority; or
- (iv) lost; and

(b) 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.

19 Proxies

- (1) Each Full Member, Honorary Member or Life Member is entitled to appoint another Full Member, Honorary Member, or Life Member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy must be—
 - (a) for a Meeting of the Association convened under rule 7(7), in the form set out in Appendix 2; or
 - (b) in any other case, in the form set out in Appendix 3.

20 General Committee of Management

- (1) The affairs of the Association shall be managed by the General Committee of Management.
- (2) The General Committee—
 - (a) shall control and manage the business and affairs of the Association; and
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by General Meetings of the members of the Association;
 - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the General Committee to be essential for the proper management of the business and affairs of the Association.
 - (d) may from time to time appoint Subcommittees and the members and chairman thereof (which members need not be members of the General Committee) to carry out designated functions and tasks and to report back to the General Committee. Sub Committees may be appointed in any areas determined by the General Committee but may include—
 - (i) Finance;
 - (ii) Membership;
 - (iii) Functions/Fund Raising;
 - (iv) Communications;
 - (v) Welfare;
 - (vi) Match day.
 - (e) may invite any person to be a guest and whether paying or non paying to any function of the Association.

- (3) Subject to section 23 of the Act, the General Committee shall consist of up to 15 Full Members of the Association, being the office holders and ten members who each shall:
 - (a) represent all categories of membership of the Association; and
 - (b) serve three year terms from the date of their election;
 - (c) shall retire from office at the end of their three year term but shall be able to be nominated for re election at the end of that period at a General Meeting in accordance with these rules.

21 Office holders

- (1) The Honorary officers of the Association who shall represent all members on the General Committee of Management shall be—
 - (a) a President;
 - (b) a Vice-President;
 - (c) a Treasurer;
 - (d) a Secretary; and
 - (e) a Minute Secretary.
- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in subrule (1).
- (3) Each officer of the Association shall hold office for a three year term until the third annual general meeting next after the date of his or her election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in subrule (1), the General Committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the Annual General Meeting at which the vacating member would have been entitled to remain in office
- (5) No Honorary officer shall receive any remuneration, but at the discretion of the General Committee may be entitled to be reimbursed for expenses and disbursements incurred in furtherance of the purposes of the Association and where authorised by the General Committee.

22 Members of the General Committee

- (1) Subject to these Rules, each member of the General Committee shall hold office until the Annual General Meeting three years after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of a member of the General Committee, the General Committee may appoint a Full Member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the Annual General Meeting at which the replaced member of the committee's term would have concluded.

23 Election of Officers and General Committee members

- (1) Nominations of full members as candidates for election as office holders of the Association or as members of the General Committee must be—
 - (a) made in writing, signed by two full members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting.
- (2) A candidate may only be nominated for one office, or as an ordinary member of the General Committee, prior to the Annual General Meeting.
- (3) If insufficient nominations are received to fill all vacancies on the General Committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (4) If the number of nominations received is equal to the vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) If the number of nominations is less than the vacancies to be filled, then the total number of persons nominated shall be deemed to be elected and shall constitute the General Committee.

- (7) The ballot for the election of officers and members of the General Committee must be conducted at the Annual General Meeting in such manner as the General Committee may direct.

24 Vacancies

The office of an officer of the Association, or of a member of the committee, becomes vacant if the officer or member—

- (a) ceases to be a Full Member of the Association; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Act; or
- (c) resigns from office by notice in writing given to the Secretary.

25 Meetings of the General Committee

- (1) The General Committee must meet at least 3 times in each year at such place and such times as the General Committee may determine.
- (2) Special meetings of the General Committee may be convened by the President or by any 6 members of the committee.

26 Notice of General Committee Meetings

- (1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27 Quorum for General Committee Meetings and Adjournments

- (1) Any 6 members of the General Committee constitute a quorum for the conduct of the business of a meeting of the General Committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present—
 - (i) in the case of a special meeting—the meeting lapses;

(ii) in any other case—the meeting shall stand adjourned to the same place and the same time and day in the following week.

(4) The General Committee may act notwithstanding any vacancy on the General Committee.

28 Adjournments of General Committee Meetings

(1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.

(2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

(3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.

(4) Except as provided in subrule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

29 Presiding at General Committee meetings

At meetings of the General Committee—

(a) the President or, in the President's absence, the Vice-President presides; or

(b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

30 Voting at General Committee Meetings

(1) Questions arising at a meeting of the General Committee, or at a meeting of any subcommittee appointed by the General Committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

(2) Each member present at a meeting of the General Committee, or at a meeting of any subcommittee appointed by the General Committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

31 Removal of General Committee Member

- (1) The Association in General Meeting may, by resolution, remove any member of the General Committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in subrule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (3) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the General Meeting.

32 Minutes of Meetings

The Minute Secretary of the Association must keep minutes of the resolutions and proceedings of each General Meeting, and each General Committee Meeting, together with a record of the names of persons present at committee meetings.

33 Funds

- (1) The Treasurer of the Association must—
 - (a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and
 - (b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the General Committee.
- (3) The funds of the Association shall be derived from entrance fees (if any), annual subscriptions, donations and such other sources as the General Committee determines.

34 Seal

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

35 Notice to members

Except for the requirement in rule 12, any notice that is required to be given to a member, by or on behalf of the Association, under these Rules may be given by—

- (a) delivering the notice to the member personally; or
- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

36 Winding up

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

37 Custody and inspection of books and records

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
 - (2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
 - (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.
-

APPENDIX 1

APPLICATION FOR FULL MEMBERSHIP OF (NAME OF THE ASSOCIATION)

I, _____ of _____ desire to become a
(name and occupation) *(address)*

member of _____
(name of 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,
(name)
nominate the applicant, who is personally known to me, for membership of the Association.

Signature of Proposer

Date

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

Signature of Seconder

Date

APPENDIX 2

**FORM OF APPOINTMENT OF PROXY FOR GENERAL MEETING OF ASSOCIATION
CONVENED UNDER RULE 7(7)**

I,

(name)

of

(address)

being a member of

(name of Incorporated Association)

appoint

(name of proxy holder)

of

(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote on my behalf at the appeal to the general meeting of the Association convened under rule 7(7), to be held on—

(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution: *[insert details of resolution passed under rule 7(1)]*

Signed

Date

APPENDIX 3

FORM OF APPOINTMENT OF PROXY

I,

(name)

of

(address)

being a member of

(name of Incorporated Association)

appoint

(name of proxy holder)

of

(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote on my behalf at the *annual/*special general meeting of the Association to be held on—

(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote *in favour of/*against the following resolution: [*insert details of resolution*]

Signed

Date

*Delete if not applicable

APPENDIX 4

SCHEDULE OF FEES

<i>Fee</i>	<i>Amount</i>
Entrance fee (if any)	
Annual subscription fee	