

Rules of the  
Species Orchid Society of  
Western Australia (Inc.)  
Adopted 9 May 2017



INDEX

PART 1 — PRELIMINARY .....	6
1. Terms used .....	6
<b>PART 2 — SOCIETY TO BE NOT FOR PROFIT BODY.....</b>	<b>7</b>
2. Name of the Society.....	7
3. Objects of the Society.....	8
4. Financial year.....	8
5. Not-for-profit body .....	8
<b>PART 3 — MEMBERS.....</b>	<b>9</b>
<b>Division 1 — Membership.....</b>	<b>9</b>
6. Eligibility for membership .....	9
7. Applying for membership .....	9
8. Approval of membership applications .....	9
9. Becoming a member.....	9
10. Classes of membership.....	9
11. When membership ceases .....	10
12. Resignation .....	10
13. Rights not transferable .....	10
<b>Division 2 — Membership fees.....</b>	<b>10</b>
14. Membership fees.....	10
<b>Division 3 — Register of members.....</b>	<b>11</b>
15. Register of members.....	11
<b>PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION.....</b>	<b>11</b>
<b>Division 1 — Term used.....</b>	<b>11</b>
16. Term used: member.....	11
<b>Division 2 — Disciplinary action .....</b>	<b>12</b>
17. Suspension or expulsion .....	12
18. Consequences of suspension .....	13
<b>Division 3 — Resolving disputes .....</b>	<b>13</b>
19. Terms used .....	13
20. Application of Division.....	13
21. Parties to attempt to resolve dispute.....	13
22. How grievance procedure is started.....	14
23. Determination of dispute by committee.....	14
<b>Division 4 — Mediation .....</b>	<b>15</b>

## Rules of the Species Orchid Society of WA (Inc.) May 2017

24.	Application of Division.....	15
25.	Appointment of mediator .....	15
26.	Mediation process .....	16
27.	If mediation results in decision to suspend or expel being revoked .....	16
<b>PART 5 — COMMITTEE.....</b>		<b>17</b>
<b>Division 1 — Powers of Committee.....</b>		<b>17</b>
28.	Committee .....	17
<b>Division 2 — Composition of Committee and duties of members .....</b>		<b>17</b>
29.	Committee members.....	17
30.	President.....	17
31.	Vice-President.....	18
32.	Secretary .....	18
33.	Treasurer .....	18
<b>Division 3 — Election of committee members and tenure of office.....</b>		<b>19</b>
34.	How members become committee members .....	19
35.	Nomination of committee members.....	19
36.	Election of office holders .....	20
37.	Election of ordinary committee members .....	20
38.	Term of office .....	21
39.	Resignation and removal from office.....	21
40.	When membership of committee ceases .....	21
41.	Filling casual vacancies.....	22
42.	Validity of acts.....	22
43.	Payments to committee members .....	22
<b>Division 4 — Committee meetings .....</b>		<b>23</b>
44.	Committee meetings.....	23
45.	Notice of committee meetings .....	23
46.	Procedure and order of business.....	23
47.	Quorum for committee meetings.....	24
48.	Voting at committee meetings .....	24
49.	Minutes of committee meetings .....	24
<b>Division 5 — Subcommittees and subsidiary offices .....</b>		<b>25</b>
50.	Subcommittees and subsidiary offices.....	25
51.	Delegation to subcommittees and holders of subsidiary offices .....	25
<b>PART 6 — GENERAL MEETINGS OF SOCIETY .....</b>		<b>26</b>

## Rules of the Species Orchid Society of WA (Inc.) May 2017

52.	Annual general meeting .....	26
53.	Special general meetings.....	27
54.	Notice of general meetings .....	27
55.	Presiding member and quorum for general meetings .....	28
56.	Adjournment of general meeting.....	28
57.	Voting at general meeting .....	29
58.	When special resolutions are required.....	29
59.	Determining whether resolution carried .....	29
60.	Minutes of general meeting .....	30
<b>PART 7 — FINANCIAL MATTERS.....</b>		<b>31</b>
61.	Source of funds.....	31
62.	Control of funds .....	31
63.	Financial statements and financial reports.....	31
<b>PART 8 — GENERAL MATTERS.....</b>		<b>32</b>
64.	By-laws.....	32
65.	Giving notices to members .....	32
66.	Custody of books and securities .....	33
67.	Record of office holders .....	33
68.	Inspection of records and documents .....	33
69.	Distribution of surplus property on cancellation of incorporation or winding up ...	33
70.	Alteration of rules.....	34

## PART 1 — PRELIMINARY

### 1. Terms used

In these rules, unless the contrary intention appears —

**Act** means the *Associations Incorporation Act 2015*;

**books** of the Society, includes the following —

- (a) a register;
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- (c) a document;
- (d) any other record of information;

**by laws** means by-laws made by the Society under rule 64;

**Commissioner** means the person for the time being designated as the Commissioner under section 153 of the Act;

**committee** means the management committee of the Society;

**committee meeting** means a meeting of the committee;

**committee member** means a member of the committee;

**financial records** include —

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

**financial statements** means the financial statements in relation to the Society required under Part 5 Divisions 2 and 3 of the Act;

**financial year**, of the Society, has the meaning given in rule 4;

**general meeting**, of the Society, means a meeting of the Society that all members are entitled to receive notice of and to attend and includes unless otherwise excluded, annual general and special general meetings;

**honorary member** means a person to whom honorary membership has been granted in recognition of services to orchid culture or the society with the rights referred to in rule 10(3);

**junior member** means a member of less than 18 years of age with the rights referred to in rule 10(5);

**life member** means a person who has been granted life membership of the Society;

**member** means a person who is an ordinary member or an associate member of the Society;

**ordinary committee member** means a committee member who is not an office holder of the Society under rule 29(3);

**ordinary member** means a member with the rights referred to in rule 10(4);

**Past-President ex-officio** refers to the person who held the office of President prior to the current President, and who has the right ex-officio to be a member of the committee with the same rights as elected members.

**President** means the committee member holding office as the President of the Society;

**register of members** means the register of members referred to in section 53 of the Act;

**rules** mean these rules of the Society, as in force for the time being;

**Secretary** means the committee member holding office as the Secretary of the Society;

**Society** means the incorporated association to which these rules apply;

**special general meeting** means a general meeting of the Society other than the annual general meeting referred to in rule 53;

**special resolution** means a resolution passed by the members at a general meeting in accordance with section 51 of the Act;

**subcommittee** means a subcommittee appointed by the committee under rule 50(1)a;

**tier 1 Society** means an incorporated Society to which section 64(1) of the Act applies;

**Treasurer** means the committee member holding office as the Treasurer of the Society.

**Vice-President** means the committee member holding office as the Vice-President of the Society;

## **PART 2 — SOCIETY TO BE NOT FOR PROFIT BODY**

### **2. Name of the Society**

The name of the Society shall be the Species Orchid Society of WA (Inc.)

### **3. Objects of the Society**

The objects of the Society shall be:

- (1) To advance, encourage, foster and promote interest in the natural history and culture of species orchids.
- (2) To disseminate information on the culture of orchid species of all kinds and varieties.
- (3) To hold shows of orchids and frame by-laws or regulations for the holding of such shows.
- (4) To donate or contribute prize money, special prizes and trophies for shows of orchids whether held or conducted by the Society or by other organisations.
- (5) To affiliate with kindred organisations.
- (6) To levy subscriptions and/or fees for membership, registration of varieties, or for any other purpose.
- (7) To make rules for the governing of the Society's domestic affairs.
- (8) To do all such other lawful things as are incidental to or conducive to the attainment of the above objects or any of them.

### **4. Financial year**

- (1) The financial year of the Society commences on the first day of March each year and concludes on the last day of February the following year.
- (2) Each subsequent financial year of the Society is the period of 12 months commencing at the termination of the last financial year.

### **5. Not-for-profit body**

- (1) The property and income of the Society shall be applied solely towards the promotion of the objects or purposes of the Society and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the Society only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Society is authorised if;
  - (a) the payment is made in good faith to the member as reasonable remuneration for any services provided to the Society, or for goods supplied to the Society, in the ordinary course of business;
  - (b) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Society.



## **PART 3 — MEMBERS**

### **Division 1 — Membership**

#### **6. Eligibility for membership**

- (1) Any person who supports the objects or purposes of the Society is eligible to apply to become a member.
- (2) An individual who has not reached the age of 18 years is not eligible to apply for a class of membership that confers full voting rights.

#### **7. Applying for membership**

- (1) A person who wants to become a member must apply in writing to the Society using the membership form in use from time-to-time.
- (2) The applicant must specify in the application the class of membership, if there is more than one, to which the application relates.

#### **8. Approval of membership applications**

- (1) Application for membership of the Society shall be communicated to and accepted by members present at a general meeting, or other event conducted by the Society.
- (2) The Society must not accept an application unless the applicant is eligible under rule 4, and has applied in accordance with rule 6.
- (3) The Society may refuse an application even if the applicant is eligible under rule 6, and applied in accordance with rule 7.
- (4) The Society must notify the applicant of that decision as soon as practicable.
- (5) If an application for membership is rejected, there is no obligation to provide the reasons for so doing.

#### **9. Becoming a member**

An applicant for membership of the Society becomes a member when the application is accepted and the applicant pays any membership fees payable to the Society under rule 14.

#### **10. Classes of membership**

- (1) The Society consists of ordinary members (individual or family), Life members, Honorary members and junior members.
- (2) A person under the age of 18 years can only be a junior member.
- (3) A person over the age of 18 years can be an ordinary member, Life member or Honorary member.
- (4) Ordinary members and Life members have full voting rights and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the committee.

- (5) Junior members and Honorary members have the rights referred to in subrule (4) other than full voting rights.
- (6) The number of members of any class is not limited unless otherwise approved by resolution at a general meeting.

### 11. When membership ceases

- (1) A person ceases to be a member when any of the following takes place —
  - (a) for a member who is an individual, the individual dies;
  - (b) the person resigns from the Society under rule 12;
  - (c) the person is expelled from the Society under rule 17;
  - (d) the person ceases to be a member under rule 14(5).
- (2) The Secretary must keep a record, for at least one year after a person ceases to be a member, of the date on which the person ceased to be a member

### 12. Resignation

- (1) A member may resign from membership of the Society by giving written or verbal notice of the resignation to the Secretary.
- (2) The resignation takes effect —
  - (a) when the Secretary receives the notice; or
  - (b) if a later time is stated in the notice, at that later time.
- (3) A person who has resigned from membership of the Society remains liable for any monies owed to the Society (the **owed amount**) at the time of resignation, or any property of the Society under their control or in their possession at the time of resignation.
- (4) The owed amount may be recovered by the Society in a court of competent jurisdiction as a debt due to the Society.

### 13. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

## Division 2 — Membership fees

### 14. Membership fees

- (1) The committee must determine the annual membership fee to be paid for membership of the Society.
- (2) The fees determined under subrule (1) may be different for different classes of membership.
- (3) The committee may apply a pro-rata membership fee to members joining the Society at a time other than the commencement of the membership year.

- (4) A member must pay the annual membership fee to the Treasurer, or another person authorised by the committee to accept payments, by the date (the **due date**) determined by the committee.
- (5) If a member has not paid the annual membership fee within the period of 3 months after the due date, or made other arrangements approved by the committee, the member ceases to be a member on the expiry of that period.
- (6) If a person who has ceased to be a member under subrule (5) offers to pay the annual membership fee after the period referred to in that subrule has expired —
  - (a) the committee may, at its discretion, accept that payment; and
  - (b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.

### Division 3 — Register of members

#### 15. Register of members

- (1) The Secretary, or another person authorised by the committee, is responsible for the requirements imposed on the Society under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Society within 28 days of that change.
- (2) In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.
- (3) The register of members must be kept at the Secretary's place of residence, or at another place determined by the committee.
- (4) A member who wishes to inspect the register of members must contact the Secretary to make the necessary arrangements.
- (5) If —
  - (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
  - (b) a member makes a written or electronic request under section 56(1) of the Act to be provided with a copy of the register of members,

the committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Society.

## PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

### Division 1 — Term used

#### 16. Term used: member

In this Part —

**member**, in relation to a member who is expelled from the Society, includes former member.

## Division 2 — Disciplinary action

### 17. Suspension or expulsion

- (1) The committee may decide to suspend a member's membership or to expel a member from the Society if —
  - (a) the member contravenes any of these rules; or
  - (b) the member acts detrimentally to the interests of the Society.
- (2) The Secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.
- (3) The notice given to the member must state —
  - (a) when and where the committee meeting is to be held; and
  - (b) the grounds on which the proposed suspension or expulsion is based; and
  - (c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion;
- (4) At the committee meeting, the committee must —
  - (a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and
  - (b) give due consideration to any submissions so made; and
  - (c) decide —
    - (i) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
    - (ii) whether or not to expel the member from the Society.
- (5) A decision of the committee to suspend the member's membership or to expel the member from the Society takes immediate effect.
- (6) The committee must give the member written notice of the committee's decision, and the reasons for the decision within 7 days of the committee meeting at which the decision is made.
- (7) A member whose membership is suspended or who is expelled from the Society may, within 14 days after receiving notice of the Committee's decision

under subrule (6), give written notice to the Secretary requesting the appointment of a mediator under rule 24.

- (8) If notice is given under subrule (7), the member who gives the notice and the committee are the parties to the mediation.

## 18. Consequences of suspension

- (1) During the period a member's membership is suspended, the member —
- (a) loses any rights (including voting rights) arising as a result of membership; and
  - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Society.
- (2) When a member's membership is suspended, the Secretary must record in the register of members —
- (a) that the member's membership is suspended; and
  - (b) the date on which the suspension takes effect; and
  - (c) the period of the suspension.
- (3) When the period of the suspension ends, the Secretary must record in the register of members that the member's membership is no longer suspended.

## Division 3 — Resolving disputes

### 19. Terms used

In this Division —

***grievance procedure*** means the procedures set out in this Division;

***party to a dispute*** includes a person —

- (a) who is a party to the dispute; and
- (b) who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

### 20. Application of Division

The procedure set out in this Division (the grievance procedure) applies to disputes-

- (a) between members; or
- (b) between one or more members and the Society.

### 21. Parties to attempt to resolve dispute

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

## 22. How grievance procedure is started

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 21, any party to the dispute may start the grievance procedure by giving written notice to the Secretary of —
  - (a) the parties to the dispute; and
  - (b) the matters that are the subject of the dispute.
- (2) Within 28 days after the Secretary is given the notice, a committee meeting must be convened to consider and determine the dispute.
- (3) The Secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- (4) The notice given to each party to the dispute must state —
  - (a) when and where the committee meeting is to be held; and
  - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.
- (5) If —
  - (a) the dispute is between one or more members and the Society; and
  - (b) any party to the dispute gives written notice to the Secretary stating that the party —
    - (i) does not agree to the dispute being determined by the committee; and
    - (ii) requests the appointment of a mediator under rule 25,

the committee must not determine the dispute.

## 23. Determination of dispute by committee

- (1) At the committee meeting at which a dispute is to be considered and determined, the committee must —
  - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute; and
  - (b) give due consideration to any submissions so made; and
  - (c) determine the dispute.
- (2) The committee must give each party to the dispute written notice of the committee's determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.

- (3) A party to the dispute may, within 14 days after receiving notice of the committee's determination under subrule (1)(c), give written notice to the Secretary requesting the appointment of a mediator under rule 25.
- (4) If notice is given under subrule (3), each party to the dispute is a party to the mediation.
- (5) If —
  - (a) the dispute is between one or more members and the Society; and
  - (b) any party to the dispute gives written notice to the Secretary stating that the party —
    - i. does not agree to the dispute being determined by the committee; and
    - ii. requests the appointment of a mediator under rule 25,the committee must not determine the dispute.

#### **Division 4 — Mediation**

##### **24. Application of Division**

- (1) This Division applies if written notice has been given to the Secretary requesting the appointment of a mediator —
  - a. by a member under rule 17(7); or
  - b. by a party to a dispute under rule 22(5)(b)(ii) or 23(3).
- (2) If this Division applies, a mediator must be chosen or appointed under rule 25

##### **25. Appointment of mediator**

- (1) The mediator must be a person chosen —
  - (a) if the appointment of a mediator was requested by a member under rule 17(7) — by agreement between the Member and the committee; or
  - (b) if the appointment of a mediator was requested by a party to a dispute under rule 22(5)(b)(ii) or 23(3) — by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of subrule (1)(a) or (b), then, subject to subrules (3) and (4), the committee must appoint the mediator.
- (3) The person appointed as mediator by the committee should be a person with experience in mediating disputes in non-commercial or not-for-profit bodies if the appointment of a mediator was requested by —
  - (a) a member under rule 17(7); or
  - (b) a party to a dispute under rule 22(5)(b)(ii); or
  - (c) a party to a dispute under rule 23(3) and the dispute is between one or more members and the Society.

- (4) The person appointed as mediator by the committee may be a member or former member of the Society but must not —
- (a) have a personal interest in the matter that is the subject of the mediation; or
  - (b) be biased in favour of or against any party to the mediation.

## **26. Mediation process**

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must —
- (a) give each party to the mediation every opportunity to be heard; and
  - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
  - (c) ensure that procedural fairness is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

## **27. If mediation results in decision to suspend or expel being revoked**

If —

- (a) mediation takes place because a member whose membership is suspended or who is expelled from the Society gives notice under rule 17(7); and
- (b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at a committee meeting or general meeting during the period of suspension or expulsion.



## **PART 5 — COMMITTEE**

### **Division 1 — Powers of Committee**

#### **28. Committee**

- (1) The committee members are the persons who, as the management committee of the Society, have the power to manage the affairs of the Society.
- (2) Subject to the Act, these rules, the by-laws (if any) and any resolution passed at a general meeting, the committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Society.
- (3) The committee must take all reasonable steps to ensure that the Society complies with the Act, these rules and the by-laws (if any).

### **Division 2 — Composition of Committee and duties of members**

#### **29. Committee members**

- (1) The committee members consist of —
  - (a) the office holders of the Society;
  - (b) at least one ordinary committee member; and
  - (c) the past President ex-officio with the same rights as elected members.
- (2) The committee must determine the maximum number of members who may be ordinary committee members.
- (3) The following are the office holders of the Society —
  - (a) the President;
  - (b) the Vice-President;
  - (c) the Secretary;
  - (d) the Treasurer.
- (4) A person may be a committee member if the person is —
  - (a) an individual who has reached 18 years of age; and
  - (b) an ordinary or Life member.
- (5) A person may hold more than one of the offices referred to in subrule (3) at the same time.

#### **30. President**

- (1) The President is the chief executive officer of the Society

- (2) It is the duty of the President to consult with the Secretary regarding the business to be conducted at each committee meeting and general meeting.
- (3) The President has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules.

### **31. Vice-President**

- (1) The Vice-President (or in their absence, another committee member) assists the President in carrying out their duties, and acts as chairperson when required.

### **32. Secretary**

The Secretary has the following duties —

- (a) dealing with the Society's correspondence;
- (b) consulting with the president or their nominee regarding the business to be conducted at each committee meeting and general meeting;
- (c) preparing the notices required for meetings and for the business to be conducted at meetings;
- (d) unless another member is authorised by the committee to do so, maintaining on behalf of the Society the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (e) maintaining on behalf of the Society an up-to-date copy of these rules, as required under section 35(1) of the Act;
- (f) unless another member is authorised by the committee to do so, maintaining on behalf of the Society a record of committee members and other persons authorised to act on behalf of the Society, as required under section 58(2) of the Act;
- (g) ensuring the safe custody of the books of the Society, other than the financial records, financial statements and financial reports, as applicable to the Society;
- (h) maintaining full and accurate minutes of committee meetings and general meetings;
- (i) maintaining a full and accurate record of the Society's assets; and
- (j) carrying out any other duty given to the Secretary under these rules or by the committee.

### **33. Treasurer**

The Treasurer has the following duties —

- (a) ensuring that any amounts payable to the Society are collected and issuing receipts for those amounts in the Society's name;
- (b) ensuring that any amounts paid to the Society are credited to the appropriate account of the Society, as directed by the committee;
- (c) ensuring that any payments to be made by the Society that have been authorised by the committee or at a general meeting are made on time;
- (d) ensuring that the Society complies with the relevant requirements of Part 5 of the Act;
- (e) ensuring the safe custody of the Society's financial records, financial statements and financial reports, as applicable to the Society;
- (f) coordinating the preparation of the Society's financial statements in accordance with the requirement applying to tier 1 associations before their submission to the Society's annual general meeting;
- (g) providing any assistance required by a reviewer conducting a review of the Society's financial statements or financial report under Part 5 Division 5 of the Act;
- (h) carrying out any other duty given to the Treasurer under these rules or by the committee.

### **Division 3 — Election of committee members and tenure of office**

#### **34. How members become committee members**

A member becomes a committee member if the member —

- (a) is elected to the committee at a general meeting; or
- (b) is appointed to the committee by the committee to fill a casual vacancy under rule 41.

#### **35. Nomination of committee members**

- (1) Not less than 1 calendar month before an annual general meeting, the Secretary must send written or electronic notice to all the members —
  - (a) calling for nominations for election to the committee; and
  - (b) stating the date by which nominations must be received by the Secretary to comply with subrule (2).
- (2) A member who wishes to be considered for election to the committee at the annual general meeting may nominate for election by sending written or electronic notice of the nomination to the Secretary at least 14 days before the annual general meeting.
- (3) A member may nominate for a specified office holder position of the Society or to be an ordinary committee member.

- (4) A member whose nomination does not comply with this rule is not eligible for election to the committee unless the member is nominated under rule 36(4) or 37(2)(b).

### **36. Election of office holders**

- (1) Officers other than the Secretary and Treasurer shall be elected for a term of 2 (two) years.
- (2) The President shall be elected for a term of 2 (two) years, and may not on expiry of that term, immediately serve another term as President.
- (3) At the annual general meeting, a separate election must be held for each position of office holder of the Society.
- (4) If there is no nomination for a position, the returning officer/chairperson of the meeting may call for nominations from the ordinary members at the meeting.
- (5) If only one member has nominated for a position, the returning officer/chairperson of the meeting must declare the member elected to the position.
- (6) If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide who is to be elected to the position.
- (7) Each ordinary member present at the meeting may vote for one member who has nominated for the position.
- (8) A member who has nominated for the position may vote for himself or herself.
- (9) On their election, the new President of the Society may take over as the chairperson of the meeting.

### **37. Election of ordinary committee members**

- (1) Ordinary committee members shall be elected for a term of 2 (two) years. At the annual general meeting, the Society must decide by resolution the number of ordinary committee members (if any) to hold office for the next year.
- (2) If the number of members nominating for the position of ordinary committee member is not greater than the number to be elected, the returning officer/chairperson of the meeting —
  - (a) must declare each of those members to be elected to the position; and
  - (b) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).
- (3) If —
  - (a) the number of members nominating for the position of ordinary committee member is greater than the number to be elected; or

- (b) the number of members nominating under subrule (2)(b) is greater than the number of positions remaining unfilled,

the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide the members who are to be elected to the position of ordinary committee member.

- (4) A member who has nominated for the position of ordinary committee member may vote in accordance with that nomination.

### **38. Term of office**

- (1) The term of office of a committee member begins when the member —
  - (a) is elected at an annual general meeting or under subrule 39(3)(b); or
  - (b) is appointed to fill a casual vacancy under rule 41.
- (2) Subject to rule 40, a committee member holds office until the positions on the committee are declared vacant at the next annual general meeting.
- (3) A committee member may be re-elected.

### **39. Resignation and removal from office**

- (1) A committee member may resign from the committee by written, verbal or electronic notice given to the Secretary or, if the resigning member is the Secretary, given to the President.
- (2) The resignation takes effect —
  - (a) when the notice is received by the Secretary or President; or
  - (b) if a later time is stated in the notice, at the later time.
- (3) At a general meeting, the Society may by resolution —
  - (a) remove a committee member from office; and
  - (b) elect a member who is eligible under rule 29(4) to fill the vacant position.
- (4) A committee member who is the subject of a proposed resolution under subrule (3)(a) may make written representations (of a reasonable length) to the Secretary or President and may ask that the representations be provided to the members.
- (5) The Secretary or President may give a copy of the representations to each member or, if they are not so given, the committee member may require them to be read out at the general meeting at which the resolution is to be considered.

### **40. When membership of committee ceases**

A person ceases to be a committee member if the person —

- (a) dies or otherwise ceases to be a member; or
- (b) resigns from the committee or is removed from office under rule 39; or
- (c) becomes ineligible to accept an appointment or act as a committee member under section 39 of the Act;
- (d) becomes permanently unable to act as a committee member because of a mental or physical disability; or
- (e) fails to attend 3 consecutive Committee meetings, of which the person has been given notice, without having notified the Committee that the person will be unable to attend.

#### 41. Filling casual vacancies

- (1) The committee may appoint a member who is eligible under rule 29(4) to fill a position on the committee that —
  - (a) has become vacant under rule 40; or
  - (b) was not filled by election at the most recent annual general meeting or under rule 38(3)(b).
- (2) If the positions of either Secretary or Treasurer become vacant, the committee must appoint a member who is eligible under rule 29(4) to fill the position within 14 days after the vacancy arises.
- (3) Subject to the requirement for a quorum under rule 47, the committee may continue to act despite any vacancy in its membership.
- (4) If there are fewer committee members than required for a quorum under rule 46, the committee may act only for the purpose of —
  - (a) appointing committee members under this rule; or
  - (b) convening a general meeting.

#### 42. Validity of acts

The acts of a committee or subcommittee, or of a committee member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a committee member or member of a subcommittee.

#### 43. Payments to committee members

- (1) In this rule —
  - committee member** includes a member of a subcommittee;
  - committee meeting** includes a meeting of a subcommittee.
- (2) A committee member is entitled to be reimbursed for any approved expenditure incurred on the Society's behalf.

## **Division 4 — Committee meetings**

### **44. Committee meetings**

- (1) The committee must meet not less than 3 times in each year on the dates and at the times and places determined by the committee.
- (2) The date, time and place of the first committee meeting must be determined by the committee members as soon as practicable after the annual general meeting at which the committee members are elected.
- (3) Special committee meetings may be convened by the President or any 2 committee members.

### **45. Notice of committee meetings**

- (1) Notice of each committee meeting must be given to each committee member at least 48 hours before the time of the meeting.
- (2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (3) Unless subrule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.
- (4) General business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

### **46. Procedure and order of business**

- (1) The President or, in their absence, the Vice-President must preside as chairperson of each committee meeting.
- (2) If the President and Vice-President are absent or are unwilling to act as chairperson of a meeting, the committee members present at the meeting must choose a committee member to act as chairperson of the meeting.
- (3) The procedure to be followed at a committee meeting must be determined from time to time by the committee.
- (4) The order of business at a committee meeting may be determined by the committee members at the meeting.
- (5) A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.
- (6) A person invited under subrule (5) to attend a committee meeting —
  - (a) has no right to any agenda, minutes or other document circulated at the meeting; and
  - (b) must not comment about any matter discussed at the meeting unless invited by the committee to do so; and

(c) cannot vote on any matter that is to be decided at the meeting.

#### **47. Quorum for committee meetings**

- (1) Subject to rule 41(4), no business is to be conducted at a committee meeting unless a quorum is present. The quorum for committee meetings is half the elected members plus one.
- (2) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting —
  - (a) in the case of a special meeting — the meeting lapses; or
  - (b) otherwise, the meeting is adjourned to an agreed time and date.
- (3) If —
  - (a) a quorum is not present within 30 minutes after the commencement time of a committee meeting held under subrule (2)(b); and
  - (b) at least 2 committee members are present at the meeting,those members present are taken to constitute a quorum.

#### **48. Voting at committee meetings**

- (1) Each committee member present at a committee meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) A vote may take place by the committee members present indicating their agreement or disagreement or by a show of hands, unless the committee decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

#### **49. Minutes of committee meetings**

- (1) The Secretary or another member agreed by the committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following —
  - (a) the names of the committee members present at the meeting;
  - (b) the name of any person attending the meeting under rule 46(5);
  - (c) the business considered at the meeting;
  - (d) any motion on which a vote is taken at the meeting and the result of the vote.



- (3) The minutes of a committee meeting electronically circulated to each member must be retained in the Society's minutes file within 30 days after the meeting is held.
- (4) When the minutes of a committee meeting have been accepted by members and retained in the minute file they are, until the contrary is proved, evidence that —
  - (a) the meeting to which the minutes relate was duly convened and held; and
  - (b) the matters recorded as having taken place at the meeting took place as recorded; and
  - (c) any appointment purportedly made at the meeting was validly made.

### **Division 5 — Subcommittees and subsidiary offices**

#### **50. Subcommittees and subsidiary offices**

- (1) To help the committee in the conduct of the Society's business, the committee may, in writing, do either or both of the following —
  - (a) appoint one or more subcommittees;
  - (b) create one or more subsidiary offices and appoint people to those offices.
- (2) A subcommittee may consist of the number of people, whether or not members, that the committee considers appropriate.
- (3) A person may be appointed to a subsidiary office whether or not the person is a member.
- (4) Subject to any directions given by the committee —
  - (a) a subcommittee may meet and conduct business as it considers appropriate; and
  - (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

#### **51. Delegation to subcommittees and holders of subsidiary offices**

- (1) In this rule —

***non-delegable duty*** means a duty imposed on the committee by the Act or any other law of the state.
- (2) The committee may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the committee other than —
  - (a) the power to delegate; and
  - (b) a non-delegable duty.

- (3) A power or duty, the exercise or performance of which has been delegated to a subcommittee or the holder of a subsidiary office under this rule, may be exercised or performed by the subcommittee or holder in accordance with the terms of the delegation.
- (4) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the committee specifies.
- (5) The delegation does not prevent the committee from exercising or performing at any time the power or duty delegated.
- (6) Any act or thing done by a subcommittee or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the committee.
- (7) The committee may, verbally, in writing or electronically amend or revoke the delegation.

## **PART 6 — GENERAL MEETINGS OF SOCIETY**

### **52. Annual general meeting**

- (1) The committee must determine the date, time and place of the annual general meeting. The quorum for an annual general meeting is 15 (fifteen) members.
- (2) If it is proposed to hold the annual general meeting more than 6 months after the end of the Society's financial year, the Secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- (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 if the minutes of that meeting have not yet been confirmed;
  - (b) to receive and consider —
    - (i) the President's report on the Society's activities during the preceding financial year; and
    - (ii) the financial statements of the Society for the preceding financial year presented under Part 5 of the Act; and
    - (iii) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review on the financial statements or financial report;
  - (c) to elect the office holders of the Society and other committee members;
  - (d) if applicable, to appoint or remove a reviewer of the Society in accordance with the Act;
  - (e) to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members.

- (4) Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

### **53. Special general meetings**

- (1) The committee may convene a special general meeting.
- (2) The committee must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- (3) The members requiring a special general meeting to be convened must —
  - (a) make the requirement by written notice given to the Secretary; and
  - (b) state in the notice the business to be considered at the meeting; and
  - (c) each signs the notice.
- (4) The special general meeting must be convened within 28 days after notice is given under subrule (3)(a).
- (5) If the committee does not convene a special general meeting within that 28 day period, the members making the requirement (or any of them) may convene the special general meeting.
- (6) A special general meeting convened by members under subrule (5) —
  - (a) must be held within 3 months after the date the original requirement was made; and
  - (b) may only consider the business stated in the notice by which the requirement was made.

### **54. Notice of general meetings**

- (1) The Secretary or, in the case of a special general meeting convened under rule 53(5), the members convening the meeting, must give to each member —
  - (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 the meeting is the annual general meeting, include the names of the members who have nominated for election to the committee under rule 35(2); and
  - (d) if a special resolution is proposed —

- (i) set out the wording of the proposed resolution as required by section 51(4) of the Act; and
- (ii) state that the resolution is intended to be proposed as a special resolution;

### **55. Presiding member and quorum for general meetings**

- (1) The President or, in the President's absence, the Vice-President must preside as chairperson of each general meeting.
- (2) If the President and Vice-President are absent or are unwilling to act as chairperson of a general meeting, the committee members present at the meeting must choose a committee member to act as chairperson of the meeting.
- (3) No business is to be conducted at a general meeting unless a quorum is present. The quorum for a Society general meeting is 10 (ten) members
- (4) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting —
  - (a) in the case of a special general meeting — the meeting lapses; or
  - (b) in the case of the annual general meeting — the meeting is adjourned to —
    - (i) an agreed date, time and place given to the members in writing or electronically before the day to which the meeting is adjourned.
- (5) If —
  - (a) a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under subrule (4)(b); and
  - (b) at least 2 ordinary members are present at the meeting,those members present are taken to constitute a quorum.

### **56. Adjournment of general meeting**

- (1) The President at a general meeting at which a quorum is present may, with the consent of a majority of the ordinary 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.
- (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 under this rule 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 54.

### 57. Voting at general meeting

- (1) On any question arising at a general meeting —
- (a) subject to subrule (6), each ordinary member has one vote; and
  - (b) ordinary members must vote personally.
- (2) Except in the case of a special resolution, a motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion.
- (3) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- (5) For a person to be eligible to vote at a general meeting as an ordinary member—
- (a) must have been an ordinary member at the time notice of the meeting was given under rule 54; and
  - (b) must have paid any fee or other money payable to the Society by the member.

### 58. When special resolutions are required

- (1) A special resolution is required if it is proposed at a general meeting —
- (a) to affiliate the Society with another body; or
  - (b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
- (2) Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.

### 59. Determining whether resolution carried

- (1) In this rule —
- poll** means the process of voting in relation to a matter that is conducted in writing.
- (2) Subject to subrule (4), the chairperson of a general meeting may, on the basis of general agreement or disagreement or by 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.
- (3) If the resolution is a special resolution, the declaration under subrule (2) must identify the resolution as a special resolution.
- (4) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other ordinary members present in person —
- (a) the poll must be taken at the meeting in the manner determined by the chairperson;
  - (b) the chairperson must declare the determination of the resolution on the basis of the poll.
- (5) If, in the absence of the President and Vice-President, a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.
- (6) If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.
- (7) A declaration under subrule (2) or (4) must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

## **60. Minutes of general meeting**

- (1) The Secretary, or a person authorised by the committee from time to time, must take and keep minutes 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 and attendance register of each annual general meeting must record —
- (a) the names of the ordinary members attending the meeting; and
  - (b) the financial statements or financial report presented at the meeting, as referred to in rule 52(3)(b)(ii); and
  - (c) any report of the review report on the financial statements or financial report presented at the meeting, as referred to in rule 52(3)(b)(iii).
- (4) The minutes of a general meeting must be entered in the Society's meeting records within 45 days after the meeting is held.
- (5) When the minutes of a general meeting have been accepted as correct they are, in the absence of evidence to the contrary, taken to be proof that —
- (a) the meeting to which the minutes relate was duly convened and held; and

- (b) the matters recorded as having taken place at the meeting took place as recorded; and
- (c) any election or appointment purportedly made at the meeting was validly made.

## **PART 7 — FINANCIAL MATTERS**

### **61. Source of funds**

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

### **62. Control of funds**

- (1) The Society must open an account in the name of the Society with a financial institution from which all expenditure of the Society is made and into which all funds received by the Society are deposited.
- (2) Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Society.
- (3) The committee may authorise the Treasurer to expend funds on behalf of the Society up to a specified limit without requiring approval from the committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Society must be signed by —
  - (a) 2 committee members; or
  - (b) one committee member and a person authorised by the committee
- (5) All funds of the Society must be deposited into the Society's account within 15 working days after their receipt.

### **63. Financial statements and financial reports**

- (1) For each financial year, the committee must ensure that the requirements imposed on the Society under Part 5 of the Act relating to the financial statements or financial report of the Society are met.
- (2) Without limiting subrule (1), those requirements include —
  - (a) if the Society is a tier 1 Society, the preparation of the financial statements; and
  - (b) the review of the financial statements or financial report, as applicable; and
  - (c) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and

- (d) if required, the presentation to the annual general meeting of the copy of the report of the review as applicable, on the financial statements or financial report.

## PART 8 — GENERAL MATTERS

### 64. By-laws

- (1) The Society may, by resolution at a general meeting, make, amend or revoke by-laws.
- (2) By-laws may —
  - (a) provide for the rights and obligations that apply to any classes of ordinary, Life, Honorary or junior membership approved under rule 9(1); and
  - (b) impose restrictions on the committee's powers, including the power to dispose of the Society's assets; and
  - (c) impose requirements relating to the financial reporting and financial accountability of the Society and the reviewing of the Society's accounts; and
  - (d) provide for any other matter the Society considers necessary or convenient to be dealt with in the by-laws.
- (3) A by-law that it is inconsistent with the Act, the regulations or these rules has no effect .
- (4) Without limiting subrule (3), a by-law made for the purposes of subrule (2)(c) may only impose requirements on the Society that are additional to, and do not restrict the requirements imposed by Part 5 of the Act.
- (5) At the request of a member, the Society must make a copy of the by-laws available for inspection by the member.

### 65. Giving notices to members

- (1) In this rule —
  - recorded** means recorded in the register of members.
- (2) A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and —
  - (a) delivered by hand to the recorded address of the member; or
  - (b) sent by prepaid post to the recorded postal address of the member; or
  - (c) sent by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member.



## 66. Custody of books and securities

- (1) Subject to subrule (2), the books and any securities of the Society must be kept in the Secretary's custody or under the Secretary's control.
- (2) The financial records and, as applicable, the financial statements or financial reports of the Society must be kept in the Treasurer's custody or under the Treasurer's control.
- (3) Subrules (1) and (2) have effect except as otherwise decided by the committee.
- (4) The books of the Society must be retained for at least 7 years.

## 67. Record of office holders

The record of committee members and other persons authorised to act on behalf of the Society that is required to be maintained under section 58(2) of the Act must be kept in the Secretary's custody or under the Secretary's control.

## 68. Inspection of records and documents

- (1) Subrule (2) applies to a member who wants to inspect —
  - (a) the register of members under section 54(1) of the Act; or
  - (b) the record of the names and addresses of committee members, and other persons authorised to act on behalf of the Society, under section 58(3) of the Act; or
  - (c) any other record or document of the Society.
- (2) The member must contact the Secretary to make the necessary arrangements for the inspection.
- (3) The inspection must be free of charge.
- (4) If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.
- (5) The member may make a copy of or take an extract from a record or document referred to in subrule (1)(c) but does not have a right to remove the record or document for that purpose.

## 69. Distribution of surplus property on cancellation of incorporation or winding up

- (1) In this rule —

**surplus property**, in relation to the Society, means property remaining after satisfaction of —

- (a) the debts and liabilities of the Society; and

(b) the costs, charges and expenses of winding up or cancelling the incorporation of the Society,

but does not include books relating to the management of the Society.

(2) On the cancellation of the incorporation or the winding up of the Society, its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.

#### **70. Alteration of rules**

If the Society wants to alter or rescind any of these rules, or to make additional rules, the Society may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act.