



Teeball – Baseball – Softball

**Where the Whole  
Family can Play**

<b>PART 1 – PRELIMINARY</b>	<b>4</b>
1. Name of the Association	4
2. Definitions	4
<b>PART 2 – THE ASSOCIATION</b>	<b>6</b>
3. Objectives of the Association	6
4. Powers of the Association	6
5. Financial year	6
6. Not-for-profit body	6
<b>PART 3 – MEMBERS</b>	<b>7</b>
Division 1 – Membership	7
7. Eligibility for membership	7
8. Applying for membership	7
9. Dealing with membership applications	7
10. Becoming a member	7
11. Classes of membership	7
12. When membership ceases	8
13. Resignation	8
14. Rights not transferable	8
Division 2 – Fees & Charges	8
15. Membership fees	8
Division 3 – Register of members	9
16. Register of members	9
<b>PART 4 – DISCIPLINARY ACTION, DISPUTES AND MEDIATION</b>	<b>10</b>
Division 1 – Disciplinary action	10
17. Suspension or expulsion	10
18. Consequences of suspension	10
Division 2 – Resolving Disputes	10
19. Application of Division	10
20. Parties to attempt to resolve dispute or complaint	10
21. How grievance procedure is started	11
<b>PART 5 – COMMITTEE</b>	<b>12</b>
Division 1 – Powers of Committee	12
22. Committee	12
Division 2 – Composition of Committee and duties of members	12
23. Committee members	12
24. President and Vice President(s)	12
25. Secretary	12
26. Treasurer	13
Division 3 – Election of committee members and tenure of office	13
27. How members become Committee members	13
28. Nomination of committee members	13
29. Election of office holders	13
30. Election of ordinary committee members	14
31. Term of office	14
32. Resignation and removal from office	14
33. When membership of committee ceases	14

34. Filling casual vacancies	15
35. Validity of acts	15
36. Patron	15
Division 4 – Committee meetings	15
37. Committee meetings	15
38. Notice of committee meetings	15
39. Procedure and order of business	15
40. Use of technology to be present at committee meetings	16
41. Quorum for meetings	16
42. Voting at committee meetings	16
43. Minutes of committee meetings	16
Division 5 – Subcommittees and subsidiary offices	17
44. Subcommittees and subsidiary offices	17
45. Delegation to subcommittees and holders of subsidiary offices	17
<b>PART 6 – GENERAL MEETINGS OF ASSOCIATION</b>	17
46. Annual general meeting	17
47. Special general meetings	18
48. Notice of general meetings	18
49. Use of technology to be present at general meetings	18
50. Presiding member and quorum for general meetings	18
51. Adjournment of general meeting	19
52. Voting at general meeting	19
53. When special resolutions are required	19
54. Determining whether resolution carried	19
55. Minutes of general meeting	20
<b>PART 7 – FINANCIAL MATTERS</b>	20
56. Source of funds	20
57. Control of funds	20
58. Financial statements and financial reports	20
<b>PART 8 – GENERAL MATTERS</b>	21
59. By-laws	21
60. Liquor Licence	21
61. Executing documents and common seal	21
62. Giving notices to members	21
63. Custody of books and securities	22
64. Record of office holders	22
65. Inspection of records and documents	22
66. Publication by committee members of statements about Association business prohibited	22
67. Distribution of surplus property on cancellation of incorporation or winding up	22
68. Alteration of rules	23

## 1. Name of the Association

1. The name of the Association is Kalamunda Rangers Incorporated (hereafter referred to as the Association), and incorporates the following sports:
  - a. Teeball,
  - b. Baseball, and
  - c. Softball.

## 2. Definitions

In these rules, unless the contrary intention appears –

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

**associate member** means a member with the rights referred to in rule 11(3);

**Association** means the Kalamunda Rangers Incorporated, the incorporated association to which these rules apply;

**books**, of the Association, 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 Association under rule 64;

**chairperson** means the Committee member holding office as the chairperson of the Association;

**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 Association;

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

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

**financial records** includes –

- 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 report**, of a tier 2 association or a tier 3 association, has the meaning given in section 63 of the Act;

**financial statements** means the financial statements in relation to the Association required under Part 5 Division 3 of the Act;

**financial year**, of the Association, has the meaning given in rule 5;

**general meeting**, of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend;

**grievance procedure** means the procedures set out in clause 19-21

**honorary member** has the meaning given in Rule 11(5)

**junior member** means a player under the age of 18 years.

**life member** has the meaning given in rule 11(6)

**member** means a person (including a body corporate) who is an ordinary member or an associate member of the Association; in relation to a member who is expelled from the Association under Rule 17, includes former member.

**ordinary committee member** means a committee member who is not an office holder of the Association under rule 27(3);

**ordinary member** means a member with the rights referred to in rule 11(2);

**patron** means a person chosen, named, or honoured as a special guardian, protector, or supporter. Our association also recognises a Patron as a prominent figure within the club who has years of experience, typically from previous committee work, and continues to endorse the club and provide assistance, advice or guidance in an unofficial capacity.

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

**rules** means these rules of the Association, as in force for the time being;

**secretary** means the committee member holding office as the secretary of the Association;

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

**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 48(1)(a).

**Temporary member** means a person who is, on any day, visiting the Club ("host club") as a member or an official of another club (including people who are assisting a visiting club) to:

- a. engage in a pre-arranged event with the Club conducted for the purposes of one of the principal objects; or
- b. to hold a pre-arranged function at the Club involving the use of the Club's sporting facilities may be taken to be a person who is accorded Temporary Membership on that day.

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

**tier 2 association** means an incorporated association to which section 64(2) of the Act applies;

**tier 3 association** means an incorporated association to which section 64(3) of the Act applies;

**treasurer** means the committee member holding office as the treasurer of the Association.

## PART 2 – THE ASSOCIATION

### 3. Objectives of the Association

The objectives of the Association are to:

- a. Actively promote and develop Teeball, Baseball and Softball throughout the City of Kalamunda and surrounding districts.
- b. Actively promote good sportsmanship and fair play, as well as the upholding the rules as outlined in the Rule Books of the various Associations and Leagues that the Association has an affiliation with.
- c. Obtain sponsorship for the sports (excluding tobacco companies).
- d. It should be noted that senior teams are permitted to seek sponsorship from the alcohol industry.

### 4. Powers of the Association

1. The powers conferred on the Association are the same as those conferred by Section 13 of the Associations Incorporation Act 2015, so that subject to the Act and any additions, exclusions or modifications listed below.
2. The Association may do all things necessary or convenient for carrying out its objectives and purposes, and in particular, may:
  - a. Acquire, hold, deal with and dispose of any real or personal property;
  - b. Open and operate bank accounts;
  - c. Invest its money in;
    - i. Any security in which trusts monies may be lawfully invested.
    - ii. Any other manner authorised by the rules of the Association;
  - d. Borrow money upon such terms and conditions as the Association thinks fit;
  - e. Give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
  - f. Appoint agents to transact any business of the Association on its behalf;
  - g. Enter into any other contract it considers necessary or desirable;
  - h. Act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene the Associations Incorporation Act 2015 or the rules of the Association;
  - i. Operate a Club Licence subject to the Liquor Control Act 1988 for the purpose of providing an additional service to members. This liquor service is ancillary to the principal purposes of the Association.
3. The Club may affiliate with any Company, Club, Association or League as deemed necessary by the Committee.
  - a. A member (or members) shall represent the Club at these associations or groups as required.

### 5. Financial year

1. The first financial year of the Association shall be from April 1<sup>st</sup> to March 31<sup>st</sup> each year.
2. Each subsequent financial year of the Association is the period of 12 months commencing at the termination of the first financial year or the anniversary of that termination.

### 6. Not-for-profit body

1. The association is run as a non-profit Association, and all funds raised are recycled into the sports under the Association's control.
2. The property and income of the Association shall be applied solely towards the promotion of the objectives or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those objects or purposes.
3. A payment may be made to a member out of the funds of the Association only if it is authorised under subrule (4).
4. A payment to a member out of the funds of the Association is authorised if it is –
  - a. the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
  - b. the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
  - c. the payment of reasonable rent to the member for premises leased by the member to the Association; or
  - d. the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

### Division 1 – Membership

#### 7. Eligibility for membership

1. Any person who supports the objects or purposes of the Association 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.

#### 8. Applying for membership

1. A person who wants to become a member must apply in writing to the Association using the prescribed form/method.
2. The application must be signed by the applicant or their parent/guardian; electronic submission of an application for membership shall be taken as a signed application.
3. Any person who wishes to become a Playing Member of the Club shall complete a registration form as prescribed by the Committee and a defined annual, half yearly, quarterly or monthly subscription fee shall be payable in advance by the first playing date. Such person shall become a Playing Member of the Club.
4. A Playing Member who is an adult shall also be an Ordinary Member of the Club. A Playing Member who is not an adult shall be represented by their nominated parent who shall be a Ordinary Member of the club.
5. Player Registrations shall occur for:
  - a. Summer Season in July/August each year and
  - b. Winter Season in March/April each year

#### 9. Dealing with membership applications

1. The committee must consider each application for membership of the Association and decide whether to accept or reject the application.
2. The committee may delay its consideration of an application if the committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
3. The committee must not accept an application unless the applicant –
  - a. is eligible under rule 7; and
  - b. has applied under rule 8.
4. The committee may reject an application even if the applicant –
  - a. is eligible under rule 7; and
  - b. has applied under rule 8.
5. The committee must notify the applicant of the committee's decision to accept or reject the application as soon as practicable after making the decision.
6. If the committee rejects the application, the committee is not required to give the applicant its reasons for doing so.

#### 10. Becoming a member

An applicant for membership of the Association becomes a member when –

- a. the committee accepts the application; and
- b. the applicant pays any membership fees payable to the Association under rule 12.

#### 11. Classes of membership

1. The Association consists of four classes of membership, namely:
  - a. Ordinary Member
  - b. Associate Member as provided under subrule 4.
  - c. Honorary member
  - d. Life Member
2. An Ordinary Member and Life Member 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.
3. The Association may have any class of associate membership approved by resolution at a general meeting, including junior playing membership and temporary membership.

4. An individual who has not reached the age of 18 years is only eligible to be an associate member.
5. An associate member has the rights referred to in subrule (2) other than full voting rights.
6. The Committee may elect as an Honorary Member of the Club any person who:
  - a. Wishes to become a Playing Member of the Club but in the opinion of the Executive Committee cannot afford to do so; or
  - b. is an adult who would otherwise not be a Voting Member of the Club, and who wishes to assist with coaching, umpiring or in the administration of the Club.
  - c. Honorary membership ceases on 31 August each year.
7. The club may, on recommendation, bestow life membership on members of the club.
  - a. To become eligible for life membership, a member shall
    - i. have provided exemplary service to the Club for a period of ten (10) years which at least five (5) years must have been served on the Executive Committee. That service should be more than the duties expected of the role performed by the nominee; or
    - ii. Have given outstanding service to the Club, other than on the Executive Committee for a period of at least (15) years.
  - b. Nominations for life membership must be submitted to the Secretary in writing at least 14 days prior to the meeting to be considered at the AGM. No nominations will be accepted from the floor. Nominations should clearly demonstrate the nature of the service provided to the Association by the person being nominated, should include the length of time that service was provided and should outline the benefits obtained by the Association because of that service.
  - c. A maximum of two new life members may be elected in any one year.
  - d. Nominations must receive at least 75% of the vote from those members eligible to vote at the AGM. Such persons elected pursuant to subclause 7(d) of this clause be afforded 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
8. The number of members of any class is not limited unless otherwise approved by resolution at a general meeting.

## 12. 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 Association under rule 13;
  - c. the person is expelled from the Association under rule 17;
  - d. 31 Augusts each year

## 13. Resignation

1. A member may resign from membership of the Association by giving written 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 Association remains liable for any fees that are owed to the Association (the **owed amount**) at the time of resignation.
4. The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

## 14. Rights not transferable

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

# Division 2 – Fees & Charges

## 15. Membership fees

1. The committee must determine the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Association.
2. The fees determined under subrule (1) may be different for different classes of membership.



3. 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.
4. If a member has not paid the annual membership fee within the period of 3 months after the due date, the member ceases to be a member on the expiry of that period.
5. If a person who has ceased to be a member under subrule (4) 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

### 16. Register of members

1. The secretary, or another person authorised by the committee, is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Association.
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 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 Association.

### Division 1 – Disciplinary action

#### 17. Suspension or expulsion

1. The committee may decide to suspend a member's membership or to expel a member from the Association if –
  - a. the member contravenes any of these rules; or
  - b. the member acts detrimentally to the interests of the Association.
2. The secretary must give the member written notice of the proposed suspension or expulsion at least 14 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 Association.
5. A decision of the committee to suspend the member's membership or to expel the member from the Association 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 after the committee meeting at which the decision is made.
7. A member whose membership is suspended or who is expelled from the Association 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 23.
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 Association.
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 2 – Resolving Disputes

#### 19. 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 Association.

#### 20. Parties to attempt to resolve dispute or complaint

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.

## 21. 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 20, 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. One or more of the parties to the dispute must provide a formal request to the committee in order to initiate the Dispute and Mediation process.
3. Notification of a formal dispute is to be provided to the Executive Committee within 48 hours of it being lodged.
4. A committee meeting to discuss the matter in dispute must be called within 7 days or take place at the next committee meeting, whichever is sooner, and to elect a subcommittee of three committee members of which at least one must hold an executive position. Any committee member named as party or witness to the dispute are unable to be appointed.
5. The subcommittee must contact the parties to the dispute within 72 hours of appointment to organise a meeting with each party separately and/or jointly. The meeting(s) must take place no more than 7 days from the appointment of the subcommittee.
6. At the meeting(s) at which a dispute is to be considered and determined, the subcommittee must 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;
7. If the parties and subcommittee are unable to resolve the dispute during the meeting(s), or if a party fails to attend that meeting(s), then the parties must, within 7 days, hold a meeting in the presence of a mediator.
8. Parties must be provided at least two opportunities to meet with the mediator within the 7-day time period.
9. The mediator must be a person chosen by agreement between the parties; or in the absence of agreement, a person appointed by the Committee of the Association and who:
  - a. may be a member or former member of the Association
  - b. must not be a party to the dispute or be biased in favour of or against any part to the dispute
10. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
11. 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 2 days before the mediation takes place.
12. The mediator, in conducting the mediation, must –
  - a. Give the parties to the mediation process every opportunity to be heard.
  - 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.
13. The mediator must not determine the dispute. The mediation must be confidential and without prejudice.
14. The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.
15. If the mediation process does not result in the dispute being resolved, the Committee may make a decision at their discretion.

### Division 1 – Powers of Committee

#### 22. Committee

1. The committee members are the persons who, as the management committee of the Association, have the power to manage the affairs of the Association.
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 Association.
3. The committee must take all reasonable steps to ensure that the Association complies with the Act, these rules and the by-laws (if any).
4. The committee may set up or dissolve, any subcommittee as may be deemed necessary for the effective operation of the Club

### Division 2 – Composition of Committee and duties of members

#### 23. Committee members

1. The committee members consist of –
  - a. the executive office holders of the Association; and
  - b. other office holders as deemed necessary for the effective operation of the Association
  - c. ordinary committee members
2. The committee must determine the maximum number of members who may be ordinary committee members.
3. The following are the executive office holders of the Association –
  - a. the president;
  - b. the vice President(s);
  - c. the secretary;
  - d. the treasurer;
  - e. Registrar(s).
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 member.

#### 24. President and Vice President(s)

1. 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.
2. 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 (see rule 43).
3. Preside at general meetings as provided at rule 39.

#### 25. Secretary

1. The Secretary has the following duties –
  - a. dealing with the Association's correspondence;
  - b. consulting with the chairperson 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 Association 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 Association 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 Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;

- g. ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- h. maintaining full and accurate minutes of committee meetings and general meetings as specified under rule 60;
- i. carrying out any other duty given to the secretary under these rules or by the committee.

## 26. Treasurer

1. The treasurer has the following duties –
  - a. ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
  - b. ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;
  - c. ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
  - d. ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
  - e. ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
  - f. if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
  - g. if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;
  - h. providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
  - i. 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

### 27. How members become Committee members

1. All positions on the committee are filled on a voluntary basis (the committee may, from time to time, authorise payment for a particular position or service should the need arise).
2. 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 34.

### 28. Nomination of committee members

1. At least 21 days before an annual general meeting, the secretary must send written 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 must nominate for election by sending written notice of the nomination to the secretary at least 7 days before the annual general meeting.
3. The written notice must include a statement by another member in support of the nomination.
4. A member may nominate for one specified position of office holder of the Association or to be an ordinary committee member.
5. 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 27(2).

### 29. Election of office holders

1. At the annual general meeting, a separate election must be held for each position of office holder of the Association.
2. If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary members at the meeting and a simple majority of those polled is sufficient to elect the new office holder.
3. If only one member has nominated for a position, the chairperson of the meeting must declare the Member elected to the position.

4. Before being appointed to as an office holder, the committee may require that a person sign a statutory declaration stating that are eligible to serve under the requirements of the act and meet any additional eligibility criteria, qualification or experience as determined by the the committee from time to time (if any).
5. 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.
6. Each ordinary member present at the meeting may vote for one member who has nominated for the position.
7. A member who has nominated for the position may vote for himself or herself.
8. On the member's election, the new chairperson of the Association may take over as the chairperson of the meeting.

### 30.EI election of ordinary committee members

1. At the annual general meeting, the Association 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 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.

### 31. 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 36(3)(b); or
  - b. is appointed to fill a casual vacancy under rule 38.
2. Subject to rule 37, 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.

### 32.Re signation and removal from office

1. A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the chairperson.
2. The resignation takes effect –
  - a. when the notice is received by the secretary or chairperson; or
  - b. if a later time is stated in the notice, at the later time.
3. At a general meeting, the Association may by resolution –
  - a. remove a committee member from office; and
  - b. elect a member who is eligible under rule 28(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 chairperson and may ask that the representations be provided to the members, may speak to the motion at the general meeting and may elect to bring a support person, who is not a legal representative to the relevant general meeting..
5. The secretary or chairperson 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.

### 33. When membership of committee ceases

1. 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 32; 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 a reason accepted by the chairperson.
2. Once a person ceases to be a committee member, they must, as soon as practicable, return to the Association any documents or records they hold pertaining to the management of the Association.

### 34. Filling casual vacancies

1. The committee may appoint a member who is eligible under rule 28(4) to fill a position on the committee that –
  - a. has become vacant under rule 33; or
  - b. was not filled by election at the most recent annual general meeting or under rule 32(3)(b).
2. Subject to the requirement for a quorum under rule 45, the committee may continue to act despite any vacancy in its membership.
3. 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.

### 35. 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.

### 36. Patron

1. In addition to the management committee officers referred to in rule 23(1) The members of the association may elect at the annual general meeting: persons or organisations to be patrons of the club.
2. A simple majority of those present at the meeting will be sufficient to elect any patron for a period of 12 months.

## Division 4 – Committee meetings

### 37. Committee meetings

1. The committee must meet at least once in any two-month period at a time and place a determined by the committee.
2. The executive shall meet at any time when required, in the opinion, it becomes necessary.
3. Special committee meetings may be convened by the chairperson or any 2 committee members.

### 38. 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. Urgent 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.

### 39. Procedure and order of business

1. The chairperson or, in the chairperson's absence, the deputy-chairperson must preside as chairperson of each committee meeting.
2. If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them 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.
7. All members are entitled to attend a general meeting.
8. Any Committee Member having a direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee (except if that pecuniary interest exists only by virtue of the fact that the member of the Committee is a member of a class of persons for whose benefit the Club is established), must:
  - a. as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee.
  - b. not take part in any deliberations or decisions of the Committee with respect to that contract.
9. Sub-Rule 8 does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Committee is an employee of the Club.
10. The Secretary must cause every disclosure made under sub-Rule 39.8 by a member of the Committee to be recorded in the minutes of the meeting of the Club at which it is made.

#### 40. Use of technology to be present at committee meetings

1. The presence of a committee member at a committee meeting need not be by attendance in person but may be by that committee member and each other committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
2. A member who participates in a committee meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

#### 41. Quorum for meetings

A quorum of the Executive shall consist of 3 members, one of whom MUST be the President or Vice President.

#### 42. Voting at committee meetings

1. Each ordinary 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 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.
6. No proxy or absentee voting is permitted.
7. Notice/s of motion relating to changes to club rules and bylaws are to be tabled at a general meeting at the request of any member. Voting on the tabled motion/s will take place 1 month later or at the next scheduled general meeting.

#### 43. Minutes of committee meetings

1. 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 39(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 chairperson must ensure that the minutes of a committee meeting are reviewed and signed as correct by –
  - a. the chairperson of the meeting; or
  - b. the chairperson of the next committee meeting.
4. When the minutes of a committee meeting have been signed as correct 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

### 44. Subcommittees and subsidiary offices

1. To help the committee in the conduct of the Association'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. 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.
4. Subcommittees shall minute the meetings conducted in line with Rule 43 and provide this information to the committee for distribution and consideration under Rule 38.

### 45. 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 another written law.
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 in the document by which the delegation is made.
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 under the delegation has the same force and effect as if it had been done by the committee.
7. The committee may, in writing, amend or revoke the delegation.

## PART 6 – GENERAL MEETINGS OF ASSOCIATION

### 46. Annual general meeting

1. The annual general meeting shall be held in May each year.
2. If it is proposed to hold the annual general meeting more than 6 months after the end of the Association'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. Notification of the AGM is to be forwarded to all members no less than 21 days prior to the AGM, and an advertisement is to be placed in a local newspaper in one issue prior to the AGM, stating time, date and location of the AGM.
4. 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 committee's annual report on the Association's activities during the preceding financial year; and
    - ii. if the Association is a tier 1 association, the financial statements of the Association for the preceding financial year presented under Part 5 of the Act; and
    - iii. if the Association is a tier 2 association or a tier 3 association, the financial report of the Association for the preceding financial year presented under Part 5 of the Act;
  - c. if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;

- d. to elect the office holders of the Association and other committee members under Rule 27-30
5. Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

#### 47. Special general meetings

1. The committee may convene a special general meeting.
2. The committee must convene a special general meeting if no less than 1% of 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 sign the notice.
  - d. be present at the meeting
4. The special general meeting must be convened within 14 days after notice is given under subrule (3)(a).
5. If the committee does not convene a special general meeting within that 14 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.
7. The Association must reimburse any reasonable expenses incurred by the members convening a special general meeting under subrule (5).

#### 48. Notice of general meetings

1. The secretary or, in the case of a special general meeting convened under rule 47(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 32(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;

#### 49. Use of technology to be present at general meetings

1. The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
2. A member who participates in a general meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

#### 50. Presiding member and quorum for general meetings

1. The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each general meeting.
2. If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a general meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
3. A quorum for a general meeting shall be 7 members.
4. When a quorum is not met the meeting shall be adjourned for 30 minutes and reconvened.
5. 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 may proceed with the business of that meeting, as if a quorum had been met, as long as those in attendance include at least one of either the President or Secretary or Treasurer plus one Executive member from each operational sport OR 5 general members, one of whom must be the President or Secretary or Treasurer, and subject to all decisions made at such a meeting to be ratified at the next general meeting at which a quorum is present; or in the case of the annual general meeting – the meeting is adjourned to –
  - b. the same time and day in the following week; and

- c. the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
6. 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 3 ordinary members are present at the meeting, those members present are taken to constitute a quorum.

## 51. Adjournment of general meeting

1. The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of 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 48.

## 52. Voting at general meeting

1. On any question arising at a general meeting –
  - a. subject to subrule (6), each ordinary member has one vote unless the member may also vote on behalf of a body corporate under subrule (2)
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, or on behalf of an ordinary member that is a body corporate under subrule (2), the ordinary member –
  - a. must have been an ordinary member at the time notice of the meeting was given under rule 48; and
  - b. must have paid any fee or other money payable to the Association by the member.

## 53. When special resolutions are required

1. A special resolution is required if it is proposed at a general meeting –
  - a. to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager; or
  - b. to alter these rules, including changing the name of the association; or
  - c. to be wound up voluntarily ; or
  - d. to cancel its incorporation.
2. Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.
3. A special resolution requires three-quarters of the votes of ordinary members in attendance.

## 54. 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 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.

## 55. 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 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 46(3)(b)(ii) or (iii); and
  - c. any report of the review or auditor’s report on the financial statements or financial report presented at the meeting, as referred to in rule 46(3)(b)(iv).
4. The minutes of a general meeting must be entered in the Association’s minute book within 30 days after the meeting is held.
5. The minutes of a general meeting must be distributed to all members.
6. The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by –
  - a. the chairperson of the meeting; or
  - b. the chairperson of the next general meeting.
7. When the minutes of a general meeting have been signed 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

### 56. Source of funds

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

### 57. Control of funds

1. The Association must open an account in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
2. Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Association.
3. The committee may authorise the treasurer to expend funds on behalf of the Association 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 Association 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 Association must be deposited into the Association’s account within 5 working days after their receipt.

### 58. Financial statements and financial reports

1. For each financial year, the committee must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
2. Without limiting subrule (1), those requirements include –
  - a. if the Association is a tier 1 association, the preparation of the financial statements; and

- b. if the Association is a tier 2 association or tier 3 association, the preparation of the financial report; and
- c. if required, the review or auditing of the financial statements or financial report, as applicable; and
- d. the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
- e. if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

## PART 8 – GENERAL MATTERS

### 59. By-laws

1. The Association may, by resolution at a general meeting, make, amend or revoke by-laws by a majority vote at any general meeting or special general meeting called expressly for that purpose, and then only after a Notice of Motion is submitted to the secretary in writing at least 14 days prior to the meeting. .
2. By-laws may –
  - a. provide for the rights and obligations that apply to any classes of associate membership approved under rule 8(2); and
  - b. impose restrictions on the committee's powers, including the power to dispose of the association's assets; and
  - c. impose requirements relating to the financial reporting and financial accountability of the association and the auditing of the association's accounts; and
  - d. provide for any other matter the association considers necessary or convenient to be dealt with in the by-laws.
3. A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
4. Without limiting subrule (3), a by-law made for the purposes of subrule (2)(c) may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association under Part 5 of the Act.
5. At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.

### 60. Liquor Licence

1. Junior members of the Club are permitted to be on the Club premises and utilise the general facilities provided without the necessity for an accompanying adult.
2. No liquor shall be sold or supplied to any juvenile. Junior members may approach the bar area for the purposes of obtaining food or non-alcoholic drinks if no other source is available.
3. Members may invite up to five (5) guests at any one time to participate in Association events and utilise the services provided at and by the Club.

### 61. Executing documents and common seal

1. The Association may execute a document without using a common seal if the document is signed by –
  - a. Any 2 of the President, Secretary or Treasurer; or
  - b. One of either the President or Secretary or Treasurer and one committee member authorised by the committee.
2. Any document executed under rule 61(1) must have the express authority of the committee and be recorded in the minutes.
3. The Association does not have a common seal

### 62. 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.

### 63. Custody of books and securities

1. Subject to subrule (2), the books and any securities of the Association must be kept as point in time as specified under rule 25(g).
2. The financial records and, as applicable, the financial statements or financial reports of the Association must be kept as specified under rule 26(e).
3. Subrules (1) and (2) have effect except as otherwise decided by the committee.
4. The books of the Association must be retained for at least 7 years.

### 64. Record of office holders

The record of committee members and other persons authorised to act on behalf of the Association that is required to be maintained as specified under rule 25(f).

### 65. 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 Association, under section 58(3) of the Act; or
  - c. any other record or document of the association.
2. The member must contact the secretary to make the necessary arrangements for the inspection.
3. Subrule (4) applies to a member who wants to inspect –
  - a. The books and securities of the association.
4. The member must contact the treasurer to make the necessary arrangements for the inspection.
5. The inspection must be free of charge.
6. 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.
7. 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.
8. The member must not use or disclose information in a record or document referred to in subrule (1)(c) except for a purpose –
  - a. that is directly connected with the affairs of the Association; or
  - b. that is related to complying with a requirement of the Act.

### 66. Publication by committee members of statements about Association business prohibited

1. A committee member must not publish, or cause to be published, any statement about the business conducted by the Association at a general meeting or committee meeting unless –
2. the committee member has been authorised to do so at a committee meeting; and
3. the authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.

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

1. In this rule –

**surplus property**, in relation to the Association, means property remaining after satisfaction of –

  - a. the debts and liabilities of the Association; and
  - b. the costs, charges and expenses of winding up or cancelling the incorporation of the Association, but does not include books relating to the management of the Association.
2. In the event of the Clubs dissolution the Executive in place at that time shall be responsible to clear all outstanding debts and liabilities to creditors.
3. Any outstanding monies, and assets (including equipment) shall be retained until such time as it is determined that the Club cannot be reformed.
4. On the cancellation of the incorporation or the winding up of the Association, its surplus property must be distributed or transferred or transferred to another Incorporated Club or Association, which has similar objectives.

## 68. Alteration of rules

1. If the Association wants to alter or rescind any of these rules, or to make additional rules, the Association may do so only by special resolution at the Annual General Meeting or at an Special General meeting called expressly for that purpose and then only after a Notice of Motion is submitted to the secretary in writing at least 28 days prior to the meeting.
2. Any alterations to these rules must be passed by a special resolution and achieve at least 75% of the votes of those members eligible to vote.
3. Any alteration to these rules must otherwise complying with Part 3 Division 2 of the Act.