

Former students of the Kwinana Senior High School, Kwinana High School and Gilmore College have agreed to form an association to support their common interests and the interests of Gilmore College and its current students.

**KSHS Gilmore College Alumni
Association Inc**

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KSHS Gilmore College Alumni Association Inc

CONSTITUTION and RULES

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RULE 1. NAME OF THE ASSOCIATION

1.1 The name of the association is KSHS Gilmore College Alumni Association Inc, an incorporated association under the *Associations Incorporation Act 2015*.

RULE 2. DEFINITIONS

"AGM" means the Annual General Meeting of the Association convened under rule 15.

"Association" means the KSHS Gilmore College Alumni Association Inc. and means the Association referred to in rule 1. The Association may adopt a short name for use in general correspondence, marketing and communication with members and stakeholders.

"By-laws" means by laws made by the Management Committee, which are for the time being in force.

"The Act" means the *Associations Incorporation Act 2015*.

"The Committee" means the Management Committee of the Association referred to in rule 9.

"Committee meeting" means meeting referred to in rule 20.

"Committee member" means a person referred to in rules 12 and 13.

"Common Seal" means the Common Seal of the Association as referred to in the Act.

"Constitution" means the rules and regulations, which govern the running of this Association, which may be altered from time to time in accordance with this Constitution.

"Financial year" means period of time as described in rule 22.

"Alumni Financial Member and Alumni Life Financial Member" means an Individual that has been accepted as a member of the Association under rule 6 and has paid the prescribed Membership Fee to be a Financial Member.

"General meeting" means an Ordinary meeting convened under rule 17.

"KSHS Gilmore Alumni" means the KSHS Gilmore College Alumni Association Inc and means the Association referred to in rule 1.

"Management Committee" Means the Management Committee referred to in Rule 12 and has the meaning given in section 38 of the Act.

"Member" means an Individual that has been accepted as a member of the Association under rule 6.

"Membership Fee" means the relevant fee paid annually as determined in accordance with rules 6.1.b or c.

"Old Flames" means those people who comprise the membership of the Association and may be used as a short Association name.

"Ordinary resolution" means a resolution other than a special resolution.

"Program" means any program of events as from time to time issued by or authorised by the Management Committee.

"Property" means any legal or equitable estate or interest in, or claim to, real or personal property of any description, whether present or future and whether vested or contingent, and includes :

- (a) a thing in action; and
- (b) money;

"Rules" means these rules of the Association.

"Seal Register" means a book kept by the Secretary for the purpose of recording all occasions upon which the Common Seal is used.

"Special general meeting" means a general meeting other than an ordinary general meeting or the annual general meeting as per rule 16.

"Special resolution" has the meaning given by the Act. A **special resolution** means a resolution of an the association passed in accordance with section 51 of the Act

"The School" means Gilmore College and shall include the historical schools Kwinana Senior High School and Kwinana High School

RULE 3. PURPOSE and OBJECTIVES

Preamble

Ex-students of the Kwinana Senior High School, Kwinana High School and Gilmore College have agreed to form an association to support their common interests and the interests of Gilmore College and its current students.

The Alumni Association provides and enables former students to maintain contact, participate in social activities and work as a community to achieve the objectives of the Association.

This Alumni Association acknowledges that the secondary school experience contributes to the future lives of young people. Positive experiences, created by the curriculum, dedicated teaching staff, parents and the community are likely to generate a positive, forward-looking outlook on life to the benefit of the entire community. By promoting the history of the school and the contributions to the community by ex-students the Alumni Association will promote positive attitudes amongst current and former students.

3.1 The purpose of the Association is to manage and operate the KSHS Gilmore Alumni on behalf of the members of the Association, the school and the community.

3.2 The Objectives of the Association are to:

- a. Promote, foster and maintain links between the members of the Association and The School and to each other through programs and communications involving social, sporting, and academic events,

- b. Award Prizes, scholarships and other grants to deserving students and provide support to and cooperation with the school in order to facilitate academic and extracurricular student activities
- c. Promote Gilmore College with positive and informed advice through Association links and connections to business, community and government groups and media (including social media).
- d. encourage and support the maintenance of the history of the School (including Kwinana Senior High School and Kwinana High School),
- e. to raise funds, through fees, contributions, events and otherwise, in order to support and further items (a) through (d) above
- f. liaise and co-operate with the Members of the Association and assist them to abide by the Constitution, rules and requirements of the Association Inc where applicable, and
- g. liaise with and co-operate with the leadership of the school and its representatives.

RULE 4. POWERS

- 4.1 Subject to the Act, the Association may do all things necessary or convenient for carrying out its purpose and objectives.
- 4.2 In accordance with 4.1 the Association may:
 - a. acquire, hold, deal with and dispose of any real or personal property;
 - b. open, close and operate bank accounts;
 - c. invest its money
 - (i) as trust funds that may be invested under the *Trustees Act 1962* Part III, or
 - (ii) in any other manner authorised by the rules of the association;
 - d. borrow money upon such terms as the Association thinks fit;
 - e. give security for the discharge of liabilities incurred by the Association;
 - f. appoint agents to conduct business on behalf of the Association;
 - g. enter into any contracts the Association considers necessary or desirable; and
 - h. appoint and remunerate employees as necessary to further the objectives of the Association.

RULE 5. INCOME AND PROPERTY

- 5.1 The income and property of the Association must be applied solely to the promotion of the objectives and purpose of the Association.
- 5.2 No portion of the income or property of the Association may be paid, transferred or distributed, directly or indirectly, to members of the Association, except for payments made in good faith in the promotion of the purpose or objectives of the Association, including (without limitation) payments by way of:
- a. reimbursement of expenses; or
 - b. remuneration to any officer, employee or other person undertaking work for the Association.
- 5.3.1 A committee member may be paid out of the funds of the Association for any reasonable out-of-pocket expenses for travel and accommodation properly incurred and approved by the management committee:-
- a. for attending a committee meeting or
 - b. attending a general meeting; or
 - c. otherwise in connection with the Association's business.
- 5.3.2 In this rule *committee member* includes a member of a subcommittee and *committee meeting* includes a meeting of a subcommittee.

RULE 6 MEMBERSHIP

- 6.1 The KSHS Gilmore College Alumni Association Inc shall comprise the following categories of membership:
- a. **Alumni Members.**
There shall be a class of membership open to individuals who attended the School including those who attended the Kwinana Senior High School or Kwinana High School who have applied for and been granted membership in accordance with this Rule.
Alumni Members shall be eligible to vote in elections of the Association.
 - b. **Alumni Financial Members**
There shall be a class of membership open to Alumni Members as categorised in Rule 6.1.a who pay an annual membership fee as determined by the Management Committee of the Association.
Alumni Financial Members will be eligible to vote in elections, hold office, serve on the Management Committee and any sub committees of the Association.

Students who graduate from Gilmore College in 2017 or in any future year will be exempt from any fee for their first five (5) years of membership to the Association and will be eligible to the same benefits as Alumni Financial Members during that period.

An Alumni Financial Member may pay the prescribed fee in advance for a maximum of 5 years.

c. **Alumni Financial Life Members**

There shall be a class of membership open to members as categorised in Rule 6.1.a who must pay a once off prescribed fee consisting of the annual membership fee current at the time of payment multiplied by 20. (ie. A 20 year membership fee paid in advance).

d. **Alumni Associate Members.**

There shall be a class of Associate Members which may include parents of current or former students and current or former administrators, teachers or donors to the School.

Associate Members shall have no right to vote, hold office in, or to serve on the Committee of the Association unless invited by the Committee (see Rule 13.) Associate Members may serve on sub-committees (but may not chair a committee).

e. **Alumni Honorary Members.**

There shall be a class of Honorary Members comprising of persons, selected by the Committee from time to time at a regularly scheduled meeting, who have made significant contributions to the School or the Association but did not attend the School.

Honorary Members shall have no right to vote, to hold office in, or to serve on the Committee of the Association unless invited by the Committee (see Rule 13) and shall not have to pay fees. Honorary Members may serve on sub-committees (but may not chair a committee).

The incumbent Principal of the School is automatically conferred an Honorary Membership and may act as an advisor to the Management Committee.

6.2 All applications for membership must be submitted online in the prescribed format required by the Association together with any prescribed fee applicable to a membership category.

6.3.1 All applications provide information for inclusion in the register of members and must include each member's name and the following as required by Section 53 of the Act.

- a residential address; or
- b postal address; or
- c email address; or

d information, by means of which contact can be made with the member

6.3.2 The Application for Membership shall also include

- e family name while at school
- f last year at school and year level (eg 7, 8, 9, 10, 11 or 12) reached at the school
- g membership category requested, and
- h whether the Applicant is an Ex-Student, Ex-Teaching Staff, Ex-Administrative Staff, Parent (not an ex-student)

6.4 Membership may be granted at the sole discretion of the Management Committee whose decision will be final.

6.5.1 An Alumni Financial Member will revert to being an Alumni Member for non-payment of membership fees due which are not paid within 3 months of the due date.

6.5.2 Membership may be terminated:

- a. by notice from a person that states that person wishes to relinquish their membership;
- b. for non-payment of other charges due (not Membership fees see rule 6.5.1) which are not paid within 3 months of the due date; or
- c. by expulsion under rule 27.

6.6 Each person admitted to membership shall agree to:

- a. abide by the Constitution and By-laws of the Association
- b. abide by the requirements, procedures and recommendations with respect to the following policies of the Association:-
 - (i) "Harassment"
 - (ii) "Child Protection"
 - (iii) "Code of Conduct for Members and Individuals"
- c. be liable for such fees and subscriptions as may be fixed by the Association, and,
- d. accept the privileges and conditions afforded under their membership category.

6.7 The Constitution binds every member and the Association to the same extent as if every member and the Association had signed and sealed these rules and agreed to be bound by all their provisions.

RULE 7 REGISTER OF MEMBERS

7.1 The Secretary will keep an up-to-date register of members which complies with Section 53 of the Act on behalf of the Association. Any additional information

requested by the Association will be kept in a separate confidential register. The Secretary may be assisted in this task by a Committee member appointed by the Committee as the "Membership Registrar."

- 7.2 If a membership is terminated, the Secretary must remove the name of the member from the register.
- 7.3 The Members register under Section 53 of the Act detailed in Rule 6.3.1 will be made available to members for inspection upon request in accordance with Section 54 of the Act. Any additional information collected by the Association under Rule 6.3.2 is to be kept confidential.
- 7.4 A member inspecting the register of members may make a copy of, or take an extract from, the register but is not entitled to remove the register for that purpose.
- 7.5 a member who wishes to make a copy of, or take an extract from, the register of members may be required by the Management Committee 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.

RULE 8 MEMBERSHIP FEES and OTHER CHARGES

- 8.1 The membership fee and date for payment for each category of membership will be fixed by the Management Committee and presented to members at the next annual general meeting
 - a. annual membership fees shall not be increased by more than 10% unless specifically authorised by an Ordinary Resolution at the relevant AGM; and
 - b. no more than 30% of the annual membership fees paid by members may be invested in reserve funds maintained by the Association unless specifically authorised by an Ordinary Resolution at any General Meeting.
- 8.2 Financial members must pay the membership fee on joining and after that, on the date fixed for payment.
- 8.3 The Management Committee may make other charges from time to time in relation to:
 - a. the provision of services,
 - b. the conduct of the fundraising events, and
 - c. the hiring or other use of the Association resources.
- 8.4 The Management Committee shall fix the dates for payment of other charges and advise all members.

RULE 9 THE MANAGEMENT COMMITTEE

- 9.1 The Management Committee will manage the business of the Association.
- 9.2 The Management Committee shall comprise the following members:
 - a. President (1)
 - b. Vice President (1)

- c. Honorary Secretary (1)
 - d. Honorary Treasurer (1)
 - e. Committee Members (5)
 - f. up to three additional invited committee members as referred to in Rule 13. (up to 3)
- 9.3 The secretary shall keep an up-to-date record of the names and addresses of all members of the Management Committee. All members elected to the Management Committee shall agree to the secretary distributing a list of their names and preferred address and phone contact details to each Management Committee member for group communication purposes. The Secretary may be assisted in that role by a Membership Registrar appointed for that purpose by the Committee. Members of the association are entitled to inspect and copy the record on request, but members are not allowed to remove the record.
- 9.4 All powers of the Association, including but not limited to the power to expend the funds of the Association and to incur such liabilities as may be necessary toward carrying out the objectives of the Association, are vested in the Management Committee whose decisions shall stand as final unless set aside pursuant to a Special Resolution passed at a Special General Meeting called for that purpose in accordance with Rule 16.
- 9.5 The Management Committee shall have the power to make, amend or repeal by-laws governing the administration of the Association and its members.
- 9.6 The Management Committee shall have the power to suspend, disqualify or take disciplinary action against any member it considers has been guilty of misconduct. Such decisions shall stand as final unless set aside pursuant to a Special Resolution passed at a Special General Meeting called for that purpose in accordance with Rule 27.
- 9.7 The Management Committee shall be convened by the president who shall be the Chairperson as frequently as business shall demand, and at least four times per annum. A minimum of four days' notice shall be given to each committee member. Minutes of meetings shall be taken. The president shall be the chairman of the committee and shall have a deliberative and a casting vote.
- 9.8 The committee may:
- a. arbitrate disputes between members;
 - b. create sub-committees from within the Association's membership to deal with issues of interest to the Association and its members; and
 - c. determine the annual membership fees and other charges as required from time to time.
- 9.9 Any action required or permitted to be taken by the Committee or any sub-committee may be taken when an out of session resolution is emailed to members on that respective committee and a majority reply with their approval. The secretary is responsible for the distribution of the resolution and collection of the majority

approvals and including them in the agenda for the next scheduled meeting to be formally ratified in the respective committee minutes.

RULE 10 OFFICE BEARERS

10.1 The office bearers of the Association are:-

- a. President,
- b. Vice President,
- c. Treasurer,
- d. Secretary
- e. Membership Registrar, and
- f. Communications Officer.

10.2 In brief, the roles of the office bearers are:

- a. President - The president shall be the chief officer of the Association and will Chair all meetings of the Association and Management Committee. The President shall, with the advice of the Management Committee, appoint committee chairs and committee members. The President shall provide general direction for the affairs of the Association and shall have all powers necessary and incidental required to carry out decisions of the Association.
- b. Vice President - Chair meetings and or carry out other duties of the President in his or her absence.
- c. Treasurer - Manage the Association's finances in accordance with the requirements of the Act. This includes maintain financial records, prepare financial reports and submit them for auditing. The care and custody of all moneys of the Association and establishing adequate procedures and controls.

The Treasurer shall be responsible for generating the budget, monitoring variances in the budget, keeping an accurate record of receipts and expenditures .and presenting financial reports as designated at each Management Committee meeting.

- d. Secretary - Attend to correspondence and generally act according to the direction of the Management committee and the president. Sign letters on behalf of the Association and record all incoming and outgoing correspondence. Convene and attend meetings, take minutes and keep records of all business conducted at General meetings, and Management Committee meetings. On behalf of the Management Committee the secretary shall be responsible for the custody of records, books, documents and securities of the Association.
- e. A Committee Member shall be appointed by the Management Committee as the Membership Registrar who will assist the Secretary and be responsible to the Secretary and the Committee for maintaining

membership records as per the Act for all categories of memberships listed under Rule 6.1.

- f. A Committee Member shall be appointed by the Management Committee as the Communications Officer. The Communications Officer is responsible for the establishment and maintenance of effective communication methods and channels for the use by the Committee, members and, where appropriate, the School community and members of the public.

10.3 Collectively the Office Bearers will be responsible for dealing with general administrative matters affecting the day to day running of the Association between meetings of the Management Committee.

RULE 11 APPOINTMENT OF MANAGEMENT COMMITTEE MEMBERS

11.1 The following transitional arrangements will apply:

- a. The members of the unincorporated Alumni Association Committee will nominate and appoint inaugural Office Bearers and interim Management Committee members who will carry out the responsibilities of the Management Committee until the first annual general meeting when Rule 11 will apply.
- b. Amongst other things that interim Management Committee will be responsible for recruiting and accepting new members and for appointing additional Committee members who will serve on the Management Committee in accordance with Rule 11.1 d.
- c. The interim Management Committee may appoint up to three invited committee members under Rule 13.
- d. The terms of the inaugural appointments under this Rule shall be as follows:

(i)	President	2 Years
(ii)	Vice President	1 Year
(iii)	Treasurer,	2 Years
(iv)	Secretary	1 Year
(v)	Committee Members x 3	2 Years
(vi)	Committee Members x 2	1 Year
(vii)	Invited Committee Members at the discretion of the Management Committee.	

RULE12 MANAGEMENT COMMITTEE AND MEMBERSHIP ROTATION

12.1 Subject to the transitional arrangements detailed in Rule 11.1, all Management Committee members will be appointed at an annual general meeting for a 2 year term which ends at midnight on the day of the relevant AGM following their appointment. It is intended under Rule 12 that there will be a staggering of 2 year elections for all positions ensuring that approximately half the Committee is elected

for a 2 year term each year including at the expiration of the inaugural terms of appointment detailed in Rule 11.1.

- 12.2 A nominee for appointment or re-appointment to the Management Committee at any time;
- a. must be registered as a current and fully paid Alumni Financial Member or Alumni Financial Life Member of the KSHS Gilmore College Alumni Association Inc;
 - b. must provide a written nomination on the prescribed Association form and signed by two (2) members of the Association; and
 - c. must submit their nomination to the Secretary to be received not less than 14 days prior to being included on the list of eligible candidates for the scheduled process of elections.
- 12.3 A list of eligible candidates will be prepared and presented annually to the Alumni membership for the process of elections. Members shall be formally notified of the commencement of the election period and invited to participate via an electronic ballot voting system. The election process must be completed at least 5 days prior to a scheduled AGM and new appointments announced at the AGM.

RULE 13 INVITED MANAGEMENT COMMITTEE MEMBERS

- 13.1 In order to augment the skills of the Management Committee or to access particular expertise, from time to time the Management Committee may invite and appoint up to three Committee Members who shall serve until the AGM following their appointment unless that appointment is terminated earlier by the Management Committee.
- 13.2 An Invited Committee member may be re-appointed following the AGM by the incoming Management Committee and shall serve until the AGM following their re-appointment unless that appointment is terminated earlier by the Management Committee.

RULE 14 CASUAL VACANCIES

- 14.1 In the event that the Office of the President becomes vacant as a result of retirement, resignation, removal, death, or any other reason, the Office may be succeeded for the unexpired portion of the term by the Vice President.
- 14.2 All other casual vacancies in any office because of death, resignation, removal or otherwise shall be filled by an appointment by the Management Committee. That appointment will be for the balance of the vacant officer's term, which will normally be until the AGM when the next election for that position would be held had the vacancy not occurred.
- 14.3 A Committee Member may be removed or suspended for cause adversely impacting the Association or the School after a motion made and carried by a simple majority vote at a duly convened Committee meeting. The Committee Member concerned shall be given two (2) weeks written notice of intent to take such action.

- 14.4 Where a Resolution to remove an Office Bearer has been passed the provisions of Rule 14 Casual Vacancies shall apply.
- 14.5 If any member of the Committee is absent from three (3) of any four (4) consecutive meetings without satisfactory explanation the position may be declared vacant by the Committee and the provisions of Rule 14 Casual Vacancies shall apply.

RULE 15 ANNUAL GENERAL MEETING

- 15.1 The annual general meeting of the Association will take place within six (6) months after the end of each financial year and shall be held on such a date, time and place as determined by the Management Committee.
- 15.2 The Secretary will give all members not less than 21 days' notice in writing of the date, time and place of an annual general meeting and business to be transacted at the meeting.
- 15.3 The business of the annual general meeting is to:
- a. confirm the minutes of the previous AGM;
 - b. present the annual report for the year ended;
 - c. receive the audited financial reports for the year ended;
 - d. appoint new management committee members;
 - e. elect office bearers;
 - f. receive details of the Membership fees for the following 12 months; and
 - g. consider any other matter of which notice has been given in the notice of meeting.
- 15.4 Resolutions at annual general meetings will be passed by a simple majority of the votes entitled to be cast by the members present.
- 15.5 Voting for the election of committee members and officer bearers will be by secret ballot and will be conducted electronically prior to the AGM.
- 15.6 The Management Committee may appoint a Returning Officer to ensure compliance with nomination procedures, oversee the election process and declare the appointments.

RULE 16 SPECIAL GENERAL MEETINGS

- 16.1 The Secretary shall call a special general meeting on the authority of the Management Committee or upon receiving a written request from ten (10) per cent of members provided that such a request for a special meeting must be signed by ten (10) per cent members requesting the special general meeting.
- 16.2 The special general meeting must be held within one (1) month of the date when the Secretary receives the request or is given the authority by the Management Committee.
- 16.3 Members must be given at least 14 days notice of the meeting.

- 16.4 A special resolution must be passed by a majority of not less than 75% of the votes entitled to be cast by the members present.
- 16.5 All resolutions passed at a special general meeting shall be by a Special Resolution and voting shall be by ballot.
- 16.6 The President may appoint a Returning Officer to, oversee the voting process and the President will declare the result and such a declaration by the person presiding that the resolution has been passed as a special resolution is evidence of the fact in accordance with Section 52 of the Act

RULE 17 ORDINARY MEETINGS

- 17.1 The Secretary shall call an ordinary meeting on the authority of the Management Committee.
- 17.2 The ordinary meeting must be held within one (1) month of the date when the Secretary is given the authority by the Management Committee.
- 17.3 Members must be given at least 14 days notice of the meeting.
- 17.4 A resolution proposed at an ordinary meeting must be passed by a simple majority of the votes entitled to be cast by the members present.

RULE 18 VOTING

- 18.1 Any individual who is a member of the KSHS Gilmore College Alumni Association Inc may attend an Annual General Meeting, Special Meeting or Ordinary Meeting and may be permitted to speak at the discretion of the Chairperson. However, voting at an Annual General Meeting, Special Meeting or Ordinary Meeting will be restricted to:
 - a. all Management Committee members;
 - b. all Alumni Members; and
 - c. all Alumni Financial Members including Alumni Financial Life Members
- 18.2 Unless otherwise specifically stated, every question submitted to an Annual General meeting or Ordinary meeting of the Association shall be decided by voices or show of hands, at the discretion of the Chairperson. A ballot can be demanded by the Chair or by at least two (2) members in which case a ballot, conducted by preferential methods, where appropriate, shall be taken. A declaration by the Chair that a resolution has been carried or lost shall be conclusive evidence of the fact.
- 18.3 Proxy votes are not allowed at any Annual General Meetings, Special General Meetings, Ordinary Meetings and Management Committee Meetings.
- 18.4 The Chairperson at all Annual General Meetings, Special General Meetings, Ordinary Meetings and Management Committee Meetings shall have a deliberate and casting vote - both on show of hands and in case of a ballot.

RULE 19. QUORUMS

- 19.1 A quorum for an Annual General Meeting, Special or Ordinary Meeting shall be (10) of those entitled to vote as detailed in Rule 18 who are present and shall include a minimum of four (4) members of the Management Committee and six (6) members.
- 19.2 If within 15 minutes of the time fixed for any meeting under Rule 19.1 a quorum is not present, the meeting shall be adjourned to the same place and the same time and day of the following week. If at the subsequent meeting a quorum is not present those members present shall be the quorum and shall transact the business of the meeting. At least three (3) days notice of the place and date of the adjourned meeting shall be given by the Secretary in writing to the persons entitled to vote as detailed in Rule 18.

RULE 20 MANAGEMENT COMMITTEE MEETINGS

- 20.1 The Management Committee will meet at least four (4) times per annum and will attend to the business of running the Association.
- 20.2 The quorum for the Management Committee meetings is five (5) members. If within 15 minutes of the time fixed for any Management committee meeting a Quorum is not present the provisions of Rule 19.2 will apply “mutadis mutandi.”
- 20.3 Any items to be added to the Agenda for a scheduled meeting must be received by the Secretary in writing within seven (7) days of the Agenda being finalised
- 20.4 Each Committee member will have one (1) vote and voting will be by show of hands unless otherwise decided.
- 20.5 The President may vote on a motion and will have the deciding vote when there is a tied vote.
- 20.6 On any question of procedure the decision of the President is final.
- 20.7 A Management Committee member who fails to attend three (3) consecutive committee meetings without apology will be taken to have forfeited that position, unless the Management Committee (in the absence of that member) decides otherwise. Attendance shall include attendance by telephone or video.
- 20.8 The Treasurer will report on the financial position of the Association at each meeting.

RULE 21 MINUTES OF MEETINGS

- 21.1 The Secretary is required by the Association to keep and record proper minutes of proceedings of all AGM, Special, Ordinary and Management Committee meetings.
- 21.2 The President must ensure that the minutes taken of all meetings held in accordance with Rule 21.1 are checked and passed as correct at the next meeting.
- 21.3 Minutes must be available to any member of the Association on request but sections dealing with sensitive, personal matters may be deleted before records are provided. The President and Secretary shall determine any information to be deleted and document the reasons. The record of deletions must be available for annual audit.

RULE 22 FINANCE AND ACCOUNTS

- 22.1 The Treasurer is required to keep detailed and proper electronic records of accounts. The Treasurer is also responsible for the safe storage of all electronic and manual records pertaining to the Association accounts.
- 22.2 The Association must conduct its financial transactions through a regulated financial institution approved by the Management Committee.
- 22.3 All Association monies must be deposited in the name of the Association. At least four (4) Management Committee signatures are to be lodged with the financial institution for the opening of the account(s) and for the purposes of operations on the account(s), with at least two (2) to sign on any transaction including all electronic transactions. All expenditure shall be approved by the Management Committee.
- 22.4 Funding in addition to membership fees may be raised through charging for services, sponsorship and appropriate fundraising activities as agreed by the Management Committee as referred to in Rule 8.
- 22.5 The financial year commences on 1 July each year and ends 30 June the following year.
- 22.6 An independent and qualified auditor must be appointed annually by the Management Committee to conduct an audit of the accounting records, prior to the annual general meeting, and to provide a written report as required. The auditor must not be a member of the Association.

RULE 23 COMMON SEAL

- 23.1 The common seal of the Association must be kept in the custody of the Secretary.
- 23.2 The common seal must not be stamped on any document without the authority of the Management Committee and unless that document has first been signed President or Vice-President and the Secretary.
- 23.3 Every use of the common seal must be recorded in the Seal Register which is kept by the secretary for that purpose.

RULE 24 CUSTODY AND INSPECTION OF RECORDS

- 24.1 Upon submitting a request to do so a member may at any reasonable time inspect the records, books, documents and securities of the Association provided that the request is made to the Secretary in writing.
- 24.2 No records, books, documents or securities of the Association may be copied or removed from the Association without the President's written authority.
- 24.3 The secretary shall hold in their possession the records, books, documents and securities of the Association except for financial accounts which shall be retained by the treasurer. All key documents (including this Constitution, policy guidance, minutes of meetings, audit reports) are to be stored electronically in a secure system. Access to this shall be limited to the Management Committee and auditor.

- 24.4 The Auditor(s) shall have access to all records for the purpose of examining and auditing the books and accounts of the Association annually, and will have the power to call for all books, papers, accounts, receipts, etc., of the Association in order to report thereon to the Annual General Meeting.

RULE 25 ALTERATIONS AND ADDITIONS TO THE RULES

- 25.1 The Association may alter or add to these rules by special resolution at a Special General Meeting convened for that purpose and in accordance with the procedure set out in the Act.
- 25.2 Within 28 days of passing a special resolution altering the rules the secretary of the Association must lodge the notice with the Commissioner. The notice of the special resolution must set out the particulars of the alteration(s) together with a certificate given by a member of the Management Committee certifying that the resolution was duly passed as a special resolution and that the rules of the Association as so altered conform to the requirements of the Act.
- 25.3 An alteration of the rules of the Association does not take effect until the notice and certificate have been lodged.

RULE 26 COMPLAINTS AND DISPUTES

- 26.1 Any complaint made by a member or member of the public against the Association or a member must be submitted in writing to the Management Committee within 14 days of the incident or cause of complaint.
- 26.2 The Management Committee must investigate the complaint fully and may appoint a Sub-Committee to meet for that purpose.
- 26.3 The person(s) making the complaint will receive written notice of the determination and reasons for the determination within seven (7) days after such meeting.
- 26.4 In the case of a dispute between members of the Association, the parties to the dispute must first meet, discuss the matter and try and resolve the dispute within 14 days after the dispute has come to the attention of each party.
- 26.4.1 If the dispute cannot be resolved within 14 days, any party to the dispute may start the dispute resolution process by giving written notice to the Secretary of the parties to the dispute and the matters that are the subject of the dispute.
- 26.4.2 Within 28 days after the Secretary is given that notice the Management Committee shall appoint a Sub-Committee for the purpose of investigating and determining the dispute and whose decision shall be final.
- 26.4.3 The Sub Committee shall, with due regard to the principles of “natural justice” investigate the dispute fully and convene a meeting to determine the dispute. Each party to the dispute must be given written notice at least seven (7) days prior to that meeting stating when and where the meeting is to be held and the party or their representative will be given a reasonable opportunity to make either or both written and oral submissions to the Sub Committee about the dispute.

- 26.4.4 If any party to the dispute gives written notice to the Secretary stating they do not agree to the dispute being determined by the Sub Committee and requests the appointment of a mediator, then the Management Committee must not determine the dispute.
- 26.4.5 The Sub Committee must:
- a. give the parties to the dispute resolution 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 dispute resolution process.
- 26.5 If the parties are unable to resolve the dispute at the Sub Committee meeting referred to in Rule 26.4, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 26.6 The mediator must be:
- a. a person chosen by agreement between the parties; or
 - b. in the absence of agreement the mediator will be a person appointed by the Management Committee.
- 26.7 A member of the Management Committee or a current or former member of the Association can be a mediator, provided they are not a party to the dispute.
- 26.8 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 26.9 The mediator must:
- a. give the parties to the mediation process every opportunity to be heard;
 - b. allow 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.
- 26.10 The mediator must not determine the dispute. The mediation must be confidential and without prejudice.
- 26.11 If the dispute is not resolved under the procedure provided for in this Rule 26, the parties may seek to resolve the dispute by an application made to the State Administrative Tribunal to have a dispute determined.

RULE27 SUSPENSION AND EXPULSION

- 27.1 A member may be suspended or expelled if their conduct is detrimental to the Association.
- 27.2 The Management Committee must inform the member in writing before deciding on suspension or expulsion stating the reason for proposed suspension or expulsion.

- 27.3 The member has 30 days to respond to the notice of proposed suspension or expulsion, saying why he or she should not be suspended or expelled.
- 27.4 Any submission made by the member must be taken into account by the Management Committee in making its decision on suspension or expulsion.
- 27.5 If the member is suspended or expelled, the member has 21 days in which to appeal the decision and a Special general meeting will be convened to determine the appeal.

RULE 28 DISSOLUTION

- 28.1 The Association may be dissolved by special resolution passed by a 75% majority of votes cast at a special meeting called for that purpose.
- 28.2 Assets or property that remain after the satisfaction of debts and liabilities and the costs of winding up or dissolution are to be distributed to another association incorporated under the Act which has similar objectives and which is not carried on for the purposes of profit or gain to its individual members.
- 28.3 The association that is to receive the assets or property is to be determined by resolution of the members.