

CAIRNS NETBALL ASSOCIATION INC.

Rules

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Compiled by CPR Group

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1. Introductory provisions

1.1. Interpretation

1.1.1. In these rules:

- a. **act** means the *Associations Incorporation Act 1981*;
- b. **amateur** means a person satisfying the relevant criteria defined by the International Netball Federation;
- c. **association** means the Cairns Netball Association Inc.;
- d. **Board** means management committee, as defined in the Act;
- e. **bylaws** means the bylaws of the association;
- f. **by lot** means making a determination or choice by lottery. For example, this might include drawing names at random;
- g. **casual vacancy**, on the Board, means a vacancy that happens when an elected member of the Board resigns, dies or otherwise stops holding office;
- h. **chief executive** means the Chief Executive of the Queensland Government Office of Fair Trading;
- i. **club delegate** means a member nominated by a full member club to vote at general meetings on behalf of that full member club;
- j. **fee** means a payment of money due to the association by its members;
- k. **in writing** means any form of written communication, including handwritten, printed or digital;
- l. **majority** means more than half of all members present and voting at a Board meeting or a general meeting;
- m. **special resolution** means a resolution that is passed at a general meeting (including the annual general meeting) by the votes of at least 75% of the members who are present and voting;
- n. **team** means a netball team comprising at least seven playing members.

1.1.2. A word or expression that is not defined in these rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

1.2. Name

1.2.1. The name of the incorporated association is CAIRNS NETBALL ASSOCIATION INC.

2. Objects and powers

2.1. Objects

- 2.1.1. The objects of the association are:
- a. to encourage, promote, control and manage the game of netball amongst clubs;
 - b. to select, control, manage and develop representative netball teams;
 - c. to affiliate with Netball Queensland and such other bodies as the association deems fit;
 - d. to abide by the rules regulating the conduct of the game of netball, as determined by Netball Australia;
 - e. to encourage and develop high standards of administration, playing, coaching, umpiring and technical bench officiating at all levels of the association;
 - f. to establish and maintain playing facilities and amenities for the benefit, social comfort and advancement of the sport, the association, its members and visitors;
 - g. to do such things as are incidental or conducive to the attainment of any or all of these objects.

2.2. Powers

- 2.2.1. The association has the powers of an individual.
- 2.2.2. The association may, for example:
- a. enter into contracts; and
 - b. acquire, hold, deal with and dispose of property; and
 - c. make charges for services and facilities it supplies; and
 - d. do other things necessary or convenient to be done in carrying out its affairs.
- 2.2.3. The association may issue secured and unsecured notes, debentures and debenture stock for the association.

3. Membership

3.1. Classes of members

3.1.1. The membership of the association consists of the following classes:

- a. Ordinary member:
 - i ordinary members must be at least 18 years of age and support the objects of the association and abide by the association's bylaws and codes of conduct;
 - ii financial members of full member clubs and associate clubs are ordinary members;
 - iii ordinary membership is open to players, parents of junior members, non-playing volunteers and officials and other persons as approved by the Board;
 - iv ordinary members of full member clubs are eligible for nomination by their club to be a club delegate to the association;
 - v ordinary members are not entitled to vote at general meetings of the association unless they are a club delegate to the association and therefore entitled to vote on behalf of their full member club;
 - vi ordinary members are eligible for election to the Board;
 - vii fees payable by an ordinary member can be waived or discounted by the Board.
- b. Junior member:
 - i junior members must be below the age of 18 years and support the objects of the association and abide by the association's bylaws and codes of conduct;
 - ii financial junior members of full member clubs and associate clubs are junior members. Other persons under the age of 18 years may be approved by the Board for junior membership;
 - iii junior members of full member clubs are not eligible for nomination by their club to be a club delegate to the association;
 - iv junior members are not entitled to vote at general meetings of the association;
 - v junior members are not eligible for election to the Board;
 - vi fees payable by a junior member can be waived or discounted by the Board.
- c. Full member club:
 - i any netball club which is either separately incorporated or operates under the auspice of a school approved by the association, supports the objects of the association and abides by the association's bylaws and codes of conduct, and

comprises at least three netball teams, is eligible to be a full member club;

Note: The association will allow a grace period of 12 months from the date of adoption of these rules to allow time for existing unincorporated full member clubs to become incorporated.

- ii each full member club is entitled to nominate one club delegate to act as the representative of the full member club, who is entitled to vote at general meetings of the association;
 - iii nomination of club delegates must be in writing and signed by the president or secretary of the full member club;
 - iv club delegates may not simultaneously serve as a member of the Board.
- d. Associate club:
- i any netball club which is either separately incorporated, unincorporated or operates under the auspice of a school approved by the association, and comprises less than three netball teams, is eligible to be an associate club;
 - ii any netball club which is unincorporated and comprises at least three netball teams, is eligible to be an associate club;
 - iii associate clubs must support the objects of the association and abide by the association's bylaws and codes of conduct
 - iv associate clubs are not entitled to vote at general meetings of the association;
- e. Life:
- i life members must be at least 18 years of age and support the objects of the association and abide by the association's bylaws and codes of conduct;
 - ii life membership is open to persons who have rendered extraordinary and meritorious service to the association for a period of at least 10 years;
 - iii any ordinary member, life member or full member club may recommend to the Board a nominee for election as a life member;
 - iv recommendations for life membership must be in writing, signed by the member(s) making the recommendation and received by the secretary of the association no less than 14 days prior to the annual general meeting;
 - v on the Board's approval of the recommendation, the Board will propose the nominee for election as a life member at the annual general meeting;

- vi life members must be elected by the passing of a special resolution at an annual general meeting by the votes of at least 75% of the members who are present and entitled to vote;
 - vii life members appointed before 5 September 2016 are entitled to vote at general meetings of the association;
 - viii life members appointed on or after 5 September 2016 are not entitled to vote at general meetings of the association;
 - ix life members are eligible for election to the Board;
 - x life members are not required to pay an annual subscription.
- f. Honorary:
- i honorary members must support the objects of the association and abide by the association's bylaws and codes of conduct and must be deemed by the Board to be of value to the association in pursuance of its objects;
 - ii honorary members do not apply for membership. The Board bestows membership upon honorary members;
 - iii honorary members are not entitled to vote at general meetings of the association;
 - iv honorary members are not eligible for election to the Board;
 - v honorary members are not required to pay an annual subscription.

3.1.2. The number of members in each class of membership is unlimited.

3.2. New membership

- 3.2.1. An application for membership must be:
- a. in writing; and
 - b. in the form decided by the Board.

3.3. Membership fees

- 3.3.1. The membership fee for each class of membership, other than life membership, is:
- a. the amount decided by the Board; and
 - b. payable when, and in the way, the Board decides.

3.4. Admission and rejection of new members

- 3.4.1. The Board must consider an application for membership at the next Board meeting held after it receives:
- a. the application for membership; and
 - b. the appropriate membership fee for the application.

- 3.4.2. The Board must ensure that, as soon as possible after the applicant applies to become a member of the association, and before the Board considers the application, the applicant is advised:
 - a. whether or not the association has public liability insurance; and
 - b. if the association has public liability insurance, the amount of the insurance.
- 3.4.3. The Board must decide at the meeting whether to accept or reject the application.
- 3.4.4. If a majority of the members of the Board present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- 3.4.5. If the Board decides to reject the application, the secretary of the Board must give the applicant notice of the decision in a manner determined by the Board.

3.5. When membership ends

- 3.5.1. A member may resign from the association by giving a written notice of resignation to the secretary.
- 3.5.2. The resignation takes effect at:
 - a. the time the notice is received by the secretary; or
 - b. if a later time is stated in the notice, the later time.
- 3.5.3. The Board may terminate a member's membership if the member:
 - a. is convicted of an indictable offence; or
 - b. does not comply with any of the provisions of these rules; or
 - c. has membership fees in arrears for at least two months; or
 - d. conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.
- 3.5.4. If the Board decides to terminate or suspend a member's membership, the secretary must, within seven days of the decision, give the member written notice:
 - a. setting out the decision of the Board and the grounds on which it is based;
 - b. stating that the member may address the Board at a meeting to be held not earlier than seven days and not later than 28 days after the service of the notice;
 - c. stating the date, place, and time of that meeting;
 - d. informing the member that the member may do either or both of the following:
 - i attend and speak at that meeting;

- ii submit to the Board at or before the date of that meeting written representations relating to the resolution.
- 3.5.5. Before the Board terminates or suspends a member's membership, the Board must:
 - a. give the member a full and fair opportunity to make verbal representations at a meeting as mentioned in rule 3.5.4.b;
 - b. give due consideration to any written representations submitted to the Board by the member at or before the meeting mentioned in rule 3.5.4.b.
- 3.5.6. If, after considering all representations made by the member, the Board decides by resolution to terminate or suspend the membership, the secretary of the Board must, within seven days, give the member a written notice of the decision.

3.6. Appeal against rejection, termination or suspension of membership

- 3.6.1. An applicant whose application for membership has been rejected, or a member whose membership has been terminated or suspended, may give the secretary written notice of their intention to appeal against the decision.
- 3.6.2. A notice of intention to appeal must be given to the secretary within seven days after the applicant or member receives written notice of the decision.
- 3.6.3. If the secretary receives a notice of intention to appeal, the secretary must, within 14 days after receiving the notice, call a general meeting to decide the appeal.

3.7. General meeting to decide appeal

- 3.7.1. The general meeting to decide an appeal must be held within 28 days after the secretary receives the notice of intention to appeal.
- 3.7.2. At the meeting, the applicant or member must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated or suspended.
- 3.7.3. The Board and the members of the Board who rejected the application or terminated or suspended the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated or suspended.
- 3.7.4. An appeal must be decided by a majority vote of the members present and voting at the meeting.
- 3.7.5. If an applicant whose application for membership has been rejected does not appeal against the decision within seven days after receiving written notice of the decision, or the applicant appeals but the appeal is unsuccessful, the secretary must, as soon as possible, refund the membership fee paid by the applicant.

3.8. Register of members

- 3.8.1. The Board must keep a register of members of the association.
- 3.8.2. The register must include the following particulars for each member:
 - a. the full name of the member;
 - b. the postal or residential address of the member;
 - c. the date of admission as a member;
 - d. the date of death or time of resignation of the member;
 - e. details about the termination or reinstatement of membership;
 - f. any other particulars the Board or the members at a general meeting decide.
- 3.8.3. The register must be open for inspection by members of the association at all reasonable times.
- 3.8.4. A member must contact the secretary to arrange an inspection of the register.
- 3.8.5. However, the Board may, on the application of a member of the association, withhold information about the member (other than the member's full name) from the register available for inspection if the Board has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

3.9. Prohibition on use of information on register of members

- 3.9.1. A member of the association must not:
 - a. use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - b. disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.

4. Secretary

4.1. Appointment or election of secretary

- 4.1.1. The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is:
 - a. a member of the association elected by the association as secretary; or
 - b. any of the following persons appointed by the Board as secretary:
 - i a member of the association's Board;

- ii another member of the association;
 - iii an employee of the association;
 - iv another person.
- 4.1.2. If a vacancy happens in the office of secretary, the members of the Board must ensure a secretary is appointed or elected for the association within one month after the vacancy happens.
- 4.1.3. If the Board appoints a person mentioned in rule 4.1.1(b)(ii) as secretary, other than to fill a casual vacancy on the Board, the person does not become a member of the Board.
- 4.1.4. However, if the Board appoints a person mentioned in rule 4.1.1(b)(ii) as secretary to fill a casual vacancy on the Board, the person becomes a member of the Board.
- 4.1.5. If the Board appoints a person mentioned in rule 4.1.1(b)(iii) or 4.1.1(b)(iv) as secretary, the person does not become a member of the Board, but that person shall have the right to attend all Board meetings and general meetings of the association and may move motions for consideration by the Board, but is not entitled to vote at Board meetings or general meetings of the association.

4.2. Removal of secretary

- 4.2.1. The Board of the association may at any time remove a person appointed by the Board as the secretary.
- 4.2.2. If the Board removes a secretary who is a person mentioned in rule 4.1.1(b)(i), the person remains a member of the Board.
- 4.2.3. If the Board removes a secretary who is a person mentioned in rule 4.1.1(b)(ii) and who has been appointed to a casual vacancy on the Board under rule 4.1.4, the person remains a member of the Board.

4.3. Functions of secretary

- 4.3.1. The secretary's functions include, but are not limited to:
- a. calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
 - b. keeping minutes of each meeting; and
 - c. keeping copies of all correspondence and other documents relating to the association; and
 - d. maintaining the register of members of the association.

5. Board

5.1. Membership of the Board

- 5.1.1. The Board of the association must have at least three and a maximum of seven members, of whom one holds the position of president, another of whom holds the position of treasurer and any other members that the association members elect at a general meeting.
- 5.1.2. A member of the Board, other than a secretary appointed by the Board under rule 4.1.1(b)(iii), must be a member of the association.
- 5.1.3. The term of office for Board positions is 2 years.
- 5.1.4. Elected Board members shall remain in office from the conclusion of the annual general meeting at which they were elected until the conclusion of the second annual general meeting following their election.
- 5.1.5. The Board shall determine the sequence of retirements under rules 5.1.3 and 5.1.4 to ensure rotational terms.
- 5.1.6. A member of the association may be appointed to a casual vacancy on the Board under rule 5.4.
- 5.1.7. A Board member must exercise his or her powers and discharge his or her duties in good faith, in the best interests of the association for proper purpose and with a degree of care and diligence that a reasonable person would exercise in the circumstances.

5.2. Electing the Board

- 5.2.1. A member of the Board may only be elected as follows:
 - a. the secretary calls for nominations for Board positions at least 28 days before the annual general meeting at which the election will take place;
 - b. any ordinary member, life member, full member club or associate club may nominate a candidate to serve as a member of the Board, and that nomination must be seconded by another ordinary member, life member, full member club or associate club;
 - c. nominations must be:
 - i in writing; and
 - ii signed by the candidate and the two members making and seconding the nomination; and
 - iii given to the secretary at least 14 days before the annual general meeting at which the election is to be held.
 - d. the Board will appoint an independent returning officer to conduct the election.
 - e. each member present and entitled to vote at the annual general meeting may vote for one candidate for each vacant position on the Board. Any equality in voting is resolved as follows:

- i if there are two candidates and both candidates receive an equal number of votes, voting is determined by lot;
 - ii if there are three or more candidates and two or more candidates receive an equal highest number of votes, a second vote is conducted between only those candidates who received the equal highest number of votes. In the event that following the second vote, two or more candidates receive an equal highest number of votes, voting is determined by lot;
 - f. if there is only one candidate for a position, the candidate is declared elected if approved by a majority of members present and voting. If the candidate is not approved, nominations for the position may be taken from the floor of the meeting;
 - g. if, at the start of the annual general meeting, there are no candidates nominated for any position, nominations for that position may be taken from the floor of the meeting.
- 5.2.2. A person may be a candidate only if the person:
- a. is an adult; and
 - b. is not ineligible to be elected as a member under section 61A of the Act.
- 5.2.3. A list of the candidates' names in alphabetical order, with the names and signatories of the ordinary members, life members, full member clubs or associate clubs who nominated each candidate, must be open for inspection by members for at least seven days immediately preceding the annual general meeting.
- 5.2.4. Elections are to be conducted by secret ballot and if balloting lists are to be prepared, they must contain the names of the candidates in order determined by lot.
- 5.2.5. The Board must ensure that, before a candidate is elected as a member of the Board, the candidate is advised:
- a. whether or not the association has public liability insurance; and
 - b. if the association has public liability insurance, the amount of the insurance.

5.3. Resignation, removal or vacation of office of Board member

- 5.3.1. A member of the Board may resign from the Board by giving written notice of resignation to the secretary.
- 5.3.2. The resignation takes effect at:
 - a. the time the notice is received by the secretary; or
 - b. if a later time is stated in the notice, the later time.
- 5.3.3. The Board has the power to remove from office any Board member who fails to attend three Board meetings in any 12-month period without leave of absence first having been granted by the Board.
- 5.3.4. A member may be removed from office at a general meeting of the association if a majority of the members present and voting at the meeting vote in favour of removing the member.
- 5.3.5. Before a vote is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- 5.3.6. A member has no right of appeal against the member's removal from office under this rule.
- 5.3.7. A member immediately vacates the office of Board member in the circumstances mentioned in section 64(2) of the Act.

5.4. Vacancies on the Board

- 5.4.1. If a casual vacancy happens on the Board, the continuing members of the Board may appoint another member of the association to fill the vacancy until the next annual general meeting.
- 5.4.2. With the exception of the positions of president and treasurer, the continuing members of the Board may act despite a casual vacancy on the Board.
- 5.4.3. If the number of Board members is less than the number fixed under rule 5.7.1 as a quorum of the Board, the continuing members of the Board may act only to:
 - a. increase the number of Board members to the number required for a quorum; or
 - b. call a general meeting of the association.
- 5.4.4. If a casual vacancy happens in the position of president or treasurer, the continuing members of the Board may act only to:
 - a. appoint another member of the association to fill the casual vacancy; or
 - b. call a general meeting of the association.

5.5. Functions of the Board

- 5.5.1. The Board must take all reasonable steps to ensure that the association complies with its obligations under the Act and these rules.
- 5.5.2. Subject to these rules or a resolution of the members of the association carried at a general meeting, the Board has the general control and management of the administration of the affairs, property and funds of the association.
- 5.5.3. The Board has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note: *The Act prevails if the association's rules are inconsistent with the Act; see section 1B of the Act.*

- 5.5.4. The Board may exercise the powers of the association:
 - a. to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
 - b. to secure the amounts mentioned in rule 5.5.3(a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the association's property, both present and future; and
 - c. to purchase, redeem or pay off any securities issued; and
 - d. to borrow amounts from members and pay interest on the amounts borrowed; and
 - e. to mortgage or charge the whole or part of its property; and
 - f. to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
 - g. to provide and pay off any securities issued; and
 - h. to invest in a way the members of the association may decide.
- 5.5.5. For rule 5.5.3(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:
 - a. the financial institution for the association; or
 - b. if there is more than one financial institution for the association, the financial institution nominated by the Board.

5.6. Meetings of the Board

- 5.6.1. Subject to this rule, the Board may meet and conduct its proceedings, as it considers appropriate.
- 5.6.2. The Board must meet at least once every four months to exercise its functions.
- 5.6.3. The Board must decide how a meeting is to be called.
- 5.6.4. Notice of a meeting is to be given in the way decided by the Board.
- 5.6.5. The Board may hold meetings, or permit a Board member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 5.6.6. A Board member who participates in the meeting as mentioned in rule 5.6.5 is taken to be present at the meeting.
- 5.6.7. A question arising at a Board meeting is to be decided by a majority vote of members of the Board present at the meeting and, if the votes are equal, the question is resolved so as to maintain the status quo.
- 5.6.8. A member of the Board must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does have an interest in the contract or proposed contract, the interest must be declared and the member must not participate in discussion or debate about the contract or proposed contract.
- 5.6.9. The president is to preside as chairperson at a Board meeting.
- 5.6.10. If there is no president or if the president is not present within 30 minutes after the time fixed for a Board meeting, the members may choose one of their number to preside as chairperson at the meeting.

5.7. Quorum for, and adjournment of, Board meeting

- 5.7.1. At a Board meeting, more than 50% of the members elected to the Board as at the close of the last general meeting of the members form a quorum.
- 5.7.2. If there is no quorum within 30 minutes after the time fixed for a Board meeting called on the request of members of the Board, the meeting lapses.
- 5.7.3. If there is no quorum within 30 minutes after the time fixed for a Board meeting called other than on the request of the members of the Board:
 - a. the meeting is to be adjourned for at least one day; and
 - b. the members of the Board who are present are to decide the day, time and place of the adjourned meeting.
- 5.7.4. If, at an adjourned meeting mentioned in rule 5.7.3, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

5.8. Special meeting of the Board

- 5.8.1. If the secretary receives a written request signed by at least 33% of the members of the Board, the secretary must call a special meeting of the Board by giving each member of the Board notice of the meeting within 14 days after the secretary receives the request.
- 5.8.2. If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- 5.8.3. A request for a special meeting must state:
 - a. why the special meeting is called; and
 - b. the business to be conducted at the meeting.
- 5.8.4. A notice of a special meeting must state:
 - a. the day, time and place of the meeting; and
 - b. the business to be conducted at the meeting.
- 5.8.5. Only the business listed on the notice of a special meeting of the Board may be conducted at a special meeting of the Board.
- 5.8.6. A special meeting of the Board must be held within 14 days after notice of the meeting is given to the members of the Board.

5.9. Minutes of Board meetings

- 5.9.1. The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Board meeting are entered in a minute book.
- 5.9.2. To confirm the accuracy of the minutes, the minutes of each Board meeting must be signed by the chairperson of the meeting, or the chairperson of the next Board meeting, verifying their accuracy.

5.10. Delegation

- 5.10.1. The Board may delegate all or any of its powers and authorities, duties and functions to any person or to any committee except:
 - a. the power to delegate; and
 - b. a function that is a duty imposed on the Board by the Act or by any other law.
- 5.10.2. Despite any delegation under this rule, the Board may continue to exercise all its functions, including any function that has been delegated to a subcommittee and remains accountable for the exercise of those functions at all times.

5.11. Appointment of subcommittees

- 5.11.1. The Board may appoint one or more subcommittees consisting of members of the association considered appropriate by the Board to help with the conduct of the association's operations.
- 5.11.2. Subcommittees shall have such membership, powers and duties as the Board shall confer on them, or which the Board shall delegate to them.
- 5.11.3. Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the Board.
- 5.11.4. A subcommittee may meet and adjourn as it considers appropriate, or as requested by the Board.
- 5.11.5. A member of the subcommittee who is not a member of the Board is not entitled to vote at a Board meeting.
- 5.11.6. A subcommittee may elect a chairperson of its meetings.
- 5.11.7. If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose one of their number to be chairperson of the meeting.
- 5.11.8. A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided so as to maintain the status quo.

5.12. Acts not affected by defects or disqualifications

- 5.12.1. An act performed by the Board, a subcommittee or a person acting as a member of the Board is taken to have been validly performed.
- 5.12.2. Rule 5.12.1 applies even if the act was performed when:
 - a. there was a defect in the appointment of a member of the Board, subcommittee or person acting as a member of the Board; or
 - b. a Board member, subcommittee member or person acting as a member of the Board was disqualified from being a member.

5.13. Resolutions of the Board without meeting

- 5.13.1. A written resolution signed by each member of the Board is as valid and effectual as if it had been passed at a Board meeting that was properly called and held.
- 5.13.2. A resolution mentioned in rule 5.13.1 may consist of several documents in like form, each signed by one or more members of the Board.

6. Meetings of members

6.1. Annual general meetings

- 6.1.1. The association's annual general meeting must be held:
- a. at least once each year; and
 - b. within 6 months after the end date of the association's reportable financial year.

6.2. Business to be conducted at annual general meeting

- 6.2.1. The following business must be conducted at each annual general meeting of the association:
- a. receiving the association's financial statement, and audit report, for the last reportable financial year;
 - b. presenting the financial statement and audit report to the meeting for adoption;
 - c. electing members of the Board;
 - d. appointing an auditor or an accountant for the present financial year.

6.3. Notice of general meeting

- 6.3.1. The secretary may call a general meeting of the association.
- 6.3.2. The secretary must give at least 14 days notice of the meeting to each member of the association.
- 6.3.3. If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- 6.3.4. The Board may decide the way in which the notice must be given.
- 6.3.5. However, notice of the following meetings must be given in writing:
- a. a meeting called to hear and decide an appeal against the Board's decision:
 - i to reject an applicant's application for membership of the association; or
 - ii to terminate a member's membership of the association.
 - b. a meeting called to hear and decide a proposed special resolution of the association.
- 6.3.6. A notice of a general meeting must state the business to be conducted at the meeting.

6.4. Quorum for, and adjournment of, general meeting

- 6.4.1. At a general meeting, more than 50% of the number of full member clubs as at the close of the last general meeting form a quorum.
- 6.4.2. No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- 6.4.3. If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the Board or the association, the meeting lapses.
- 6.4.4. If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Board or the association:
 - a. the meeting is to be adjourned for at least seven days; and
 - b. the Board is to decide the day, time and place of the adjourned meeting.
- 6.4.5. The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 6.4.6. If a meeting is adjourned under rule 6.4.5, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 6.4.7. The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- 6.4.8. If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

6.5. Procedure at general meeting

- 6.5.1. A member may take part and vote in a general meeting in person only.
- 6.5.2. A member who participates in a meeting as mentioned in rule 6.5.1 is taken to be present at the meeting.
- 6.5.3. At each general meeting:
 - a. the president is to preside as chairperson; and
 - b. if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect another Board member to be chairperson of the meeting; and
 - c. if there is no Board member present the members must elect one of their number to be chairperson of the meeting; and
 - d. the chairperson must conduct the meeting in a proper and orderly way.

6.6. Voting at general meeting

- 6.6.1. A question, matter or resolution arising at a general meeting, other than a special resolution, is to be decided by a majority vote of members present and voting and, if the votes are equal, the chairperson has only a casting vote, but no primary vote.
- 6.6.2. A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- 6.6.3. The method of voting is to be decided by the Board.
- 6.6.4. However, if a majority of the members present demand a secret ballot, voting must be by secret ballot.
- 6.6.5. If a secret ballot is held, the chairperson must appoint two members to conduct the secret ballot in the way the chairperson decides.
- 6.6.6. The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

6.7. Special general meeting

- 6.7.1. The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after:
 - a. being directed to call the meeting by the Board; or
 - b. being given a written request signed by:
 - i at least 33% of the number of members of the Board when the request is signed; or
 - ii the president or secretary of at least 33% of the number of full member clubs when the request is signed; or
 - c. being given a written notice of an intention to appeal against the decision of the Board:
 - i to reject an application for membership; or
 - ii to terminate a member's membership.
- 6.7.2. A request mentioned in rule 6.7.1(b) must state:
 - a. why the special general meeting is being called; and
 - b. the business to be conducted at the meeting.
- 6.7.3. A special general meeting must be held within 28 days after the secretary:
 - a. is directed to call the meeting by the Board; or
 - b. is given the written request mentioned in rule 6.7.1(b); or
 - c. is given the written notice of an intention to appeal mentioned in rule 6.7.1(c).

- 6.7.4. If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

6.8. Minutes of general meetings

- 6.8.1. The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- 6.8.2. To confirm the accuracy of the minutes:
- a. the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - b. the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.
- 6.8.3. If asked by a member of the association, the secretary must, within 28 days after the request is made:
- a. make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - b. give the member copies of the minutes of the meeting.
- 6.8.4. The association may require the member to pay the reasonable costs of providing copies of the minutes.

7. Rules and bylaws

7.1. Bylaws

- 7.1.1. The Board may make, amend or repeal bylaws, not inconsistent with these rules, for the internal management of the association.
- 7.1.2. A bylaw may be set aside by a vote of members at a general meeting of the association.

7.2. Alteration of rules

- 7.2.1. Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- 7.2.2. However an amendment, repeal or addition is valid only if it is registered by the chief executive.

7.3. Common seal

- 7.3.1. The Board must ensure the association has a common seal.
- 7.3.2. The common seal must be:
 - a. kept securely by the Board; and
 - b. used only under the authority of the Board.
- 7.3.3. Each instrument to which the seal is attached must be signed by a member of the Board and countersigned by:
 - a. the secretary; or
 - b. another member of the Board; or
 - c. someone authorised by the Board.

8. Finance

8.1. Funds and accounts

- 8.1.1. The funds of the association must be kept in an account in the name of the association in a financial institution decided by the Board.
- 8.1.2. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- 8.1.3. All amounts must be deposited in the financial institution account as soon as possible after receipt.
- 8.1.4. A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- 8.1.5. Any cheque or electronic funds transfer must be signed or approved by any two of the following:
 - a. the president;
 - b. the secretary;
 - c. the treasurer;
 - d. any one of three other members of the association who have been authorised by the Board to sign cheques or approve electronic funds transfers of the association.
- 8.1.6. However, one of the persons who signs the cheque or approves the electronic funds transfer must be the president, the secretary or the treasurer.
- 8.1.7. Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- 8.1.8. A petty cash account may be kept on the imprest system, and the Board may decide the amount of petty cash to be kept in the account.
- 8.1.9. All expenditure must be approved or ratified at a Board meeting.
- 8.1.10. The association precludes the payment to an officer or employee of the association of an amount by way of commission or allowance calculated

by reference to the quantity of liquor sold or supplied by the association or the receipts of the association for such liquor

8.2. General financial matters

- 8.2.1. On behalf of the Board, the treasurer must, as soon as possible after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- 8.2.2. The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers and no portion shall be paid or distributed directly or indirectly to members or their associates except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of the association.

8.3. Documents

- 8.3.1. The Board must ensure the safe custody of books, documents, instruments of title and securities of the association.

8.4. Financial year

- 8.4.1. The end date of the association's financial year is 30 June in each year.

8.5. Distribution of surplus assets to another entity

- 8.5.1. This rule applies if the association:
 - a. is wound-up under part 10 of the Act; and
 - b. has surplus assets.
- 8.5.2. The surplus assets must not be distributed among the members of the association.
- 8.5.3. The surplus assets must be given to another entity:
 - a. having objects similar to the association's objects; and
 - b. the rules of which prohibit the distribution of the entity's income and assets to its members.
- 8.5.4. In this rule: **surplus assets** see section 92(3) of the Act.